

Original



April 15, 2022

Mrs. Titilayo Smith

Community Development

City Of Texas City

928 5th Ave N.

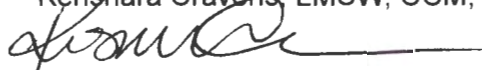
Texas City, TX 77590

Enclosed please find our proposal for BID 2022-012 Summer Youth Career Counseling Services. Craving For a Change Foundation Inc. is thankful for the opportunity to able to provide a bid to service the youth of Texas city.

If you have any questions or concerns, please feel free to contact me at kenshara.cravens@cravingforachange.com, or 832-297-1131/832-735-0077.

Warm Wishes,

Kenshara Cravens, LMSW, CCM, LCDC, Ph. d(C)



EIN-84-2020700

www.cravingforachagefoundation.com

Fax: (833) 584-0791

Table of Contents

Organizational Qualifications and Project

Management.....	3-4
Orginzational Chart.....	5
Resumes.....	6-15
Solutions Profile.....	16-18
Budget.....	19
Budget Narrative	20-22
Annual Statment Documents.....	23
MOU's.....	24

Organizational Qualifications and Project Management

Craving For a Change Foundation is a nonprofit organization, that focuses on youth transition assistance. Under the youth transition services the services that are provided are career counseling career exploration, college transition assistance, social emotional learning, and soft skills building.

Craving For a Change Foundation has been in business since May of 2019 and has provide over 200 youth assistance at no cost since it has been operating. Craving For a Change is currently housed in La Marque High School and provided transition assistance twice a week for two hours. We have been in La Marque High School since 2020. We currently have not any federal funding to run our programs. We specialize in working with youth who come from low income, single parent, and minorities homes. With being an organization that was started at the beginning of COVID-19 we became very innovate. We began holding our classes via zoom and working with students that way. We also held live class to be able to meet the needs of the group.

Some of the risk that we can foresee with this project are lack of interest, lack of participation, psychosocial issues, and situational issues. When conduct working with the youth, we will always a form of check in weekly. In this weekly check in we will ensure that the youth does not have any external factors that are creating a barrier to them receiving assistance. When their factors are identified we will assist and provide case management services to ensure that the matters are addressed to ensure that they are able to continue the program. We will also address of lack or interest and or participation by engaging with the group and understanding their needs.

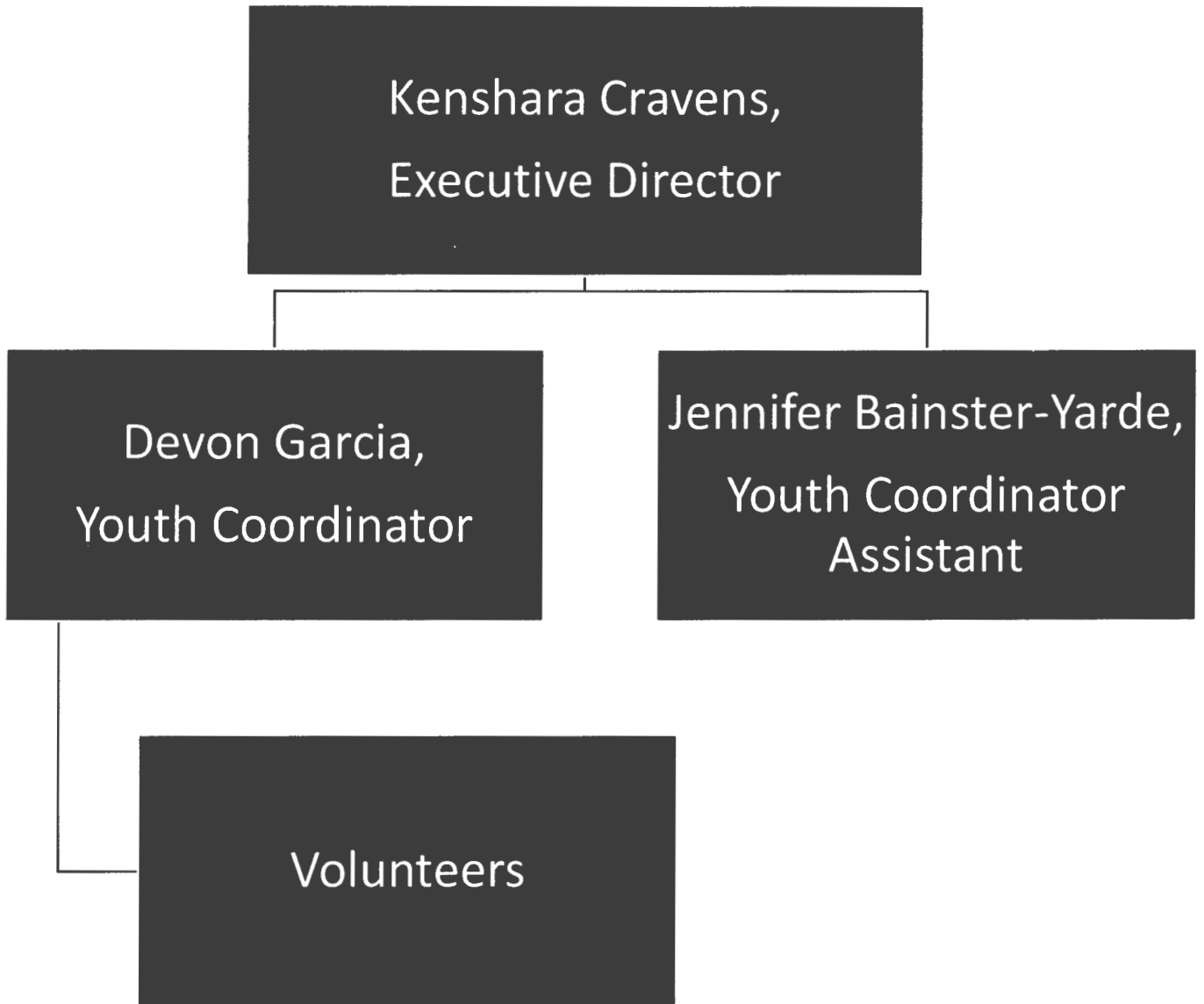
The program will be measured by 3 domains from the craving for a change perspective. Student engagement (e.g., number of careers advising appointments, number of workshops

attended, number of job interviews scheduled) 2. Job search support (e.g., number of employers at career fairs, number of employers posting jobs and internships, total number of jobs and internships posted) 3. Student success (e.g., job placement rates, graduate school placement). We will utilize a excel system that we input weekly when having our one-on-one counseling to gage how much of each domain the youth are engaging in.

We have a consultant company that we use that performs quality and compliance checks for the organization. They ensure that timesheets match, they perform audits on our Monitoring and Evaluation Planning, and also interstate any complaints.

To ensure that funds are used properly and according to policy, process, and according to overall spending we conduct monthly financial audits. These audits are also review by our tax preparer who ensure that funds match. This is done monthly as a strength, and also is reviewed by an outside person. The weakness is that our staff first completes the audit.

Organizational Chart



Kenshara Cravens, LMSW, CCM, LCDC(CI)

Address- 7825 Diamond Oak Texas City, Texas 77591 Ph:8322971131

Kenshara11@gmail.com

Seeking a position where previous social work skills can be utilized. Including program development, discharge planning, training, case management, supervising, and community outreach/education. A highly enthusiastic, and organized master's level social worker with experience in medical social work; providing clients with resources and effective interventions. Willing to explore in other areas where social work skills can be applied to help others.

EDUCATION

Walden University, Minneapolis, Minnesota

- Ph. D in Social Work, Anticipated June 2022
- **Stephen F. Austin State University, Nacogdoches, Texas**
- Masters in Social Work, May 2016
- **Stephen F. Austin State University, Nacogdoches, Texas**
- Bachelors of Social Work, December 2014

ACCOMPLISHMENT/AWARDS

- United Health Care, Sages Of Clinical Services, August 2021
- United Health Care Aquamarine, Collaboration October 2019
- United Health Care Opal Award, Collaboration August 2019
- The Bachelor of Social Work Leadership Award, Fall 2014
- President's List, Fall 2014
- President of School of Social Work Student Council, Spring 2014
- Dean's List, Fall 2013, Spring 2014
- Who's Who's Among Students in American Universities and Colleges, 2014

LICENSING/CERTIFICATIONS

Commission for Case Manager Certification

- Certified Case Manager, Expires 8/2025

Texas Behavioral Health Executive Council

- Licensed Masters Social Worker, Currently In Supervision Set To End 3/14/2022

Minnesota Board of Social Work

- Licensed Graduated Social Worker, Expires 2/2024

Texas Sectary of State

- Notary Public, Commission Expires 11/2021

Texas Department of State Health Services

- Licensed Chemical Dependency Counselor Intern, Expires 8/2021

RELATED EXPERIENCE

Adjunct Associate Professor

Jan 2022-Present

Saint Mary's University of Minnesota, Winona, Minnesota

Responsible for selecting and compiling tests, assignments and/or online discussion exercises that permit measurement of performance relative to standardized learning objectives with master level college students. Coordinate courseware and curriculum with academic department chair. The adjunct professor is responsible for reviewing any textbook and other courseware changes with the academic department chair and

Craving For a Change Foundation Inc ●2501 Palmer Highway #260 Texas City Texas 77590

●832-735-0077

other full-time faculty teaching the course. Facilitate class instruction. The adjunct professor is responsible for teaching the assigned class in accordance with learning objectives and session plan outlines. Evaluate student performance. The adjunct professor is expected to administer evaluations of student performance based on course deliverables and course rubrics. All course grades will be posted on the canvas grade center. Adhere to protocol guidelines. The adjunct professor is responsible for participation in any chat sessions as determined by the course. Respond promptly to grade determination. The adjunct professor submits grades for any assignments, discussion board exercises, and exams and course completion. Input final grades into the canvas grade center.

Clinical Reimbursement Director (Project Based Only/ Part Time) Oct 2021-Present

National Association of Social Worker, Austin, Texas

The director supports the social workers' unique clinical needs, communicating with others, variety, new challenges, and an opportunity for innovative work on issues important to the profession. This is a job where make a change and see the enormous benefits of combining skill, knowledge and advocacy. There is a research component in this role to be able to respond to member inquiries. On a regular basis, the Director maintains and monitors the 300-member interactive Clinical Reimbursement Listserv and responds to member questions with resources and references.

Therapist/Counselor (Project Based Only/ Part Time) Sep 2020-January 2021

Interface EAP, Houston, Texas

Therapist is responsible for assisting clients. The primary means for providing clinical service is through assessment and referral of clients. When appropriate, the counselor provides additional short-term problem resolution. The counselor also provides monitoring and follow-up of clients when indicated and follow-up with the employer when the client was referred formally.

Clinical Group Facilitator (Part time) Sep 2020-Present

Craving For A Change Foundation Inc, La Marque, Texas

Working under an ACE 21st century contract facilitator provides a support group to high school aged children for an after-school program. The position is responsible for working with youth to help them understand mental health and how to deal with it. Some of the topics include but not limited to depression, bullying, parent issues, and anxiety. Duties include creating content for the group, facilitating the group, and providing one on one sessions when needed. Utilizing the SEL approach.

LCDC Intern (Part time) Sep 2019-Sep 2020

The R.E.A.L Program, Galveston, Texas

Working under TDC contract counselor will provides direct care by assessing a patient's status and issues by interviewing them, obtaining personal information and medical history. Counselor designs treatment and rehabilitation program by using his/her knowledge of alcohol and drug dependency and counseling, while tailoring the process based on patient's needs. Providing individuals and group sessions. Counselor modifies treatments by maintaining case history and progress notes while observing his/her patients. Counselor works to restore patients to productive roles by educating them about available community-based organizations, and social and employment services. Counselor will work with a team made up of other clinicians and medical staff to provide effective treatment to the patients.

Service Coordinator June 2019-Present

United Healthcare, Sugarland, Texas

Assess, plan and implement care strategies that are individualized by patient and directed toward the

most appropriate, least restrictive level of care. Identify and initiate referrals for social service programs; including financial, psychosocial, community and state supportive services. Manage the care plan throughout the continuum of care as a single point of contact. Communicate with all stakeholders the required health-related information to ensure quality coordinated care and services are provided expeditiously to all members. Advocate for patients and families as needed to ensure the patient's needs and choices are fully represented and supported by the health care team. Working with the severe persistent mental illness population.

Social Worker/Case Manager

St Joseph Medical Center, Houston, Texas

October 2018- June 2019

Coordinates patient's care from pre-admission, through hospitalization, to post-discharge follow-up with emphasis on collaborative relationships with patients and families, clinical nurses, physicians, and other health team members to best meet the patient's physical, emotional, and spiritual needs. Assists patients and families in coping with problems resulting from severe or long-term illness, and with difficulties in recovery and rehabilitation. Interviews patients and families to obtain psychosocial history, assists patients in resolving environmental difficulties interfering with attainment of maximum benefits from medical care and conducts routine discharge planning. Maintains documentation according professional and department and facility standards. Directs patients to designated community agencies or resources, as necessary. Using the problem-solving process that includes assessment, problem identification, goal definition, plan development, evaluation and revision of the plan to achieve optimum patient outcomes. Working in med surgical, Emergency Department, and Inpatient rehab.

Social Services Director

Pasadena Care Center, Pasadena Texas

Apr 2018-Oct 2018

Responsible for to planning, organizing, developing, and directing the overall operation of our the Social Services Department in accordance with current federal, state, and local standards, guidelines and regulations, our established policies and procedures, and as may be directed by the Administrator, to assure that the medically related emotional and social needs of the resident are met/maintained on an individual basis. Coordinate podiatry, dental and vision services. Coordinate discharge planning.

Adjunct Professor

University of Texas at Arlington, Arlington Texas

Aug 2017-Present

Responsible for selecting and compiling tests, assignments and/or online discussion exercises that permit measurement of performance relative to standardized learning objectives with master level college students. Coordinate courseware and curriculum with academic department chair. The adjunct professor is responsible for reviewing any textbook and other courseware changes with the academic department chair and other full-time faculty teaching the course. Facilitate class instruction. The adjunct professor is responsible for teaching the assigned class in accordance with learning objectives and session plan outlines. Evaluate student performance. The adjunct professor is expected to administer evaluations of student performance based on course deliverables and course rubrics. All course grades will be posted on the canvas grade center. Adhere to protocol guidelines. The adjunct professor is responsible for participation in any chat sessions as determined by the course. Respond promptly to grade determination. The adjunct professor submits grades for any assignments, discussion board exercises, and exams and course completion. Input final grades into the canvas grade center.

Medical Social Worker (PRN)

Home Care Providers, Houston Texas

Aug 2017 -Mar 2019

Collaborated with other professionals to evaluate patients' medical and or physical condition to assess the client needs. Advocate for the clients or patients to resolve crises. Refer patient, client, or family to community resources to assist in recovery from mental or physical illness and to provide access to services such as financial assistance, legal aid, housing, job placement or education. Investigate for any signs of abuse

or neglect and take authorized protective action when necessary. Counsel clients and patients in individual and group sessions to help them overcome dependencies, recover from illness, and adjust to life.

Care Manager (PRN)

Humana at Home, Houston Texas

Jan 2017 -Aug 2017

Engage Humana members in a collaborative relationship which empowers the member to manage his or her physical, environmental and psycho-social health issues, to improve and maintain lifelong wellbeing and remain at home. Provide "best-in-class" complex care management to Humana's most vulnerable members, the frail elderly, the chronically ill and the functionally challenge. Identify risks, gaps in care and prevent unnecessary hospitalizations and emergency room visits by developing an individualized interdisciplinary plan of care for members and families to follow in order to achieve lifelong wellbeing in the home. Educate the member on preventative health care. Comply with all onboarding, annual and other mandatory trainings as assigned. Collaborate with other members of the "care team" including members' physicians and Humana clinical associates. Maintain HIPPA compliance. Educate on resources to assist with medication reconciliation and understanding of medical conditions.

Medical Social Worker (PRN)

Denson Home Health, Webster Texas

Jan 2017 -Aug 2017

Collaborated with other professionals to evaluate patients' medical and or physical condition to assess the client needs. Advocate for the clients or patients to resolve crises. Refer patient, client, or family to community resources to assist in recovery from mental or physical illness and to provide access to services such as financial assistance, legal aid, housing, job placement or education. Investigate for any signs of abuse or neglect and take authorized protective action when necessary. Counsel clients and patients in individual and group sessions to help them overcome dependencies, recover from illness, and adjust to life.

Medical Social Worker

Harbor Hospice, Houston, Texas

October 2016-April 2018

Collaborated with other professionals to evaluate patients' medical and or physical condition to assess the client needs. Advocate for the clients or patients to resolve crises. Refer patient, client, or family to community resources to assist in recovery from mental or physical illness and to provide access to services such as financial assistance, legal aid, housing, job placement or education. Investigate for any signs of abuse or neglect and take authorized protective action when necessary. Council clients and patients in individual and group sessions to help them overcome dependencies, recover from illness, and adjust to life. Help clients receive any needs to alleviate the end of life stress.

Medical Social Worker

CHI St Luke's Health Memorial Specialty Hospital, Lufkin, Texas

June 2016-October 2016

Provide individuals, families, and groups with the psychosocial support needed to cope with chronic, acute, or terminal illnesses. Services include advising family care givers, providing patient education and counseling, and making referrals for other services. May also provide care and case management or interventions designed to promote health, prevent disease, and address barriers to access to healthcare. Assisting patients with transitioning out of the hospital by discharge planning.

Medical Social Worker

Bethany Home Health Services/Hospice, Nacogdoches, Texas

July 2015-October 2016

Collaborated with other professionals to evaluate patients' medical and or physical condition to assess the client needs. Advocate for the clients or patients to resolve crises. Refer patient, client, or family to community resources to assist in recovery from mental or physical illness and to provide access to services such as financial assistance, legal aid, housing, job placement or education. Investigate for any signs of abuse or neglect and take authorized protective action when necessary. Council clients and patients in individual and group sessions to help them overcome dependencies, recover from illness, and adjust to life. Help clients receive any needs to alleviate the end-of-life stress.

JOB EXPERIENCE

Volunteer Coordinator

Bethany Hospice of East Texas Nacogdoches, Texas

Jan 2016-Oct 2016

- Manage Volunteers and manage volunteer resources to assist in the delivery of the organization's programs and services.
- Recruitment, retention, and training of volunteers.
- Program development of Volunteer Program.
- Community outreach to build community relationships.

SUMMARY OF SKILLS

- Highly organized
- Knowledgeable in MS Word, PowerPoint, Excel, Publisher, Adobe, and Sorian
- Effective team player
- Good communication skills
- 35Wpm

LEADERSHIP

- Craving for A Change Foundation Inc., Founder/ Chief Executive Officer
- Texas Southern University, Field Instructor 2018
- University of Texas at Arlington, Field Instructor, 2019

PROFESSIONAL ASSOCIATIONS/VOLUNTEER EXPERIENCE

- Community Development Block Grant Citizen Advisory Committee Texas City-Vice Chair,2021
- City of Texas City Grant Reviewer- Current
- Galveston County Food Bank Home Delivered Meal Volunteer,2020-Current
- Health Resources and Services Administration, Grant Reviewer, 2021
- National Association of Social Worker Texas, Abstract Reviewer, 2021
- National Association of Social Workers Conference, Student Volunteer, 2014
- Houston Area Urban League Young Professional, Member 2019
- Community Assistance Providers, Co-Treasure 2019
- Houston Livestock and Rodeo Houston, Black Heritage Committee Member, 2019
- National Association of Black Social Worker, Member, 2019
- National Association of Social Workers Conference, Student Volunteer, 2019
- Houston Livestock and Rodeo Houston, Scholarship Judging, Judge, 2020

DEVON GARCIA

433 N PINE RD, TEXAS CITY, TX 77591 · (409)204-2931
devongarcia3119@gmail.com

EXPERIENCE

12/27/2021 – CURRENT

ADMINISTRATOR, THE WOOD GROUP

As the residential administrator I am responsible for overseeing the day to day functioning of the crisis respite facility functioning. I manage operations and a staff of 11 individuals in addition to a maximum of 10 clients from the adult mental health population.

06/2/2021 – CURRENT

YOUTH COORDINATOR , CRAVING FOR A CHANGE FOUNDATION

As the youth coordinator I am responsible for designing, implementing, and/or maintaining programs that reflect the needs and interests of the youth.

10/14/2019 – 12/27/2021

MENTAL HEALTH CASE MANAGER, GULF COAST CENTER

Provide clients residing in the Brazoria and Galveston counties with resources to maintain/pursue independent living. Effectively model appropriate skills to assist with clients functioning within society.

EDUCATION

JULY 2020 – CURRENT

MSW, OUR LADY OF THE LAKE UNIVERSITY

MAY 2017

JUVENILE JUSTICE AND PSYCHOLOGY B.S, PRAIRIE VIEW A&M UNIVERSITY

Deans list each semester, Panther Pride Summer Bridge program counselor, volunteer experience with disabled youth within my school community

SKILLS

Experience with team work due to involvement in various campus groups Proficient with Microsoft programs

Passionate about expanding my knowledge

ACTIVITIES

Participated via volunteer services at an equine therapy facility in Waller, TX that catered to youth and adult populations with disabilities. Toured Giddings State School in Giddings, TX and spoke with the juvenile population face to face, followed by a tour and face to face interactions with the adult

Craving For a Change Foundation Inc ●2501 Palmer Highway #260 Texas City Texas 77590
●832-735-0077

population at the State Penitentiary in Huntsville, TX. Received many leadership awards in school from the MCJROTC program that I participated in for four years. Passionate about expanding my experience within the social work field to continue assisting vulnerable populations with their needs.

Jennifer A. Bannister-Yarde

7909 Sliver Oak DR.
Texas City, TX 77591
979-530-6930

bannisteryardej28@outlook.com

GOALS To reach one child at a time plant seeds with the hope of them to grow academically, socially, and psychologically.

EDUCATION

Master of Social Work Program, March 2020 (currently enrolled)
Our Lake of the Lake University Online Program, San Antonio TX
Generalist Social Work Practice: Individuals and Families
Human Behavior and the Social Work Environment
Generalist Social Work Practice: Organizational and Community

Bachelor of Science, Criminology, December 2013
University of Houston-Clear Lake, Houston, TX
Courses: Juvenile Delinquency, Deviant Behavior, Criminology,
Anthropology of Food, Probation and Parole, Criminal Law

Associate of Arts, General Studies, May 2011
College of the Mainland, Texas City, TX

Experience

Craving For A Change Foundation **Texas City, TX**
Youth Coordinator Assistant 12/22/2021-Current

- Assist youth coordinator with program implementation
- Assist in the creation of materials
- Assist with group facilitation
- Work with a caseload of 5-10 youth monthly

Kelly Educational Services **Houston, TX**
Substitute Teacher 08/22/2014-02/25/2020

- Works with grade school students PreK-12th grade
- Works in multiple schools throughout Harris County
- As the Primary teacher or the Teacher Assistance
- Also, work in facilities
- Works with at-risk youth in after school programs
- Contract worker

Harris County Juvenile Probation **Houston, TX**

- Harris County Youth Village
- Juvenile Justice Detention Center
- We are to maintain the safety and security of the residents.
- While maintaining 24 hr. surveillance with hopes of the residents learning to be law-abiding citizens.
- We also help the residents obtain their high school diploma and or GED as well.
- We are the eye and ears of the Supervisor, Probation Officers, and Therapists up to the Judge to determine when these residents can be release case by case basic sole up to their behavior.

Harris County Juvenile Probation
Service-Learning Case Aid

Houston, TX
02/18/19- 11/26/2019

- Assist Service-Learning Juvenile Probation Officers with weekly projects.
- Assist with Done-In-A-Day (Saturdays) at various C.U.P.S. units.
- Assist with office projects
- Grant Research
- Work at JJAEP Excel Academy assisting the youths with project research as well as presentations.
- Assist with teaching youths the importance of Horticulture Mondays through Thursday. On Fridays assisted with The Gardening club, a therapeutic class gets the youths outside showing them how to take care of a garden outside hands-on. Also, the importance of having a healthy nutritional diet

Community Service

Planting Seeds of Love Life Coaching 2020- Present

- Certified Life Coach
- Healthy Lifestyle Coaching
- Providing Fitness and nutritional tips
- Guided Meditation Session
- Youth Mentorship
- Motivational Speaker

President of the Baby Stewart Foundation 2015- Present

- Organize fundraisers
- In charge of community research
- Distribute donations to several business clients
- Provide car seat safety and sex education classes.

Houston Food Bank/Day of Service, March 2012

Rainbow Connection/UTMB Health, March 2012

- Facilitated recreational activities at Camp for All
- Advised children with cancer and their siblings on how to overcome fears and barriers.

Mission Trip/Managua, Nicaragua, June 2002

Professional
Development

University of Houston-Clear Lake

- New Student Orientation Leader Spring 2012- 2013
- National Society of Leadership and Success Spring 2012-2013
- Black Student Association Fall of 2011-2013
- Student Leadership and Community Engagement Spring 2012-2013
- Alpha Phi Sigma National Criminal Justice Honor Society
December 2013- present
- Teen and Police Service Academy (TAPS) Spring 2014-2015
- Goals are to reduce the social distance between at-risk youth and law enforcement.

Skills

Computer- Power Point, Word, Excel
Retail- Sales Associate, Customer Services

***References are available upon request.**

Solutions Profile

Orientation, Goals, and Assessment

By allowing the youth to be the decision maker in this step is very important. Encouraging them to define their goals, is the first step. To support the youth in developing goals that are responsive to their needs and interest an assessment will be complete by the staff with youth. In the assessment the youth will began to speak about their needs, and things that they are interested in. From there staff will work with the youth to complete SMART goals.

Career Navigation, Participation Engagement, and Retention

After the youth has identified career interest, we will provide the students with an opportunity to be connected with adults who are already in the careers that they are interested in. We will allow a day where the adults will come to engage with the youth. After the initial engagement during the one-on-one sessions the youth will be asked about their mentorship experience and how that is going. At any time if there is a need to change mentors this will be done rapidly. We will also check in weekly with the adults to ensure that the process is working out. If not at that time we will address the issue.

Our plan for participation engagement would include bi-weekly needs assessment. In this assessment we are able to gage the needs to the youth participating. By conducting the assessment, we are able to find out what is needed and implement those things to keep the youth engaged. The retention plan would include the implementation of the needs identified as well. Some of the additional things that would be set in place to assist with retention is offering the youth realistic information, and skills to grow in the profession of their liking. Such as mock interview, mini career fairs, and conflict resolution training.

The follow up plan will be broken up into three level. The first level will be our freshman/sophomore students. This level will include quarterly calls. In these calls we will conduct a basic psychosocial assessment to ensure that the students basic needs are being

met. From there we will then discuss the ISS plan. We will identify there the student are at with their goals what is needed and provide the support that is needed. The second level will most consist of the juniors. In this level there will be calls every other month. In these calls we will also conduct a basic psychosocial assessment to ensure that the students basic needs are being met. At this level we also discuss the ISS plan, but we will start more in-depth conversation such as next steps, schools' status, barrier, and preparing for interviews. Lastly the third level will have call monthly. This are out students that are graduating or have graduate. We will be working with them monthly and for some biweekly with the career transition process. We will conduct job searches, have mock interviews, discuss ethical dilemmas, and other needed tools for become a young working professional.

With our staff all being social worker and certified in social emotional learning we have a lot of confidence building skills techniques that we will employ to assist with improving self-efficacy. Some of those tools would be; practicing mindfulness, practicing positive thought, positive journaling, and reflection activities.

Also, with our staff being social workers we will provide a great about of educating on resources finding. We will conduct activities where we test the youth's abilities to find resources on their own after being educated on how look for them. Some of steps we will educate them on in starting with your city/county resources and then expanding the search from there.

Our organization already has great connection with the community resources in the area. We will provide the youth with a resocues manual when they first began. And throughout the 8 week we will have some community partners come and speak with the youth. We will also provide them with information weekly on different events that the community partners are hosting. During our follow up we will go over resources that are identified as a need in our assessments.

The performance measures are based on, career counseling, follow-up, and education. I can for see no issues with meeting the standards provided. The company is equipped with staff

that can provide the weekly group sessions, as well as the one-on-one counseling. The follow up is also the same. The same staff that will performance the one-one-ones will follow those same youth for follow ups. Lastly, deepening on the group of students would depend on how successful the credential attainment will be. Some of the youth will go into field that do not require a credential attainment. For those who are we will work with ensuring that they are prepared for the test needed.

Summer Youth Career Counseling Budget

Expenses	Budget
Salaries/Payroll	6,480
Office Supplies	1,000
Computer Supplies	650
Educational Supplies	200
Participant Cost	24,000
Staff Training	300
Total Expenses	33,230

Project Budget

The screenshot shows a Microsoft Excel spreadsheet with the following data:

Expenses	Budget
Salaries/Payroll	6,480
Office Supplies	1,000
Computer Supplies	650
Educational Supplies	200
Participant Cost	24,000
Staff Training	300
Total Expenses	33,230

The spreadsheet interface includes the following elements:

- File Name:** Summer Youth Career Counseling Budget
- Menu Bar:** File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Help
- Quick Start Ribbon:** Pages, Table, Pictures, Shapes, Icons, SmartArt, Chart, Reuse, Get Add-ins, Wikipedia, Online, Links, Comment, Header, Footer, Text, Equation, Symbol
- Grid:** Columns A-K, Rows 1-25
- Status Bar:** Ready, Accessibility: Good to go, 100%

Personnel

Executive Director (100%)	(\$400/mo. x 24 mos.)	\$9,600
Youth Director (100%)	(\$300/mo. x 24 mos.)	\$7,200
Assistant Youth Director (100%)	(\$200/mo. x 24 mos.)	\$4,800

Personnel Sub-total

\$21,600

Executive Director (Kenshara Cravens). This position is responsible for the daily management of the craving for a change foundation. The Director is responsible for submitting all fiscal and programmatic reports to IRS. Funding for this position in the amount of **\$9600 for 24 months** is requested. This role performs half of full-time role as in-kind donation.

Youth Director (Devon Garcia). This position is responsible for all onsite monitoring of project activities, conducting pre/posttest, and serving as a liaison with the youth. This position reports directly to the Project Director. Funding for this position in the amount of **\$7200 for 24 months** is requested. This role is a part time role, and half of the time is used as an in-kind donation.

Assistant Youth Director (Jennifer Bannister-Yarde). These positions are responsible for assisting the youth director with any need. Funding for these positions in the amount of **\$4800 for 24 months** is requested. This role is a part time role, and half of the time is used as an in-kind donation.

The ask is only 30% of the personal salary budget come from the proposal.

(\$21,600x.3) = \$6480

Operating Expenses (a.k.a. "Supplies" or "Commodities")

Office Supplies:

Paper	\$250
Pens and pencils	\$100
Postage	\$250
Copying	<u>\$400</u>

	Subtotal		\$1,000
Computer Supplies:			
	(1) Laser Printer		<u>\$650</u>
			\$650
	Subtotal		
	Program Workbook	\$200	
Educational Supplies:			
	Subtotal		<u>\$200</u>

Operating Expenses Sub-total \$1850

Office Supplies: A sum of \$1,000 is requested to cover the costs of daily program operations. This is including costs for office supplies for the Project Manager, Assistant Project Manager, and Administrative Assistant. Copying costs are requested for the production of a public information pamphlet to be distributed in the target community.

Computer Supplies:

Laser Printer: A sum of \$650 is requested to purchase a 25 ppm black laser printer to be shared by project staff. All purchased equipment will be labeled and placed on the agency inventory list.

Educational Supplies: A sum of \$200 is requested to purchase the model program workbooks.

Staff Training

(3) Career Counseling Refresher Class		\$300
---------------------------------------	--	-------

Staff Training Sub-total \$900

Participant Cost

(14) Follow Up	1,000 (1,000x14)	\$14000
(8) Credential Attainment	250 (250x8)	\$2000
(16) Career Counseling	500 (500x16)	\$8000
	Participant Cost Sub-total	\$24,000

Grant Total: \$33,230

Annual Statement of Qualifications

Annual Statement of Qualifications (SOQ)

This annual Statement of Qualifications (SOQ) allows potential Contractors to demonstrate their ability to receive federal funds. All sections of this form must be filled out entirely. Along with this completed form, please be sure to include all supporting documents. Rename your attachments referencing to the list below. *i.e., 1-Articles of Incorporation.pdf*

For your guidance, the checklist below details the *additional* supporting documents required:

- 1 A Copy of Articles of Incorporation
Save document as 1 – Articles of Incorporation
- 2 A copy of IRS Determination Letter
Save documents as 2 – IRS Determination Letter
- 3 A copy of current Certificate of Status from Texas Secretary of State
Save document as 3 - Certificate of Status from Texas Secretary of State
- 4 A copy of certifying agency that verifies organization classification
Save document as 4 - Verification of Organization Classification
- 5 A copy of your agency's most up-to-date insurance certificate
Save document as 5 – Current Insurance Certificate
- 6 A commercial general liability insurance policy
Naming the City of Texas City as additional insured, protecting against any and all claims for injury to persons or property, protecting against assumed or contractual liability under this Agreement, and covering negligent acts and omissions of Contractor and Contractor Parties, with such policy to be in the minimum amount of One Million Dollars (\$1,000,000.00) per occurrence, . Contractor shall provide the TCCDD a certificate evidencing such insurance
Save document as 6 – Current Commercial General Liability Insurance Policy
- 7 A copy of your agency's organization's current budget
Save document as 7 – Current Budget

- 8 A statement in a letterhead providing the organization's Dun and Bradstreet Data Universal Numbering System (DUNS).
Save document as 8 – Dun and Bradstreet Data Universal Numbering System (DUNS)
- 9 A copy of your agency's organization chart.
Save document as 10 – Organization Chart
- 10 Attachment A – Signature Certification
Save document as Attachment A – Signature Certification
- 11 Attachment B- Certification Regarding Debarment
Save document as Attachment B – Certification Regarding Debarment
- 12 Attachment C- Certification Regarding Records Storage
Save document as Attachment C – Certification Regarding Records Storage
- 13 Attachment D- Certification Regarding Lobbying Restrictions
Save document as Attachment D – Certification Regarding Lobbying Restrictions
- 14 Attachment E- Conflict of Interest Questionnaire
- 15 Attachment F- Certificate of Interested Parties Form
- 16 Attachment G- Non-Collusion Bidding Certificate

Form 202

Secretary of State
P.O. Box 13697
Austin, TX 78711-3697
FAX: 512/463-5709

Filing Fee: \$25



**Certificate of Formation
Nonprofit Corporation**

**Filed in the Office of the
Secretary of State of Texas
Filing #: 803331173 05/30/2019
Document #: 892927180002
Image Generated Electronically
for Web Filing**

Article 1 - Corporate Name

The filing entity formed is a nonprofit corporation. The name of the entity is :

Craving for a Change Foundation Inc.

Article 2 - Registered Agent and Registered Office

A. The initial registered agent is an organization (cannot be corporation named above) by the name of:

Rocket Lawyer Corporate Services LLC

OR

B. The initial registered agent is an individual resident of the state whose name is set forth below:

C. The business address of the registered agent and the registered office address is:

Street Address:

3610-2 N Josey Ln #223 Carrollton TX 75007

Consent of Registered Agent

A. A copy of the consent of registered agent is attached.

OR

B. The consent of the registered agent is maintained by the entity.

Article 3 - Management

A. Management of the affairs of the corporation is to be vested solely in the members of the corporation.

OR

B. Management of the affairs of the corporation is to be vested in its board of directors. The number of directors, which must be a minimum of three, that constitutes the initial board of directors and the names and addresses of the persons who are to serve as directors until the first annual meeting or until their successors are elected and qualified are set forth below.

Director 1: **Kenshara Cravens**

Title: **Director**

Address: **7825 diamond oak dr TEXAS CITY TX, USA 77591**

Director 2: **Shanikqua Miller**

Title: **Director**

Address: **1026 Sycamore St La Marque TX, USA 77568**

Director 3: **Jaquavia Demus**

Title: **Director**

Address: **931 Callery Creek Dr Houston TX, USA 77053**

Article 4 - Organization Structure

A. The corporation will have members.

or

B. The corporation will not have members.

Article 5 - Purpose

The corporation is organized for the following purpose or purposes:

Providing education like assistance

Supplemental Provisions / Information

[The attached addendum, if any, is incorporated herein by reference.]

Effectiveness of Filing

A. This document becomes effective when the document is filed by the secretary of state.

OR

B. This document becomes effective at a later date, which is not more than ninety (90) days from the date of its signing. The delayed effective date is:

Organizer

The name and address of the organizer are set forth below.

Vanessa Calhoun 2804 Gateway Oaks Dr STE 100, Sacramento, CA 95833

Execution

The undersigned affirms that the person designated as registered agent has consented to the appointment. The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized under the provisions of law governing the entity to execute the filing instrument.

Vanessa Calhoun

Signature of organizer.

FILING OFFICE COPY

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **APR 13 2020**

CRAVING FOR A CHANGE FOUNDATION INC
7825 DIAMOND OAK DR
TEXAS CITY, TX 77591-0000

Employer Identification Number:
84-2020700
DLN:
26053483001560
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990-PF Required:
Yes
Effective Date of Exemption:
May 30, 2019
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 1076

CRAVING FOR A CHANGE FOUNDATION INC

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements



Franchise Tax Account Status

As of : 04/15/2022 00:23:52

This page is valid for most business transactions but is not sufficient for filings with the Secretary of State

CRAVING FOR A CHANGE FOUNDATION INC.

Texas Taxpayer Number 32070898062

Mailing Address 2501 PALMER HWY STE 260 TEXAS CITY, TX 77590-7069

Right to Transact Business in Texas ACTIVE

State of Formation TX

Effective SOS Registration Date 05/30/2019

Texas SOS File Number 0803331173

Registered Agent Name KENSHARA CRAVENS

Registered Office Street Address 7825 DIAMOND OAK DR TEXAS CITY, TX 77591



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/25/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	CONTACT NAME: PHONE (A/C, No, Ext): (855) 222-5919 FAX (A/C, No): E-MAIL ADDRESS: support@nextinsurance.com	
	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Next Insurance US Company 16285 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED Kenshara Cravens craving for a change foundation inc. 2501 Palmer Hwy Ste 260 Texas City, TX 77590		

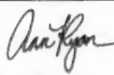
COVERAGES **CERTIFICATE NUMBER:** 3657613 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NXTXSPVTRV-00-GL	09/01/2020	09/01/2021	EACH OCCURRENCE \$1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00 MED EXP (Any one person) \$5,000.00 PERSONAL & ADV INJURY \$1,000,000.00 GENERAL AGGREGATE \$2,000,000.00 PRODUCTS - COMP/OP AGG \$2,000,000.00 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of insurance

CERTIFICATE HOLDER Kenshara Cravens craving for a change foundation inc. 2501 Palmer Hwy Ste 260 Texas City, TX 77590	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

© 1988-2015 ACORD CORPORATION. All rights reserved.

Craving For A Change Foundation

**Fiscal Year 2022 Organizational Operating Budget
January 1, 2022--December 31, 2022**

Expenses	
Payroll & Benefits (Will become Inkind if not enough funding 10,500)	\$0
Professional Fees -- Engineering & Fund Raising Consultants	100
Professional Fees -- Bookkeeping, Audit, & Legal	1,500
Travel/Mileage Reimbursement	200
Rent	6,800
Insurance (liability, directors & officers)	400
Supplies (office & field)	1,000
Advertising & Marketing	1,200
Bank Fees & Payroll Processing Fees	65
Postage	800
Equipment and Software	600
Internet Access & Web Page Design	500
Professional Development	1,000
Dues, Fees, & Memberships	1,000
Cougar to Cougar Scholarship	1,200
Youth Transtion Academy	3,500
Homless Outreach Program	3,000
Healthcare Literacy Program	3,000
Total Expenses	\$25,865
Revenue	
Individual Contributions (memberships, annual appeal, memorial gifts)	\$8,000
Corporate Contributions	3,000
Foundation Grants	6,000
Government Grants	0
Investment Income	0
Contracted Services	8,500
Events/Fundraiser	3,000
Merchandise Sales	0
Total Revenue	\$2,665



CRAVING FOR A CHANGE
foundation INC.

Craving For A Change Foundations DUNS: 117516058

Kenshara Cravens

Executive Director

Kenshara Cravens,
Executive Director

Devon Garcia,
Youth Coordinator

Jennifer Bainster-Yar
Youth Coordinator
Assistant

Volunteers

Annual Statement of Qualifications (SOQ)

Date of Submittal: 4-15-22

Section 1. General Information

1. Name of Organization: Crawling For A Change Foundation
2. Primary Address: 2501 Palmer Hwy # 200 Texas City TX 77590
3. Name of Contact: Kenshara Crawers
4. Email Address: Info@CrawlingforaChange.com
5. Authorized Signatory*: Kenshara Crawers
*See Attachment A for additional requirements and certification.
6. Legal Status: Citizen of US

7. If applicable, Organization Classification Status (Check the one that is most appropriate):

Emerging Business Organization

A small business whose size is no greater than 50 percent (50%) of the numerical size standard applicable to the North American Industry Classification System (NAICS) code assigned to a contracting opportunity.

Disabled Veteran Business Enterprises

A business whose not less than 51 percent (51%) of the stock of which is owned by one or more service-disabled veterans; and the management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

Disadvantaged Business Enterprise

A small business whose size is no greater than 50 percent (50%) of the numerical size standard applicable to the North American Industry Classification System (NAICS) code assigned to a contracting opportunity of which is no less than 51 percent (51%) unconditionally owned by one or more socially and economically disadvantaged individuals, Except for tribes, ANCs, NHOs, and CDCs, whose management and daily business operations are controlled by one or more socially and economically disadvantaged individuals.

Minority Business Enterprise

A business which is certified as being at least fifty-one percent (51%) controlled by one or more ethnic minority persons of either sex. An ethnic minority person shall be described as follows: Black Americans- Hispanic Americans - Native American - Asian and Pacific Islander American.

Business Organization

A small business which is certified as being at least fifty-on percent (51%) controlled by one or more non-minority males who are resident citizens of the United States and has forty-nine (49) or fewer full time, part-time or seasonal employees and no more than the equivalent of two-million dollars (\$2,000,000) in annual gross revenues.

Women Business Enterprise

A business whose size is at least 51 percent (51%) owned by one or more women; or in the case of any publicly owned business, at least 51 percent (51%) of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

Certifying Agency: _____

Section 2. Governance and History

**1. Governing Body, Board of Directors or Principles
(Attach a separate sheet, if needed)**

Title: <i>President</i> <i>Christian</i>	Organization: <i>Caring For A Cause</i>
First Name:	Last Name: <i>Crawens</i>
Title: <i>Treasurer</i> <i>Shan'kyua</i>	Organization: <i>Caring For A Cause</i>
First Name:	Last Name: <i>Miller</i>
Title: <i>Secretary</i> <i>Sa'guana</i>	Organization: <i>Caring For A Cause</i>
First Name:	Last Name: <i>Demas</i>
Title:	Organization:
First Name:	Last Name:
Title:	Organization:
First Name:	Last Name:

2. In the past five (5) years, has your firm or any of its owners, partners or officers ever been investigated, cited, assessed any penalties, or have been found to have violated any laws, rules or regulations enforced or administered by any governmental entity? For this question, "owners" does not include owners of stock in your firm if the firm is a publicly traded firm.

Yes No

If "Yes", please list contracts your organization had with them in the last five (5) years. Attach additional sheet(s) of paper if necessary.

Why was this person arrested, cited, detained, or charged?	Date arrested, cited, detained, or charged? (mm/dd/yyyy)	Location (City, State, Country)	Outcome or disposition of the charge (no charges filed, charges dismissed, probation, citation, etc.)

Section 3. Financial History of Resources and Responsibilities

1. Is your organization now, or has it ever been at any time in the past five (5) years, the debtor in a bankruptcy case? If yes, please explain.

Yes No

2. Is your organization in the process of, or in negotiations of being sold? If yes, please explain.

Yes No

3. In the past five (5) years, has any governmental, private entity, or individuals terminated your organization's contract prior to completion? If yes, please explain.

Yes No

4. In the past five (5) years, has your organization used any subcontractor to perform work on a government contract when you knew that the subcontractor had been debarred by a governmental entity? If yes, please explain.

Yes No

5. In the past five (5) years, has your firm been debarred or determined to be non-responsible bidder or contractor? If yes, please explain.

Yes No

6. Disallowed Costs

Identify any expenditure(s) that have been disallowed under any government contract during the past five (5) years. Include disallowances still in resolution and describe status. Use additional sheets if necessary. If none, please indicate.

Grantor	Date of Disallowance (mm/dd/yyyy)	Amount	Date Repaid (mm/dd/yyyy)
None	N/A	N/A	N/A

Section 4. Financial Management Structure

1. Provide an outline of your financial management structure, including the expertise of your staff to manage and account for governmentally funded programs.

I utilize quickbooks since it checked monthly by our tax preparer. I have not merged any government funded programs

2. Briefly describe the method by which your accounting system segregates the funding received by your organization.

By using quickbooks

3. Does your organization's time sheet system allow for your employees to record their hours worked by funded activities, including recording time in and out for meals? Briefly describe your organization's time sheet system (personnel activity report)?

Yes, ~~we~~ we use a system called Gusto.

4. Does your organization have written fiscal policies and procedures in place?

Yes.

5. Briefly describe how your organization ensures that the duties of authorizing, recording, and maintaining custody of assets are segregated in practice.

In Gusto the team must provide information on the task, location, and time cost is done

Section 5. Complaints Structure

1. Provide an outline of your Complaints structure, including who is your designated individual who will operate as the Point of Contact (POC). Please include POC contact information such as name, position title, business address, email address, and telephone number. Please provide an organization chart.

We use an HR Company called Smart HR Solutions
713-999-1005. AS7 Alexa Park Houston TX 77001

2. Does your organization have written Equal Opportunity and Nondiscrimination policies and procedures in place?

Yes.

3. Briefly describe how your organization handles the following types of complaints: Equal Opportunity and Non-Discrimination, Program Grievances, and Fraud/Waste/Abuse?


We allow our HR Company to
provide investigation, and we go from there

Attachment A- Signature Certification

This is to certify that the officials listed below are authorized to sign contracts and other legally binding documents on behalf of the organization, (company name, hereinafter "Respondent"). Respondent certifies that documents submitted to the City of Texas City are true and accurate to the best knowledge of the signatory.

Respondent also certifies that the City of Texas City is authorized to examine administrative and fiscal systems for compliance.

I certify that I am authorized to submit this Certification on behalf of the organization named above. If any information changes significantly, the City of Texas City will be notified within 10 business days. I certify that the contents of the documents submitted are true and correct.

	4-12-22
Signature	Date
Kershara Crawns	CEO
Printed Name	Title
832-735-0077	Kershara.Crawns@Crawnsyfero.org.com
Phone/Fax 833-584-0791	Email

The following are additional authorized signatories:

Printed Name	Title
Phone/Fax	Email
Printed Name	Title
Phone/Fax	Email

Provide a formal documentation of delegation of signatory authority by organization's governing body.

Attachment C- Certification Regarding Records Storage

If contracted with the City of Texas City Community Development Department, Contractor will retain all records pertinent to this agreement for a period of four years from the date of final payment of this agreement. For purposes of this section, "access to" means that the Contractor shall at all times maintain within the State of Texas a complete set of records and documents related to activities funded by this agreement. The Contractor shall comply with this requirement regardless of whether it ceases to operate or maintain a presence within the State of Texas before the expiration of the agreement.

Records pertaining to City of Texas City contracts are stored in the State of Texas

2501 Palmer Hwy # 200 Texas City TX 77590
Address of Records Repository

This certification confirms records are stored at the location listed above. Delivery of records must be fulfilled within five business (5) days of written request. Organization certifies compliance with all other storage requirements.

<u>Keundra Craves</u>	<u>CEO</u>
Name of Authorized Representative	Title of Authorized Representative
<u>[Signature]</u>	<u>4-18-22</u>
Signature	Date

Attachment G- Non-Collusion Bidding Certificate

Section 103-d of the General Municipal Law requires every bid or proposal made to a political subdivision or any public department agency or official where competitive bidding is required by statute rule, regulation or local law, to contain a Non-Collusion Bidding Certificate in the following form:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and, in the case of a joint bid, each party thereto certifies as to its own organization under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly being disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Kennera Craves
Legal Name of Person, Firm or Corporation

[Signature]
Authorized Signature

(#)
Title

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Crawley for A Cheese-Fundation Inc

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Rebecca Crawley

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

NA

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 *[Signature]*
Signature of vendor doing business with the governmental entity

[Signature]
Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

...

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Certificate Number:
 2021-820659

craving for a change foundation inc.
 texas city, TX United States

Date Filed:
 11/04/2021

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Non Profit

Date Acknowledged:

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

NA
 Non profit

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.


6 UNSWORN DECLARATION

My name is Kensha Crans, and my date of birth is 2/20/93.

My address is 7825 Diamond Creek (street), Texas City (city), TX (state), 77891 (zip code), USA (country).

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Calumet County, State of Texas, on the 14 day of April, 2021.
 (month) (year)


 Signature of authorized agent of contracting business entity (Declarant)

House Bill 89 Verification Form

Prohibition on Contracts with Companies Boycotting Israel

The 85th Texas Legislature approved new legislation, effective Sept. 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott Israel; and
- 2) will not boycott Israel during the term of the contract

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, (authorized official) Kensara Craig, do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

- 1) does not boycott Israel currently; and
- 2) will not boycott Israel during the term of the contract; and
- 3) is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

Craving for A Change Foundation
Company Name

[Signature]
Signature of Authorized Official

CEO
Title of Authorized Official

11-12-20
Date



**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name Caring for A Cheye Foundation

Date 4-12-00

By Kenneth Cravens CEO
Name and Title of Authorized Representative

[Signature]
Signature of Authorized Representative

MOU's

C M | College of the Mainland.

COMMUNITY OF CARE

**Memorandum of Understanding
Between
College of the Mainland
and
Craving For a Change Foundation Inc.**

This Memorandum of Understanding (“MOU”) effective on 1-24-2022, sets the terms and mutual understanding between the College of Mainland, (“COM” or “College”) and Craving For a Change Foundation Inc., (“Agency”) in accordance with the terms set forth below.

Background

College of the Mainland (COM) and Agency have a common interest in supporting the basic needs and wellness of COM students residing in Galveston County and surrounding areas. Through collaboration and partnership, College and Agency are better able to leverage resources to support the development of sustainable systems to meet the increasing demands for services by College’s students.

Purpose

This MOU is intended to formalize the Agency and COM’s commitment to establish a Community of Care for the benefit of COM students, employees and community at large. COM will provide access to facilities to Agency at no cost and Agency will provide scholarship support, education resources, college preparedness assistance and mentorship opportunities to students, employees, and the community at large at no cost to COM. It is the intent of the parties that the establishment of the Community of Care will enhance access to mental health support services provided by Agency for COM students, employees, and the community at large. The purpose of this MOU is to further to goals set forth below and to outline the understandings and intentions with regard to these shared Goals.

Goals

The goal of the Community of Care program is to provide Agency services conveniently located at COM to connect students, employees and the community at large with Agency resources and provide a foundation to address equity issues faced by many of its students that hinder their ability to complete their academic goals (i.e., food shortage, emergency funds, medical needs, homelessness, mental health services, employment, and others). The following goals may include the following activities:

1. Access to Office Space in College facilities
2. Access to Agency Resources/Referrals
3. Collaboration with other agencies

(Include Attachment of Agency activities provided by Agency)

Reporting

The Parties will collaborate in the development of processes and procedures for appropriate communication including development of referral forms and other such documents as the Parties agree.

The Parties will respect each others' confidentiality policies, with the mutual understanding that the Parties may publicize their alliance and its objectives without disclosing any confidential or proprietary information of the other Party.

No provision of this MOU is intended to create, nor shall any provision be deemed or construed to create a relationship between the parties other than that specified in this MOU.

Funding

The Parties enter into this MOU while wishing to maintain their separate and unique missions and mandates, and their own accountabilities. Unless specifically provided otherwise, the cooperation between the Parties as outlined in this MOU shall not be construed as a partnership or other type of legal entity or personality. Each Party shall accept full and sole responsibility for any and all expenses incurred, as per activities described in this MOU. Nothing in this MOU shall be construed as superseding or interfering in any way with any agreements or contracts entered into between the Parties, either prior to or subsequent to the signing of this MOU. Nothing in this MOU shall be construed as an exclusive working relationship. The Parties specifically acknowledge that this MOU is not an obligation of funds, nor does it constitute a legally binding commitment by any Party or create any rights in any third party.

Service Coordination

The Agency is responsible to protect the College property from any damages as a result of operations and will notify COM of any occurrences.

Contact Information

<u>College of the Mainland</u>	<u>Agency</u>
<p><i>Name</i> Dr. Kris Kimbark <i>Title</i> Dean of Students <i>Mailing Address</i> 1200 Amburn Rd. Texas City, TX <i>Phone Number</i> 409-933-8131 <i>Email Address</i> kkimbark@com.edu</p>	<p><i>Name</i> Craving For a Change Foundation <i>Contact Person</i> Kenshara Cravens, LMSW,CCM,LCDC(CI) Ph.D (c) <i>Title</i> Founder/Executive Director <i>Mailing Address</i> 2501 Palmer Hwy, Suite 260 Texas City, TX 77590 <i>Phone Number</i> 832-297-1131 <i>Mobile Number</i> 832-735-0077 <i>Email Address</i> kenshara.cravens@cravingforachange.com</p>

This MOU becomes effective on the date of the last signature of all the Parties and is expected to continue until terminated by either Party which endeavor to provide at least 30 days' written notice to the other Party.

IN WITNESS WHEREOF, the Parties, each acting through their duly authorized representatives, have caused this MOU to be signed in their names and delivered as of this Day of Month, Year.

College of the Mainland

By: 
(Signature)

Name: Dr. Warren R. Nichols

Title: President

Date: 1-24-22

Craving For a Change Foundation Inc.

By: 
(Signature)

Name: Kenshara Cravens, LMSW, CCM,
LCDC(CI) Ph.D (c)

Title: Founder/Executive Director

Date: 1-27-22



CRAVING FOR A CHANGE

Memorandum of Understanding

Craving For a Change Foundation Inc. ("Partner")

and

Texas Southern University

Craving For a Change Foundation Inc. and Texas Southern University has entered into a partnership to collaborate on addressing the needs of clients and their families by providing services that focus on **youth transition assistance, homeless outreach, health care literacy, and volunteerism** to reduce or eliminate barriers and challenges faced by the community. The objective and/or goals will be accomplished by **community outreach**. This memorandum will have an effective date of **9-27-21** and will expire on **9-27-24**. Re-assessment can be determined at the time of expiration. This memorandum will remain effective until the expiration date listed above, unless terminated by either party listed within the signature section of this document. A (30) day notice must be formally drafted and signed by either party for termination of this MOU.

Craving For a Change Foundation, Inc. will:

- Work closely with the partnered resource to promote foundation resources at events of partners choosing (events will require a 30-day notice from date of scheduled event).
- Participate in regularly scheduled meetings to address areas of improvements/new goals and objectives at minimum once a calendar month.
- Coordinate with partner to provide services that fall within our mission statement.
- Utilize previously established partnerships to enhance performance of parties listed in this document.
- Coordinate with partner for representation from partnership at community events for client access.

- Provide partner with point of contact for future partnerships.

This Memorandum of Understanding will commence on the effective date of the parties below.

The agreement will be in place for three (3) years and can be extended or amended at that time.



Name: Kenshara Cravens

Title: CEO

Date: 9/26/21

Lillian B. Poats

Name: Lillian Poats

Title: Acting Provost and Senior Vice President for Academic Affairs

Date: 10/29/2021



Memorandum of Understanding

Craving For A Change Foundation Inc. ("Partner")
and
The WorkFaith Connection ("WorkFaith")

Craving For A Change Foundation Inc. and **WorkFaith** is entered into a partnership to develop the skills necessary for the needs of the clients to find long-term employment, advance in their careers, and ultimately gain financial stability. This objective is achieved through the promotion of and referring clients to WorkFaith's employment services. This MOU is effective 5/26/2021 until re-assessment on 5/26/2024. Either party has the right to terminate this MOU at any time with a (30) days advance written notice to the other party. Roles of each entity include, but are not limited to, the following:

Craving For A Change Foundation Inc. will:

- List WorkFaith as an employment resource on their website within 90 days of signing the agreement.
- Promote WorkFaith on their official Facebook or LinkedIn page with a minimum of 3 approved posts per calendar year.
- Promote WorkFaith's employment services in a minimum of 4 emails per calendar year to all eligible email subscribers.
- Use other effective strategies to promote WorkFaith employment services to their clients.
- Offer a representative from their organization to be a guest speaker at 1 virtual or in-person WorkFaith graduation per calendar year.
- Invite a WorkFaith representative to present services to clients 1 time per calendar year.
- Participate in regularly scheduled meetings to exchange information in support of the partnership.
- Provide WorkFaith with quarterly updates that include the employment status and wage of referred clients that quarter.

WorkFaith will:

- Provide the following services and support to clients:

- 5-Day Workforce Development Training
 - Career Coaching
 - WorkFaith Academy Classes
 - Job Matching Services
 - Financial Peace University
 - Additional Employment Services and Resources
- Guarantee an expo booth for the partner with high visibility at 1 iWork Hiring Expo per calendar year.
 - Permit usage of their approved logo on the partner's marketing materials to promote WorkFaith.
 - Add the partner's approved logo to their website as a "Community Partner" within 90 days of signing the agreement.
 - Promote the partner on their official Facebook or LinkedIn pages with a minimum of 6 posts per calendar year.
 - Promote the partner's services in 2 eblasts to their email subscriber list per calendar year.
 - Provide partner with quarterly updates that include the total number of client referrals engaged in services that quarter, client success stories from that quarter (if available), and any trouble areas with referred clients during that quarter.

Craving For A Change Foundation Inc. and WorkFaith agree that each shall treat all information with confidentiality regarding its business and operations, including information on students and employees.

This Memorandum of Understanding will commence on the effective date of the parties below. The agreement will be in place for three (3) years and can be extended or amended at that time.

X LaTonia Oyeniran

LaTonia Oyeniran
Dir. of Marketing & Community Engagement
The WorkFaith Connection

Date: 9/18/21

X 

Name: _Kenshara Cravens
Title: CEO
Organization: Craving For A Change
Foundation Inc.
Date:5/26/21