

Bahama Village Redevelopment Advisory Committee
November 4, 2010 – 5:30 p.m.
City Commission Chamber
Old City Hall, 510 Greene Street



Bahama Village Mentoring Program

A Positive Step of Monroe County, Inc.

- Original Application
- Request for Additional Information
- Amendment to Application

Original Application

E. PROJECT INFORMATION

What type of project is proposed: *Check one:* Construction/Restoration Program

Provide a brief description of the project:

Mentoring Program for youth living in Bahama Village. Target population will be youth involved in the
Juvenile Justice system, their siblings that are not in the system, and youth at-risk. Mentors will be
assigned. Activities, tutoring and guidance.

If a Construction/Restoration Project, please provide information that fully describes the physical boundaries of the proposed project as follows:

- map(s)
- deeds(s)
- boundary survey
- Monroe County Property Appraiser data for the site (<http://www.mcpafl.org>)

If a Program, please fully describe the population served by the program and the address of the program facility location, if applicable. Please attach authorization from the property owner for the proposed program facility location.

Facility location authorization

F. OWNERSHIP AND LEGAL STRUCTURE

Provide the full name(s) of the person(s) or entity(s) expected to own (or operate if a program) the project and fully describe their legal structure (i.e. principals, ownership interests, relationship to parent organization, subsidiaries, etc.). Include a complete list of officers, directors and board members (as applicable) associated with entity who requested the appropriation. Attach additional information if necessary.

A POSITIVE STEP OF MONROE COUNTY, INC.

SEE ATTACHMENT FOR LIST OF BOARD MEMBERS

Is the facility or program open to the public regardless of the individual's race, color, sex, gender identity or expression, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, or source of income and is there a charge associated with public use or entry to the facility or program? Please describe if necessary or explain if facility or programs have limitations to access. Attach additional information if necessary.

YES

G. PREAPPLICATION MEETING

A pre-application with the City Planner and Historic Preservation Planner is required prior to application submittal. Please provide the following pre-application meeting dates:

06/22/10 & 7/22/10 Planning Department
N/A Historic Preservation Planner

H. PROJECT BUDGET

Note: Applicants are encouraged to consider the total amount available for TIF funding in 2011 relative to their project request.

1. Is funding requested for multiple phases (over more than one funding cycle?)
 yes no
2. Project Cost for 2011 \$157,722.00
Total Project Cost N/A (if multiphase, for all years)
3. Amount of TIF Funding Requested for 2011 \$143,322.00
Total Amount of TIF Funding Requested N/A
(if multiphase, for all years)
4. Total Amount of matching funds provided for 2011 \$15,400.00
Total Amount of matching funds provided N/A
(if multiphase, for all years)
Describe the source and amount of matching funds Thru Fund Raising \$15,400
5. Attach a detailed budget for the project describing each key element and estimated costs (if multiphase, for all years)
 Detailed budget attached

I. PROJECT SCHEDULE

Please provide a schedule for approvals, construction and implementation of proposal, including multiyear phasing if relevant.

Schedule attached

J. GREEN FEATURES

Although not specifically required by Chapter 163, part 3, Florida Statutes of the Community Redevelopment Act, it is important to encourage the concept of going green within the context of implementation of a community redevelopment. Going green in this instance means conscious attempts to reduce overall negative environmental impacts by individuals, businesses and government. Community redevelopment activities including the appropriation and use of tax increment when reasonably feasible should

consider a focus on conserving the earth's resources, energy efficient activities, production of consumption of energy, use of sustainable materials, elimination of waste, compliance with environmental regulations and the use of environmentally friendly products, equipment and services. In this context green services are earth friendly, ethically produced and made energy efficient and employ the use recyclable materials. Please indicate how this application will promote green services. **Projects with green features will be given priority for funding.**

Green Features response attached

K. CERTIFICATION

By making this application, Applicant certifies that he or she has read Section 163.340(9), Florida Statutes (the definition of "community redevelopment") and the City's Community Redevelopment Plan (including any amendment or restatement thereof, and understands that any funding pursuant to application must be consistent with the City's community redevelopment policy objectives and City of Key West guidelines and procedures.)

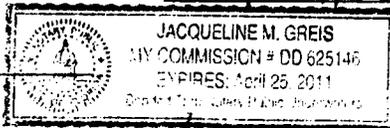
The undersigned has read this form, authorized its preparation and, under penalty of perjury, hereby certifies that, to the best of his or her knowledge and belief that the information provided is true, accurate and complete. Applicant understands that any appropriation is subject to available funds and if requested agrees to provide any and all additional information in a timely fashion as requested by the CRA or City.

Chapter 837.06 Florida Statutes - False Official Statements - Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree punishable as provided for in S. 775.082 or S. 775.083.

Applicant's Signature: Billy Davis Date: Sept. 4, 2010

Subscribed and sworn to (or affirmed) before me on Sept 4, 2010 (date) by

Billy Davis
Please Print Name of Affiant



He/She is personally known to me or has presented known as identification.

Jacqueline M. Greis
Notary's Signature and Seal

Jacqueline M. Greis Name of Acknowledger printed or stamped

Bank Manager Title or Rank

DD 625146 Commission Number, if any

Authorization Form

Please complete this form if someone other than the owner is representing the property owner in this matter.

I, Debra D. Rake authorize
Please Print Name(s) of Owner(s)

Billy Davis
Please Print Name of Representative

to be the representative for this application and act on my/our behalf before the City.

Debra D. Rake
Signature of Owner

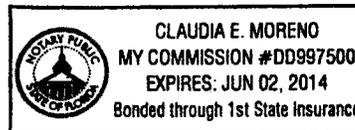
Signature of Joint/Co-owner if applicable

Subscribed and sworn to (or affirmed) before me on 27th, _____ (date) by
September, 2010

Please Print Name of Affiant

He/She is personally known to me or has
presented Florida Driver LC as identification.
R200-164-52-904-0

[Signature]
Notary's Signature and Seal



Claudia E. Moreno

Name of Acknowledger printed or stamped

Title or Rank

00997500

Commission Number (if any)

Verification Form

This form should be completed by the applicant. Where appropriate, please indicate whether applicant is the owner or a legal representative. If a legal representative, please have the owner(s) complete the following page, "Authorization Form."

I, _____, being duly sworn, depose and say
Name(s) of Applicant(s)

that: I am (check one) the Owner Owner's Legal Representative
for the property identified as the subject matter of this application:

Street Address and Commonly Used Name (if any)

All of the answers to the above questions, drawings, plans and any other attached data which make up this application, are true and correct to the best of my knowledge and belief and that if not true or correct, are grounds for revocation of any action reliant on said information.

Signature of Owner/Legal Representative Signature of Joint/Co-owner

Subscribed and sworn to (or affirmed) before me on _____(date) by
_____(name). He/She is personally known to me or has
presented _____ as identification.

Notary's Signature and Seal

Name of Acknowledger typed, printed or stamped

Title or Rank _____ Commission Number (if any)

Bahama Village Mentoring Program Green Features

- **Paperless office**
- **Turning off all equipment**
- **Using Soy-Based Ink Cartridges**
- **Buying only Green Office Supplies**
- **Start a Recycle program at both The Douglas Gym & AME Zion Church**

APS

A POSITIVE STEP

5503 College Road, Suite 209 – Key West, FL 33040

Phone (305) 304-1969 – Fax (305) 295-8333 – Email: apsmccrp@aol.com

PROJECT SCHEDULE

TIME LINE

The first 30 days the Director and Coordinator will hire two Case Managers.

The next 60 days will be dedicated to staff training and accepting referrals, matching youth with mentors, and after school activities.

Next 9 months will be spent on providing services, improvement, and fund raising for year two.

BAHAMA VILLAGE MENTORING PROGRAM

Agency	A POSITIVE STEP OF MONROE COUNTY INC.
Contact Person	Billy Davis
Address	5503 College Road, Suites 1023 & 1024
City, State, Postal Code	Key West, Florida 33040
Email	apsmccrp@aol.com
Phone	(305) 304-1969
Alternate Phone	(305) 292-6737 x117

Total Youth Expected: 50

As in many other areas of the state, our community lost a number of programs offering services to youth in the past two years. PACE, Big Brother/Big Sisters and the YMCA program have all been casualties of the economic crisis. Additionally, those services, which do remain, have suffered significant budget cuts necessitating a decrease in services (i.e., Boys & Girls Club). Finally, services such as Life Skills counselors in the schools and school resource officers are also targeted for reduction/elimination for FY 2010/2011. As a result, the opportunity to bring a new resource to our community at this time is essential to our youth.

This project is a mentoring program for youth living in Bahama Village. The target population will be youth involved in the Juvenile Justice system, their siblings that are not in the system, and youth at-risk. Mentors will be assigned, and we will provide activities, tutoring and guidance.

Partners and/or Collaborators:

The primary partners for this proposal are The Frederick Douglas Gym, The Cornish Memorial AME Zion Church, the Florida Department of Juvenile Justice, and A Positive Step of Monroe County, Inc. However, our community has a long history of strong collaboration among all of its community partners; additional partners, such as the Monroe County School District and the South Florida Workforce, will be involved in implementation and service delivery. This will be facilitated by the local county juvenile justice board, which is established in Florida statute. Membership on the board includes representation from schools, law enforcement, social service organizations, substance abuse treatment agencies, mental health agencies, faith based organizations, state attorney, public defender, judiciary, government, juvenile justice programs, and child advocates. Building upon the existing collaborations of the county juvenile justice board, this proposal would promote collaboration within the Bahama Village community and link youth involved in the mentoring program to other community resources. MOUs will be developed as needed.

Experience & Capacity:

A Positive Step of Monroe County (APS) has been established for 12 years and has played a vital role in the direct provision of day treatment and conditional release services while also supporting local in school and community based mentoring programs. APSMC covers the entire county and offers only evidenced based services. This proposal would provide additional case management and mentor recruitment to create an opportunity for the matching of mentors with youth who are residents of the Bahama Village community, or youth from the Bahama Village community who are reentering the community from other programs. This proposal will also involve the close coordination of services through the South Florida Workforce Development Board, which provides career coaching, assistance in completing high school or attaining a GED, job skills training, and connects youth to jobs.

We would estimate that at least 50 youth could benefit from these services during a calendar year. Additionally, as the services are community based, location for services would include, but not be limited to, schools, churches and social service agencies. The Circuit's existing collaborations and structure will greatly contribute to the effective communication between partners and the assurance of a high quality of service delivery.

Target Areas & Population:

This proposal would serve youth living in Bahama Village who are currently underserved by mentoring programs and are from the highest crime area in Key West. It is anticipated that our proposed mentoring program will be successful in reducing the numbers of youth committed to residential programs, however, when necessary will also provide for a more effective process for transitioning youth home from residential programs. Referrals to the program will first be DJJ referred youth, ages 12 up to age 19; secondly, siblings and other youth identified as high risk by the staff at the Frederick Douglas Gym.

In order to provide mentoring and employment placement services to participating youth living in Bahama Village the partnership will conduct a public awareness media campaign and community presentations to promote local private business and mentor recruitment. These activities will serve to ensure that mentors and employment opportunities are available to youth living in Bahama Village.

Once identified, potential mentors, other program volunteers will undergo initial screening and background checks will be conducted. Potential mentors will be required to complete a written application, have a face-to-face interview and undergo reference, abuse and offender registry and fingerprint checks for disqualifying driving and criminal records. Upon successful completion of the initial screening process, mentors will undertake an initial mentor-training course. This mentor training will cover the role and responsibilities of the program and the mentor, basics of effective mentoring, program policies and logistics, statutory requirements, confidentiality and accident/emergency procedures and special needs of the children, additional training will also be made available on topics of mentor concern such as cultural competency, conflict resolution, understanding child development and career mentoring strategies. All mentors must complete training to prepare them to work with their mentees. Ongoing training of mentors will also be provided throughout the year to assist mentors with issues and concerns that may come up throughout the course of their relationship. Supervision over mentors will occur weekly during the

first month of the relationship, bi-weekly for the next 2 months and at least monthly thereafter. Supervisory mentor support sessions will also be offered every 12 weeks.

Youth and caregivers will also receive program orientation training. At the mentee orientation, expectations for youth and families / caregivers who are participating in the mentoring program will be explained. Roles and responsibilities clear to minimize the potential for misunderstandings. Mentors will be matched to participating youth based upon pre-established criteria, which will include these points of compatibility: personal preferences, temperament, life experiences and interests and race. Mentors will be provided with safe locations, resources and activities to engage in mentoring relationships and a process to manage grievances resolve issues and offer positive feedback.

In order to promote mentoring and mentor retention, the program will recognize the contribution of all program participants through a series of events and initiatives. Strategies employed will include the use of mentors and mentees to share their experiences at public speaking events and in newspaper articles and through the hosting of an annual sponsored mentor recognition event during the National Mentoring Month of January.

Specific Programming Needs:

Two case managers are needed to match youth with mentors, to provide oversight and tracking of cases, and to link youth (and their families) to other resources in the community. A Project Coordinator is also needed to recruit mentors, develop a recruitment process, and to schedule and coordinate training. Finally, a Program Director is needed to oversee all program operation and to ensure continuity of resources, staff and youth.

Effective strategies for providing quality youth mentoring using such resources as Big Brother/Big Sister Program and The Hamilton Fish Institute of School and Community Violence and The National Mentoring Center at Northwest Regional Educational Laboratory will be utilized, including the application of an evidence-based training program for adult volunteers and employees. The Circuit 16 Juvenile Justice Board will serve as the Advisory Committee and provide support for the program. Volunteer recruiting, volunteer orientation, mentor screening, matches between mentors and mentees, and program evaluation will be crucial components of the program. Special attention will also be given to program sustainability, community education and the development of MOUs where needed.

The APSMC program objectives are consistent with the Local Youth Mentoring Program Performance Measures in that:

- A mentoring program for underserved youth will be accomplished.
- Mentors will be recruited, trained and educated in the program area.
- A sustainability plan for the retention of mentors will be developed.
- Evidence-bases practices will be implemented.

Finally, the Recovery Act Performance Measures will also be accomplished through jobs created and funded for the program, as well as the increased number of participating youth and the anticipated decrease in the re-offending behaviors, which cause a negative financial and quality of life impact in Bahama Village.

Additional specific program needs for the Bahama Village Youth Mentoring Initiative proposal are included as an attachment to this proposal.

Key Personnel/Potential Staff (Please include potential partner organizational information and resumes for administration staff who can fill the administrative roles, this could be the circuit chairperson for purposes of the proposal development):

Attachments are included:

- A. Additional Specific Programming Needs – Bahama Village Youth Mentoring Initiative Proposal
- B. Letter of Support from partners
- C. Billy Davis and Bryan Armstrong's Résumés
- D. Proof of Non-Profit Status
- E. List of Board Members
- F. List of Future Funding Sources

Additional Specific Programming Needs – Bahama Village Mentoring Proposal:**Staff Salaries and Benefits:**

- Program Director
- Mentoring Program Coordinator/Work Placement Manager
- Mentoring Program Case Managers/Part Time

ANNUAL PERSONNEL DETAIL

	Position Name	Monthly Salary	FICA 7.65% Yearly	Annual Salary	%	Total
1	Program Director	\$1,666.67	\$1,530.00	\$20,000.00	35	\$21,530.00
2	Program Coordinator	\$2,916.67	\$2,677.50	\$35,000.00	100	\$37,677.50
3	Case Manager I	\$2,604.17	\$2,180.25	\$28,500.00	100	\$30,680.25
4	Case Manager II	\$2,604.17	\$2,180.25	\$28,500.00	100	\$30,680.25
	TOTALS	\$9,791.68	\$8,568.00	\$112,000.00	-	\$120,568.00

Operating Expenses:

- Marketing and recruitment materials;
- Postage;
- Training materials;
- Office supplies;
- Liability insurance – in kind
- Screening fees (fingerprinting, criminal background check, DMV check, etc.);

ANNUAL EXPENDITURE DETAIL

TYPE OF EXPENSE		AMOUNT	ANNUAL BUDGET UNIT	YEARS NO. OF UNITS	TOTAL
1	OFFICE SUPPLIES	\$1,500.00	N/A	N/A	\$1,500.00
2	POSTAGE	\$100.00	1	1	\$100.00
3	LIABILITY INSURANCE	In Kind	0	0	In Kind
4	ADMINISTRATIVE EXPENSES (PAYROLL, ETC)	\$150.00	1	12	\$1,800.00
5	OFFICE EQUIPMENT (INITIAL)	\$2,800.00	0	0	\$2,800.00
6	STAFF TRAVEL / GAS	\$250.00	1	12	\$3,000.00
8	STAFF TRAINING	\$1,750.00	N/A	N/A	\$1,750.00
9	TELEPHONE	\$192.00	1	12	\$2,304.00
10	CLIENT MISCELLANEOUS EXPENSES (Interview Clothes, Bus Passes, etc)	\$1,500.00	1	1	\$1,500.00
11.	COMPUTERS	\$1,500.00			\$1,500.00
TOTALS:					\$16,254.00

ANNUAL EXPENDITURES DETAIL

TYPE OF EXPENSE	AMOUNT	ANNUAL BUDGET YEARS		TOTAL
		UNIT	NO. OF UNITS	
14 JANITORIAL SUPPLIES	0	0	0	0
15 BUILDING MAINTENANCE / REPAIR	0	0	0	0
16 BUILDING EQUIPMENT	0	0	0	0
17 MEDICAL EQUIPMENT & SUPPLIES	0	0	0	0
18 MEDICATIONS	0	0	0	0
19 EDUCATIONAL EQUIPMENT	0	0	0	0
20 EDUCATIONAL SUPPLIES	\$500.00	1	1	\$500.00
21 EDUCATIONAL BOOKS	0	0	0	0
22 ELECTRONICS	0	0	0	0
23 RECREATIONAL SUPPLIES	0	0	0	0
24 RECREATIONAL EQUIPMENT	0	0	0	0
TOTALS:	\$500.00			\$500.00

Program Activities (In-Kind):

- Food (snacks and drinks);
- Activities (board games, sporting equipment, craft supplies, etc.);
- Field trips and group outings (ticket price, transportation, meal vouchers, etc.);
- Awards/recognition events or kick-off celebration; and
- Thank-you gifts for mentors and volunteers.

Occupancy/Office:

- Rent/utilities; and
- Cell Phones / Computers (Laptop & Desktop)

ANNUAL EXPENDITURES DETAIL

TYPE OF EXPENSE	AMOUNT	ANNUAL BUDGET YEARS		TOTAL
		UNIT	NO. OF UNITS	
1 RENT	\$500/month	--	--	\$6,000
2 DEPRECIATION	0	0	0	0
3 UTILITIES	In Kind	--	--	In Kind
4 EQUIPMENT / LEASE PAYMENTS	0	1	0	0
5 VEHICLE / LEASE PAYMENTS	0	0	0	0
6 DEPRECIATION	0	0	0	0
7 VEHICLE MAINTENANCE	0	0	0	0
8 FOOD	0	0	0	0
9 KITCHEN SUPPLIES	0	0	0	0
10 KITCHEN EQUIPMENT	0	0	0	0
11 PERSONAL CARE	0	0	0	0
12 ACTIVITIES/FIELD TRIPS	In Kind	0	0	In Kind
TOTALS:				\$6,000.00

GRAND TOTAL

\$143,322.00

Job Descriptions

P/T Program Director

General Statement of Duties

The Program Director will strategically manage growth according to the overall program vision and goals. This position involves administrative, fundraising, property management and personnel management skills. The Program Director position requires the experience and ability to manage personnel and collaboration efforts as well as financial and operational aspects of the agency. The Program Director is responsible for furthering the program mission of serving at-risk youth through mentoring.

Examples of Duties:

- Manage a staff, development operations, organizational systems and policies;
- Handle fundraising;
- Oversee finances and budget for each fiscal year;
- Oversee Program Coordinator;
- Communicate effectively with staff and volunteers and supervise public relations;
- Work in collaboration with the Board of Directors;
- Provide leadership to staff and Board;
- Manage and promote workplace campaigns; and
- Increase awareness in community and among community leaders.
- Represent agency in the community;
- Take a lead role in exploring community collaborations and developing supplemental support services for youth;

Program Coordinator

General Statement of Duties

This position entails responsibility for the direct service mentoring operations of the agency. All operations will be managed and implemented according to established best practices in the mentoring field. These operations include training and screening adult volunteers; matching volunteers one-to-one with at-risk youth; interviewing and screening youth; providing follow-up support once each match is made; planning life skills workshops; planning and implementing a community-based activities program; coordinating the implementation of targeted services and programs (including alumni support services, academic support services, and youth community service opportunities); assisting with special college collaborations; planning special activities for youth on the waiting list; and managing other special programs.

The Mentoring Program Coordinator is responsible for not only maintaining a high standard of excellence in mentoring and support services to at-risk youth, but also taking initiative to further this goal. The Mentoring Program Coordinator is responsible for meeting operational goals and objectives, keeping the organization informed of current research and information relevant to the program and working with staff and the Board to maintain an ongoing evaluation protocol. The Mentoring Services Director will represent the agency in the community and will evaluate special community collaboration opportunities. This position is responsible for recruiting volunteer mentor

and generating community awareness for the agency. Duties will also include tracking volunteers and assisting in their training and support. Special emphasis will be on diversifying agency's volunteer base. Responsibilities will include developing relations with local media contacts to publicize agency and making presentations to community groups, as well as maintaining various ongoing recruitment efforts begun as part of our overall recruitment and marketing plan. This position involves recruiting, training and screening adult volunteers and matching them one-to-one with youth. Responsibilities also include interviewing and screening the youth, providing follow-up support once each match is made, planning training workshops and planning and implementing a community-based activities program.

Examples of Duties:

- Communicate with school personnel, families, referral agencies and other organizations on behalf of agency;
- Ensure that Mentoring Services staff meet program operational goals;
- Ensure that program services are carried out, such as activities, follow-up support to matches and life skills workshops;
- Keep agency current on all volunteer screening issues and techniques;
- Work with Board, staff and consultants to develop and implement ongoing evaluation procedures;
- Assist in other programmatic functions as required, such as special events, to support the program;
- Maintain ongoing communication about our services to agencies who refer youth to our program;
- Compile monthly data into an operational summary;
- Work with other program staff (both paid and volunteer) to coordinate best effort on behalf of each youth referred and to provide support for other special projects;
- Represent the agency on community youth committees;
- Communicate with volunteers and youth regarding activities, workshops, etc.;
- Provide required input to monthly activity newsletter; and
- Develop new community recreation sponsors to provide free/discount passes for the activities program.
- Identify, implement and coordinate a variety of volunteer recruitment methods to increase the number of volunteer mentors;
- Contact television and radio stations regarding publicity opportunities;
- Coordinate/write articles for publication in local newspapers;
- Set up and make presentations to service clubs, corporations and community groups;
- Participate in volunteer orientation and training sessions;
- Maintain Volunteer Recruitment Advisory Committee;

Case / Work Placement Manager**General Statement of Duties**

The primary role of the Workplace Liaison is to serve as the main contact for the mentoring program for mentees and the workplace and to communicate business and employee needs with the Mentoring Program Coordinator. The Case / Work Placement Manager will also be involved in the

program's supervisory mentoring activities, including program activities with at-risk youth and their mentors and carrying the caseload of matched pairs.

Examples of Duties:

- Manage a caseload of youth/adult matches;
- Recruit volunteers from the community to work with the youth that are referred;
- Plan and implement at least one activity per month for pairs;
- Make weekly contact with matched volunteers;
- Plan three training workshops per year for the pairs;
- Attend two volunteer support groups per year;
- Participate in volunteer training sessions;
- Assist in special events, such as annual fundraising projects;
- Develop new relationships with groups that are potential sources of volunteers;
- Develop new relationships with companies, individuals, schools, etc., that are potential sources of public relations volunteers (graphic artists, poster designers, writers, media professionals, marketing experts, etc.);
- Design and implement strategies to recruit culturally diverse and Spanish-speaking volunteers;
- Manage a caseload of five youth/adult matches;
- Coordinate community volunteers interested in one-time activities for youth on waiting list;
- Participate in or plan and implement one recreational activity per month for pairs;
- Provide information regarding the above activities for publication in bimonthly newsletter; and
- Represent agency on community youth committees.



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Charlie Crist, Governor

Frank Peterman, Jr., Secretary

September 15, 2010

Re: Bahama Village Redevelopment Fund
A Positive Step of Monroe County, Inc. – Proposal for Bahama Village Mentoring Program

Ladies and Gentlemen:

The Department of Juvenile Justice (DJJ), Circuit 16, is pleased to support A Positive Step of Monroe County, Inc., in its proposal and application to the Bahama Village Redevelopment Fund for the Bahama Village Mentoring Program. The proposal to recruit, train, and match youth with a responsible adult is a critical need in our community. The opportunity for at-risk and delinquent youth to have positive relationship with an adult in their community will provide a role model and in some cases an advocate for youth. Too often the absence of a responsible adult contributes to the development of negative peer associations, ineffective supervision, and ultimately, delinquent behaviors resulting in involvement in the juvenile justice system.

Circuit 16 DJJ offers its support to A Positive Step of Monroe County, Inc. and will be an active partner in recruitment efforts, mentoring activities, community service projects, referral source and other pro-social events that advance the Balanced and Restorative Justice philosophy.

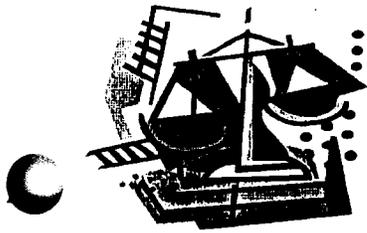
We encourage the consideration and funding of this program that will reduce juvenile crime, keep our community safe and increase the success rate for youth and families involved in the juvenile justice system.

Sincerely,

RaiEte Avel, CPM
Circuit 16 Chief Probation Officer and
Circuit Coordinator

5503 College Road, Suite 209 • Key West, Florida 33040 • (305) 292-6787
<http://www.djj.state.fl.us>

The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.



STATE OF FLORIDA
MONROE COUNTY - SIXTEENTH JUDICIAL CIRCUIT
JUVENILE JUSTICE BOARD

OFFICERS:

KATHY KIRKLAND
CHAIR
16TH JUDICIAL CIRCUIT COURT

September 13, 2010

ROSEMARY ENRIGHT
VICE-CHAIR
PUBLIC DEFENDER

Re: Bahama Village Redevelopment Fund
A Positive Step of Monroe County, Inc. – Proposal for Bahama Village
Mentoring Program

BOARD MEMBERS:

ELENA HERRERA
DEPARTMENT OF CHILDREN AND
FAMILIES

DR. TERI BEERS
CHILD PSYCHIATRIST

HEATHER CARRUTHERS
COUNTY COMMISSIONER

DENNIS WARD
STATE ATTORNEY

CAROL EISENMAN
MONROE COUNTY SCHOOL
DISTRICT

ONE GEDMIN
MONROE COUNTY SHERIFF'S
OFFICE

JANE MUIR-ISHERWOOD
DRUG COURT

ALEXSANDRA LETO
GUARDIAN AD LITEM

JAMIE PIPHER
GUIDANCE/CARE CENTER, INC.

STEVEN TORRENCE
KEY WEST POLICE DEPARTMENT

KATHY TUELL
FLORIDA KEYS CHILDREN'S
SHELTER

CHARLA RODRIGUEZ
KEY WEST HOUSING AUTHORITY

DR. GWEN MAGBY
FAITH BASED REPRESENTATIVE

KAREN KNIGHT
OUR KIDS OF MIAMI-DADE &
MONROE

JOE LAINO
MENTAL HEALTH & SUBSTANCE
ABUSE (DCF)

Ladies and Gentlemen:

The 16th Judicial Circuit, Juvenile Justice Board is pleased to support A Positive Step of Monroe County, Inc., in its proposal and application to the Bahama Village Redevelopment Fund for the Bahama Village Mentoring Program. The proposal to recruit, train, and match youth with a responsible adult is a critical need in our community. The opportunity for at-risk and delinquent youth to have positive relationship with an adult in their community will provide a role model and in some cases an advocate for youth. Too often the absence of a responsible adult contributes to the development of negative peer associations, ineffective supervision, and ultimately, delinquent behaviors resulting in involvement in the juvenile justice system.

The Board offers its support to A Positive Step of Monroe County, Inc. and will be an active partner in recruitment efforts, mentoring activities, community service projects, and other pro-social events that advance the Balanced and Restorative Justice philosophy.

We encourage the consideration and funding of this program that will reduce juvenile crime, keep our community safe and increase the success rate for youth and families involved in the juvenile justice system.

Sincerely,

Kathy Kirkland
Chair
Judicial Circuit 16 Juvenile Justice Board

STAFF:

SUSAN KUNAS

Frederick Douglass Community Center
111 Olivia Street
Key West, Fl 33040

September 3, 2010

APSMC
5503 College Road
Suites 1023 & 1024
Key West, Fl 33040

To Whom It May Concern:

Through an interview with the Executive Director, Billy Davis of APSMC a week ago with staff members of Frederick Douglass Community Center we found our objectives for helping children succeed academically were the same. As was discussed we not only work with children in the Bahama Village Community but the entire Monroe County.

The Staff at Frederick Douglass Community Center would like to partner with Bahama Village Mentoring Project, since we've had a tutoring program here in Bahama Village for almost seventeen years and have serviced many children who might not have had educational success stories. We strongly feel partnership with your program could benefit both your program and enhance our further.

We have two retired school teachers helping in our tutoring program and another who is elementary certified.

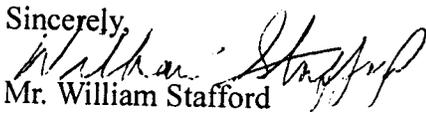
A few weeks ago we've installed the GED program and have been helping an adult to obtain her GED.

There are many positive things we do not only for the children in this community but adults as well.

If you have any questions Mr. Davis or any of your members can contact Mr. William Stafford, Manager or Mr. Charles Major, Jr. Assistant Manager at 305-293-8305 or stop by the center.

Thank you for your time in considering Frederick Douglass Community Center.

Sincerely,


Mr. William Stafford

BILLY DAVIS, MS

716 Ashe Street, Key West, FL 33040
(305) 304-1969 – apsmccrp@aol.com

ACCREDITATION:

- Masters Degree in Substance Abuse Counseling and Education
- Member of the Board of Directors, Key West Sunrise Rotary

EXPERIENCE:

1995 - Present

A Positive Step of Monroe County, Inc.

Key West, FL

Provider for the Florida Department of Juvenile Justice

Executive Director

2005 – Present

- Grant Administrator
A 20-Slot Aftercare Program and Day Treatment Program.
Responsible for developing and managing the budget, implementing policies and procedures, and developing strategies with other social service providers for young people in Monroe County.
- Administrator of evidenced-based in-home family therapy
Brief Strategic Family Therapy (BSFT)

2002 – 2006

- Developed and implemented group home for adjudicated youth of Monroe County.

1999 – 2003

- Grant Administrator - A 15-Slot Aftercare Program.
Responsible for developing and managing the budget, implementing policies and procedures, and developing strategies with other social service providers for young people in Monroe County.

1999 – 2001

Monroe County School Board

- Project Coordinator – Children's' Homeless Intervention Project (CHIP)
Responsible for coordinating services for homeless children with providers in Monroe County.

2000 – 2001

- Project Coordinator - 21st Century Community Learning Center.
Responsible for coordinating community activities with the 21st CCLC program.

2002

- Coordinated the Stay In School Summer Youth Employment Program
Spring & Summer

1998 - 1999

Safe Port/Key West Housing Authority

Key West, FL

Clinical Director

- Responsible for planning, implementing, monitoring, leadership and management of the CSAT Women and Children's Residential Treatment Program within the Key West Housing Authority.
- Direct supervision of eleven Clinical Staff Members, four Outreach Staff Members, and two Medical Staff Members. Supervised children's program.
- Developed and implemented Children's Program comprised of daycare center, before-and-after school programs. Supervised seven Staff Members.

- Provide direct supervision of all non-therapeutic staff, including Secretary/ Receptionist, Administrative Assistant, Resident Manager, and Van Driver. Developed and provided new staff orientation training and arranged on-going in-service programs with the CSAT Director.
- Monitored grants and contracts.

- 1997 - 1998 Health Services for Children with Special Needs Washington, DC
- Individual substance abuse/mental health therapy.
 - Family Therapy.
 - Education.
- 1995 - 1998 Executive Addictive Disease Program. Inc. Washington, DC
- Clinical Director*
- Supervise Clinical Staff.
 - Maintain administrative and clinical duties.
 - Negotiate benefits for clients from managed care companies.
 - Update EAP's.
 - Facilitate Groups - Substance Abuse and Dual Diagnosis/Adolescent and Adult.
- 1995 - 1998 Project Champ/Children=s National Medical Center Washington, DC
- HIV Trainer and Educator*
- Trained service providers who worked with at-risk youth.
 - Facilitate Train the Trainer Workshops.
 - Training Coordinator.
- 1990 - 1995 Fairfax/Falls Church Outpatient Alcohol & Drug Services Washington, DC
- Substance Abuse Counselor*
- 1989 - 1990 New Beginnings Washington, DC
- Primary Counselor - Inpatient Programs*
- 1981 - 1989 Law Librarian Washington, DC

EDUCATION: NOVA Southeastern, Fort Lauderdale, FL

- *Masters Degree in Substance Abuse Counseling and Education, December 2003*

University of the District of Columbia, Washington, D.C.

- *Bachelor of Science College of Education, May 1984*

RELATED EXPERIENCE:

- Expert Panel Member - Capitol Consultant Corporation.
- Grant Review Member for Substance Abuse and Mental Health Services Administration.
- Expert Panel Member - CSAT/NEDS Conference.
- Communicates with professional community concentrating on education and the disease concept of alcoholism and addiction.
- Lectures in the Washington, DC Public School System.
- Facilitates HIV/AIDS training and workshops.

ORGANIZATIONS:

- Member of Professional Alcoholism and Drug Abuse Counselor's Association (P.A.D.A.C.A.)
- Member of National Association of Alcoholism and Drug Abuse Counselors (N.A.A.D.A.C.)
- Member of Key West Sunrise Rotary.
- Member of Key West Chamber of Commerce

Bryan Matthew Armstrong

**1500 Atlantic Blvd #402, Key West, FL 305-292-7242, Email:
rugbydude@gmail.com**

Objective: Committed to professionalism; highly organized, work under strict deadline schedules with attention to detail; have excellent written and verbal communication skills.

Experience: Boy's & Girl's Club Key West – After School Program Coordinator
March 2009-January 2009
Worked with third, fourth, and fifth grader's in the after school program on sportsmanship skills, homework & study habit's. Helped start the mentoring program; also involved in the summer activities programming.

Casa Marina & Reach Resort – Resort Activities-Pool & Beach Manager
August 2008 -August 2009

In charge of developing & running resort activities for both resorts. Came up with family-friendly games, kids games, and grown-up activities. Created enthusiasm around the resort to get guests excited & interested in the resort games. In addition to the activities, I was responsible for all beach & pool cabana's with respect to towels, refreshments, customer service, beach & pool clean-up.

Tischman Construction Worldwide – Vice President of Operation's
1997-2008 Las Vegas, Machu, Dubai

Reviewed and approved adequate plans for the control of planned outputs, budgeted spending, labor efficiency, material efficiency, engineering effectiveness, customer service, and order entry efficiency, along with human utilization.

Reviewed performance against operating plans and standards. Provide reports to subordinates on interpretation of results and approved changes in direction of plans.

Presented monthly reports on performance as requested by the Chief Executive Officer. Developed and presented to the President matters requiring a decision. Defined and recommended objectives in each area of Operations.

Developed specific short-term and long-term plans and programs, together with supporting budget requests and financial estimates. Reviewed and approved cost control reports, cost estimates, and manpower and facilities requirements forecasts.

Education: **Vanderbilt University**, Nashville, TN 1999-2001
Master's of Urban Development & City Planning

University of Florida, Gainesville, FL 1995-1999

- Bachelor of Science, Urban Development & Construction
- Minor in Fine Arts
- Student Senate, Inter-fraternity Council

Skills: AS400, Crest EDG, Referral Pro, Microsoft Word, Excel, Access, PowerPoint Peachtree Accounting, QuickBooks, Quicken, General Ledger, 10 Key, Doc-edge, Closing Point

Date: MAR 28 2006

Employer Identification Number:

65-1077573

DLN:

17053070761086

Contact Person:

THOMAS C KOESTER

ID# 31116

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

A POSITIVE STEP OF MONROE COUNTY
INC
716 ASHE ST
KEY WEST, FL 33040-0000

Dear Applicant:

Our letter dated AUGUST 23, 2001, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

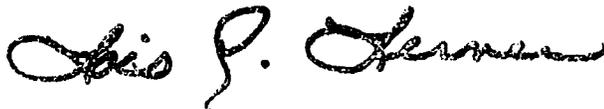
Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

APS

A POSITIVE STEP

5503 College Road, Suite 209 – Key West, FL 33040

Phone (305) 304-1969 – Fax (305) 295-8333 – Email: apsmccrp@aol.com

A POSITIVE STEP OF MONROE COUNTY
BOARD MEMBERS

Deborah Rake	President	301 White Street, #10-F, Key West, FL 33040
Chandra Tynes	Secretary	Apt. D-40, 11th Avenue, Key West, FL 33040
William Stafford	Officer	Apt. D-36, 11th Avenue, Key West, FL 33040
Victoria Carillo	Officer	415 Amelia Street, Key West, FL 33040
Robert Price	Vice President	216 Golf Club Drive, Key West, FL 33040

APS

A POSITIVE STEP

5503 College Road, Suite 209 – Key West, FL 33040

Phone (305) 304-1969 – Fax (305) 295-8333 – Email: apsmccrp@aol.com

FUTURE SOURCES OF FUNDING

Alonzo Mourning Youth Charities
www.mcharities.org

The Mentor Foundation
www.mentorfoundation.org

The Bach Foundation
www.BachFoundation.org

www.gu.org/youth

Gate Petroleum Foundation
www.gatepetro.com

The Rockefeller Fund
www.rockefellerfoundation.org/grant

The Rockefeller Family Fun
[www.undueinfluence.com/rockefeller family fund](http://www.undueinfluence.com/rockefeller_family_fund)

The Helmerick Foundation
Matt Helmerick's family's foundation

Request for Additional Information



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

October 13, 2010

VIA ELECTRONIC MAIL

Mr. Billy Davis
A Positive Step for Monroe County, Inc.
5503 College Road, Suite 1023
Key West, Florida 33040

**RE: Application for Tax Increment Appropriation
Bahama Village Mentoring Program
Request for Additional Information and Clarification**

Dear Mr. Davis:

The City is in receipt of your timely submitted application for the Bahama Village Mentoring Program. Staff has conducted a preliminary review of the application and is requesting the following additional information or clarification regarding the submitted materials:

- Clarification as to whether this is an existing or new program;
- Documentation demonstrating that the individual signing the verification form is authorized to sign on behalf of the organization;
- Authorizations from entities in control of where programs will be located; and,
- Clarification as to whether in-kind donations are the same as in-kind activities.

This additional information is requested by October 25, 2010.

Your project presentation is scheduled before the Bahama Village Redevelopment Advisory Committee at their regularly scheduled meeting on Thursday, November 4, 2010, starting at 5:30 p.m. Please be prepared to describe the key aspects of your project in 10 minutes or less and to answer questions that may be posed by the board. In addition, staff or board members may have additional information or clarification requests during the review period. The Bahama Redevelopment Advisory Committee is expected to meet on December 2, 2010, to recommend funding allocations.

Please do not hesitate to contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Amy Kimball-Murley".

Amy Kimball-Murley, AICP
Planning Director

Xc: Mark Finigan, Assistant City Manager
Shawn Smith, City Attorney
CRA Files

**Amendment to Application
October 25, 2010**

A POSITIVE STEP

5503 College Rd. Suite 209, Key West, FL 33040

Phone (305) 292-6737 x113 – Fax (305) 295-8333 – Email: apsmcerp@aol.com

October 21, 2010

Ms. Amy Kinball – Murley
AICP, Planning Director
The City Of Key West
PO Box 1409
Key West, FL 33041 - 1409



Re: Application for Tax Increment Appropriation
Bahama Village Mentoring Program
Request for additional information and clarification

Dear Amy:

In response to the additional information you've requested for our application for the Bahama Village Mentoring Program.

(Clarification as to whether this is an existing or new program)

APSMC is a non-profit organization currently managing conditional release, case management and in-home family therapy. We are seeking TIF funding to start a new program for youth living in Bahama Village.

(Documentation demonstrating that the individual signing the verification form is authorized to sign on behalf of the organization)

Please see Attachment

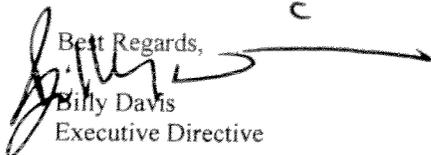
(Authorizations from entities in control of where programs will be located; and,)

Please see Attachment

(Clarification as to whether in – kind donation are the same as in -kind activities)

The in – kind donation will amount to \$17,400.00. The liability insurance cost is \$5,400.00 and 50% of time from one of APSMC's current staff members in the amount of \$12,000.00.

If I can be of further assistance please feel free to contact me.

Best Regards,

Billy Davis
Executive Directive

**Cornish Memorial A.M.E. Zion Church
702 Whitehead St.
Key West, FL 33040**

October 19, 2010

APSMC
5503 College Road
Suites 1023 & 1024
Key West, FL 33040



To Whom It May Concern:

Through an interview with Executive Director Billy Davis of APSMC a month ago with Pastor James Thornton and Charles Major, Jr. we found our objectives for helping children to succeed academically were the same. As we discussed concerning the use of your facility there would be a rental fee of \$500.00 per month payable to Cornish Memorial A.M.E. Zion Church.

Cornish Memorial A.M.E. Zion Church will be 146 years old in November of this year. This church is one of the oldest in Bahama Village. This facility once served the Bahama Village Community in various capacities as the first high school for Blacks, hurricane shelter and it was the first Roosevelt Sands Community Clinic.

We at Cornish would be eager to support Mt. Billy Davis with the Bahama Village Mentoring Project.

If there are any questions you may contact Pastor James Thornton at 305-294-2350 or Charles Major Jr.

A handwritten signature in black ink, appearing to read "Charles Major, Jr.", written over a horizontal line.

Sincerely,
Mr. Charles Major, Jr. Supply Pastor

Frederick Douglass Community Center
111 Olivia Street
Key West, FL 33040

September 3, 2010

APSMC
5503 College Road
Suites 1023 & 1024
Key West, FL 33040

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FLORIDA DEPARTMENT OF STATE DIVISION OF CORPORATIONS



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Detail by Entity Name

Florida Non Profit Corporation

A POSITIVE STEP OF MONROE COUNTY, INC.

Filing Information

Document Number N01000001359
FEI/EIN Number 651077573
Date Filed 02/27/2001
State FL
Status ACTIVE
Last Event AMENDMENT
Event Date Filed 11/20/2009
Event Effective Date NONE



Principal Address

716 ASHE ST
KEY WEST FL 33040

Mailing Address

716 ASHE ST
KEY WEST FL 33040

Registered Agent Name & Address

DAVIS, BILLY D
716 ASHE STREET
KEY WEST FL 33040 US

Name Changed: 04/22/2008

Address Changed: 04/22/2008

Officer/Director Detail

Name & Address

Title D

CARILLO, VICTORIA
415 AMELIA ST.
KEY WEST FL 33040 US

Title D

TYNES, CHANDRA
D-40 11 AVE
KEY WEST FL 33040

Title D

STAFFORD, WILLIAM E

Authorization Form

Please complete this form if someone other than the owner is representing the property owner in this matter.

I, JIM K. SCHOLL authorize
Please Print Name(s) of Owner(s)

A POSITIVE STEP
Please Print Name of Representative

to be the representative for this application and act on my/our behalf before the City.

J. K. Scholl
Signature of Owner

A POSITIVE STEP
Signature of Joint/Co-owner if applicable

Subscribed and sworn to (or affirmed) before me on October 19, 2010 (date) by

Jim K. Scholl
Please Print Name of Affiant

He/She is personally known to me or has presented _____ as identification.

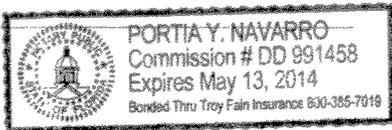
Portia Y. Navarro
Notary's Signature and Seal

PORTIA Y. NAVARRO
NOTARY PUBLIC

Name of Acknowledger printed or stamped

Title or Rank

Commission Number (if any)



Verification Form

Please note, variances are quasi-judicial hearings and it is improper to speak to a Planning Board or Board of Adjustment Member about the variance outside of the hearing.

This form should be completed by the applicant. Where appropriate, please indicate whether applicant is the owner or a legal representative. If a legal representative, please have the owner(s) complete the following page, "Authorization Form."

I, Jim K. Scholl, being duly sworn, depose and say
Name(s) of Applicant(s)

that: I am (check one) the Owner Owner's Legal Representative
for the property identified as the subject matter of this application:

Street Address and Commonly Used Name (if any)

All of the answers to the above questions, drawings, plans and any other attached data which make up this application, are true and correct to the best of my knowledge and belief and that if not true or correct, are grounds for revocation of any action reliant on said information.

J.K.S.C.O. _____
Signature of Owner/Legal Representative Signature of Joint/Co-owner

Subscribed and sworn to (or affirmed) before me on October 19, 2010 (date) by
Jim K. Scholl (name). He/She is personally known to me or has

presented _____ as identification.

Portia Y. Navarro
Notary's Signature and Seal

PORTIA Y. NAVARRO Name of Acknowledger typed, printed or stamped

Notary Public Title or Rank _____ Commission Number (if any)

