[HABCORE, INC] RESPONSE DOCUMENT REPORT

CC No. TBD

Acquisition for Innovations to Address Homelessness

RESPONSE DEADLINE: June 6, 2024 at 4:00 pm

Report Generated: Wednesday, September 3, 2025

HABcore, Inc Response

CONTACT INFORMATION

Company:
HABcore, Inc

Email:
sheisman@habcore.org

Contact:
Steve Heisman

Address:
PO Box 2361
Red Bank, NJ 07701

Phone:
N/A

Website:
habcore.org

Submission Date:
Jun 6, 2024 3:48 PM (Eastern Time)

ADDENDA CONFIRMATION

No addenda issued

QUESTIONNAIRE

1. DOCUMENTS TO BE EXECUTED*

Documents include:

- Signature Page
- Non-Collusion Certification
- Affirmative Action Questionnaire
- **Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)**
- Disclosure of Investment Activities in Iran
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

<u>FAILURE TO SUBMIT ANY OF THESE DOCUMENTS **MAY BE** CAUSE FOR REJECTION OF YOUR PROPOSAL.</u>

All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising.

NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document available in the Attachments.

<u>Please note: The County's preferred method of submission is DocuSign.</u>

[COMPLETED 6-5-2024 6:43pm]_SOLICITATION DOCUMENTS UPDATED 2-26-24.docx.pdf
[COMPLETED 6-5-2024 6:43pm]_Summary.pdf

2. COMPETITIVE CONTRACT PROPOSAL *

Please upload your Competitive Contract proposal for Acquisition for Innovations to Address Homelessness.

This should include your Agency Background and Experience, Project Description, and Computed Budget Proposal.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)
Images (jpg, png, bmp, tif)

COOP_for_Ocean_County_Shelter_Project.pdf
LEH_Signed_letter.pdf
Off-Market_Point_Pleasant_Multi-Family.pdf
Resident_Grievance_Policy_for_Ocean_County_Shelter.pdf
Acquisition_for_Innovations_to_Address_Homelessness_Grant_060624.pdf
FP_BH_HAB_MOU_060524.pdf
HABcore_DEIB_Plan.pdf
Non-discrim_plan_for_OC_shelter_grant.pdf
CCE_060424.pdf
CCE_031324.pdf
CCE_042924.pdf
Ocean_County_Shelter_Gantt_Chart_by_Month.xlsx
Ocean_County_Shelter_Gantt_Chart_by_Week.xlsx

3. CERTIFICATE OF INSURANCE

Please upload your Certificate of Insurance for Acquisition for Innovations to Address Homelessness.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)
Images (jpg, png, bmp, tif)

HABcore_ACORD_Form.pdf

4. CURRENT LIST OF BOARD OF DIRECTORS

Please upload your Current List of Board of Directors.

HABcore_2024_Board_of_Trustees.pdf

5. ORGANIZATIONAL CHART

Please upload your Organizational Chart.

HABcore_Org_Chart_0624.pdf

6. CERTIFIED AUDIT OR FINANCIAL STATEMENT

Please upload your Certified Audit or Financial Statement.

HABcore_Audit_2022.pdf

7. Copy of New Jersey Business Registration Certificate/Copy of IRS letter granting tax exempt status under Sec. 501(c)3

A Valid BRC or Copy of IRS letter granting tax exempt status under Sec. 501(c)3 is required Prior to Award of Contract. Please upload your company's BRC of Copy of IRS letter granting tax exempt status under Sec. 501(c)3.

Use the following link to check the status of your company's BRC:

https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

NOTE: a BRC/copy of IRS letter granting tax exempt status is not required at the time of submission, only prior to award of the contract.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)
Images (jpg, png, bmp, tif)

HABcore_501_c_3_letter.pdf

8. Certificate of Employee Information Report

Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:

(a) An existing federally approved or sanctioned affirmative action program.

(b) A New Jersey Certificate of Employee Information Report Approval.

(c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employee Information Report (Form AA302). This form will be made available to the Contractor by the County of Ocean.

QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

If yes, please upload a photocopy of such approval.

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

If yes, please upload a photocopy of such certificate.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)
Images (jpg, png, bmp, tif)

HABcore_EIR_053124.pdf

9. Mandatory Equal Employment Opportunity Statement*

Does the PROPOSER comply with the #Mandatory Equal Employment Opportunity Statement?

Yes

10. Americans with Disabilities Act Provisions*

Does the PROPOSER comply with the #Americans with Disabilities Act Provisions?

Yes

11. PROPOSAL SUBMISSION ACKNOWLEDGMENT*

The County of Ocean is accepting only electronic proposals for this Competitive Contract. Submitting your proposal manually is cause for rejection. You may only submit one (1) proposal. DO NOT submit a hard copy of your proposal. Please confirm that you understand that the method of submission is electronic ONLY and that submitting a proposal manually is automatic cause for rejection.

Confirmed

12. SUBMISSION OF PROPOSAL FORMS*

Proposers shall complete all documents and acknowledge all terms included with this package. All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

Confirmed

SIGNATURE PAGE

The County of Ocean does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in its programs or activities.

The County of Ocean shall allow access to any books, documents, papers and records of the contractor, which are directly pertinent to that specific contract.

Compliance is required with all applicable standards, orders, or requirements issued under 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency Regulations (40 CRF, Part 15) which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

"The County of Ocean considers it to be a substantial conflict of interest for any company desiring to do business with the County to be owned, operated or managed by any County employee, nor shall any County personnel be employed by the vendor in conjunction with any work to be performed for or on behalf of the County of Ocean".

I HEREBY CERTIFY COMPLIANCE WITH THE FOREGOING.

The undersigned is a Company under the law of the State of NEW JERSEY, having principal offices at 788 Shrewsbury Ave, Tinton Falls, NJ 07724.

HABcore Inc.

NAME OF COMPANY, CORPORATION OR INDIVIDUAL
- PLEASE PRINT -

SIGNED BY: Steve Heisman

Steve Heisman, Executive Director

PRINT NAME AND OFFICIAL TITLE

ADDRESS: 345 Marc Dr

Toms River NJ 08753

INCLUDE ZIP CODE

TELEPHONE: 732-544-1975

E-MAIL ADDRESS sheisman@habcore.org

FEDERAL IDENTIFICATION NO. 52-1596165

YOUR FEDERAL INDENTIFICATION NUMBER WILL BE USED TO VERIFY YOUR COMPANY'S NEW JERSEY BUSINESS REGISTRATION CERTIFICATE (BRC).

A VALID BRC IS REQUIRED PRIOR TO THE AWARD OF A CONTRACT BUT IS NOT A MANDATORY DOCUMENT AT THE TIME BIDS ARE RECEIVED.

NON - COLLUSION CERTIFICATION

I, Steve Heisman of the City of Toms River In the County of Ocean and the State of NEW JERSEY, of full age, being duly sworn according to law on my oath depose and say that:

I am Executive Director of the firm of HABcore Inc. the bidder making the Proposal for the above-named Project, and that I executed the said Proposal with full authority so to do; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above-named Project; and that all statements contained in said Proposal and in this certification are true and correct, and made with full knowledge that the County of Ocean relies upon the truth of the statements contained in said Proposal and in the statements contained in this certification in awarding the contract for the said Project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by HABcore.
(N.J.S.A. 52:34-15). (Name of Contractor)

Steve Heisman

(Also type or print name of certifier under signature)

Steve Heisman

AFFIRMATIVE ACTION QUESTIONNAIRE

NOTICE TO ALL CONTRACTORS

AFFIRMATIVE ACTION REGULATIONS N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.)

A. ACTIVITY OF YOUR COMPANY- Indicate below:

- [x] Procurement and/or Service Company
- [ ] Professional Consultant
- [ ] Other______________________________

All Contractors, except Government Agencies, are required to comply with the above law.

B. TO ALL CONTRACTORS:

1. Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:

   (a) An existing federally approved or sanctioned affirmative action program.

   (b) A New Jersey Certificate of Employee Information Report Approval.

   (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employee Information Report (Form AA302 for Goods and Services; Form AA201 for Construction). This form is available here: https://www.nj.gov/treasury/contract_compliance/

C. QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS:

1. Do you have a federally approved or sanctioned Affirmative Action Program?

   Yes __________ No ____x____

   (a) If yes, please submit a photocopy of such approval.

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

   Yes __________ No ____x____

   (a) If yes, please submit a photocopy of such certificate.

The undersigned Contractor certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) and agrees to furnish the required documentation pursuant to the law.

COMPANY: HABcore Inc.

SIGNATURE: Steve Heisman

TITLE: Executive Director

Note: A contract must be rejected as non-responsive if a contractor fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.).

FAILURE TO EXECUTE THIS FORM IS MANDATORY CAUSE FOR REJECTION

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: HABcore Inc.

Organization Address: 788 Shrewsbury Ave Tinton Falls, NJ 07724

PART I - Check the box that represents the type of business organization:

☐ Sole Proprietorship

☒ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)

☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)

☐ Other (be specific): ______________________________

PART II

☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (**COMPLETE THE LIST BELOW IN THIS SECTION**)

OR

☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (**SKIP TO PART IV**)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address

PART III - Disclosure of 10% or Greater Ownership in the Stockholders, Partners or LLC Members Listed in PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed**.

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

PART IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the County of Ocean is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County of Ocean to notify the County of Ocean in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the County of Ocean to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Steve Heisman	**Title:** Executive Director
Signature: Steve Heisman	**Date:** 6/5/2024 | 6:43:20 PM EDT

Disclosure of Investment Activities in Iran

Person or Entity	HABcore Inc.

Part 1: Certification

COMPLETE PART 1 BY CHECKING **EITHER BOX.**

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.
The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

☒	*I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.*
OR	
☐	*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below.*

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate and precise description of the activities of the person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activities in Iran below and, if more space is needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

I acknowledge that the **County of Ocean** *is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the* ***County of Ocean*** *to notify the* ***County of Ocean*** *in writing of any changes to the answers of information contained herein.*

I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the ***County of Ocean*** *and that the* ***County of Ocean*** *at its option may declare any contract(s) resulting from this certification void and unenforceable.*

Full Name (Print)	Steve Heisman	**Title**	Executive Director
Signature	Steve Heisman	**Date**	6/5/2024 | 6:43:20 PM EDT

CERTIFICATION OF NON- INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor[i]") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: **https://sanctionssearch.ofac.treas.gov/**. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

☒ **A.** That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

☐ **B.** That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

☐ **C.** That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative Steve Heisman	**Date** 6/5/2024 | 6:43:20 PM EDT
Print Name and Title of Vendor's Authorized Representative Steve Heisman	**Vendor's FEIN** 52-1596165
Vendor's Name HABcore Inc.	**Vendor's Phone Number** 732-544-1975
Vendor's Address (Street Address) 788 Shrewsbury Ave	**Vendor's Fax Number** 732-676-6118
Vendor's Address (City/State/Zip Code) Tinton Falls, NJ 07724	**Vendor's Email Address** sheisman@habcore.org

[i] **Vendor means**: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

DocuSign

Certificate Of Completion

Envelope Id: 154E3B2AB74B49F281093B95647D729D		Status: Completed
Subject: Please DocuSign: SOLICITATION DOCUMENTS UPDATED 12-28-22 Steve Heisman		
Source Envelope:		
Document Pages: 7	Signatures: 6	Envelope Originator:
Certificate Pages: 4	Initials: 0	Jessica Hannold
AutoNav: Enabled		1959 Rte 9
EnvelopeId Stamping: Enabled		Toms River, NJ 08755-1211
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		jhannold@co.ocean.nj.us
		IP Address: 173.54.50.51

Record Tracking

Status: Original 6/5/2024 6:34:29 PM	Holder: Jessica Hannold jhannold@co.ocean.nj.us	Location: DocuSign

Signer Events	Signature	Timestamp
Steve Heisman sheisman@habcore.org Security Level: DocuSign.email ID: 1 6/5/2024 6:34:31 PM	Steve Heisman Signature Adoption: Pre-selected Style Using IP Address: 173.54.50.51	Sent: 6/5/2024 6:34:30 PM Viewed: 6/5/2024 6:34:39 PM Signed: 6/5/2024 6:43:20 PM

Electronic Record and Signature Disclosure:
Accepted: 10/22/2022 3:04:37 PM
ID: 4b73023a-8e3a-4db8-b916-4da0549e288e

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/5/2024 6:34:30 PM
Certified Delivered	Security Checked	6/5/2024 6:34:39 PM
Signing Complete	Security Checked	6/5/2024 6:43:20 PM
Completed	Security Checked	6/5/2024 6:43:20 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Ocean County, NJ (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Ocean County, NJ:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: jbowens@co.ocean.nj.us

To advise Ocean County, NJ of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at jbowens@co.ocean.nj.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Ocean County, NJ

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to jbowens@co.ocean.nj.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Ocean County, NJ

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to jbowens@co.ocean.nj.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Ocean County, NJ as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Ocean County, NJ during the course of your relationship with Ocean County, NJ.

HABcore/FPJS's Continuity of Operations Plan (COOP)

This document identifies HABcore/FPJS's Continuity of Operations Plan (COOP), which outlines the agency's emergency and disaster procedures for its proposed shelter in Little Egg Harbor. This plan will be adapted to serve the second building.

FIRE

The shelter will be equipped with a fire suppression system that includes:

- Water sprinklers in all rooms and hallways in the facility;
- Fire alarm bells that will sound the alarm in the facility and send a signal to Homeguard Alarms. Homeguard can be reached at 1-800-624-1180;
- Fire extinguishers are strategically located in high traffic areas on each floor.

It is expected that the LEH Fire Department will be automatically alerted due to Homeguard's Central Station's direct alarm hook-up system. The company first will contact the facility and the executive director to confirm whether there is a true emergency; any staff member answering the call may confirm. Simultaneously, any on-duty staff member will call 911 to alert the authorities of the fire, provide our address and confirm help is on the way.

If there is smoke only, the alarms will turn on. If fire, the sprinklers will automatically turn on.

All staff members will be trained to handle the situation and assist the residents. Residents will be reminded of the fire drills they practice every month.
All residents will be advised to:

- Avoid panic
- Refrain from shouting fire
- Be calm and act with assurance

All residents upon hearing the alarm bells:

- Will leave their bedrooms
- Close the doors behind them
- Evacuate the building immediately through the nearest exit and as directed by staff

Residents will not be permitted to search for personal possessions; they must exit immediately.

In the event of a fire, evacuation should be done first. Any delay in pulling the fire alarm box could be a matter of life or death. Staff will then immediately notify the local fire station by calling 911 to confirm the fire, and then call the on-call supervisor.

Staff will remove the medication log and resident profile data, if possible.

Fire extinguishers are throughout the facility, which the employee may use to extinguish a small fire. Under no circumstances shall anyone attempt to fight the fire without first setting off the fire alarm, calling 911 and making sure that those in immediate danger have been evacuated.

Upon leaving the building, staff will guide all residents to a safe location or gather in a safe area as directed by officials. A head count will be taken of all residents to make sure that all residents have evacuated the building safely.

Call the Ocean County Office of Emergency Management at 732-341-3451 to immediately send transportation. (Sheriff Micahel Mastronardy is also the OEM coordinator.) If medication is urgently needed, staff should call an ambulance to attend to the resident. Staff should also call the pharmacist to call the hospital for medication details.

If not on the premises, the shelter manager and administrators will be notified immediately.

If the facility has been damaged, then ALL residents should be assessed and transported by ambulance to the hospital for further observation. Once cleared from the hospital, all able residents should be moved to another facility or location designated by the Department of Community Affairs or The Red Cross while a more permanent location can be found for them.

The staff will call the residents' authorized family member or guardian and inform them of the situation. Family members who can take care of a resident should be encouraged to come and pick them up from the hospital after their check-up. Staff should call the pharmacy for a supply of medication for each patient.

If a false alarm, all residents and staff will return to the facility once it has been declared safe by the Fire Department. Staff will check on each resident as to their condition and call the necessary authority to address any need.

(See below for other instances of FIRE SITUATIONS inside the facility.)

EXPLOSION

An explosion produces blast and concussion and may be accompanied by or followed by fire. A severe explosion could shatter glass and cause structural as well as cosmetic damage. Prompt action should be initiated for evacuation of the entire building and removal of any trapped or injured persons.

In the event of an explosion, the employee will follow Fire Procedure.

BOMB THREAT

In the event of a bomb threat, the employee will follow Fire Procedure.

STORM

Hurricanes, tornadoes, windstorms and lightning can produce severe physical damage. High winds could break windows or damage a building's exterior to the extent that it causes structural damage and renders a facility unsafe for occupancy or expose the building interior and its occupant to weather.

If there is sufficient warning of an impending hurricane, tornado or windstorm, all residents should be kept inside the building with all windows closed and all the shades down. Residents should be kept away from windows and doors with glass, and preferably they should stay in the hallways during the worst part of the storm.

Time permitting, families will be notified and will be allowed to take residents home if desired.

In cases where evacuation has been suggested, refer to the Emergency Evacuation Plan.

FLOOD

In the event of a flood, the following measures will be taken:

1. If evacuation of the facility is required, all residents will be evacuated to an area designated by the county and municipal emergency coordinator, or a safe area designated in this plan.
2. The main entrance door will be shut tightly or will be sand bagged or other alternatives (bags or pillowcases of clothing and blankets) to make it as watertight as possible. Other doors on the first floor will be treated in the same manner.
3. All residents will be asked to go to the second floor or a higher level until help arrives.
4. All emergency supplies, including first aid kit and patients' medications, should be made ready, safe and available.

Time permitting, families will be notified and will be allowed to take residents home if desired. In cases where evacuation has been suggested, refer to the Emergency Evacuation Plan.

NUCLEAR INCIDENT OR OTHER RADIOACTIVE ACCIDENTS

The chances of a facility becoming actively involved in a nuclear incident or other radioactive accident would likely occur from an accident in transportation of radioactive materials or at a nuclear plant or a nuclear attack by a foreign county during war.

If this occurs, residents and employees should remain indoors with all windows and doors closed. All residents will be moved to the basement. The staff should remain in touch with the police, emergency management coordinator, or Red Cross. Staff should call the municipal and county Office of Emergency Management coordinator for possible evacuation of the residents to a place designated by them. In addition, staff will have the radio turned on to listen for emergency instructions.

All medical emergencies should be addressed promptly, and medical assistance should be immediately summoned.

Time permitting, families will be notified and will be allowed to take them home if desired.

In cases where evacuation has been suggested, refer to the Emergency Evacuation Plan.

ELECTRICAL POWER FAILURE

In the event of electrical power failure, the natural gas generator will provide power. In the event the generator fails, the fire alarm systems and the illuminated exit signs will automatically switch to backup battery power. Emergency backup lighting will work for approximately 45 minutes.

Staff will contact Atlantic City Electric at 1-800-833-7476 if the power is not restored within 5 to 10 minutes to determine if the problem is external and the time it will take to restore it. If the cause of the power loss is internal, then staff will contact the electrician to fix the problem.

If electrical power has been lost for an extended period that may affect the health and welfare of residents, staff will contact the police, ambulance dispatch or the municipal or county emergency management coordinator for possible evacuation of the residents.

Flashlights and blankets will be distributed as necessary. Residents will be brought to a central area sitting room or the dining room. Decision to evacuation will be based on the duration of the power failure, excessive heat or cold weather conditions, residents' conditions and, most importantly, the residents' health and welfare. A portable radio with batteries will be available for use.

If possible, call the resident's family members and ask if they are interested in taking them before the storm arrives.

In cases where evacuation has been suggested, refer to the Emergency Evacuation Plan.

EMERGENCY EVACUATION

The following are general operating procedures required by the Ocean County Office of Emergency Management.

When an evacuation warning is given, the municipal or county emergency management coordinator will designate which shelters are to be opened. The superintendent of schools will be notified, and the principal for the specific school will be contacted. The school principal will designate the contact person, usually the janitor, who will report to the facility with keys. The Red Cross will send a team to each school or facility directed by the assigned shelter manager. Persons providing their own transportation will be directed to the shelter by the police, local public information officer and/or Red Cross personnel on the scene.

Transportation will be provided for those who need it by the Red Cross, police, and in cases where it is required, by public transportation companies working under emergency contract. The Red Cross will manage shelters. Municipal agencies will provide some necessary support services, such as Health Department inspections, police security, fire prevention and logistical support.

Plan of Action for Shelters:

1. The on-call supervisor will call the Ocean County Office of Emergency Management at 732-341-3451 and request transportation for its residents; inquire on shelter destination and arrange for the Red Cross to include residents and staff to its roster for supplies and food distribution with specific instructions for special diet residents.
2. All off-duty staff will be called to inform of status and need to report to work at shelter.
3. The residents will be transferred to an area designated by the municipal or county emergency management coordinator.
4. Records, including the residents' profile book, medication log, and communication log, as well as medications will be transported to the temporary location. All residents will be counted and checked. The shelter will be closed and locked.
5. All residents with immediate medical requirements should receive immediate medical attention. Staff should call 911 for the resident to be transported to the hospital. Resident's family members should be called immediately to inform them of the situation. If there is no family, staff should call later to ask about his/her condition.
6. A portable radio with spare batteries, flashlights and blankets will also be transported to the designated shelter. Staff should also bring a first aid kit and some food.
7. Time permitting, families will be notified and will be allowed to take the resident home if desired.
8. The Ocean County welfare agency 732-349-1500 and the NJ Department of Health 609-392-2020 and the NJ Department of Community Affairs 732-633-6251 will be notified as soon as possible. DCA will also be notified in writing with an incident report.
9. The Red Cross will provide meals while in the shelter.
10. Until the emergency is abated, residents will be kept as comfortable as possible and together as a group, separated only by sex if necessary. There will be at least one staff member with the residents for continued supervision and ensuring essential care. Staff must stay on duty until they are relieved.
11. Once the emergency has passed, the administrator will schedule with the Office of Emergency Management for transportation of all its residents and staff back home.
12. All important numbers are in the Emergency Binder.

IMPORTANT NUMBERS

EMERGENCY EVACUATION SITES:

Pinelands Junior High School, 590 Nugentown Road, Little Egg Harbor, NJ 08087
Phone: 609-296-3106

Alternates:

Ocean Community Church Rt 72 Manahawkin, NJ
Lighthouse Alliance Church 455 Rt 9 S Little Egg Harbor, NJ 08087
(Site is determined by the local or county Office of Emergency Management.)

MANAGEMENT TEAM:

HABcore's Executive Director: Steve Heisman 732-232- 9204
FPJS's Executive Director: Elizabeth Golla 609-994-3317
HABcore's Director of Programming: Nina Rizzo 201-838-8318

POLICE and FIRE DEPARTMENTS:

LEH Police Department 732-774-1300
LEH Fire District 1 609-296-2296

OCEAN COUNTY OFFICE OF EMERGENCY MANAGMENT:

Michael Mastronardy, coordinator 732-431-7400

ALARM SYSTEM VENDOR:

Homeguard 732-842-0003
Securall Monitoring 1-800-624-1180

SPRINKLER SYSTEM VENDOR:

Fire Security Technologies 732-938-2111

PLUMBER:

Larry Cowdrick 732-904-2698

PLUMBER for Sewer/Drain Issues:

Aim to Drain 732-775-9119

ELECTRICIAN:

Vincent, Experior Electric 732-245-7435

ELECTRICAL POWER COMPANY:

Atlantic City Electric 1-800-833-7476

NATURAL GAS COMPANY:

New Jersey Natural Gas 1-800-GAS-LEAK (427-5325)

PHARMACY PROVIDERS:	
Rite Aid	(609) 296-7000
AMERICAN RED CROSS	
LOCAL CHAPTER:	732-493-9100
NJ DEPARTMENT OF HEALTH & SENIOR SERVICES:	
Office hours are 9am-5pm M-F	609-633-8993
State Operator off hours/weekends	609-392-2020 (for emergencies)
Notification to be followed up in writing	
NJ DEPARTMENT OF COMMUNITY AFFAIRS:	
Office hours are 9am-5pm M-F	609-633-6251
Notification to be followed up in writing	
RESIDENT TRANSPORTATION SERVICE VENDORS:	
Tuckerton Taxi Company	609-879-1244

LITTLE EGG HARBOR TOWNSHIP

665 Radio Road, Little Egg Harbor, NJ 08087

(609) 296-7241
Fax (609) 294-3040
www.leht.com

May 31, 2024

Elizabeth Golla, Executive Director
Family Promise of the Jersey Shore
P.O. Box 83
West Creek, NJ 08092

Dear Ms. Golla,

The Township acknowledges that Family Promise of the Jersey Shore has shown interest in the old municipal building located at 7 Gifford Road. The Township has had the property reviewed by Henry Mancini, NJ State Certified General Real Estate Appraiser.

The Township Committee has agreed that the Township would sell the property to Family Promise of the Jersey Shore for the appraised value of $650,000 dependent upon Family Promise's ability to obtain funding.

Sincerely,

Rodney R. Haines
Township Administrator/CMFO

Gmail

Steve Heisman <steve.heisman@gmail.com>

Off-Market Point Pleasant Multi-Family

1 message

Aidan Alverson <aidanalverson@kw.com> Thu, May 30, 2024 at 5:06 PM
To: Steve Heisman <steve.heisman@gmail.com>
Cc: Josephspinella@kw.com

Good Evening, Steve,

I wanted to highlight the property we discussed today. This is a brand new off-market deal and I'm actively working to get more information.

18 Forman Ave., Point Pleasant Beach - $2,600,000
10 Unit Boarding Home + Three Bedroom Apartment

Rentals:

- 10 Unit- 1 Bed/ 1 Bath
  - All Weekly Cash Payments
  - $650/ Week from May-September
  - $400/ Week Avg. In the Off Season (90% occupancy)
- Three Bedroom Apartment pays $5,200/ month (Month-to-Month)

Amenities:

- Common Kitchen
- Pool
- Long Driveway with a 1-Car-Parking Garage (fits 5-6 cars)

Est. Gross Income: $320,400
Tax: $16,000
Insurance: $16,000
Seller pays Gas, Electric, and Water
Est. Net Operating Income: $192,240

Please let me know if you have any additional questions,
Aidan Alverson
--

HABcore Inc. and Family Promise of the Jersey Shore Resident Grievance Policy and Procedures			
Resident Name:	**Effective Date:**	**Reviewed/Revised:**	
Signature of Shelter Manager			

- Residents wishing to bring a grievance against an employee or volunteer may do so by filling out a grievance form and submitting it to the Shelter Manager. If the grievance is against the Manager, then the complaint should be filed with an Executive Director of the operating agency. Staff is responsible for helping any resident needing assistance to fill out the form.
    - Grievances should be addressed by the responsible supervisor within 72 hours of the incident, in accordance with the NJ Department of Community Affairs' shelter operations regulations. Written responses to the grievance will be made within two business days.
    - Residents may be asked to speak with the Manager.
    - Formal inquiries will be made only with proper written documentation.
    - Grievances must be brought by the individual involved in the incident.
    - The Manager will be responsible for communicating with the resident the general outcome of the grievance.

- Residents wishing to bring a grievance regarding an employee or volunteer to the attention of either agency's Board of Trustees may do so by filling out a grievance form and mailing it to either (or both) Board president(s). Residents may request help from a staff member or volunteer not involved in the incident, and these individuals are responsible for helping that resident needing assistance to fill out the form and to provide an envelope and postage stamp.
    - Residents may be asked to speak with a member of the Board of Directors.
    - Formal inquiries will be made only with proper written documentation.
    - Grievances must be brought by the individual involved in the incident.
    - A Grievance Committee will be formed by the Board president and will be responsible for communicating with the resident the general outcome of the grievances.

- Disciplinary actions against employees or volunteers are the responsibility of HABcore and Family Promise of the Jersey Shore. Any disciplinary actions taken are confidential and will not be discussed with other employees, volunteers or residents. Incidents involving a resident will be discussed only with that resident and will not be discussed with any other resident.

Residents may mail or hand-deliver grievance forms to:
Ocean County Shelter
c/o Shelter Manager
7 Gifford Road
Little Egg Harbor, NJ 08087

HABcore Inc.
Executive Director Steve Heisman or President, Board of Trustees
PO Box 2361
Red Bank, NJ

Family Promise of the Jersey Shore
Executive Director Elizabeth Golla or President, Board of Trustees
1001 S Main St.
West Creek, NJ 08092

If these efforts are not successful, complaints may be lodged with the US Department of Housing and Urban Development (HUD). Complaints can be filed online at https://www.hud.gov/program_offices/fair_housing_equal_opp/online-complaint
or
call the Housing Discrimination Hotline at 800-669-9777
or
NJ Department of Community Affairs - Ocean County at 732-255-0818
or
NJ Long Term Care Ombudsman at 877-582-6995

GRIEVANCE REPORT REGARDING AN EMPLOYEE

Residents of the Ocean County Shelter wishing to bring a grievance against an employee to the attention of the Shelter Manager may do so by completing this grievance report and submitting it to the Manager. Shelter staff and volunteers not involved in the incident are available to assist any resident requiring assistance to complete this form. Please contact a staff member or volunteer if you require assistance.

Important:

- Grievance reports should be submitted to the Shelter Manager immediately following an alleged incident or as soon as possible. A written response to the grievance report will be made within 72 hours or two business days.
- As part of any necessary investigation, residents submitting grievance reports may be asked to speak with the Shelter Manager or either agency's Executive Director and/or a member of either Board of Trustees.
- Grievance reports should be filed by the resident involved in the alleged incident. The Shelter Manager will be responsible for communicating with the resident concerning the outcome of any actions taken in response to a grievance report. Please note that disciplinary actions concerning shelter employees are confidential, and details will not be discussed with other employees, volunteers or residents.
- By submitting a grievance form, you are allowing shelter staff to release all relevant case file notes to the person or persons reviewing the grievance.

Name ________________________________ **Date** ___________________ **Time** ___________

Date/time of incident ____

Resident involved ____

Staff involved____

Description of incident (What happened?) ____________________________________

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Your grievance (Why are you upset?) ______________________________________

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Please use the reverse side if additional space is required.

Resolution (What action would you like us to take?) _____________________________

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Staff response ____

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Date Received ______________________________ ________________________________

Shelter Manager

Date of Response ______________________________

GRIEVANCE REPORT REGARDING A VOLUNTEER

Residents of the Ocean County Shelter wishing to bring a grievance against a volunteer to the attention of the Shelter Manager may do so by completing this grievance report and submitting it to the Manager. Shelter staff and volunteers not involved in the incident are available to assist any resident requiring assistance to complete this form. Please contact a staff member or volunteer if you require assistance.

<u>Important</u>:

- Grievance reports should be submitted to the Shelter immediately following an alleged incident or as soon as possible. A written response to the grievance report will be made within 72 hours or two business days.
- As part of any necessary investigation, residents submitting grievance reports may be asked to speak with the Shelter Manager or either agency's Executive Director and/or a member of either Board of Trustees.
- Grievance reports should be filed by the resident involved in the alleged incident. The Shelter Manager will be responsible for communicating with the resident concerning the outcome of any actions taken in response to a grievance report. Please note that disciplinary actions concerning shelter volunteers are confidential, and details will not be discussed with other employees, volunteers or residents.
- By submitting a grievance form, you are allowing shelter staff to release all relevant case file notes to the person or persons reviewing the grievance.

Name ________________________________ Date ___________________ Time ____________

Date/time of incident ____

Resident involved ____

Description of incident (What happened?) _____________________________________

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Your grievance (Why are you upset?) _______________________________________

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Please use the reverse side if additional space is required.

Resolution (What action would you like us to take?) ____________________________

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Staff response ____

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Date Received _____________________________ ______________________________
Shelter Manager

Date of Response _____________________________

PART I: AGENCY BACKGROUND AND EXPERIENCE

Main Contact: Steve Heisman, Executive Director HABcore Inc. sheisman@habcore.org (732) 544-1975
Mailing: PO Box 2361, Red Bank, NJ 07701 **Physical:** 788 Shrewsbury Ave, Tinton Falls, NJ 07724
501-c-3 Agency **EIN:** 52-1596165 **SAM:** J675WAN814K5

Agency Mission: HABcore, by providing permanent housing and individualized support, helps homeless families with children, veterans, and individuals with special needs move through crisis to stability, giving them the opportunity to improve their lives.

Agency Background and Summary of Services
HABcore is governed by a Board of Trustees and guided by Executive Director Steve Heisman. Steve has 34 years of experience in the field and has led HABcore for 25 years.
HABcore has been providing supportive housing to the homeless in various settings for 36 years. HABcore, with an operating budget of $6 million, has 32 employees and houses more than 400 people. In addition to DCA- licensed congregate settings for formerly homeless individuals (with emergency shelter beds for people with mental illness and HIV), HABcore has provided independent apartments to homeless individuals and families across Monmouth and Ocean counties. HABcore owns and operates one-, two-, and three-bedroom units and sublets units from community landlords as part of HUD-funded Leasing, Rental Assistance, and Rapid Re-housing programs. All residents receive individualized case management services. The HUD APR goals of housing stability, increased self-determination, and obtaining employment are consistently met.

HABcore has been awarded nine HUD grants in Monmouth County (the first coming in 1999), since consolidated into two projects, a Leasing program providing 87 units of subsidized housing and supportive services to the chronically homeless, and a Rental Assistance project for 11 purchased units. HABcore has 3 Ocean County HUD homeless projects providing Leasing, Rental Assistance and Rapid Re-housing, with one of the projects receiving Acquisition/Rehabilitation funding. HABcore receives 46% of the region's Continuum of Care funds and will participate collaboratively with the Ending Homelessness Group.

HABcore has purchased, constructed, and rehabilitated 10 properties utilizing funding sources such as the National Housing Trust Fund, HUD, the Federal Home Loan Bank of New York's Affordable Housing Program, HMFA's Special Needs and Sandy Trust Funds, Corporation for Supportive Housing bridge loans, as well as DCA funds. The most recent of which was a duplex in Asbury Park for chronically homeless families acquired and rehabilitated in 2023 and new construction of four new 1-BR units in Red Bank for chronically homeless households completed in the fall of 2020. Other relevant projects include the rehabilitation of an old vacant rooming house and surrounding property in Beachwood into 17 DCA/HUD subsidized supportive beds for chronically homeless individuals and families and the use of DCA Balanced Housing funds to add on 16 beds and a commercial kitchen to a Class C Boarding Home in Red Bank. Other relevant government grants have been awarded from DCA's Office of Homelessness Prevention (Street Outreach and Homelessness Diversion in Ocean County), Monmouth County HOME, ARPA, and ESG.

HABcore has a long history of partnering with other community agencies. HABcore has had long formal partnerships with agencies like CPC Behavioral Integrated Health, the Mental Health Association, the VNA, and the Center of Asbury Park. More recently, in Ocean County, HABcore partnered with the Toms River Housing and Homelessness Coalition to create a walk-in Housing Resource Center, as well as collaborating with Just Believe Inc. in our mutual quest to serve the homeless.

Professional References:

State Sen. Vin Gopal
802 West Park Avenue Building 3,
2nd Floor , Suite 302
Ocean Township, NJ 07712
Phone: (732) 695-3371

Vera Sansone, LCSW, President & CEO
CPC Integrated Health
10 Industrial Way East, Suite 108
Eatontown, NJ 07724
Cell: 908-902-6718

Gwendolyn Love, Executive Director
Lunch Break
121 Drs James Parker Blvd.
Red Bank, NJ 07701
Phone: 732-747-8577

The Rev. Susan Jones, President
Toms River Housing & Homeless Coalition
405 Washington St, Toms River, NJ 08753
Phone: 848-223-7284

HABcore uses QuickBooks Online for its financial management procedures.
HABcore has not had any grants rescinded.

Properties already identified for this project are:
Building One – 7 Gifford Road, Little Egg Harbor, NJ 08087 Block 276.01, Lot 15-17
The former Little Egg Harbor municipal building is a one-story, brick building (6,700 sq. ft.) with a finished basement (6,620 sq. ft). The building sits along Gifford Road and Route 9. There is a parking lot at the rear of the property. The .81-acre commercial property is in a general business zone. The vacant office building is currently used as storage by township officials. The property has been appraised for $650,000 in March 2023. Zoning Compliance: The appraiser noted that the property is not conforming with the bulk requirements of the General Business zone. It is deficient in minimum width or depth (depending on fronting street). However, we expect the municipality to be flexible based on their interest in supplying this property for the project. No environmental concerns are expected. According to the current zoning, this building is already zoned for permitted use for the purpose of utilizing this building as a shelter.

Since Family Promise is already an asset to the town and has many community supporters, the pursuit of this project has been accepted by local township officials and constituents.
The township approached Family Promise about the availability of this building and has issued a letter dated 5/31/24 expressing its willingness to sell. This building is split into two levels and would ultimately serve as shelter for 20 individuals (4 per room in 5 rooms) and six rooms for families. Families could overflow into the 5 “individuals” rooms if necessary.

Additionally, there would be significant space to provide overflow for Code Blue emergencies.

Building Two – A second building to provide additional low-barrier shelter or bridge housing for individuals who are presenting with needs that could present a safety risk for children. Depending on the property, more families could be served as well. This currently consists of 3 options.

Option A - **Barnegat Motel** 115 S. Main St., Barnegat, NJ 08005 Block 195 Lot 3.01
Margaret Maciagiewicz, DBA Margy Inc., purchased the property for $775,000 in 2001. The 2.39-acre property, which contains 25 motel rooms of varying sizes in three buildings, is in a commercial planned highway development zone. The 13,51-sq. ft motel, built in 1970, is not currently on the market, but the owner may be willing to sell. The property is assessed at $1,272,800 in 2023, according to Property

Records. No environmental concerns are expected. Source: https://njpropertyrecords.com/property/1501_195_3.01
The owner is aware of the amount that could be spent on acquisition and is willing to entertain options, as per a conversation on 5/29/24. This would be run as a 28-day shelter to operate within its hotel license.

Option B – 18 Forman Ave., Point Pleasant Beach, NJ 08742 Block 64, Lot 8
A realtor reached out to Steve Heisman with an off-market boarding home currently used for weekly rentals with 10 one-bed/one-bath units and a 3-bedroom apartment that could be used as office space for supervisory staff. The asking price is $2.6 million. The .14-acre lot is in a residential zone, according to NJ Property Records. The 2,952 sq-ft house was sold for $1.25 million in February 2023. It is currently valued at $2,296,700, according to Zillow. The property is located in Flood Zone AE. The lower price could leave room for flood mitigation, contingencies, purchase of project transportation shuttles, capitalized operating reserves, etc.

Source: KW email to Steve Heisman, Policy Map, https://www.zillow.com/homedetails/18-Forman-Ave-Point-Pleasant-Beach-NJ-08742/39691341_zpid/ and https://njpropertyrecords.com/property/1526_64_8

Option C - **Holiday Harbor Motel** 1023 Atlantic City Blvd. , Bayville, NJ 08721 Block 1607 Lot 1.01
Located in a highway business zone, this property contains 15 units of unknown sizes. Shubh Yoge LLC is the owner of this commercial property built in 1960. The .64-acre property was assessed for $481,100 in 2023. Source: https://njpropertyrecords.com/property/1506_1607_1.01

The Berkeley Township mayor and fire officials have expressed a willingness for this type of project to be developed due to the lack of current oversight. While a sales price is unknown, the owner owes over $1.3 million in fire violation fines, which could conceivably allow the municipality to foreclose and convey the property. The town would prefer the property to be rehabilitated while we have proposed the option of keeping the front façade as office and community space and rebuilding living space behind it. The extent of rehabilitation needs is unknown but there are no expected environmental concerns beyond those created by substandard operations.

PART II: PROJECT DESCRIPTION

Acquisition/Rehabilitation :
Building One – The municipality has proposed a sales price of $650,000 based on its own commissioned appraisal from March 2023. Price has not been negotiated yet to point out the cost savings to the municipality by no longer being responsible for utilities and maintenance.

The area to be renovated is approximately 11,500 sf. The renovated facility will provide office space and temporary housing in a DCA-licensed shelter setting. Initial drafts of plans consist of: All new construction is to be wood framed with sound abating insulation between all interior rooms. The upper floor is to include six family living areas with one being handicap-accessible, two multi-tenant full bathrooms, an additional toilet room, a multi-tenant dining room/kitchenette, office with private toilet, meeting room, storage, laundry room, large community room and mechanical/utility rooms. The lower floor is to include six rooms to accommodate up to four individuals each, a community kitchenette for multiple tenants, and additional bathrooms and office space. An elevator is proposed for handicap accessibility. All toilets, bathrooms, and showers would meet ADA requirements.

Utilities to be a combination of new and existing. Upgrade heat and AC to meet Energy Star requirements. Water heaters to be upgraded to tankless on demand system. An emergency back up generator to be provided and electric panels to be upgraded if required for backup generator system. Fire alarm and suppression systems to be upgraded to meet code requirements.

It is possible to convert some of the proposed storage and office space to additional living space.

As part of this project, the parking area is to be upgraded to include a pick up/drop off area. All exterior ramps and stairs will be repaired and will include new railings. An outdoor gathering space will be established with fencing, picnic tables, playground, and sun protection.

The GC shall be responsible for all inspections, permits, means and methods, material deliveries, and sub-contractor work

Preliminary cost estimates have ranged from a low of $2-3 million to a high of $5 million.

Building Two A – The price discussed with the owners was $4 million subtracting necessary structural or system repairs or replacements detailed in due diligence inspections. They are considering and exploring comparable sales. This would leave approximately $500,000 for retrofitting and upgrades.

Building Two B – The asking price given by the realtor is $2.6 million. The property has not been visited yet due to how recent this opportunity was proposed. A deficiencies report was not found on the DCA website.

Building Two C – The acquisition price and rehabilitation/construction scope has yet to be determined as detailed in the first section.

Family Promise and HABcore will acquire the properties as part of an equal partnership. Key Staff in developing the project will be C-Suite staff from all three organizations, including FPJS Executive Director Elizabeth Golla, Bright Harbor Healthcare's Chief Operating Officer, Kathy Greene, and Executive Director Steve Heisman and Director of Programming Nina Rizzo of HABcore.

Together, they possess decades of experience in project development using government funds, operating shelters and other congregate settings, and providing a wealth of services to those experiencing homelessness and the special needs that may accompany them.

Kathy Greene will oversee the crisis staff component, Liz Golla will oversee the family shelter operations, and HABcore will oversee the special needs shelter operations. The agencies will collaborate to ensure operations are run consistently between the buildings and most policies and procedures will be interchangeable. HABcore and FPJS will jointly oversee the acquisition and rehabilitation processes. All three entities are excited at the prospect of working together and collaborating to provide the highest level of operations and services, drawing from the unique strengths each brings to the table.

Steve Heisman has 25 years of experience in internal controls for using millions of dollars in government funds and maintaining the proper records and documents, while FPJS and HABcore both have extensive experience using HMIS to maintain proper client records and to analyze data to provide impactful measurable results.

FPJS has already presented operational goals to Little Egg Harbor to gain approval. They have also enlisted the services of Dave Clark of Ronald A. Sebring Associates, LLC as the principal architect working on the project as well as Frank Little of Owen, Little, & Associates, Inc. as the civil engineer. Eric Lebeouf of Leboeuf Law, LLC is the local attorney assisting on this project. All parties have already been in contact with Little Egg Harbor officials. Preliminary shelter layouts have considered factors such as DCA licensing requirements, capacity, accessibility, safety, and privacy.

Projected Program Service Delivery

The shelters will accommodate from 54 to 70 people at a time, depending on Building 2, with specific areas designated for different demographics (families, individuals).

Both shelters will operate 24 hours a day, seven days a week and include access to 24-hour on-call crisis response, and Homelessness Prevention/Diversion evidence-based practices. During the day, residents will be provided services including employment support, computer access for job and/or housing searches, kitchen access, and shower and laundry facilities.

The low barrier shelter will house people for a maximum of 28 days while the LEH shelter may house people for a longer period.

A holistic approach for people experiencing homelessness will be employed as opposed to strictly treating “just” the homelessness. Families will be strengthened by eliminating barriers to suitable living environments and empowering them to become more self-sufficient. The goal is to determine the root cause of homelessness and support individuals for permanent housing. Once the program is operational, the shelters will provide on-site services including intake and assessment of individuals needs for essential services, a housing stabilization plan, diversion and/or relocation services, and connection to additional services as needed such as mental health counseling, substance use treatment, domestic violence support, and more. Essentials will be provided such as bedding and linens, all meals, clothing, toiletries, showers, and laundry facilities. The facility will have security measures in place for safety (i.e. cameras, staffing 24/7, locked doors). The shelter will act as a navigation center to provide opportunities for more intensive onsite case management, linkages to services including but not limited to mental health, physical health, education, pet care, to help connect individuals to the most appropriate permanent housing option. The services provided to each participant will be tailored to each individual's situation. Low-income individuals and families will be provided with case management, shelter, rapid rehousing, benefits navigation, prevention and referrals to wraparound support. As needed, possibilities may exist to offer access to public transportation, donated vehicles, assistance with car repairs, gas gift cards and childcare - all critical for securing and maintaining a job while supporting young children in Ocean County. The buildings are all very close to public transportation. The purpose of the shelters will be to assist residents in identifying and addressing the barriers that led to their homelessness, while giving them the tools to sustain housing once it has been gained.

Referrals may come from an agency, police department, hospital, coordinated entry, Board of Social Services, DCP&P, or word of mouth stating that an individual has been identified as in need of emergency shelter and met at least one of the HUD categorical criteria for "at-risk of homelessness" or "homeless." Staff will collaborate with the Toms River Housing & Homeless Coalition and the Affordable Housing Alliance, the coordinated entry agency for Ocean County, regularly.

During the intake, case managers will screen and assess individuals to identify barriers, location and/or last location of residence, risk of homelessness, and/or other agency participation. The case management team will deliver rapid case management to develop a comprehensive and individualized housing stabilization plan to assist in shelter and a plan for returning to housing. A trauma-informed approach will be utilized when providing services and triaging the individual out of homelessness and into a housing stabilization plan. The case management team and individuals will work together to establish short- and long-term goals that reinforce the Housing First approach, review weekly goals, and address and resolve barriers to services. The team will utilize creative methods and collaborative problem-solving strategies to help households identify safe and appropriate housing options and expedite the selection of those options. They will utilize the housing stabilization plan to ensure that the household's risk of imminent or recent experience of homelessness is rare, brief in duration, and non-recurring. They will also review other factors contributing to the risk of homelessness, including experiences with trafficking, domestic violence, and/or immigration. The case management team will explore all options, evaluate existing support networks, and advocate for each individual served. When an individual identifies a friend or family member with the potential to provide temporary housing, the team will provide support network mediation to bridge barriers and deterrents to housing.

It will be ensured each child experiencing homelessness is able to continue school in their district prior to becoming homeless and is provided the appropriate supportive services as needed.

Accommodations for pets will be made as well.

Additionally, the case manager will contact landlords on the individual's behalf and provide landlord mediation and/or referrals to get the individual housed quickly. The case manager will also use FPJS's existing partnership with local realtors and landlords to facilitate and expedite household selection. The program will provide housing stabilization assistance, including rental assistance (e.g., first security and first month's rent), utility assistance, rental and utility arrears, deposits, income stabilization, household goods, moving costs, and other costs linked to stabilization of housing. The FPJS team will continue to provide case management and assistance services to ensure the long-term sustainability of housing.

Once the plan is in place, the team will continue to follow the individual for at least six months. If goals have been met after six months and housing has been secured, the individual will be discharged. If housing has not been secured, the team will continue to provide case management and diversion services. When applicable, individuals will be referred to other appropriate agencies, programs, and services. If diversion is not possible, individuals will be referred to the appropriate agency and/or program to provide stabilization and assess the next steps. The shelter case manager will send all supporting paperwork to the identified agency, handhold the individual, and continue providing supportive services. If the individual requires stabilization assistance to support diversion, the team will obtain a signed release from the individual and agency and provide collaborative case management and stabilization assistance.

Eligibility Criteria:
Individuals or families in Ocean County experiencing homeless
Willingness to participate in case management and follow shelter rules and guidelines.

Exclusionary Criteria:
Individuals posing a significant threat to the safety and security of other residents or staff (e.g., history of violent behavior without management plan).
Those currently under the influence of drugs or alcohol at the time of intake, unless they agree to participate in substance abuse treatment.
Registered sex offenders

Enrollment Management:
Initial Contact: Individuals seeking shelter will either be referred by the coordinated entry, partner organizations, community services, or outreach teams.
Intake Assessment: An intake coordinator will conduct an initial assessment to determine immediate needs, eligibility, and appropriate services.
Triage: If the shelter is at capacity, a triage system will prioritize those with the highest need, such as families with young children, individuals with severe health issues, and those at immediate risk.

Waitlist Procedure: When the shelter is full, eligible individuals will be placed on a waitlist based on the urgency of their situation and date of application.
Communication: Regular updates will be provided to those on the waitlist, and emergency alternatives or referrals to other shelters will be offered if available.

Strengths in sustainability include the leveraging of existing contracts and operations of Family Promise of the Jersey Shore and Bright Harbor. All three agencies have demonstrated a long history of creatively accessing funding opportunities to ensure program operations are sustainable and grow.

Part III: Computed Budget Proposal

Acquisition for Innovations to Address Homelessness Budget Narrative

County funds are needed simply because it is extremely rare to find capital funding for development of emergency shelter as most funding sources are reserved for permanent housing.

Development Budget

Use assumptions requiring more explanation are as follows:

1. LEH Building purchase price negotiated from $650k asking to $325k
2. Acquisition/Rehab Costs of $4 million to reflect discussed price of Barnegat motel (Option A). If Building 2's Option B (the option used in the operating budget) is procured instead, at a cost of $2.6 million full asking price, it will leave significantly more funds for renovations.
3. Renovation costs are calculated at $210/sf. Costs provided by FPJS architect Dave Clark of Ronald A. Sebring Associates, LLC originally were estimated at $2-$3 million. A second estimate of approximately $5 million was later provided. However, it is our feeling that construction and purchases may be handled in a more cost-effective manner.
4. The municipal engineer is T&M Engineering. The President of T&M is the Vice President of HABcore's Board, and we believe environmental and engineering reports can be done at a discount.

Operations Budget

Assumptions being used are for the Building 2 Option B. This provides only an additional 10 beds of revenue to be conservative. If Option A is procured, much more revenue can be generated with a similar staffing expense.

Emergency Shelter Revenue

$62/day x 20 beds at LEH and 10 beds at Plan B location. Assuming 10% vacancy.
$87/day x 6 rooms for families, assuming 4-person families.
Code Blue Contract Overflow at LEH building - $10,010

Expenses

Expense assumptions are based on HABcore's experience operating congregate living spaces for 20-30 people.

Staffing

All staff assume 25% fringe.
Leveraged Staff include Bright Harbor Crisis Services
Clinician 4 hours month- $130 per hour= $520
Bachelors level CM 8 hours per month 32 units @ 40.03 = $1280.96
Psychiatrist 4 hours per month $460 per hr. =$1840.00
RN 2 hours per month -8 units @$40.03= $320.24
APNs 4 hours per month $144.95= $579.80
$4541per month … $54,492 annually

Family Promise is leveraging the program staff from their normal operations model, which would now be stemming from this project.

One Support Services Case Manager at each site $55,000 each

96 hours weekly Shelter Staff at LEH site at $24/hr = $119,808

Fringe for these staff would be paid for out of the project.

One Manager for each site - $60k, $57k

LEH Building would be staffed 24 hrs/day x 2 staff x $22/hr subtracting the leveraged staff and Manager.
Building 2 would be staffed 24 hrs/day x 2 staff x $22/hr subtracting the Case Manager and Manager.

There is expected to be an operations shortfall of $280,000 unless one of the larger second sites is acquired.

Additional Funding would be needed to provide a van and driver to bring people to either of the sites.
We would also explore funding for a Bright Harbor Crisis Management Coordinator, who at a full-time salary would be $83,850 including fringe.

ACQUISITION INNOVATIONS TO ADDRESS HOMELESSNESS DEVELOPMENT BUDGET

				Total Beds	**54**	
SOURCES				**PROJECT**	**PER UNIT**	**TOTAL**
Ocean County Contract				$7,500,000	$138,889	
Total Sources				**$7,500,000**	**$138,889**	**$7,500,000**
USES -HARD						
Acquisition - LEH Munic Bldg 1				$325,000	$6,019	
Acquisition/Rehab - Building 2				$4,000,000	$74,074	
Site Costs General				$200,000	$3,704	
Renovation LEH Bldg	11,500	$	210	$2,415,000	$44,722	
Contingency	5%			$130,750	$2,421	
TOTAL HARD COSTS					**$130,940**	**$7,070,750**
USES -SOFT						
Professional Svcs						
Architectural				$200,000	$3,704	
Engineering/Site Plan				$40,000	$741	
ERR's discounted				$10,000	$185	
Energy Consultant				$40,000	$741	
Permits				$25,000	$463	
Legal				$25,000	$463	
Insurance				$10,000	$185	
Survey				$2,500	$46	
Title				$10,000	$185	
Accounting/Cost Cert/Audit				$15,000	$278	
Other				$31,310	$580	
Contingency	5%			$20,441	$379	
TOTAL SOFT COSTS					**$7,949**	**$429,251**
Carrying & Financing Costs						
Security						
TOTAL						
Operating Reserves					$0	$0
Total Development Costs				**$7,500,001**	**$138,889**	**$7,500,001**

Assuming Building 2 B Option

INCOME		
EA Individual Rates $62	(62*30*365)	$678,900
EA Family Rates $87	(87*6*365)	$190,530
Code Blue Overflow LEH Bldg		$10,010
VACANCY	10.0%	$67,890
GROSS BILLING REVENUE		$811,550
NEED GRANT FUNDING		$280,000
OPERATING EXPENSES		
FOOD + SUPPLIES LEH Bldg 1		$25,000
FOOD + SUPPLIES Bldg 2		$10,000
TELEPHONE+INTERNET +CABLE LEH Bldg 1		$3,600
TELEPHONE+INTERNET +CABLE Bldg 2		$3,600
ADMIN LEH Bldg 1		$15,000
ADMIN Bldg 2		$15,000
MANAGER LEH Bldg 1 ($60K*1.25 fringe)		$75,000
MANAGER Bldg 2 ($57K*1.25 fringe)		$71,250
UTILITIES (elec/gas/water/sewer) LEH Bldg 1		$36,000
UTILITIES (elec/gas/water/sewer) Bldg 2		$10,000
Shelter Staff LEH Bldg 1		$286,000
($22/hr *(7 days*24 hrs*2 staff) - 96 hrs leveraged staff -40hrs MGMT* 52 weeks)*1.25 fringe		
LEH Bldg Fringe for Leveraged Staff		$57,452
Shelter Staff Bldg 2		$366,080
($22/hr *(7 days*24 hrs*2 staff) - 40hrs MGMT - 40 HRS CM* 52 weeks)*1.25 fringe		
SUPPORT SERVICES LEH Bldg 1	1 FTE	LEVERAGED
SUPPORT SERVICES Bldg 2	1 FTE	LEVERAGED
MAINTENANCE/REPAIRS LEH Bldg 1		$20,000
MAINTENANCE/REPAIRS Bldg 2		$20,000
LEGAL + ACCT + AUDIT LEH Bldg 1		$10,000
LEGAL + ACCT + AUDIT Bldg 2		$10,000
SHUTTLE		FIND GRANT
INSURANCE LEH Bldg 1		$15,000
INSURANCE Bldg 2		$15,000
FEES LEH Bldg 1		$1,000
FEES Bldg 2		$1,568
PROPERTY TAX LEH Bldg 1		$0
PROPERTY TAX Bldg 2		$16,000
RESERVE REPLACEMENT LEH Bldg 1		$9,000
RESERVE REPLACEMENT Bldg 2		$9,000
TOTAL EXPENSES		$1,091,550
NET OPERATING INCOME		$0

Bright Harbor Crisis Services Leveraged TOTAL $54,492

Clinician 4 hours month- $130 per hour= $520

Bachelors level CM 8 hours per month 32 units @ 40.03 = $1280.96

Psychiatrist 4 hours per month $460 per hr. =$1840.00

RN 2 hours per month -8 units @$40.03= $320.24

APNs 4 hours per month $144.95= $579.80

FPJS Staff Leveraged

One Support Services Case Manager at each site	$	110,000
96 hours weekly Shelter Staff at LEH site	$	119,808

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between HABcore, Family Promise of the Jersey Shore, and Bright Harbor Healthcare regarding their collaboration to provide Innovations to Address Homelessness in Ocean County.

The parties recognize that the goal of the collaboration is to provide complete, integrated service coordination for people needing emergency shelter in Ocean County.

Family Promise of the Jersey Shore and HABcore will enter into a partnership to acquire property to provide emergency housing and supportive services and supervision.

Bright Harbor Healthcare will participate in this venture by providing crisis intervention services.

Bright Harbor Healthcare (BHH) has been a staple in the community of Ocean County since 1959. Formerly known as Ocean Mental Health Services, their agency has broadened the scope of services provided over the years. Bright Harbor Healthcare strives to bring the discussion of integrated health services to promote total wellness, raising community awareness by sharing the understanding of issues like stress, anxiety, and depression, the impact they can have on a life, and the ability to achieve fulfillment.

BHH also offers drug and alcohol services for those who want to address substance use and related physical health issues affecting their mental health recovery. Bright Harbor Healthcare also offers Primary Care services and has been operating PATH (Project for Assistance to Transition from Homelessness) for more than 30 years. BHH recognizes the issues that surround homelessness and are all too familiar with the impact of socioeconomic barriers to achieve the best quality of life possible.

Family Promise of the Jersey Shore has been helping families experiencing homelessness and economic uncertainty to achieve sustainable independence through shelter, prevention programs, advocacy, and community support services since 2009.

HABcore, Inc. is a not-for-profit corporation serving Ocean and Monmouth counties since 1988, which provides housing and individualized support, helping homeless families, veterans, and individuals with special needs move through crisis to stability, giving them the opportunity to improve their lives.

______________________ 6/5/24

Elizabeth Golla, Family Promise Executive Director — Date

Kathy Greene MSW, LCSW 6/5/24

Kathy Greene, Bright Harbor Healthcare Chief Operating Officer — Date

______________________ 6/5/24

Steve Heisman, HABcore Executive Director — Date

Diversity, Equity, Inclusion, and Belonging (DEIB) Plan for HABcore

At HABcore, we are committed to nurturing a workplace culture that upholds diversity, equity, and inclusion, and fosters a sense of belonging among all our stakeholders (employees, residents, volunteers, and Board members). The DEIB plan outlined below enables us to assess the current state of DEIB at HABcore and subsequently use the results to develop our goals, strategies, and actions to cultivate a more inclusive and equitable environment for our stakeholders.

Diversity

Objective: Increase diversity within HABcore's staff, board, volunteers, and program participants.

Strategies:

1. Implement proactive recruitment strategies to attract candidates and Board Members from diverse backgrounds.
2. Provide training and workshops on diversity, equity, and inclusion to enhance awareness and understanding of different cultural backgrounds, identities, and perspectives.
3. Foster partnerships with community organizations that serve diverse populations to broaden outreach efforts.

Below is a proposed DEIB Plan for HABcore that will be adjusted based on benchmarked data and stakeholder feedback.

Equity

Objective: Promote fairness and equal opportunities for all individuals within our organization.

Strategies:

1. Conduct regular reviews of policies and procedures to identify and address any systemic biases or barriers to equity.
2. Ensure pay equity and equitable access to opportunities for professional development and advancement.
3. Offer support services and resources to address the unique needs of marginalized or underserved populations among our staff and residents.
4. Provide training on implicit bias and cultural competency to staff and volunteers to mitigate unconscious biases.
5. Establish transparent and equitable processes for decision-making, promotion, and resource allocation within the organization.

Inclusion

Objective: Create an inclusive environment where everyone feels valued, respected, and empowered to contribute.

Strategies:

1. Foster open communication and dialogue to encourage the sharing of diverse perspectives and experiences.
   a) Create Safe Spaces where individuals feel comfortable expressing their thoughts, opinions, and experiences without fear of judgment or reprisal.
   b) Train stakeholders and encourage Active Listening: Promote active listening skills among staff, volunteers, and participants to ensure that all voices are heard and valued.
   c) Foster Constructive Feedback: Create opportunities for individuals to provide feedback on organizational practices, policies, and initiatives related to the DEIB plan.

d) Promote Cross-Cultural Engagement: Encourage cross-cultural interactions and exchanges within HABcore by organizing events, workshops, and activities that celebrate diversity and promote cultural understanding.

e) Embrace Difficult Conversations: Foster an environment where difficult conversations about race, ethnicity, gender, sexuality, and other sensitive topics can take place openly and respectfully. Provide resources and support for individuals who may feel uncomfortable or uncertain about engaging in these discussions and facilitate opportunities for learning and growth.

f) Lead by Example: Leaders within HABcore should set the tone for respectful and constructive dialogue, encouraging others to follow suit.

2. Establish affinity groups or employee resource groups to provide support and networking opportunities for individuals with shared identities or interests.
3. Encourage active participation and engagement from all members of the HABcore community in decision-making and programming.
4. Offer opportunities for feedback and dialogue to ensure the voices of all stakeholders are heard and considered.

<u>Belonging</u>

Objective: Cultivate a sense of belonging where individuals feel connected to the HABcore community and supported in their personal and professional growth.

Strategies:

1. Provide mentorship and support programs to help individuals integrate into the organization and develop meaningful relationships.
2. Celebrate and recognize the contributions of diverse individuals and groups within HABcore.
3. Promote a collaborative and inclusive work culture that values the unique strengths and perspectives of each individual.
    a) Emphasize Teamwork: Encourage teamwork and collaboration among staff, volunteers, and participants by fostering a sense of shared purpose and collective responsibility.
    b) Recognize Individual Contributions: Recognize achievements and milestones, both big and small, and ensure that everyone feels valued and appreciated for their efforts.
    c) Foster Inclusivity: Encourage open communication, empathy, and mutual respect, and address any instances of discrimination or exclusion promptly and effectively.
    d) Provide Opportunities for Growth: Invest in training programs, mentorship opportunities, and leadership development initiatives to empower individuals to reach their full potential.
    e) Embrace Diversity: Create space for individuals to express their authentic selves and share their unique insights, and actively seek out diverse voices and perspectives in decision-making processes.
    f) Promote a Sense of Belonging: Encourage team-building activities, social events, and informal gatherings where individuals can connect with one another on a personal level.
    g) Lead by Example: Leaders within HABcore should demonstrate a commitment to collaborative and inclusive work culture by modeling inclusive behavior and promoting values such as respect, integrity, and empathy.
4. Celebrate diversity and promote cultural awareness through events, workshops, and educational programs.
5. Provide opportunities for staff and residents to engage in shared experiences and initiatives that promote a sense of belonging and camaraderie.

<u>Benchmark the current state of diversity, equity, inclusion, and belonging.</u>

1. Review of Policies and Practices
    a) Evaluate existing DEIB policies, procedures, and practices to identify strengths, gaps, and areas for improvement.

b) Assess the effectiveness of current recruitment, hiring, and retention practices in attracting and retaining a diverse workforce.
c) Review employee handbooks, training materials, and other relevant documents to ensure alignment with DEIB principles.

2. Stakeholder Engagement
   a) Engage with employees, managers, leadership team members, and other stakeholders through surveys, focus groups, interviews, and listening sessions.
   b) Solicit feedback on employees' perceptions and experiences related to diversity, equity, inclusion, and belonging within the organization.
   c) Encourage open and honest dialogue to capture diverse perspectives and identify areas of concern or opportunity.

3. Data Analysis
   a) Analyze workforce demographic data, including representation across different identity groups, to understand the diversity of our staff.
   b) Examine employee feedback, survey results, and performance evaluations to identify any disparities or patterns related to equity and inclusion.
   c) Review metrics related to employee engagement, satisfaction, retention, and advancement to assess the impact of DEIB efforts on organizational outcomes.

Monitoring, Evaluation and Accountability

Objective: To monitor progress, track outcomes, and hold ourselves accountable for advancing DEIB initiatives.

Strategies:
1. Develop and track key performance indicators related to DEIB goals to measure progress over time and assess the effectiveness of DEIB initiatives.
2. Collect and analyze data on diversity, equity, and inclusion metrics, such as workforce demographics, employee satisfaction surveys, and resident feedback.
3. Adjust strategies and initiatives as needed based on feedback and outcomes to ensure continuous improvement.
4. Communicate updates and achievements related to DEIB efforts transparently to stakeholders.
5. Conduct regular assessments and reviews of our DEIB plan to identify areas for improvement and adjust strategies accordingly.

Conclusion

This DEIB plan outlines our commitment to promoting diversity, equity, inclusion, and belonging at HABcore. We will continue to refine and implement this plan to ensure that it aligns with our values and objectives as an organization. By embracing these principles, we aim to create a more equitable, inclusive, and welcoming environment for all individuals associated with HABcore.

HABcore Inc./Family Promise of the Jersey Shore

Ocean County Shelter Project

Plan for Non-Discrimination

"HABcore Inc. And Family Promise of the Jersey Shore work to serve shelter residents faithfully and do not discriminate on grounds of race, religion, ethnicity, national origin, age, gender, physical disabilities, sexual orientation, or economic status."

1. No person will be excluded from shelter services and there will not be any segregation of persons served by the organizations according to the non-discrimination statement as written above. This non-discrimination statement will be posted in visual locations at the Ocean County Shelter and will be printed in the various publications for residents.

2. Shelter employees and volunteers will serve shelter residents with regard and respect to non-discrimination. They will be trained in Title VI requirements. Furthermore, no employee or volunteer will be discriminated against regarding the non-discrimination statement above.

3. There will be no discrimination regarding hiring, assignment, promotion, or other conditions for staff employment. The staff will have annual training in nondiscrimination and a review of Title VI requirements. Staff positions for hire will be posted in the community, and the shelter agencies will identify as an equal opportunity employer. Personnel policies will include non-discrimination practices.

4. There will be no discrimination in electing membership to the organizations' governing bodies, according to the non-discrimination statement above and adopted by their respective Board of Trustees.

Cultural Competence and Diversity Policy

INTENT: The U.S. Department of Health and Human Services defines cultural competency as "the ability to provide services to clients that honor different cultural beliefs, interpersonal styles, attitudes and behaviors and the use of multicultural staff in the policy development, administration and provision of those services." It is the intent of HABcore Inc. and Family Promise of the Jersey Shore that its employees behave in a manner representative of its ethical and/or moral commitment to prevent and end family homelessness using innovative solutions include homelessness prevention, emergency shelter, stabilization, and housing to qualifying individuals and families.

POLICY: It is our policy to maintain a Cultural Competency and Diversity Plan that describes how the linguistic and cultural needs of our residents are met. It is our policy to effectively provide services to recipients of all cultures, age, races, gender, sexual orientation, socioeconomic status, languages, ethnic backgrounds, spiritual beliefs, and religions in a manner

that recognizes, values, affirms, and respects the worth of the individuals and protects and preserves the dignity of each person. Our agencies adhere to the equal employment opportunity policy and non-discrimination practices.

PROCEDURE: This policy is implemented by the following plan and practices.

I. Cultural Competency and Diversity Plan

Cultural competence is an integral part of both agencies. Employees who are in direct contact with shelter residents will demonstrate the following:

- Recognize, value, affirm and respect the worth of all shelter residents and protect and preserve the dignity of each.
- Utilize appropriate resources to ensure linguistic needs of the residents are met.
- Assess residents' acculturation to aid in matching families with appropriate community-based resources and provide appropriate education and assistance.
- Utilize culture-specific information provided in training and/or employee orientation to assist in identifying and determining the cause of culture-based issues and miscommunication and to resolve them.

HABcore and FPJS ensure non-discriminatory and respectful services to residents by employing both internal and external cultural competency practices. Ongoing improvement and widespread dissemination of these efforts demonstrate our commitment to the provision of culturally appropriate services and care for homelessness prevention, emergency shelter, stabilization, and housing to qualifying families.

All employees, residents, and families have access to this Cultural Competency and Diversity Plan, as the essential plan elements are included in employee materials.

II. Internal Cultural Competency and Diversity Practices

(1) HABcore and FPJS seek staff members who are committed to their community, represent a variety of cultural backgrounds and can communicate in cross-cultural situations.

Discrimination is not tolerated, and employees will conduct services in a manner that recognizes values, affirms, and respects the worth of the individual and protects and preserves the dignity of each person.

(2) When necessary and requested, translation services to recipients will be provided. The interpreter will assist with translating any intake, treatment plans, evaluation, or other documents shared with family. If a resident needs interpretive services, then the shelter staff calls for an interpreter.

(3) Comprehensive, behaviorally, and theoretically based cultural competency training and education is identified and at times offered. Characteristics of the training include:

- Acceptance and respect for differences

- Careful attention to dynamics of difference

- Continuous expansion of cultural knowledge and resources

- Assessment and awareness of personal biases, values, and expectations

- Content on general culture-specific attributes (family structures, language use for residents with physical and linguistic disabilities). Specific training courses have been identified. The National Center for Cultural Competence (NCCC) maintains a database with a wide range of resources on cultural and linguistic competence (e.g., demographic information, policies, practices, articles, books, research initiatives and findings, curricula, multimedia materials and websites, etc.) The NCCC uses specific review criteria for the inclusion of these resources.

III. External Cultural Competency Practices

Employees are notified of their responsibilities pertaining to delivering culturally competent care and may obtain a copy of the Cultural Competency and Diversity Plan.

Shelter staff will provide interpreter services to residents as necessary when requested to ensure availability of effective communication regarding assistance options for the family.

HABcore and FPJS utilize and have informal relationships with a wide variety of traditional and nontraditional organizations to enhance service delivery and maximize resources for residents.

Diversity, Equity, Inclusion and Access Policy Statement

There is an unfortunate and obvious connection between overt disenfranchisement, racist policies, and injustice and the fact that more than 50% of those experiencing homelessness are Black while making up only 13% of the total U.S. population. Homelessness is marked, defined, and caused by disparities rooted in exclusion and discrimination. Intentionally addressing these dynamics is essential to ending homelessness. HABcore and Family Promise is committed to addressing these issues and Diversity, Equity, Inclusion, Access (DEIA) as a priority. As part of this process, the following is our Diversity, Equity, Inclusion, and Access Policy Statement.

HABcore and Family Promise value and celebrate the unique attributes, characteristics and perspectives that make each person who they are. We believe our strength lies in our diversity among the broad range of people who volunteer, work and are served by our agencies. We consider diversity, inclusion and access a driver of our effectiveness and seek out diversity of participation, thought and action. It is our aim, therefore, to embrace the following core values.

The DEIA Policy Statement and all our DEIA work is rooted in our core values:

• Hospitality: Not only is this demonstrated through our shelter programming, but we demonstrate this value to our staff, volunteers, and community partners.

• Empowerment: We empower all stakeholders – residents, staff, volunteers, donors, community members, businesses and government officials – to effect change in their communities so homeless individuals and families can achieve economic stability and children can access a brighter future.

• Empathy: Empathy is at the center of all we do, time is taken to understand all perspectives. This ensures excellent service delivery to our residents and a productive and enjoyable work environment.

• Community: We build bridges among people and bring resources together.

• Dynamic: We are future-focused and nimble.

• Innovative: We are innovative and entrepreneurial.

Diversity and Inclusion Framework

HABcore and Family Promise strive to support its shelter residents and the larger homelessness and housing sector through its thought leadership, trauma-informed services, and core values. By modeling excellence regarding diversity and inclusion, our agencies are better situated to respond to the unique needs of our constituents. We support shelter operations in three ways: support key stakeholders, DEIA-informed programs, and services, and engage People with Lived Experience and Expertise (PWLEE).

Create DEIA-Informed Programs and Resources

HABcore and Family Promise provide holistic programs and solutions for homeless individuals and families, ensuring that a child's housing status does not determine their future. Furthermore, our work will promote excellence in the homelessness sector. Our efforts to prioritize diversity and inclusion emphasize:

• Standards, Evidence-Based, and Best Practices

• Trauma informed and Resilience-Oriented Care

• Advocacy and Awareness

Engaging PWLEE

HABcore and Family Promise believe individuals experiencing homelessness are key stakeholders to engage in our work. We seek to include their knowledge and expertise in meaningful roles such as board membership, staff, or volunteering.

Approaches for Our Work

To support the expansion of DEIA, HABcore and Family Promise will:

• Integrate diversity, equity, accessibility, and inclusion into shelter practices, procedures, and programs. We will pursue inclusivity and cultural competency through substantive learning and transparent policies, and we will model best practices.

• Build awareness in the field by continuously drawing attention to the rationale, the opportunities, and causes of homelessness and poverty.

• Offer professional development opportunities and resources to shelter staff to ensure the best practices are implemented.

• Allow people with lived experience and expertise to have meaningful opportunities to support shelter operations.

ALTERATIONS AND CHANGE OF USE
FAMILY PROMISE
PRELIMINARY CONSTRUCTION COST ESTIMATE
06-04-24

ITEM	QUAN.	UNIT AMOUNT		TOTAL	
		LABOR	TOTAL	LABOR	TOTAL
DIVISION 1 GENERAL REQUIREMENTS					
GENERAL REQUIREMENTS					
GENERAL CONDITIONS /L.S.	1.00	$0.00	$15,000.00	$0.00	$15,000.00
SUBMITTALS /L.S.	1.00	$0.00	$20,000.00	$0.00	$20,000.00
MOBILIZATION /L.S.	1.00	$0.00	$20,000.00	$0.00	$20,000.00
SUPERINTENDENT /WEEK	20.00	$0.00	$1,800.00	$0.00	$36,000.00
DIVISION 2 SITEWORK AND DEMOLITION					
SITEWORK AND DEMOLITION					
EXCAVATION FOR ELEVATOR /C.Y.	200.00	$15.00	$20.00	$3,000.00	$4,000.00
REMOVE EXISTING RAMP RAILINGS /L.F.	64.00	$12.00	$16.00	$768.00	$1,024.00
REMOVE EXISTING STAIR RAILINGS /L.F.	40.00	$12.00	$16.00	$480.00	$640.00
REMOVE INTERIOR RAILINGS /L.S.	40.00	$12.00	$16.00	$480.00	$640.00
SAWCUT AND REMOVE CONC. SLAB /L.S.	1.00	$1,200.00	$2,000.00	$1,200.00	$2,000.00
REMOVE EXISTING CEILING FINISHES /S.F.	20,000.00	$0.21	$1.00	$4,200.00	$20,000.00
REMOVE EXISTING FLOOR FINISHES /S.F.	20,000.00	$0.15	$0.90	$3,000.00	$18,000.00
REMOVE EXISTING PARTITIONS /S.F.	960.00	$1.35	$3.51	$1,296.00	$3,369.60
REMOVE EXISTING ROOFING /L.S.	1.00	$350.00	$1,200.00	$350.00	$1,200.00
REMOVE TILE FLOORING /S.F.	840.00	$0.98	$2.50	$823.20	$2,100.00
REMOVE TILE WALL FINISHES /S.F.	1,712.00	$0.65	$2.00	$1,112.80	$3,424.00
HAZARDOUS MATERIALS /L.S.	1.00	$42,000.00	$75,000.00	$42,000.00	$75,000.00
AREA ADJUSTMENT DIVISION 2		5.20%	0.00%	$3,052.92	$0.00
DIVISION 3 CONCRETE					
CONCRETE					
NEW CONCRETE FOOTING /C.Y.	7.70	$135.00	$590.00	$1,039.50	$4,543.00
REINFORCEMENT /L.S.	1.00	$1,200.00	$3,000.00	$1,200.00	$3,000.00
NEW CONCRTETE LINTEL /EACH	3.00	$45.00	$600.00	$135.00	$1,800.00
NEW HOISTWAY BEAM /L.S.	1.00	$300.00	$1,000.00	$300.00	$1,000.00
WATERPROOFING /L.S.	1.00	$950.00	$2,500.00	$950.00	$2,500.00
CONCRETE STAIR RECONSTRUCTION /L.S.	2.00	$2,500.00	$8,000.00	$5,000.00	$16,000.00
CONCRETE RAMP RECONSTRUCTION /L.S.	2.00	$2,500.00	$6,500.00	$5,000.00	$13,000.00
AREA ADJUSTMENT DIVISION 6		8.10%	1.10%	$216.63	$113.77
DIVISION 4 MASONRY					
MASONRY					
NEW 8" MASONRY WALLS /S.F.	1,350.00	$6.00	$18.00	$8,100.00	$24,300.00
AREA ADJUSTMENT DIVISION 6		8.10%	1.10%	$656.10	$267.30
DIVISION 5 METALS					
STRUCTURAL MODIFICATIONS					
STRUCTURAL REINFORCEMENT /L.S.	1.00	$1,000.00	$25,000.00	$1,000.00	$25,000.00
AREA ADJUSTMENT DIVISION 6		8.10%	1.10%	$81.00	$275.00
DIVISION 7 MOISTURE PROTECTION					
ROOFING AND FLASHING					
INSULATION REPAIR /L.S.	1.00	$165.00	$475.00	$165.00	$475.00
ROOF REPAIR /L.S.	1.00	$600.00	$3,000.00	$600.00	$3,000.00
SEALANT /L.S.	1.00	$115.00	$600.00	$115.00	$600.00
STAINLESS STEEL FLASHING /L.S.	1.00	$180.00	$950.00	$180.00	$950.00
AREA ADJUSTMENT DIVISION 7		36.50%	16.60%	$386.90	$834.15
DIVISION 8 OPENINGS					
OPENINGS					
NEW 36" DOORS /EACH	23.00	$180.00	$1,200.00	$4,140.00	$27,600.00
NEW LOCKSETS /EACH	32.00	$92.00	$600.00	$2,944.00	$19,200.00
NEW CLOSERS /EACH	30.00	$112.00	$500.00	$3,360.00	$15,000.00
NEW HINGES /EACH	23.00	$22.00	$60.00	$506.00	$1,380.00
NEW WEATHERSTRIPPING /EACH	12.00	$18.00	$80.00	$216.00	$960.00
NEW WINDOWS /EACH	4.00	$650.00	$1,500.00	$2,600.00	$6,000.00
INCREASE FOR WINDOW OPENINGS /EACH	4.00	$350.00	$800.00	$1,400.00	$3,200.00
AREA ADJUSTMENT DIVISION 6		6.10%	2.40%	$667.95	$1,516.32

	DIVISION 9 FINISHES				
FINISHES					
NEW RAMP RAILINGS /L.F.	64.00	$38.00	$132.00	$2,432.00	$8,448.00
NEW STAIR RAILINGS /L.F.	40.00	$38.00	$132.00	$1,520.00	$5,280.00
NEW INTERIOR RAILINGS /L.F.	40.00	$38.00	$132.00	$1,520.00	$5,280.00
NEW INTERIOR GUARDRAILS /L.S.	40.00	$18.00	$65.00	$720.00	$2,600.00
NEW INTERIOR HANDRAILS /L.S.	64.00	$18.00	$65.00	$1,152.00	$4,160.00
NEW CEILING MATERIALS /S.F.	20,000.00	$1.11	$6.50	$22,200.00	$130,000.00
NEW VCT FLOORING /S.F.	20,000.00	$1.83	$5.00	$36,600.00	$100,000.00
NEW WALL PARTITIONS /S.F.	1,485.00	$2.20	$6.35	$3,267.00	$9,429.75
INCREASE FOR INFILL OF OPENINGS /EACH	7.00	$80.00	$300.00	$560.00	$2,100.00
NEW CABINETRY /L.S.	1.00	$2,200.00	$10,000.00	$2,200.00	$10,000.00
NEW COUNTERTOP /S.F.	35.00	$21.00	$82.00	$735.00	$2,870.00
NEW TILE FLOORING /S.F.	840.00	$3.65	$11.75	$3,066.00	$9,870.00
NEW TILE WALL FINISHES /S.F.	1,712.00	$3.95	$12.00	$6,762.40	$20,544.00
RECONSTRUCTION OF WINDOW WELLS /EACH	7.00	$875.00	$3,500.00	$6,125.00	$24,500.00
AREA ADJUSTMENT DIVISION 6		9.35%	4.85%	$578.95	$1,047.99
	DIVISION 11 EQUIPMENT				
EQUIPMENT					
NEW REFRIGERATOR /EACH	2.00	$900.00	$4,000.00	$1,800.00	$8,000.00
NEW FREEZER /EACH	1.00	$900.00	$4,000.00	$900.00	$4,000.00
OVEN & RANGE /EACH	2.00	$600.00	$2,500.00	$1,200.00	$5,000.00
NEW DISHWASHER /EACH	1.00	$650.00	$2,500.00	$650.00	$2,500.00
NEW ICE MACHINE /EACH	1.00	$500.00	$2,300.00	$500.00	$2,300.00
NEW SINKS /EACH	2.00	$420.00	$1,800.00	$840.00	$3,600.00
NEW BATHROOM EQUIPMENT /L.S.	4.00	$3,200.00	$10,000.00	$12,800.00	$40,000.00
AREA ADJUSTMENT DIVISION 6		3.00%	5.00%	$136.50	$975.00
	DIVISION 14 HYDRAULIC ELEVATOR				
HYDRAULIC ELEVATOR					
HYDRAULIC ELEVATOR CAB & FINISHES /L.S.	1.00	$6,500.00	$22,000.00	$6,500.00	$22,000.00
BATTERY UNITS /EACH	3.00	$650.00	$1,350.00	$1,950.00	$4,050.00
CAB DOOR PANEL /EACH	1.00	$850.00	$3,200.00	$850.00	$3,200.00
NEW JACK ASSEMBLY /L.S.	1.00	$1,200.00	$9,500.00	$1,200.00	$9,500.00
CAR OPERATING FIXTURES /L.S.	1.00	$1,950.00	$6,500.00	$1,950.00	$6,500.00
HOISTWAY ACCESS SWITCHES /EACH	2.00	$650.00	$1,500.00	$1,300.00	$3,000.00
NEW PIT LADDER /EACH	1.00	$975.00	$2,150.00	$975.00	$2,150.00
NEW LANDING SYSTEM /L.S.	1.00	$3,000.00	$8,500.00	$3,000.00	$8,500.00
NEW EXTERIOR LANDING ACCESSORIES /L.S.	1.00	$1,000.00	$4,500.00	$1,000.00	$4,500.00
NEW TRAVEL CABLE /L.F.	65.00	$60.00	$105.00	$3,900.00	$6,825.00
NEW WIRING /L.S.	1.00	$2,000.00	$5,000.00	$2,000.00	$5,000.00
NEW CAR SLIDE GUIDES /EACH	4.00	$1,650.00	$3,000.00	$6,600.00	$12,000.00
AREA ADJUSTMENT DIVISION 14		15.90%	13.50%	$4,964.78	$11,775.38
	DIVISION 21 FIRE SUPPRESSION				
FIRE SUPPRESSION					
FIRE SUPPRESSION /L.S.	1.00	$0.00	$57,600.00	$0.00	$57,600.00
AREA ADJUSTMENT DIVISION 21			7.70%	$0.00	$4,435.20
	DIVISION 22 PLUMBING				
PLUMBING					
PLUMBING /L.S.	1.00	$0.00	$228,240.00	$0.00	$228,240.00
AREA ADJUSTMENT DIVISION 22			4.30%	$0.00	$9,814.32
	DIVISION 23 MECHANICAL				
MECHANICAL					
MECHANICAL /L.S.	1.00	$0.00	$691,200.00	$0.00	$691,200.00
AREA ADJUSTMENT DIVISION 23			5.15%	$0.00	$35,596.80
	DIVISION 26 ELECTRICAL				
ELECTRICAL					
ELECTRICAL /L.S.	1.00	$0.00	$603,200.00	$0.00	$603,200.00
AV ALLOWANCE FOR MP ROOM /L.S.	1.00	$0.00	$35,000.00	$0.00	$35,000.00
NEW GENERATOR /EACH	1.00	$37,500.00	$125,000.00	$37,500.00	$125,000.00
AREA ADJUSTMENT DIVISION 26		4.85%	1.10%	$1,818.75	$8,395.20

DIVISION 32 SITE IMPROVEMENTS

SITE IMPROVEMENTS						
PARKING LOT IMPROVEMENTS /L.S.	1.00	$0.00	$100,000.00		$0.00	$100,000.00
EXCAVATION, BACKFILL, & GRADING /L.S.	1.00	$0.00	$25,000.00		$0.00	$25,000.00
SOIL EROSION CONTROLS /L.S.	1.00	$0.00	$5,000.00		$0.00	$5,000.00
FENCING /L.S.	1.00	$0.00	$15,000.00		$0.00	$15,000.00
PLAYGROUND /L.S.	1.00	$0.00	$5,000.00		$0.00	$5,000.00
SITE LIGHTING /L.S.	1.00	$0.00	$25,000.00		$0.00	$25,000.00
AREA ADJUSTMENT DIVISION 26				1.10%	$0.00	$1,925.00

	TOTALS	
SUB TOTAL		$2,871,823.78
TOTAL LABOR	$247,176.63	
LABOR ADJUSTMENT FACTOR		16.00%
LABOR ADJUSTMENT AMOUNT		$39,548.26
SUBTOTAL		$2,911,372.04
OVERHEAD	15.00%	$436,705.81
PROFIT	10.00%	$334,807.78
PRELIM.DESIGN CONTINGENCY	10.00%	$368,288.56
CONSTRUCTION CONTINGENCY	10.00%	$405,117.42
TOTAL		**$4,456,291.61**

DESIGN AND ENGINEERING FEES

	QUANTITY	**TOTAL**
DESIGN AND ENGINEERING	7.6% OF CONSTRUCTION COST	**$335,717.82**
CONSTRUCTION ADMINISTRATION	5.1% OF CONSTRUCTION COST	**$225,284.32**
TOTAL DESIGN AND ENGINEERING FEES		**$561,002.14**
TOTAL WORKING ESTIMATE	CONSTRUCTION COST + DESIGN AND ENGINEERING FEES	**$5,017,293.75**

PREPARED JUNE 4, 2024 BY RONALD A. SEBRING ASSOCIATES, LLC

Liz,
Good afternoon.
I have completed our portion of the preliminary CCE which includes the general construction, including sitework, and general conditions.   These total $995,000.

I am waiting on the fire protection, mechanical, plumbing, and electrical cost estimates, to be provided from our consultant, Schiller & Hersh associates, Inc., which I expect today.   Just wanted to keep you up to date as I know you need this sooner than later. I have been doing my best. In speaking generally with our consultant his initial thought was that the fire protection and MEP work will likely be in the $1M range, but I recommend waiting until we receive the actual preliminary estimate from him.
Dave

HVAC: The sleeping rooms on the upper level could go with PTAC units – basically hotel thru-the-wall units (cheap). I am guessing the lower level room would not be able to accommodate this based on the pictures. So, it is probably better to just provide a VRF type system (similar to the JJC JMSF North classroom project). It will include:

a. (1) DOAS unit on the roof.
b. Several OHRU outdoor heat pump units for VRF.
c. Individual ceiling cassette units for each room with individual temperature controls.
d. RTU for Multipurpose room
e. (1) MAU for kitchen hood make up air.
f. (1) kitchen EF for hood.
g. (1) EF for toilet rooms.
h. I did not see a gas-service at the exterior of the building. Ideally, we would add gas, if it is not there, for heat.

Electrical scope:

a. Electrical service may or may not be ok due to the added elevator. We are assuming the service is adequate.
b. New electrical panels: AFCI breakers will be required due to sleeping rooms.
c. New LED lighting with lighting controls.
d. Fire alarm: Fully automatic system with full smoke detection coverage and carbon monoxide detectors. Designated ADA rooms will require high candela horn/strobes. Elevator recall.
e. I saw an ATS switch in one of the pictures, which makes me think there is a generator out there somewhere. I did not see one in the pictures. Base scope will have battery operated emergency lighting. I will provide an alternate cost for full generator backup for the facility.
f. Data: IT rack, plus wiring for WiFi and also hard wired jacks in offices.
g. Security: We would assume an IP-based security camera system would be required for common spaces.
h. Security system: Given that this is a 24x7 facility, we do not see a reason to have a burglar security system with door contacts and motion detectors.
i. Access control: We would assume at least exterior doors would need card access. Additional costs for card access for sleeping rooms.
j. Audio/visual: We assume AV system of some type is needed in the Multipurpose room. We included an allowance of $25,000.

Plumbing scope:

a. Manual plumbing fixtures with flush valves: Wall mounted water closets, wall mounted urinals, wall mounted lavs with faucets.
b. Piping: Copper with Propress fittings.
c. Sanitary waste & vent: PVC schedule 40.
d. Gas piping: Schedule 40 black steel.
e. Grease interceptor for kitchen.
f. Sump pump with oil minder for elevator.

Sprinkler scope:

a. Remove all branch and main piping back to incoming service.
b. All new wet sprinkler system for the entire building, including new backflow preventer.

FAMILY PROMISE
NEW SHELTER
7 GIFFORD ROAD, LITTLE EGG HARBOR, NJ

PRELIMINARY CONSTRUCTION COST ESTIMATE

ITEM		AMOUNT
GENERAL CONDITIONS		
Temporary Facilities	$	15,000.00
Supervision and Management	$	42,500.00
Submittals	$	2,500.00
Mobilization and Demobilization	$	40,000.00
TOTAL GENERAL CONDITIONS	**$**	**100,000.00**
GENERAL CONSTRUCTION		
Remove and Replace Railings	$	25,500.00
Stair and Ramp Repair	$	41,500.00
Doors and Hardware	$	48,000.00
Remove and Replace Ceilings	$	75,650.00
Remove and Replace Floor Finish (Not including bathrooms)	$	59,000.00
Demolition of Toilet Rooms	$	4,000.00
New Bathrooms and Toilet Rooms	$	35,000.00
Remove Partition Walls	$	5,000.00
New Partitions and Opening Infill	$	9,500.00
Window Replacement	$	12,000.00
Window Well Reconstruction	$	24,500.00
Elevator and Lobbies (Including shaft construction)	$	145,000.00
SUBTOTAL GENERAL CONSTRUCTION	$	484,650.00
AREA ADJUSTMENT 8 1/2%	$	41,195.25
TOTAL GENERAL CONSTRUCTION	**$**	**525,845.25**

SITEWORK		
Parking Lot Improvements	$	100,000.00
Excavation, Backfill, Grading	$	25,000.00
Soil Erosion Controls	$	5,000.00
Fencing	$	15,000.00
Playground	$	5,000.00
Site Lighting	$	25,000.00
TOTAL SITEWORK	**$**	**175,000.00**
FIRE PROTECTION	$	57,600.00
PLUMBING	$	138,240.00
MECHANICAL	$	691,200.00
ELECTRICAL	$	403,200.00
AV allowance for MP room	$	25,000.00
SUBTOTAL ALL TRADES	$	2,116,085.25
GC OVERHEAD 15%	$	317,412.79
GC PROFIT 8%	$	194,679.84
SUB-TOTAL	$	2,628,177.88
PRELIMINARY DESIGN CONTINGENCY (15%)	$	394,226.68
TOTAL ALL TRADES	**$**	**3,022,404.56**
Added Cost for full generator:	**$**	**125,000.00**

Does not include soft costs:

Professional fees
Permit costs
Legal costs
Hazardous materials remediation

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/05/2024

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
The Benefits Consulting Group Inc
300 Harmon Meadow
Unit 403
Secaucus NJ 07094

CONTACT NAME: Jamie Calabria
PHONE (A/C, No, Ext): (201) 435-4500 **FAX (A/C, No):** (201) 435-4540
E-MAIL ADDRESS: xxxxxxxxx@xxxxxxxxxxx.xxx

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Philadelphia Insurance Companies	18058
INSURER B :	ARI Insurance Company	13900
INSURER C :	Berkley Management Protection	
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
Habcore Inc
788 Shrewsbury Ave
Tinton Falls NJ 07724

COVERAGES **CERTIFICATE NUMBER:** CL2381407246 **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	[X] COMMERCIAL GENERAL LIABILITY; [ ] CLAIMS-MADE [X] OCCUR; GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC; OTHER:			PHPK2590432	08/13/2023	08/13/2024	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 3,000,000
							PRODUCTS - COMP/OP AGG	$ 3,000,000
								$
A	AUTOMOBILE LIABILITY; [ ] ANY AUTO; [X] OWNED AUTOS ONLY [X] SCHEDULED AUTOS; [X] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			PHPK290432	08/13/2023	08/13/2024	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR; [ ] EXCESS LIAB [ ] CLAIMS-MADE; DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY; ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: N; If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		PWC1080359	02/17/2024	02/17/2025	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
C	Directors & Officers			BMP-1005341-01	08/13/2023	08/13/2024	Limit	$2,000,000

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

The Certificate Holder is added as an Additional Insured as per written contract.

CERTIFICATE HOLDER

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

HABCORE STABILITY DIGNITY
HOUSING THE HOMELESS HOPE

2024 BOARD OF TRUSTEES

Mr. Bernard McSherry, 52 Gillespie Ave, Fair Haven, NJ 07704**;** New to Board 2024**; F**ounding Dean of the NJCU School of Business at New Jersey City University. McSherry is a retired Wall Street executive and Governor of the New York Stock Exchange. Soon after the establishment of HABcore, he held a position as an advisory board member. Email: bernardmcsherry@aol.com

Ms. Shannon Mosier, 799 Marbro Ave, Brick, NJ 08724; New to Board 2024; CPA, Manager at Smolin, Lupin LLC, employed since 2013. Shannon is active on HABcore's Gala and Property Management committees. She has volunteered at the Mya Lin Terry Foundation and for Brick Memorial Pop Warner. Email: smosier@smolin.com

Ms. Kathleen Mullarkey, *Past HABcore President***,** 32 Foster Street, Red Bank, NJ 07701; Board tenure 13 years; retired Attorney. Email: kmullarkey@verizon.net

Mr. John Munley, Jr, 59 Ridge Rd. Rumson, NJ, 07760; New to Board 2024; began his career in finance as a currency trader after graduating from Bucknell University. After over 25 years at various Wall Street firms, he co-founded WHealth Advisors, an independent financial planning firm in Red Bank, NJ. Email: john@whealthfa.com

Ms. Marilyn Pearlman, *Past HABcore President***,** 132 Silvermist Court, Little Silver, NJ 07739; Board tenure 18 years; former HABcore President; Construction Consultant for commercial real estate projects, board member of Affordable Housing Alliance, member of Arbitration Board for Alderbrook Condominium. Email: marilynpearlman@comcast.net

Ms. Ann Pennington, 5 Elm Lane, Rumson, NJ 07760, Former Mrs. US of America. For a decade, Ann has been passionate about raising funds and awareness for the homeless issue in the US. Ann has focused on providing shelter and feels that HABcore builds upon that to provide permanent housing for those most vulnerable. Supports Covenant House, among others," Email: actpennington@gmail.com

Hon. Ron Reisner, 331 Newman Springs Rd, Red Bank, NJ 07701; Board tenure 6 years; retired NJ Superior Court Judge. Currently "of counsel" at the firm of Scarinci Hollenbeck in Red Bank. Previously served as Assistant U.S. Attorney in Trenton and as Township or Planning Board Attorney for several local municipalities, including Old Bridge, Monmouth Beach, Atlantic Highlands, and Marlboro. He also served as Mt. Laurel Special Counsel for Holmdel Township from 1983 to 1993 and Secretary of the Board of Trustees for the YMCA National Conference in Silver Bay, New York. Email: ronlreisner@gmail.com

Mr. Paul Roberts, 6 Santa Rosa Lane, Tinton Falls, NJ 07753; Board tenure 3 years**;** Vice President of Valley Bank. Two-time "Operation Enduring Freedom" Veteran who has seen fellow vets become homeless. Board member of the Veterans Network for Wells Fargo. Email: paul.j.roberts24@gmail.com

Ms. Dana Welle, 93 Tower Hill Dr., Red Bank, NJ 07701; Board tenure 7 years; Realtor/Sales Associate at Berkshire Hathaway HomeServices New Jersey Properties - Rumson, Member of the Junior League of Monmouth County. Email: dana.cirincione@gmail.com

Mr. Robert Winters Jr., 194 Heritage Court, Little Silver, NJ 07739; Board tenure 27 years; retired Executive, J.P. Morgan, and Co. Inc., NYC. Email: winters23@verizon.net

Mr. Erik Yngstrom, 2634 Ramshorn Drive, Manasquan, NJ 08736**;** New to Board 2023**; C**o-managing partner of Lomurro Law of Freehold, who heads the Workers' Compensation and Personal Injury departments. He previously served as a Red Bank Councilman and trustee of the Monmouth Conservation Foundation. erik.yngstrom@gmail.com

ADVISORY BOARD

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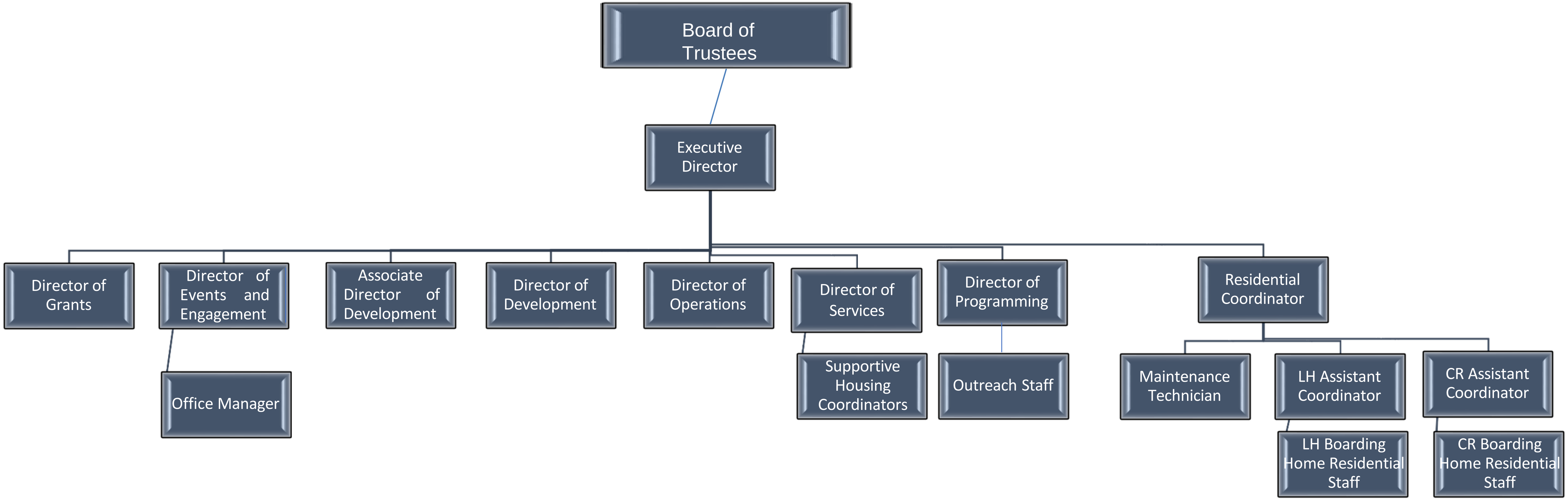
Mr. John Halpin	Ms. Kathleen O'Keefe	Mr. Joshua Zager
Ms. Tanya Hornsby	Ms. Mary Ann Peterson	Mr. Martin Zipern

HABcore Inc. Organizational Chart June 2024



HABCORE STABILITY DIGNITY HOPE
HOUSING THE HOMELESS

HABcore, Inc.

Financial Statements

For the year ended December 31, 2022

(With Independent Auditor's Report Thereon)

HABcore, Inc.
Table of Contents
December 31, 2022

HABcore, Inc.
Table of Contents (continued)
December 31, 2022

HFA
Certified Public Accountants + Advisors

1985 Cedar Bridge Ave., Suite 3 • Lakewood, NJ 08701 • 732.797.1333
194 East Bergen Place • Red Bank, NJ 07701 • 732.747.0010
www.hfacpas.com

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
HABcore, Inc.

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of HABcore, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2022 and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of HABcore, Inc. as of December 31, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of HABcore, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about HABcore, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of HABcore, Inc.'s internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about HABcore, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedules of expenditures of federal awards and state financial assistance, as required by Title 2 U.S. *Code of Federal Regulations* Part 200*, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and New Jersey OMB's Circular 15-08, *Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid*, and additional supplementary information, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedules of expenditures of federal awards and state financial assistance is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 27, 2023, on our consideration of HABcore, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of HABcore, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering HABcore, Inc.'s internal control over financial reporting and compliance.

Holman Frenia Allison, P.C.

HOLMAN FRENIA ALLISON, PC.
Certified Public Accountants

November 27, 2023
Lakewood, New Jersey

HABcore, Inc.
Statement of Financial Position
December 31, 2022

ASSETS	
Current assets:	
Cash and cash equivalents	$ 820,136
Investments, at fair value	337,940
Grants and accounts receivable	39,602
Prepaid expenses	17,760
Total current assets	1,215,438
Non-current assets:	
Restricted deposits and funded reserves:	
Rent subsidy escrow	34,952
Repair and replacement escrow	12,475
Special escrow	1,844
Total restricted deposits and funded reserves:	49,271
Investments, pooled with CFNJ	29,947
Property and equipment, net	4,039,690
Right of use operating lease asset, net	2,040,776
Security deposits	1,440
Total other non-current assets	6,111,853
Total non-current assets	6,161,124
Total assets	$ 7,376,562
LIABILITIES AND NET ASSETS	
Current liabilities:	
Accrued payroll and taxes	$ 52,080
Unearned revenue	37,077
Salary reduction program liability	140
Current portion of long-term debt	58,152
Operating lease liability, current portion	1,818,137
Total current liabilities	1,965,586
Long-term liabilities:	
Long-term debt, net of current portion	2,019,025
Operating lease liability, net of current portion	222,639
Total non-current liabilities	2,241,664
Total liabilities	4,207,250
Net assets:	
Without donor restrictions	2,612,706
With donor restrictions	556,606
Total net assets	3,169,312
Total liabilities and net assets	$ 7,376,562

The accompanying notes are an integral part of these financial statements.

HABcore, Inc.
Statement of Activities
For the year ended December 31, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
Support and revenue:			
Government grants	$ 3,645,502	$ -	$ 3,645,502
Contributions and local grants	327,730	222,394	550,124
Rental income	639,159	-	639,159
Special events	97,489	-	97,489
Miscellaneous income	49,654	-	49,654
Total revenue	4,759,534	222,394	4,981,928
Net assets released from restrictions	134,067	(134,067)	-
Total support and revenue	4,893,601	88,327	4,981,928
Expenses:			
Program services	3,997,349	-	3,997,349
Management and general	100,572	-	100,572
Fundraising	145,787	-	145,787
Total expenses	4,243,708	-	4,243,708
Changes in net assets from operations	649,893	88,327	738,220
Non-operating income/(expenses):			
Investment loss	(78,262)	-	(78,262)
Interest income	6,472	-	6,472
Depreciation	(193,717)	-	(193,717)
Total non-operating income, net	(265,507)	-	(265,507)
Changes in net assets	384,386	88,327	472,713
Net assets, beginning of year	2,228,320	468,279	2,696,599
Net assets, end of year	$ 2,612,706	$ 556,606	$ 3,169,312

The accompanying notes are an integral part of these financial statements.

HABcore, Inc.
Statement of Functional Expenses
For the year ended December 31, 2022

	Program Services													
	Grant Apartment Program	Capstan II Program	Keansburg Program	Laurel House Program	Capstan - Malley House Program	S. Pearl Street Program	River Street Program	Pine Tree Program	Dunlewy Program	Other Programs	Total Program Services	Management and General	Fundraising	Total
Rent	$ 2,124,780	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,124,780	$ -	$ -	$ 2,124,780
Payroll expense	445,888	40,064	3,744	231,984	24,633	219,864	4,504	2,742	13	-	973,436	72,228	79,266	1,124,930
Professional fees	88,836	8,297	-	14,866	11,076	12,669	-	-	965	-	136,709	2,659	1,849	141,217
Utilities	45,886	10,430	7,485	25,164	6,292	16,880	10,659	4,616	1,393	-	128,805	-	-	128,805
Repairs	41,716	17,577	4,802	23,531	3,169	22,923	8,162	3,587	896	50	126,413	-	-	126,413
Payroll tax expense	43,610	3,999	341	23,537	2,513	23,137	399	201	1	-	97,738	5,508	7,420	110,666
Insurance	50,555	10,673	10,629	7,186	7,042	6,966	2,345	797	98	-	96,291	372	428	97,091
Employee benefits	38,259	2,747	-	9,929	1,260	6,657	-	-	-	-	58,852	4,091	3,964	66,907
Office rent	34,784	2,074	-	-	829	-	-	22,130	-	-	59,817	3,368	2,940	66,125
Real estate taxes	-	15,585	-	4,673	4,961	8,781	2,415	-	3,421	-	39,836	-	-	39,836
Residents	26,732	-	187	1,164	800	2,171	2	-	-	-	31,056	-	-	31,056
License, fees, & bank charges	4,293	10,488	750	1,471	3,212	2,916	70	335	396	1,070	25,001	1,660	3,708	30,369
Special events	-	-	-	-	-	-	-	-	-	-	-	-	28,307	28,307
Food and supplies	900	-	-	10,362	-	12,371	-	-	-	-	23,633	1,260	494	25,387
Salary reduction program	11,213	1,502	250	2,252	1,251	2,252	250	250	-	-	19,220	2,252	3,504	24,976
Travel expenses	14,458	1,428	351	105	425	654	79	124	-	-	17,624	122	-	17,746
Interest expense	-	-	3,060	-	-	-	-	3,643	8,392	-	15,095	59	-	15,154
Furniture - disposable	265	854	1,484	5,124	-	810	948	652	-	-	10,137	-	-	10,137
Marketing and public relations	-	-	-	-	-	-	-	-	-	-	-	1,280	8,086	9,366
Computer supplies	391	-	-	1,167	-	1,133	-	-	-	-	2,691	1,255	2,102	6,048
Office expense	1,728	-	-	-	-	-	-	-	-	-	1,728	1,865	1,108	4,701
Telephone	2,814	346	-	420	-	649	-	-	-	-	4,229	24	9	4,262
Seminars, conferences	1,113	-	-	-	-	-	-	-	-	-	1,113	1,249	1,143	3,505
Recreation	-	-	-	1,589	-	1,556	-	-	-	-	3,145	-	-	3,145
Postage and direct mail	-	-	-	-	-	-	-	-	-	-	-	1,320	1,459	2,779
Total expenses	$ 2,978,221	$ 126,064	$ 33,083	$ 364,524	$ 67,463	$ 342,389	$ 29,833	$ 39,077	$ 15,575	$ 1,120	$ 3,997,349	$ 100,572	$ 145,787	$ 4,243,708

The accompanying notes are an integral part of these financial statements.

HABCORE, INC.
Statement of Cash Flows
For the year ended December 31, 2022

Cash flows from operating activities:		
Change in net assets	$	472,713
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation		193,717
Amortization of right of use asset, operating lease		1,759,035
Accretion of lease liability		59,102
Unrealized loss on investments		71,370
Change in operating assets and liabilities		
Grants and accounts receivable		(39,602)
Prepaid expenses		23,176
Accounts payable and accrued expenses		(697)
Accrued payroll and taxes		(18,052)
Unearned rental income		(164,562)
Salary reduction program liability		40
Operating lease liability		(1,818,137)
Net cash flows from operating activities		538,103
Cash flows from investing activities:		
Purchase of property and equipment		(700,232)
Net cash flows from investing activities		(700,232)
Cash flows from financing activities:		
Repayment of long-term debt		(44,826)
Net cash flows from financing activities		(44,826)
Net change in cash and cash equivalents		(206,955)
Cash and cash equivalents, January 1		1,076,362
Cash and cash equivalents, December 31	$	869,407
Supplemental disclosures of cash flow information:		
Cash paid during the year for interest	$	15,154
Cash received during the year from interest	$	6,472
Right of use assets obtained in exchange for operating lease liabilities	$	3,799,811
Supplemental disclosures of cash flow information:		
Cash and cash equivalents	$	820,136
Rent subsidy escrow		34,952
Repair and replacement escrow		12,475
Special escrow		1,844
Cash and cash equivalents, December 31	$	869,407

NOTE 1: ORGANIZATION AND PURPOSE

HABcore, Inc. (the "Organization") is a nonprofit corporation incorporated under the laws of the State of New Jersey. It was organized and is operated exclusively for charitable purposes which include: undertaking, encouraging, and supporting the construction, rehabilitation and operation of homes, shelters, homesteads and other facilities for homeless persons with low income and/or persons who are otherwise disadvantaged, disabled, unemployed or otherwise unable to care for themselves. The Organization provides services within the communities of Monmouth and Ocean Counties, New Jersey and currently owns two boarding facilities, two multi-family properties, four manufactured units in Monmouth County, and two multi-family properties in Ocean County.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements of HABcore, Inc. have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions – Net assets subject to donor imposed (or certain grantor imposed) restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. The Organization reports contributions and grants restricted by donors as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions and grants are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Cash and Cash Equivalents

For purposes of the statement of cash flows, cash and cash equivalents includes all cash balances and highly liquid investments with a maturity of three months or less. The Organization places its temporary cash investments with high credit quality financial institutions. At times such investments may be in excess of the FDIC insurance limit.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue Recognition

Special Events

The Organization conducts special events in which a portion of the gross proceeds paid by the participant represents payment for the direct cost of the benefits received by the participant at the event- the exchange component, and a portion represents a contribution to the Organization. Unless a verifiable objective means exists to demonstrate otherwise, the fair value of meals and entertainment provided at special events is measured at the actual cost to the Organization. The contribution component is the excess of the gross proceeds over the fair value of the direct donor benefit. The direct costs of the special events, which ultimately benefit the donor rather than the Organization, are recorded as costs of direct donor benefits in the statement of activities and changes in net assets or the notes to financial statements. The performance obligation is delivery of the event, which is usually accompanied by a presentation. The event fee is set by the Organization. Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2014-09 requires allocation of the transaction price to the performance obligation(s). Accordingly, the Organization separately presents in its statement of activities and changes in net assets or notes to financial statements the exchange and contribution components of the gross proceeds from special events. Special event fees collected by the Organization in advance of its delivery are initially recognized as liabilities (unearned revenue) and recognized as special event revenue after delivery of the event. For special event fees received before year-end for an event to occur after year-end, the Organization follows AICPA guidance where the inherent contribution is conditioned on the event taking place and is therefore treated as a refundable advance along with the exchange component.

Government grants, contributions and local grants

Contributions and nonexchange grants are classified based on the existence or absence of donor-imposed restrictions as either conditional or unconditional as follows:

Conditional – Includes all contributions with donor-imposed conditions or stipulations representing a barrier that must be overcome before the recipient is entitled to the assets being transferred or promised. A failure to overcome the barrier gives the contributor a right of return of the assets it has transferred or the ability to rescind an obligation to transfer.

Unconditional – Includes all contributions that do not contain a barrier to use and therefore are recorded as revenue once cash, securities, or other assets; an unconditional promise to give; or a notification of a beneficial interest is received.

Revenue is recorded when the unconditional promise to give is received. Under this method, the recognition of support for financial statement purposes bears no relation to the period in which the expenses are incurred. Revenue related to conditional contributions is recognized once the relevant barriers are met. If funds are received from the donor before the relevant barriers are met, deferred revenue is recorded on the statement of financial position for the amount of funds provided by the donor.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue Recognition (continued)

Government grants, contributions and local grants (continued)

Unconditional promises to give due in subsequent years are reflected as long-term promises to give and are recorded at the present value of their net realizable value, using risk-free interest rates applicable to the years in which the promises are received to discount the amounts. Conditional promises to give – that is, those with a measurable performance or other barrier and a right of return – are not recognized until the conditions on which they depend are substantially met and the promises become unconditional.

Exchange Transactions

The Organization recognizes earned revenues in accordance with Accounting Standards Codification (ASC) 606, Revenue from Contracts with Customers, which provides a five-step model for recognizing revenue from contracts with customers as follows:

- Identify the contract with the customer
- Identify the performance obligations in the contract
- Determine the transaction price
- Allocate the transaction price to the performance obligations in the contract
- Recognize revenue when or as performance obligations are satisfied

Rental income – Rental revenue from tenants and third-party agencies is recognized over time at the beginning of each month in accordance with their respective agreements as services are rendered. The rent is billed monthly in advance. Revenue for rent is specifically excluded from ASC 606 and is recognized monthly on a straight-line basis over the term of the lease in accordance with ASC 842. Each tenant has a portion of their rents subsidized by New Jersey Department of Community Affairs based upon their annually certified income level.

All other operating revenue is recognized as services are rendered. Amounts collected in advance of services being provided or events are recorded as unearned revenue.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Property and Equipment

Property and equipment are recorded at cost, except for donated items, which are recorded at their fair market values on the dates of donation. Depreciation is provided over the estimated useful lives of the assets using the straight-line method.

Buildings and improvements	5-39 years
Furniture and equipment	3-10 years

When assets are sold or otherwise disposed of, the cost and related depreciation or amortization are removed from the accounts, and any resulting gain or loss is included in the statement of activities. Repairs and maintenance which do not extend the useful lives of the related assets are expensed as incurred. Additions and major renewals considered to be betterments, costing $2,500 or more, are capitalized.

Right-of-Use Asset and Lease Liability

Right-of-use assets represent the Organization's right to use an underlying asset for the lease term and lease liabilities represent the Organization's obligation to make lease payments arising from the lease. Right-of-use assets and lease liabilities are recognized at the lease commencement date based on the estimated present value of lease payments over the lease term.

Valuation of Long-Lived Assets

The Organization accounts for the valuation of long-lived assets in accordance with ASC 360, *Property, Plant and Equipment*. ASC 360 requires that long-lived assets be reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. Recoverability of the long-lived asset is measured by a comparison of the carrying amount of the asset to future undiscounted net cash flows expected to be generated by the asset. If such assets are considered to be impaired, the impairment to be recognized is measured by the amount by which the carrying amount of the assets exceeds the estimated fair value of the assets. Assets to be disposed are reportable at the lower of the carrying amount of fair value less costs to sell. The Organization had no assets held for disposal as of December 31, 2022.

Income Taxes

The Organization is a non-profit entity as described in Section 501(c)(3) of the Internal Revenue Code and is exempt from federal and state income taxes. Accordingly, there is no provision for income taxes.

The Organization is required to file Form 990, *Return of Organization Exempt from Income Tax*, with the Internal Revenue Service and the *New Jersey Charities Registration & Investigation Form (CRI)*. The Organization's income tax returns are subject to review and examination by federal and state authorities. The Organization is not aware of any activities that would jeopardize its tax-exempt status or any activities that are subject to tax on unrelated business income tax.

Prepaid Expenses

Prepaid expenses are amounts paid in the current year which benefit future periods. As of December 31, 2022, prepaid expenses totaled $17,760.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Restricted Deposits and Funded Reserves

Restricted deposits and funded reserves held by the New Jersey Housing and Mortgage Finance Agency (NJHMFA) are invested in municipal money funds, certificates of deposit, and fixed income mutual funds and are recorded at cost, which approximates market value.

Fair Value Measurements

The Organization categorizes its assets and liabilities measured at fair value into a three-level hierarchy based on the priority of the inputs to the valuation technique used to determine fair value. The fair value hierarchy gives the highest priority to quoted prices in active markets for identical assets or liabilities (Level I) and the lowest priority to unobservable inputs (Level III).
If the inputs used in the determination of the fair value measurement fall within different levels of the hierarchy, the categorization is based on the lowest level input that is significant to the fair value measurement. Assets and liabilities valued at fair value are categorized based on the inputs to the valuation techniques as follows:

Level I – Inputs that utilize quoted prices (unadjusted) in active markets for identical assets or liabilities that the Organization has the ability to access. Fair values for these instruments are estimated using pricing models or quoted prices of securities with similar characteristics.

Level II – Inputs that include quoted market prices for similar assets and liabilities in active markets and inputs that are observable for the asset or liability, either directly or indirectly, for substantially the full term of the financial instrument.

Level III – Inputs that are unobservable inputs for the asset or liability, which are typically based on an entity's assumptions, as there is little, if any, related market activity. Fair values for these instruments are estimated using appraised values.

Registered Investment Companies: These are comprised of investments in mutual funds. Shares of mutual funds are valued at quoted market prices which represents the Net Asset Value (NAV) of shares held at year-end.

Impact of Recently Issued Accounting Pronouncements Adopted in the Current Year

In February 2016, the FASB issued ASU 2016-02, *Leases*. The new ASU will require lessees to recognize for all leases (with terms of more than 12 months) at the commencement date the following a) a lease liability, which is a lessee's obligation to make lease payments arising from a lease, measured on a discounted basis, and b) a right-of-use asset, which is an asset that represents the lessee's right to use, or control the use of, a specified asset for the lease term. Lessees will no longer be provided with a source of off-statement of financial position financing. This standard became effective for nonpublic businesses for fiscal years beginning after December 15, 2021.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Impact of Recently Issued Accounting Pronouncements Adopted in the Current Year (continued)

In the current year, the Organization adopted the guidance and under ASU 2016-02, *Leases (Topic 842)* and subsequent amendments thereto, which requires the Organization to recognize most leases on the statement of financial position. The Organization adopted the standard under a modified retrospective approach as of the date of the adoption and elected to apply several of the available practical expedients, including:

- Carry over of historical lease determination and lease classification conclusions
- Carry over of historical initial direct cost balances for existing leases
- Accounting for lease and non-lease components in contracts in which the Organization is a lessee as a single lease component

Adoption of the leasing standard resulted in the recognition of operating right-of-use assets of $3,799,811, and operating lease liabilities of $3,799,811 as of January 1, 2022. These amounts were determined based on the present value of remaining minimum lease payments, discounted using the U.S. Treasury risk-free rate as of the date of adoption. There was no material impact to the timing of expense or income recognition in the Organization's statement of activities. Prior periods were not restated and continue to be presented under legacy GAAP. Disclosures regarding the Organization's leasing activities are presented in Note 10.

Subsequent Events

HABcore, Inc. has evaluated subsequent events occurring after December 31, 2022 through the date of November 27, 2023, which is the date the financial statements were available to be issued. See Note 9 for further information.

NOTE 3: CASH AND CASH EQUIVALENTS

Cash and cash equivalents held by HABcore, Inc. at December 31, 2022, reported at fair value, consisted of demand deposits totaling $869,407.

Reconciliation to Statement of Financial Position:

	2022	2021
Current assets:		
Cash and cash equivalents	$ 820,136	$ 1,027,091
Restricted deposits and funded reserves:		
Rent subsidy escrow	34,952	34,952
Repair and replacement escrow	12,475	12,475
Special escrow	1,844	1,844
Total	$ 869,407	$ 1,076,362

Custodial Credit Risk

Deposits in financial institutions, reported as components of cash and cash equivalents had a bank balance of $914,249 at December 31, 2022, of which $469,482 was fully insured by depository insurance at December 31, 2022.

NOTE 3: CASH AND CASH EQUIVALENTS (continued)

Concentration of Credit Risk

Financial instruments that potentially subject the Organization to concentrations of credit risk consist principally of cash. At December 31, 2022, all of the Organization's cash and cash equivalents were held by Valley National Bank, Amboy Bank, Ocean First, Wells Fargo and Kearny Bank. Restricted deposits and funded reserves were held by New Jersey Housing and Mortgage Finance Agency.

NOTE 4: LIQUIDITY AND AVAILABILITY

The following represents the Organization's financial assets as of December 31, 2022, reduced by amounts not available for general use within one year of the statement of financial position date because of contractual, donor-imposed restrictions or internal designations.

Current financial assets:	
Cash and equivalents	$ 820,136
Investments	367,887
Grants and accounts receivable	39,602
Total current financial assets available to meet general expenditures over the next twelve months	1,227,625
Less amounts not available to be used within one year:	
Net assets with donor restrictions for purpose	(224,894)
Financial assets available to meet general expenditures over the next twelve months	$ 1,002,731

The Organization has a goal to maintain financial assets to be available as its general expenditures, liabilities, and other obligations come due. HABcore, Inc. has a goal to maintain financial assets on hand to meet 60 days of normal operating expenses, which are, on average, approximately $697,600. To manage liquidity, the Organization invests cash in excess of daily requirements in various short-term investments. As more fully described in Note 9, the Organization also has available lines of credit, that can be drawn down on as needed to manage liquidity.

NOTE 5: INVESTMENTS

Investments, pooled with CFNJ

The following table summarizes assets which have been accounted for at fair value on a recurring basis as of December 31, 2022, along with the basis for the determination of fair value:

	Quoted Prices in Active Markets Level 2
Pooled investment fund	$ 29,947
Total	$ 29,947

The assets mentioned above are held in a pooled fund of investments by the Community Foundation of New Jersey and consist of the following classes of investments at December 31, 2022:

Domestic equity	36.5%
International equity	14.9%
Fixed income	33.6%
Cash and equivalents	0.5%
Marketable alternatives	14.5%
	100%

Investments, at fair value

The following table sets forth by level, within the fair value hierarchy, the Organization's assets at fair value at December 31, 2022. Classification within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement.

	Level 1
Registered investment companies	$ 337,940
Total	$ 337,940

NOTE 6: PROPERTY AND EQUIPMENT

Property and equipment at December 31, 2022 consisted of the following:

Land	$ 525,300
Construction in progress	19,179
Buildings and improvements	5,401,777
Furniture and equipment	100,745
	6,047,001
Less: accumulated depreciation	(2,007,311)
Total property and equipment, net	$ 4,039,690

Depreciation expense for the year ended December 31, 2022 totaled $193,717.

NOTE 7: LONG-TERM DEBT

Long-term debt at December 31, 2022 consisted of the following:

• 6.25% mortgage with a banking institution secured by 10-12 Bay Avenue, Keansburg, NJ premises which was purchased June 24, 2005, and extended through July 2015 at 5%. The terms of the agreement called for a balloon payment of approximately $322,000 due July 2015. Monthly payments including principal and interest were $3,414 per month. In June 2015, the Organization modified the loan, extending the loan through July 2025 at 3.95%. The new monthly payments including principal and interest are $2,224 per month beginning July 2015.	$ 64,367
• 3.5% unsecured commercial loan with a banking institution. Monthly payments including principal and interest are $2,037 per month. The loan is due December 2026.	91,323
• 0% mortgage with NJHMFA secured by 306 Capstan Avenue, Beachwood, NJ premises. The terms of the agreement call for repayment of the loan in an amount equal to twenty-five percent of the project's available cash flow after the payment of operating expenses and the funding of all escrows, as required by the NJHMFA, but prior to the distribution of return on equity, if applicable. To the extent that principal and interest are not covered by cash flow payments, the payment of principal and interest will be deferred until the end of the cash flow mortgage loan term. The loan term is 15 years and is due in December 2024.	317,779
• 0% mortgage with a banking institution secured by 306 Capstan Avenue, Beachwood, NJ premises. The mortgage is forgivable at the end of the 15 year term, December 2024, as long as HABcore, Inc. uses the property for its intended purpose.	100,000

NOTE 7: LONG-TERM DEBT (continued)

• 0% mortgage with NJHMFA secured by 305/307 Capstan Avenue, Beachwood, NJ premises. The terms of the agreement call for repayment of the loan in an amount equal to twenty-five percent of the project's available cash flow after the payment of operating expenses and the funding of all escrows, as required by the NJHMFA, but prior to the distribution of return on equity, if applicable. To the extent that principal and interest are not covered by cash flow payments, the payment of principal and interest will be deferred until the end of the cash flow mortgage loan term. The loan term is 30 years and is due in April 2043.	829,468
• Note payable to New Jersey Department of Community Affairs Division of Housing and Community Resources for a total award of $674,240, at an interest rate of 0%. The loan term is 30 years and is due April 1, 2051, or immediately if the property is used in violation of the deed restrictions. The mortgage is secured by the River Street, Red Bank, NJ property.	674,240
Total	2,077,177
Less: current portion	(58,152)
Total long-term debt	$ 2,019,025

Interest on the long-term debt totaled $15,154 for the year ended December 31, 2022.

Future maturities of long-term debt are as follows:

2023	$ 58,152
2024	365,760
2025	37,525
2026	23,980
2027	-
Thereafter	1,591,760
	$ 2,077,177

NOTE 8: PROVISION FOR FUNDED RESERVES

HABcore, Inc. is required to fund escrow accounts in accordance with the mortgage with New Jersey Housing and Mortgage Finance Agency (NJHMFA) for the property at 306 Capstan Avenue, Beachwood, New Jersey.

HABcore, Inc. is also required to make quarterly deposits of $150 to the repair and replacement escrow account to fund expected future costs. During the year ended December 31, 2022, no deposits were made into the repair and replacement escrow accounts.

The escrow account balance totaled $49,271 as of December 31, 2022.

NOTE 9: LINES OF CREDIT

The Organization has a secured a line of credit with a banking institution in the amount of $400,000. The note bears interest at the Wall Street Journal prime rate plus 1%, which was 8.75% as of December 31, 2022. The line of credit expired subsequent to year-end on March 1, 2023 and was renewed through March 1, 2025. The Organization had $-0- outstanding on this line of credit as of December 31, 2022.

The Organization secured a second line of credit with a banking institution in the amount of $200,000. The note will bear interest at the Wall Street Journal prime rate plus 1%, which was 8.75% as of December 31, 2022. The line of credit expired on December 1, 2022 and was renewed through December 1, 2024. The Organization had $-0- outstanding on this line of credit as of December 31, 2022. Subsequent to year-end, the Organization closed the line, effective October 16, 2023.

NOTE 10: LEASES

The Organization enters into leases in the normal course of business primarily to sublease to residential tenants. The Organization’s operating leases have remaining terms of 1-3 years, none of which include renewal or termination options. The Organization’s leases do not include residual value guarantees or covenants.

The Organization includes lease extension and termination options in the lease term if, after considering relevant economic factors, it is reasonably certain the Organization will exercise the option. In addition, the Organization did not elect to account for any non-lease components in its leases as part of the associated lease component. The Organization has also elected not to recognize leases with original lease terms of 12 months or less (short-term leases) on the Organization’s statement of financial position.

Leases are classified as operating leases at the lease commencement date. Lease expense for operating leases and short-term leases is recognized on a straight-line basis over the lease term.

The Organization uses the U.S Treasury risk-free rate at lease commencement to calculate the present value of lease payments when the rate implicit in a lease is not known.

Right-of-use assets and lease liabilities by lease type, and the associated statement of financial position classifications, are as follows:

Right-of-use assets:			
	Operating leases	Non-current assets	$ 2,040,776
Total right-of-use assets			$ 2,040,776
Lease liabilities:			
	Operating leases	Current liabilities	$ 1,818,137
	Operating leases	Non-current liabilities	222,639
Total lease liabilities			$ 2,040,776

NOTE 10: LEASES (continued)

The following summarizes the weighted average remaining lease term and discount rate as of December 31, 2022:

Weighted Average Remaining Lease Term	
Operating leases	1.24 years
Weighted Average Discount Rate	
Operating leases	4.51%

Future undiscounted lease payments for finance and operating leases with initial terms of one year or more as of December 31, 2022 are as follows:

Year Ending December 31:	
2023	$ 1,881,312
2024	282,867
2025	13,932
Total lease payments	2,178,111
Less: imputed interest	(137,335)
Present value of lease liabilities	$ 2,040,776

The following summarizes the line items in the statement of activities which include the components of lease expense for the year ended December 31, 2022:

Lease Cost	Classification	Total
Lease expense	Program services	$ 1,818,137

Leases as lessor

Residential tenants

The Organization maintains more than 100 leases for residential tenant housing programs, which generate rental income from residential tenants and operating cash flows for the Organization. The Organization's operating leases have lease terms of 1 year, after which the lease is terminated, or a new lease is created.

The Organization has elected to account for any non-lease components in its real estate leases as part of the associated lease component.

The components of rental income for the year ended December 31, 2022 were as follows:

Tenant rent	$ 728,268
Total rental income	$ 728,268

NOTE 10: LEASES (continued)

Leases as lessor (continued)

Property and equipment under operating leases as lessor

As of December 31, 2022, seven buildings are subject to operating leases.

NOTE 11: UNEARNED REVENUE

The following information provides information about significant changes in revenue as of June 30, 2023:

Unearned revenue, beginning of year	$	201,639
Revenue recognized that was included in unearned revenue at the beginning of the year		(201,639)
Increase in unearned revenue due to cash received during the period		552,669
Revenue recognized that was included in current year cash receipts		(515,592)
Unearned revenue, end of year	$	37,077

NOTE 12: NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions consisted of the following as of December 31, 2022:

Restricted for:		
Capstan Supportive Housing - Escrow	$	49,271
Capital advances - 212 South Pearl Street		282,441
Programs		224,894
Total	$	556,606

The Organization received capital advances from the New Jersey Department of Community Affairs and the New Jersey Housing and Mortgage Finance Agency for the purpose of the property located at 212 South Pearl Street, Red Bank, New Jersey. No repayment of the capital advances is necessary as long as the property is occupied by low and moderate income residents. Due to this requirement, the capital advances have been classified as net assets with donor restrictions in the accompanying statement of financial position.

Net assets released from donor restrictions by incurring expenses satisfying the purpose or time restrictions specified by donors are as follows for the year ended December 31, 2022:

Contributions and local grants	$	134,067
Total	$	134,067

NOTE 13: FUNCTIONAL EXPENSES

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include payroll, payroll tax expense, computer supplies, employee benefits, insurance, licenses, fees and bank charges, office expense, office rent, postage and direct mail, professional fees, marketing and public relations, salary reduction program, seminars, conferences, telephone, travel, special events, and food and supplies expenses.

Payroll, payroll tax expense and salary reduction program expenses are allocated on the basis of actual time and effort worked in each function. Employee benefits are allocated using employee payroll allocation for each employee receiving benefits. Computer supplies, licenses, fees and bank charges, office expense, postage and direct mail, professional fees, marketing and public relations, salary reduction program, seminars, conferences, telephone, travel, special events, and food and supplies expenses are allocated based on costs of actual expenses utilized. Office rent and insurance are allocated on the basis of square footage.

NOTE 14: SALARY REDUCTION PROGRAM

HABcore, Inc. has a salary reduction program to allow employees to contribute, on a pre-tax basis, to a 403(b)(7), Individual Custodial Account. The Organization will match an employee's contribution dollar for dollar up to $3,000 and match 50 cents on the dollar for the next $6,000 for a maximum possible annual organizational match of $6,000. The match is deposited directly into the employee's Individual Custodial Account annually. The salary reduction program expense for the year ended December 31, 2022was $24,976.

NOTE 15: SPECIAL EVENTS

Gross receipts from special fundraising events recorded by the organization consist of exchange transaction revenue and contribution revenue. In accordance with FASB ASU 2014-09, the Organization is required to separately present the components of this revenue. See below for approximated contribution and exchange revenues recorded in accordance with special events held during the year ended December 31, 2022:

Contributions	$ 81,389
Special event revenue - exchange component	16,100
Special event revenue - gross	97,489
Less - direct expenses	(28,307)
Special event revenue, net of direct expenses	$ 69,182

NOTE 16: RISKS, CONCENTRATIONS AND UNCERTAINTIES

Concentrations of Risk

The Organization receives a significant amount of its support from the United States Department of Housing and Urban Development and the United States Department of the Treasury. In the event that this support was to be eliminated, it is likely that the Organization would need to reduce its current operations.

NOTE 16: RISKS, CONCENTRATIONS AND UNCERTAINTIES (continued)

Concentrations of Risk (continued)

Government funding received from the United States Department of Housing and Urban Development and the United States Department of the Treasury accounted for approximately 50% and 20%, respectively, of total support and revenue for the year ended December 31, 2022.

HFA
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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Trustees
HABcore, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of HABcore, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2022, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 27, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered HABcore, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of HABcore, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of HABcore, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2022-001 and 2022-002 that we consider to be significant deficiencies.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether HABcore, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items 2022-001 and 2022-002.

HABcore, Inc.'s Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on HABcore, Inc.'s response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. HABcore, Inc.'s response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Holman Frenia Allison, P.C.

HOLMAN FRENIA ALLISON, PC.
Certified Public Accountants

November 27, 2023
Lakewood, New Jersey

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE AND NEW JERSEY OMB CIRCULAR 15-08

To the Board of Trustees of
HABcore, Inc.

Report on Compliance for Each Major Federal and State Program

Opinion on Each Major Federal and State Program

We have audited HABcore, Inc.'s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* and the *New Jersey State Aid/Grant Compliance Supplement* that could have a direct and material effect on each of HABcore, Inc.'s major federal and state programs for the year ended December 31, 2022. HABcore, Inc.'s major federal and state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, HABcore, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal and state programs for the year ended December 31, 2022.

Basis for Opinion on Each Major Federal and State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); New Jersey OMB's Circular 15-08, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid*; and audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Our responsibilities under those standards, the Uniform Guidance and New Jersey OMB's Circular 15-08 are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of HABcore, Inc. and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal and state program. Our audit does not provide a legal determination of HABcore, Inc.'s compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to HABcore, Inc.'s federal and state programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on HABcore, Inc.'s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance and New Jersey OMB's Circular 15-08 will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about HABcore, Inc.'s compliance with the requirements of each major federal and state program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance and New Jersey OMB's Circular 15-08, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding HABcore, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

- Obtain an understanding of HABcore, Inc.'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and New Jersey OMB's Circular 15-08, but not for the purpose of expressing an opinion on the effectiveness of HABcore, Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed an instance of noncompliance which is required to be reported in accordance with the Uniform Guidance and New Jersey OMB's Circular 15-08 and which is described in the accompanying schedule of findings and questioned costs as item 2022-02. Our opinion on each major federal and state program is not modified with respect to this matter.

Government Auditing Standards requires the auditor to perform limited procedures on HABcore, Inc.'s response to the noncompliance finding identified in our compliance audit described in the accompanying schedule of findings and questioned costs. HABcore, Inc.'s response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal or state program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal or state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2022-002 to be a significant deficiency.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, as described above, we did identify a deficiency in internal control over compliance that we consider to be a significant deficiency.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and New Jersey OMB's Circular 15-08. Accordingly, this report is not suitable for any other purpose.

Holman Frenia Allison, P.C.

HOLMAN FRENIA ALLISON, P.C.
Certified Public Accountants

November 27, 2023
Lakewood, New Jersey

HABcore, Inc.
Schedule of Expenditures of Federal Awards
For the year ended December 31, 2022

Federal Grantor/Pass-through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Grant or State Project Number	Grant Period	Current Year Cash Expenditures	Current Year Non-Cash Expenditures	Current Year Total Expenditures	Passed to Sub-Recipients	Total Awards Expended
U.S. Department of Housing and Urban Development								
Continuum of Care (COC) Program	14.267	NJ0458L2F102006	04-01-2021 to 03-31-2022	$ 89,084	$ -	$ 89,084	$ -	$ 89,084
Continuum of Care (COC) Program	14.267	NJ0458L2F102107	04-01-2022 to 03-31-2023	263,641	-	263,641	-	263,641
Continuum of Care (COC) Program	14.267	NJ0294L2F082005	02-01-2021 to 01-31-2022	175,228	-	175,228	-	175,228
Continuum of Care (COC) Program	14.267	NJ0294L2F082106	02-01-2022 to 01-31-2023	1,582,160	-	1,582,160	-	1,582,160
Continuum of Care (COC) Program	14.267	NJ0426L2F102004	02-01-2021 to 01-31-2022	5,925	-	5,925	-	5,925
Continuum of Care (COC) Program	14.267	NJ0426L2F102105	02-01-2022 to 01-31-2023	63,357	-	63,357	-	63,357
Continuum of Care (COC) Program	14.267	NJ0526L2F102004	08-01-2021 to 07-31-2022	54,692	-	54,692	-	54,692
Continuum of Care (COC) Program	14.267	NJ0526L2F102105	08-01-2022 to 07-31-2023	38,320	-	38,320	-	38,320
Total Continuum of Care (COC) Program				2,272,407	-	2,272,407	-	2,272,407
Passed through Monmouth County, New Jersey								
Emergency Solutions Grant Program	14.231	6-14-56-893-20V-216	09-15-2020 to 09-15-2022	176,374	-	176,374	-	176,374
Passed through New Jersey Department of Community Affairs								
River Street Expansion	14.275	2020-02360-0015-00	11-01-2019-09-12-2022	-	674,240	674,240	-	674,240
Total U.S. Department of Housing and Urban Development				2,448,781	674,240	3,123,021	-	3,123,021
U.S. Department of the Treasury								
Passed through Monmouth County, New Jersey								
Emergency Rental Assistance Program	21.023	Not applicable	Not applicable	505,130	-	505,130	-	505,130
Coronavirus Relief Program	21.019	Not applicable	Not applicable	500,000	-	500,000	-	500,000
Total U.S. Department of the Treasury				1,005,130	-	1,005,130	-	1,005,130
Total Federal Awards				$ 3,453,911	$ 674,240	$ 4,128,151	$ -	$ 4,128,151

HABcore, Inc.
Schedule of State Financial Assistance
For the year ended December 31, 2022

State Grantor/ Pass-through Grantor/ Program Title	Grant or State Project Number	Program or Award Amount	Grant Period	Current Year Cash Expenditures	Current Year Non-Cash Expenditures	Current Year Total Expenditures	Passed to Sub Recipients	Cumulative Total Expenditures
New Jersey Department of Community Affairs:								
Division of Housing - State Rental Assistance Program	Not Available	$ 191,591	Various	$ 191,591	$ -	$ 191,591	$ -	$ 191,591
Total New Jersey Department of Community Affairs				191,591	-	191,591	-	191,591
New Jersey Housing and Mortgage Finance Agency:								
Special Needs Housing Trust Fund	SNHTF148	317,779	Various	-	317,779	317,779	-	317,779
Sandy Special Needs Housing Fund	CDBG2463	829,468	Various	-	829,468	829,468	-	829,468
Total New Jersey Housing and Mortgage Finance Agency				-	1,147,247	1,147,247	-	1,147,247
Total State Financial Assistance				$ 191,591	$ 1,147,247	$ 1,338,838	$ -	$ 1,338,838

HABcore, Inc.
Notes to Schedules of Expenditures of Federal Awards and State Financial Assistance

NOTE 1: BASIS OF PRESENTATION

The accompanying schedules of expenditures of federal awards and state financial assistance present the activity of all federal and state awards of HABcore, Inc. The Organization is defined in Note 1 of the basic financial statements. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and New Jersey OMB's Circular 15-08, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid*. All federal and state awards received directly from federal and state agencies, as well as federal awards and state financial assistance passed through other government agencies are included on the schedules of expenditures of federal awards and state financial assistance.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying schedules of expenditures of federal awards and state financial assistance are presented using the accrual basis of accounting. This basis of accounting is described in Note 2 to the Organization's basic financial statements. The information in these schedules is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and New Jersey OMB's Circular 15-08, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid*. Therefore, some amounts presented in these schedules may differ from amounts presented in, or used in the preparation of, the basic financial statements.

The Organization did not elect the 10-percent de minimis indirect cost rate as discussed in 2 CFR 200.414.

NOTE 3: RELATIONSHIP TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

Amounts reported in the schedules of expenditures of federal awards and state financial assistance agree with the amounts reported in the Organization's financial statements as follows:

Reconciliation of cash expenditures	
Federal cash expenditures	$ 3,337,528
State cash expenditures	191,591
Total government grants revenue (page 5)	$ 3,529,119
Reconciliation of non-cash expenditures	
Federal non-cash expenditures	$ 674,240
State non-cash expenditures	1,147,247
Other non-governmental debt obligations	255,690
Total debt (page 17)	$ 2,077,177

NOTE 4: RELATIONSHIP TO THE FEDERAL AND STATE FINANCIAL REPORTS

Amounts reported in the accompanying schedule agree with amounts reported in the related financial reports.

NOTE 5: MAJOR PROGRAMS

Major programs are identified in the Schedule of Findings and Questioned Costs section.

NOTE 6: CONTINGENCIES

Each of the grantor agencies reserves the right to conduct additional audits of the Organization's grant program for economy, efficiency and program results. However, the Organization's management does not believe such audits would result in material amounts of disallowed costs.

NOTE 7: STATE AND FEDERAL LOANS OUTSTANDING

HABcore, Inc. had outstanding a federal loan with the New Jersey Department of Community Affairs – River Street Expansion totaling $674,240 as of January 1, 2022 and December 31, 2022.

HABcore, Inc. had outstanding state loans with the New Jersey Housing and Mortgage Finance Agency totaling $1,147,247 as of January 1, 2022 and December 31, 2022.

HABcore, Inc.
Schedule of Findings and Questioned Costs
For the year ended December 31, 2022

Section I – Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
1) Material weakness(es) identified?	None Reported
2) Significant deficiencies identified that are not considered to be material weaknesses?	Yes
Noncompliance material to basic financial statements noted?	No

Federal Awards

Dollar threshold used to distinguish between type A and type B programs:	$750,000
Auditee qualified as low-risk auditee?	Yes
Type of auditor's report issued on compliance for major programs:	Unmodified
Internal Control over major programs:	
1) Material weakness(es) identified?	None Reported
2) Significant deficiencies identified that are not considered to be material weaknesses?	Yes
Any audit findings disclosed that are required to be reported in accordance With 2 CFR 200 - Uniform Guidance § 200-516?	Yes

Identification of major programs

Assistance Listing Number(s)	Name of Federal Program Cluster
14.267	U.S. Department of Housing and Urban Development Continuum of Care (COC) Program

HABcore, Inc.
Schedule of Findings and Questioned Costs (continued)
For the year ended December 31, 2022

Section I – Summary of Auditor's Results (continued)

State Awards

Dollar threshold used to distinguish between type A and type B programs:	$750,000
Auditee qualified as low-risk auditee?	Yes
Type of auditors' report issued on compliance for major programs:	Unmodified
Internal Control over major programs:	
1) Material weakness(es) identified?	None Reported
2) Significant deficiencies identified that are not considered to be material weaknesses?	None Reported
Any audit findings disclosed that are required to be reported in accordance With 2 CFR 200 Section .516(a) of the Uniform Guidance or NJOMB Circular Letter 15-08 as applicable?	None Reported

Identification of major programs:

Award Number(s)	Name of State Program
CDBG2463	New Jersey Housing and Mortgage Finance Agency: Sandy Special Needs Housing Fund

HABcore, Inc.
Schedule of Findings and Questioned Costs (continued)
For the year ended December 31, 2022

Section II – Financial Statement Findings

This schedule identifies the significant deficiencies, material weaknesses and instances of noncompliance related to the basic financial statements that are required to be reported in accordance with Chapter 5.18 of *Government Auditing Standards.*

Finding 2022-001 - Compliance with NJ HMFA Deposits and Oversight of Capstan Properties

Criteria: The Organization is required to make quarterly deposits of $150 required by NJ HMFA into repair and replacement escrow accounts.

Condition: The Organization did not make quarterly deposits of $150 required by NJ HMFA into repair and replacement escrow accounts.

Cause: There was lack of oversight over the financial activity of the Capstan properties during the year ended December 31, 2022.

Effect: The repair and replacement escrow accounts are underfunded by $600 as of December 31, 2022.

Recommendation: We recommend that the Organization review the financial activity for the Capstan properties on a monthly basis. We also recommend that they implement controls to ensure that the quarterly deposits are made on a timely basis.

Management's Response: HABcore will follow-up with NJ HMFA to determine if the $150 quarterly deposits are still necessary, and if so, will catch up and comply.

Section III – Federal Expenditures and State Financial Assistance Findings and Questioned Costs

This section identifies the significant deficiencies, material weaknesses, reportable conditions, and instances of noncompliance, including questioned costs, related to the audit of major federal and state programs, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards* (Uniform Guidance) and New Jersey OMB's Circular 15-08.

Finding 2022-002 - Final Single Audit Submission Deadlines

Criteria: Federal single audits are required to be submitted to the Federal Audit Clearinghouse within nine months after fiscal period end date.

Condition: The Organization did not submit the federal single audit for the year ended December 31, 2022 within the established deadline of September 30, 2023.

Cause: There were significant delays in completing the audit due to the implementation of new accounting standards.

Effect: The Organization is unable to submit the audit into the Federal Audit Clearinghouse until the financial statement audit is complete.

Recommendation: The Federal single audit report must be submitted to the Federal Audit Clearinghouse in accordance with the deadlines set forth in the federal guidelines.

Management's Response: HABcore has a better understanding of the new accounting standards which classify leases as assets and liabilities and will implement procedures to track for the standards on an ongoing basis.

HABcore, Inc.
Summary Schedule of Prior Year Audit Findings and Questioned Costs
For the year ended December 31, 2022

This section identifies the status of prior year findings related to the financial statements and federal and state financial assistance that are required to be reported in accordance with *Government Auditing Standards*, Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards* (Uniform Guidance) and New Jersey OMB's Circular 15-08

No Prior Year Findings

HABcore, Inc.
Supplementary Information
Capstan Supportive Housing
Statement of Financial Position
December 31, 2022

ASSETS	
Current assets:	
Cash and cash equivalents	$ 30,297
Total current assets	30,297
Restricted deposits and funded reserves:	
Rent subsidy escrow	34,952
Repair and replacement escrow	12,475
Special escrow	1,844
Total restricted deposits and funded reserves:	49,271
Property and equipment, at cost less accumulated depreciation of $136,517 for 2022	263,359
Total assets	$ 342,927
LIABILITIES AND NET ASSETS	
Current liabilities:	
Due to HABcore, Inc.	$ 332,610
Total current liabilities	332,610
Long-term liabilities:	
Mortgages payable	417,779
Total non-current liabilities	417,779
Total liabilities	750,389
Net assets:	
Without donor restrictions	(456,733)
With donor restrictions - time restricted for future periods	49,271
Total net assets	(407,462)
Total liabilities and net assets	$ 342,927

HABcore, Inc.
Supplementary Information
Capstan Supportive Housing
Statement of Activities
For the year ended December 31, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
Support and revenue:			
Government grants	$ 15,124	$ -	$ 15,124
Rental income	9,397	-	9,397
Total support and revenue	24,521	-	24,521
Expenses:			
Program services	67,463	-	67,463
Total expenses	67,463	-	67,463
Changes in net assets from operations	(42,942)	-	(42,942)
Non-operating expenses:			
Depreciation	(11,022)	-	(11,022)
Total non-operating loss	(11,022)	-	(11,022)
Changes in net assets	(53,964)	-	(53,964)
Net assets, beginning of year	(402,769)	49,271	(353,498)
Provision for funded reserves	-	-	-
Net assets, end of year	$ (456,733)	$ 49,271	$ (407,462)

HABcore, Inc.
Supplementary Information
Capstan Supportive Housing
Statement of Functional Expenses
For the year ended December 31, 2022

	Program	Total
Payroll expense	$ 24,633	$ 24,633
Professional fees	11,076	11,076
Utilities	6,292	6,292
Repairs	3,169	3,169
Payroll tax expense	2,513	2,513
Insurance	7,042	7,042
Employee benefits	1,260	1,260
Office rent	829	829
Real estate taxes	4,961	4,961
Residents	800	800
License, fees, & bank charges	3,212	3,212
Salary reduction program	1,251	1,251
Travel expenses	425	425
Total expenses	$ 67,463	$ 67,463

Capstan Supportive Housing
Supplementary Information
Capstan Supportive Housing
Statement of Cash Flows
For the year ended December 31, 2022

Cash flows from operating activities:		
Cash received from grants and contracts	$	24,521
Cash paid to vendors		10,683
Net cash flows from operating activities		35,204
Cash flows from investing activities:		
Purchase of property and equipment		(25,807)
Net cash flows from investing activities		(25,807)
Net change in cash and cash equivalents		9,397
Cash and cash equivalents, January 1		20,900
Cash and cash equivalents, December 31	$	30,297
Reconciliation of changes in net assets to net cash flows from operating activities:		
Change in net assets	$	(53,964)
Items which did not use/(provide) cash:		
Depreciation		11,022
Working capital changes which (used)/provided cash:		
Due to HABcore, Inc.		78,146
Net cash flows from operating activities	$	35,204

HABcore, Inc.
Supplementary Information
Capstan Supportive Housing
Cash Flow Mortgage Schedule
For the year ended December 31, 2022

		2022
Deficiency of revenues over expenses	$	(53,964)
Depreciation expense		11,022
Available cash flow		(42,942)
Repayment requirement		25%
Mortgage repayment due to NJHMFA		-

HABcore, Inc.
Supplementary Information
Capstan Supportive Housing
Schedules of Changes in Reserves
For the year ended December 31, 2022

	Rent Subsidy Escrow	Special Needs Project Escrow	Repair and Replacement Escrow	Special Escrow	Total
Balance, December 31, 2020	$ 34,943	$ -	$ 11,872	$ 1,843	$ 48,658
Deposits	-	-	600	-	600
Interest earned	9	-	3	1	13
Disbursements	-	-	-	-	-
Balance, December 31, 2021	$ 34,952	$ -	$ 12,475	$ 1,844	$ 49,271
Balance, December 31, 2022	$ 34,952	$ -	$ 12,475	$ 1,844	$ 49,271

HABcore, Inc.
Supplementary Information
Capstan Supportive Housing
PILOT Calculation
For the year ended December 31, 2022

The PILOT calculation is not applicable to Capstan Supportive Housing.

HABcore, Inc.
Supplementary Information
Capstan II Supportive Housing
Statement of Financial Position
December 31, 2022

ASSETS	
Current assets:	
Cash and cash equivalents	$ 32,416
Total current assets	32,416
Property and equipment, at cost less accumulated depreciation of $320,935 for 2022	972,004
Total assets	$ 1,004,420
LIABILITIES AND NET ASSETS	
Current liabilities:	
Current portion of long-term debt	$ 11,948
Due to HABcore, Inc.	543,559
Total current liabilities	555,507
Long-term liabilities:	
Mortgages payable, net of current portion	817,520
Total non-current liabilities	817,520
Total liabilities	1,373,027
Net assets:	
Without donor restrictions	(368,607)
Total net assets	(368,607)
Total liabilities and net assets	$ 1,004,420

HABcore, Inc.
Supplementary Information
Capstan II Supportive Housing
Statements of Activities
For the year ended December 31, 2022

Support and revenue:	
Government grants	$ 102,465
Rental income	12,105
Miscellaneous income	2,862
Total support and revenue	117,432
Expenses:	
Program services	126,064
Total expenses	126,064
Changes in net assets from operations	(8,632)
Non-operating expenses:	
Depreciation	(44,031)
Total non-operating loss	(44,031)
Changes in net assets without donor restrictions	(52,663)
Net assets without donor restrictions, beginning of year	(315,944)
Net assets without donor restrictions, end of year	$ (368,607)

HABcore, Inc.
Supplementary Information
Capstan II Supportive Housing
Statement of Functional Expenses
For the year ended December 31, 2022

	Program	Total
Payroll expense	$ 40,064	$ 40,064
Professional fees	8,297	8,297
Utilities	10,430	10,430
Repairs	17,577	17,577
Payroll tax expense	3,999	3,999
Insurance	10,673	10,673
Employee benefits	2,747	2,747
Office rent	2,074	2,074
Real estate taxes	15,585	15,585
License, fees, & bank charges	10,488	10,488
Salary reduction program	1,502	1,502
Travel expenses	1,428	1,428
Furniture - disposable	854	854
Telephone	346	346
Total expenses	$ 126,064	$ 126,064

HABcore, Inc.
Supplementary Information
Capstan II Supportive Housing
Statement of Cash Flows
For the year ended December 31, 2022

Cash flows from operating activities:	
Cash received from grants and contracts	$ 117,432
Cash paid to vendors	(86,809)
Net cash flows from operating activities	30,623
Cash flows from investing activities:	
Purchase of property and equipment	(30,623)
Net cash flows from investing activities	(30,623)
Net change in cash and cash equivalents	-
Cash and cash equivalents, January 1	32,416
Cash and cash equivalents, December 31	$ 32,416
Reconciliation of changes in net assets to net cash flows from operating activities:	
Change in net assets	$ (52,663)
Items which did not provide cash:	
Depreciation	44,031
Working capital changes which provided cash:	
Due to HABcore, Inc.	39,255
Net cash flows from operating activities	$ 30,623

HABcore, Inc.
Supplementary Information
Capstan II Supportive Housing
Cash Flow Mortgage Schedule
For the year ended December 31, 2022

		2022
Deficiency of revenues over expenses	$	(52,663)
Depreciation expense		44,031
Available cash flow		(8,632)
Repayment requirement		25%
Mortgage repayment due to NJHMFA		-

HABcore, Inc.
Supplementary Information
Capstan II Supportive Housing
PILOT Calculation
For the year ended December 31, 2022

The PILOT calculation is not applicable to Capstan II Supportive Housing.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
31 HOPKINS PLAZA
BALTIMORE, MD 21201

DEPARTMENT OF THE TREASURY

Date: MAY 17 1993

HABCORE INC
PO BOX 2361
RED BANK, NJ 07701

Employer Identification Number:
52-1596165
Case Number:
523119079
Contact Person:
MRS. M. SMITH
Contact Telephone Number:
(410) 962-7756
Our Letter Dated:
April 17, 1989
Addendum Applies:
Yes

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

District Director

Enclosure:
Addendum

HABCORE INC

Guidelines under which private foundations may rely on this determination, for gifts, grants, and contributions made after March 13, 1989, were liberalized and published in Rev. Proc. 89-23, Cumulative Bulletin 1989-1, page 644.

You are required to make available for public inspection a copy of your exemption application, and supporting documents, and this exemption letter. If you are required to file an annual information return, you are also required to make a copy of the return available for public inspection for three years after the return is due. Failure to make these documents available for public inspection may subject you to a penalty of $10 per day for each day there is a failure to comply (up to a maximum of $5,000 in the case of an annual return). See Internal Revenue Service Notice 88-120, 1988-2 C.B. 454, for additional information.

Form AA302
Rev. 02/22

STATE OF NEW JERSEY

Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED $150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the form, go to: **https://www.nj.gov/treasury/contract_compliance/documents/pdf/forms/aa302ins.pdf**

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY: 52-1596165

2. TYPE OF BUSINESS: ☐ 1. MFG ☐ 2. SERVICE ☐ 3. WHOLESALE ☐ 4. RETAIL ☒ 5. OTHER

3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY: 32

4. COMPANY NAME: HABcore Inc.

COMPANY E-MAIL: sheisman@habcore.org

5. STREET: 788 Shrewsbury Ave | CITY: Tinton Falls | COUNTY: Monmouth | STATE: NJ | ZIP CODE: 07724

6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE): NONE | CITY | STATE | ZIP CODE

7. CHECK ONE: IS THE COMPANY: ☐ SINGLE-ESTABLISHMENT EMPLOYER ☒ MULTI-ESTABLISHMENT EMPLOYER

8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ: 3

9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT: 0

10. PUBLIC AGENCY AWARDING CONTRACT | CITY | COUNTY | STATE | ZIP CODE

Official Use Only	DATE RECEIVED	INAUG.DATE	ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. *DO NOT SUBMIT AN EEO-1 REPORT.*

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN											
	COL. 1	COL. 2	COL. 3	********* MALE*********						*********FEMALE*********					
	Total	Male	Female												
	(Cols.2 &3)			BLACK	HISPANIC	AMER INDIAN	ASIAN	NON MIN	2 OR MORE RACES	BLACK	HISPANIC	AMER INDIAN	ASIAN	NON MIN	2 OR MORE RACES
Officials/ Managers	7	2	5					2		1	1			3	
Professionals	10	1	9					1		1	3			5	
Technicians															
Sales Workers															
Office & Clerical	1		1											1	
Craftworkers (Skilled)	1	1						1							
Operatives (Semi-skilled)															
Laborers (Unskilled)															
Service Workers	13	3	10	1				2		6	2			1	1
TOTAL	32	7	25	1				6		8	6			10	1
Total employment From previous Report (if any)															
	The data below shall NOT be included in the figures for the appropriate categories above.														
Temporary & Part-Time Employees															

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? ☐ 1. Visual Survey ☒ 2. Employment Record ☐ 3. Other (Specify)

13. DATES OF PAYROLL PERIOD USED From: 5/18/24 To: 5/31/24

14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES ☒ 2. NO ☐

15. IF NO, DATE LAST REPORT SUBMITTED MO. | DAY | YEAR

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type): Steve Heisman | SIGNATURE | TITLE: Executive Director | DATE MO 06 | DAY 05 | YEAR 2024

17. ADDRESS NO. & STREET: 788 Shrewsbury Ave | CITY: Tinton Falls | COUNTY: Monmouth | STATE: NJ | ZIP CODE: 07724 | PHONE (AREA CODE, NO.,EXTENSION): 732 - 544 - 1975

Ocean County Shelter Project

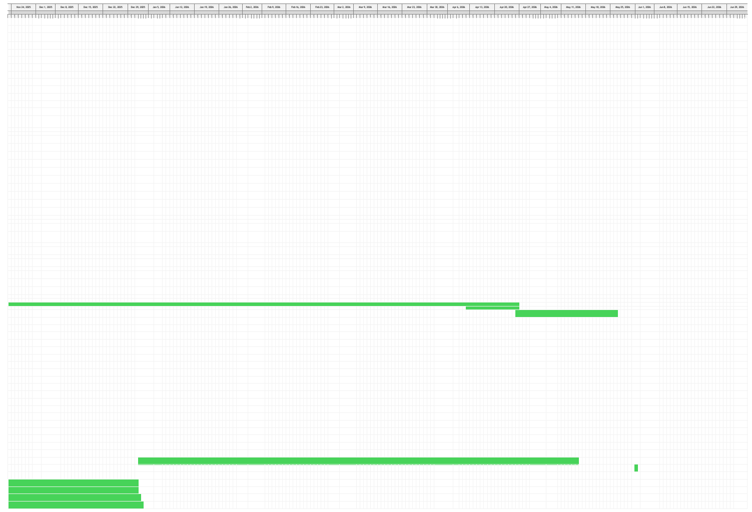
HABcore, Inc. and Family Promise of the Jersey Shore

for homeless indiiduals and families in Ocean County by July 30, 2026.

Project start: Mon, 7/1/2024

Display week: 1

TASK	ASSIGNED TO	PROGRESS	START	END
Formulate Partnership				
Receive grant notification	Steve/Liz	0%	7/1/24	7/8/24
Create and execute operating agreement	Steve/Liz/Boards/Attorneys	5%	7/1/24	8/15/24
Open bank account	Steve/Liz	0%	8/15/24	8/20/24
Obtain insurance	Estefania	0%	8/15/24	8/20/24
Assign staff roles	Steve/Liz	0%	8/15/24	8/22/24
Acquisition/Rehab LEH Building				
Close on acquisition	Steve/Liz		7/1/2024	########
Apply for zoning permit if	Nina		7/10/24	10/15/24
Create operations plan	Nina		7/15/24	8/2/24
Architectural drawings	Architect			
Enviromental review	Engineer		7/15/24	7/30/24
Schematic design phase 30%	Development Team		7/1/2024	9/16/24
Existing conditions measurment and	Development Team		7/1/2024	7/15/24
[illegible]	[illegible]		[illegible]	[illegible]
[illegible]	[illegible]		[illegible]	[illegible]
Preparation of schematic	Development Team		7/8/2024	8/1/24
Prepare construction cost	Development Team		7/25/202	8/1/24
Schematic design working	Development Team		8/1/2024	8/1/24
Client review	Development		8/1/2024	8/15/24
Internal consultant design	Development		8/15/202	8/22/24
Prepare schematic	Development Team		8/22/202	9/13/24
Complete schematic design	Development Team		8/22/202	9/13/24
Compile catalogue data and	Development Team		9/13/202	9/16/24
Final schematic design	Development Team		9/13/202	9/16/24
Schematic design	Development Team		9/16/202	9/16/24
[illegible]	[illegible]		[illegible]	9/30/24
[illegible]	[illegible]		[illegible]	11/29/24
Schedule and perform	Development Team		9/30/202	10/14/24
PREPARE CONSTRUCTION DRAWINGS AND	Development Team		10/14/2024	11/28/24
[illegible]	[illegible]		[illegible]	11/29/24
Design development	Development Team		11/29/20	11/29/24
[illegible]	[illegible]		[illegible]	1/13/25
Prepare construction	Development Team		11/29/20	12/20/24
[illegible]	Development Team		[illegible]	12/20/24
Complete drawings and	Development Team		12/21/20	1/13/25
Prepare final construction	Development Team		1/6/2025	1/13/25
Oral presentation and	Development Team		1/13/202	1/13/25
[illegible]	[illegible]		[illegible]	[illegible]
[illegible]	[illegible]		[illegible]	3/13/25
[illegible]	[illegible]		[illegible]	[illegible]
[illegible]	[illegible]		[illegible]	[illegible]
Get Certificate of Occupancy	Contractor		4/26/26	5/26/26
Acquisition/Rehab Building 2				
Choose b	Steve/Liz/EHG/OC/Kathy		7/1/2024	########
Negotiat	Steve/Liz		########	########
Close on Acquisition	Steve/Liz		########	########
Create operations plan	Nina		########	########
Architectural drawings	Architect		########	########
Enviromental review	Engineer		########	########
Electrical/HVAC review	Engineer		########	########
Solicit RFPs from GCs	Steve/Liz		########	########
Open bids/select GC	Steve/Liz		########	########
Get permits	Contractor		########	########
Minor Renovation phase	Contractor		########	########
Get Certificate of Occupancy	Contractor		########	########
Shelter Opening				
Create SOP	Steve/Liz/Kathy		10/15/24	12/31/24
Advertise & hire staff bldg 2	Steve/Liz	0%	7/15/25	8/10/25
Train staff Bldg 2	Steve/Liz		8/10/25	8/30/25
Order/deliver furnishings	Nina		2/1/25	6/30/25
Create, execute marketing plan	Nina		1/1/25	6/30/25
Plan LDH Grand Opening	Marta		1/1/26	5/15/26
LDH Grand Opening	Marta/Steve/Liz		6/1/26	6/1/26
Evaluation of Shelter Project				
Monitor progress	Steve/Liz		8/30/25	12/31/25
Evaluate progress	Nina		8/30/25	12/31/25
Address risks	Steve/Liz		9/4/25	1/1/26
Gather feedback	Nina		9/6/25	1/2/26


Nov 24, 2025
Dec 1, 2025
Dec 8, 2025
Dec 15, 2025
Dec 22, 2025
Dec 29, 2025
Jan 5, 2026
Jan 12, 2026
Jan 19, 2026
Jan 26, 2026
Feb 2, 2026
Feb 9, 2026
Feb 16, 2026
Feb 23, 2026
Mar 2, 2026
Mar 9, 2026
Mar 16, 2026
Mar 23, 2026
Mar 30, 2026
Apr 6, 2026
Apr 13, 2026
Apr 20, 2026
Apr 27, 2026
May 4, 2026
May 11, 2026
May 18, 2026
May 25, 2026
Jun 1, 2026
Jun 8, 2026
Jun 15, 2026
Jun 22, 2026
Jun 29, 2026

Ocean County Shelter Project

HABcore, Inc. and Family Promise of the Jersey Shore

Acquire/Rehabilitate shelter properties and operate shelter
for homeless indiiduals and families in Ocean County by July 30, 2026.

Project start: Mon, 7/1/2024
Display month: 1

TASK	ASSIGNED TO	PROGRESS	START	END
Formulate Partnership				
Receive grant notification	Steve/Liz		7/1/24	7/1/24
Create and execute operating agreement	Steve/Liz/Boards/Attorneys		7/1/24	8/15/24
Open bank account	Steve/Liz		8/15/24	8/20/24
Obtain insurance	Estefania		8/15/24	8/20/24
Assign staff roles	Steve/Liz		8/15/24	8/22/24
Acquisition/Rehab LEH Building				
Close on Acquisition	Steve/Liz		7/1/2024	9/30/2024
Apply for zoning permit if nec. and DCA licensing	Nina		7/10/24	10/15/24
Enviromental review	Engineer		7/15/24	7/30/24
SCHEMATIC DESIGN PHASE 30%	Development Team Professionals		**7/1/2024**	9/16/2024
EXISTING CONDITIONS MEASUREMENT AND DOCUMENTATION	Development Team		**7/1/2024**	7/15/2024
CODE EVALUATIONS	Development Team		**7/8/2024**	7/15/2024
PRODUCT RESEARCH	Development Team		**7/8/2024**	7/15/2024
PREPARATION OF SCHEMATIC DESIGN DRAWINGS	Development Team		**7/8/2024**	8/1/2024
PREPARE CONSTRUCTION COST ESTIMATES	Development Team		**7/25/2024**	8/1/2024
SCHEMATIC DESIGN WORKING MEETING	Development Team		**8/1/2024**	8/1/2024
CLIENT REVIEW	Development Team/Liz/Steve		**8/1/2024**	8/15/2024
INTERNAL CONSULTANT DESIGN REVIEW / MEETINGS	Development Team/Liz/Steve		**8/15/2024**	8/22/2024
PREPARE SCHEMATIC SPECIFICATIONS	Development Team		**8/22/2024**	9/13/2024
COMPLETE SCHEMATIC DESIGN DRAWINGS	Development Team		**8/22/2024**	9/13/2024
COMPILE CATALOGUE DATA AND DOCUMENTS	Development Team		**9/13/2024**	9/16/2024
FINAL SCHEMATIC DESIGN ESTIMATE	Development Team		**9/13/2024**	9/16/2024
SCHEMATIC DESIGN PRESENTATION MEETING	Development Team		**9/16/2024**	9/16/2024
CLIENT REVIEW AND COMMENTS	Liz/Steve		**9/16/2024**	9/30/2024
DESIGN DEVELOPMENT PHASE 80%	Development Team		**9/30/2024**	11/29/202
SCHEDULE AND PERFORM ADDITIONAL FIELD MEASUREMENT	Development Team		**9/30/2024**	10/14/202
PREPARE CONSTRUCTION DRAWINGS AND SPECIFICATIONS	Development Team		**10/14/2024**	11/28/202
DESIGN DEVELOPMENT ESTIMATE	Development Team		**11/25/2024**	11/29/202
DESIGN DEVELOPMENT PRESENTATION MEETING	Development Team		**11/29/2024**	11/29/202
FINAL DESIGN PHASE (100%)	Development Team		**11/29/2024**	**1/13/2025**
PREPARE CONSTRUCTION DRAWINGS AND SPECIFICATIONS	Development Team		**11/29/2024**	**12/20/2024**
DESIGN WORKING MEETING	Development Team		**12/20/2024**	**12/20/2024**
COMPLETE DRAWINGS AND SPECIFICATIONS	Development Team		**12/21/2024**	**1/13/2025**
PREPARE FINAL CONSTRUCTION COST ESTIMATE	Development Team		**1/6/2025**	**1/13/2025**
ORAL PRESENTATION AND SUBMISSION OF DOCUMENTS	Development Team		**1/13/2025**	**1/13/2025**
CLIENT REVIEW	Steve/Liz		**1/13/2025**	**1/27/2025**
BID AND AWARD	Development Team		**1/27/2025**	**3/13/2025**
CONSTRUCTION	Contractors		**3/13/2025**	**4/26/2026**
PUNCH LIST	Contractors		**4/12/2026**	**4/26/2026**
Get Certificate of Occupancy	Contractor		4/6/2026	5/6/26
Acquisition/Rehab Building 2				
Choose best option	Steve/Liz/EHG/OC/Kathy		7/1/2024	7/21/2024
Negotiate and Inspect	Steve/Liz		7/21/2024	8/15/2024
Close on Acquisition	Steve/Liz		8/15/2024	10/30/2024
Create operations plan	Nina		8/15/2024	10/30/2024
Architectural drawings	Architect		8/15/2024	10/30/2024
Enviromental review	Engineer		8/15/2024	9/15/2024
Electrical/HVAC review	Engineer		8/15/2024	9/16/2024
Solicit RFPs from GCs	Steve/Liz		8/15/2024	9/17/2024
Open bids/select GC	Steve/Liz		9/15/2024	10/30/2024
Get permits	Contractor		11/15/2024	12/30/2024
Minor Renovation phase	Contractor		1/15/2025	6/30/2025
Get Certificate of Occupancy	Contractor		7/15/2025	8/30/2025
Shelter Opening				
Create SOP	Steve/Liz/Kathy		10/15/24	12/31/24
Advertise & hire staff Bldg 2	Steve/Liz	0%	7/15/25	8/10/25
Train staff Bldg 2	Steve/Liz		8/10/25	8/30/25
Order/deliver furnishings	Nina		2/1/25	6/30/25
Create, execute marketing plan	Nina		1/1/25	6/30/25
Plan LEH Grand Opening	Marta		1/1/26	5/15/26
LEH Grand Opening	Marta/Steve/Liz		6/1/26	6/1/26
Evaluation of Shelter Project				
Monitor progress	Steve/Liz		8/30/25	12/31/25
Evaluate progress	Nina		8/30/25	12/31/25
Address risks	Steve/Liz		9/4/25	1/1/26
Gather feedback	Nina		9/6/25	1/2/26