[OCEANS HARBOR HOUSE, 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

Oceans Harbor House, Inc. Response

CONTACT INFORMATION

Company:
Oceans Harbor House, Inc.

Email:
dsamaritano@oceansharborhouse.org

Contact:
Dawn Samaritano

Address:
808 Conifer Street
Toms River, NJ 08753

Phone:
(732) 929-0096 Ext: 201

Website:
https://www.oceansharborhouse.org

Submission Date:
Jun 5, 2024 4:45 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

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

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.

Please note: The County's preferred method of submission is DocuSign.

[COMPLETED 6-5-2024 4:25pm]_SOLICITATION DOCUMENTS UPDATED 2-26-24.docx.pdf
[COMPLETED 6-5-2024 4:25pm]_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)

Continuity_of_Operations_Plan_(COOP).pdf
Grievance_Procedure_for_Residents.pdf
Memorandum_of_Understanding_(MOU)_with_Just_Believe,_Inc..pdf
Ocean's_Harbor_House_Family_Shelter_Zoning,_Renovation,_Planning,_Launch_Timeline.pdf
Certificate_of_Insurance_and_Quotes_&_Estimates_for_Capital_Costs.pdf
Site_Plan_for_Variance_Use_-_2445_Windsor_Avenue.pdf
2024_Acquisition_for_Innovations_to_Address_Homelessness_Application_06.05.24.pdf

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)

Certificate_of_Insurance_for_Ocean's_Harbor_House_for_Project.pdf

4. CURRENT LIST OF BOARD OF DIRECTORS

Please upload your Current List of Board of Directors.

2024-2025_OHH_Board_of_Directors_Listing.pdf

5. ORGANIZATIONAL CHART

Please upload your Organizational Chart.

Organizational_Chart.pdf

6. CERTIFIED AUDIT OR FINANCIAL STATEMENT

Please upload your Certified Audit or Financial Statement.

2022_OHH_Financial_Statements_-_FINAL.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)

Oceans_Harbor_House_Inc._-_IRS_Determination_Letter_Acknowledgment_from_Feb_1986_(05.02.19).pdf
2024-2025_NJ_Short_Form_Standing.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)

2021-2028_Certificate_of_Employee_Information_Report_Renewal.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 808 Conifer Street Toms River NJ 08753.

Ocean's Harbor House, Inc.

NAME OF COMPANY, CORPORATION OR INDIVIDUAL
- PLEASE PRINT -

SIGNED BY: Alice Woods

Alice Woods, Executive Director

PRINT NAME AND OFFICIAL TITLE

ADDRESS: 808 Conifer Street

Toms River, NJ 08753

INCLUDE ZIP CODE

TELEPHONE: 732-929-0096

E-MAIL ADDRESS xxxxxx@xxxxxxxxxxxxxxxxx.xxx

FEDERAL IDENTIFICATION NO. 22-2672209

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, Alice Woods 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 Ocean's Harbor House, 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 Ocean's Harbor House, Inc..
(N.J.S.A. 52:34-15). (Name of Contractor)

Alice Woods

(Also type or print name of certifier under signature)

Alice Woods

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:

- ☒ 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 x No ________

   (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: Ocean's Harbor House, Inc.

SIGNATURE: Alice Woods

TITLE: Alice Woods, 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: Ocean's Harbor House, Inc.

Organization Address: 808 Conifer Street, Toms River, NJ 08753

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): Alice Woods	**Title:** Executive Director
Signature: Alice Woods	**Date:** 6/5/2024 | 4:25:11 PM EDT

Disclosure of Investment Activities in Iran

Person or Entity	Ocean's Harbor House, 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)	Alice Woods	**Title**	Executive Director
Signature	Alice Woods	**Date**	6/5/2024 | 4:25:11 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 Alice Woods	**Date** 6/5/2024 | 4:25:11 PM EDT
Print Name and Title of Vendor's Authorized Representative Alice Woods	**Vendor's FEIN** 22-2672209
Vendor's Name Ocean's Harbor House, Inc.	**Vendor's Phone Number** 732-929-0096
Vendor's Address (Street Address) 808 Conifer Street	**Vendor's Fax Number** 732-929-1748
Vendor's Address (City/State/Zip Code) Toms River, NJ 08753	**Vendor's Email Address** xxxxxx@xxxxxxxxxxxxxxxx.xxx

[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: 304FD0F27AF648EB9B0E2497D6558493

Status: Completed

Subject: Please DocuSign: SOLICITATION DOCUMENTS UPDATED 12-28-22 Alice Woods

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)		@
		IP Address: 24.0.72.15

Record Tracking

Status: Original 6/5/2024 4:15:19 PM	Holder: Jessica Hannold @	Location: DocuSign

Signer Events	Signature	Timestamp
Alice Woods @ Security Level: DocuSign.email ID: 1 6/5/2024 4:15:20 PM	Alice Woods Signature Adoption: Pre-selected Style Using IP Address: 24.0.72.15	Sent: 6/5/2024 4:15:20 PM Viewed: 6/5/2024 4:15:32 PM Signed: 6/5/2024 4:25:11 PM

Electronic Record and Signature Disclosure:
Accepted: 6/5/2024 4:15:32 PM
ID: 4e1b889d-5722-4a2e-8f78-b70b5bab1eb9

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 4:15:20 PM
Certified Delivered	Security Checked	6/5/2024 4:15:32 PM
Signing Complete	Security Checked	6/5/2024 4:25:11 PM
Completed	Security Checked	6/5/2024 4:25:11 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.

Ocean's Harbor House Emergency Evacuation/Lockdown/Continuity of Operations Plan

Executive Director's Role in Response:

The order to evacuate or lockdown the building will be given by the Executive Director, or in his/her absence the Acting Executive Director. Should a local or state official stop at the facility to order and evacuation or lockdown, the Executive Director will be made aware of this order as soon as possible. The order to evacuate or lockdown shall be done in person, or in the case of extreme emergency via phone communication.

The Executive Director or his/her designee will notify the State Central Registry, the Office of Licensing, the Toms River Police Department and the Emergency Management Office of the evacuation/lockdown and contact information. The Executive Director will notify the agency Board President of the same.

Lockdown:

A lockdown may be related to a school violence issue, concern regarding the safety of individuals in an area due to criminal activity or a chemical or nuclear facility accident. In a lockdown situation all doors, and windows must be locked and no one who is unknown should be allowed to enter the building. If a lockdown is due to a chemical or nuclear accident you also need to turn off air intakes (such as fans and air conditioners) and insure that any other opening to the outside is covered. The facility shall remain in lockdown until officials raise the lockdown order and declare the area safe.

Program staff shall inform the parents/guardians and youth of the lockdown situation.

Evacuations:

Events which may cause the order to evacuate may include: earthquakes, hurricane or tornado, flood, blizzard or winter storm, fire, extended loss of power or heating of the facility, insect infestations, a nuclear facility accident and an act of terrorism or war.

Should it be necessary to evacuate the premises, staff shall notify the parents/guardians of the residents in the situation, disclosing the final destination for alternative shelter and making arrangements with them to pick up their child (whenever safe and appropriate for the youth) at the alternative shelter site. If staff is unable to connect directly with the parent/guardian, a voicemail shall be left with the information stated above. Before exiting the premises, staff will also post a notice on the door(s) of the facility indicating the alternative shelter site and a phone number to contact staff.

Youth will be informed of the situation causing the evacuation, be given information regarding the alternative shelter site, what to bring with them, what the process will be for re-uniting them with their parent/guardians during this emergency situation and if known, the duration of the stay at the alternative shelter site.

One staff (Program Lead) will be designated as the lead staff in charge of overseeing the youth and accounting for their whereabouts. Primary Counselor will be in charge of collecting and securing all required medications, medication log, youth emergency information book(s)/file(s)/log(s) and required emergency supplies. If there is additional staff in the building at the time, duties will be assigned accordingly.

Prior to leaving the facility, the staff designated to collect the medication and youth emergency information will check to ensure that all file cabinets containing youth information are locked. Upon exiting the facility, this person shall ensure that all the doors and windows are locked and notify the Executive Director that they are leaving the facility (if not on-site at the time of the evacuation). The Facilities Director will be responsible for shutting off the power, water and gas should it be necessary.

Staff will transport youth to the alternative shelter site using the agency vehicle(s). The staff responsible for overseeing the youth will ensure that all youth have entered van prior to departure. If the evacuation is facility limited (not impacting the whole community or county) youth will be transported to the Toms River Hotel, Route 37, Toms River or if space is available for the number of youth to be housed, to our Supervised Transitional Living Program, 808 Conifer Street, Toms River, or the Emergency Youth Shelter, 2445 Windsor Avenue, Toms River; if it is the STL that is being evacuated. If the evacuation is community or county wide, and the Toms River Hotel and both programs are impacted, youth will be transported to another state licensed facility (i.e. Anchor House, Trenton) with whom we have a relationship.

Alternative Shelter:

Upon total evacuation of one of Ocean's Harbor House licensed property, residents will be transported to the other licensed property (If 808 Conifer is evacuated, residents and staff will go to 2445 Windsor Ave and vice versa). Upon arrival at the alternative shelter site, staff will secure the living/sleeping space for youth, secure the medications and youth information in a locked storage site and inform the Executive Director of reaching the destination.

Supervision of the youth by staff at the alternative shelter site will maintain the same ratio guidelines as if youth were in the agency facility.

The alternative shelter site will continue to be utilized until the evacuation order has been lifted and it has been determined to be safe to return to the original facility, all youth have been reunited with their parent/guardian or appropriate alternative living arrangements have been secured for youth.

If substantial damage has been sustained by the facility which would cause the building to be uninhabitable for a lengthy period of time, the Executive Director will notify the Office of Licensing, the Federal Project Officer and agency Board President of such. When so directed, program staff will apprise any appropriate Division of Child Protection and Permanency workers (or any other person placing the child at the facility) of the situation and inform him/her of the need for another living arrangement for the child.

If damaged, the facility will not be utilized for housing or serving youth until the appropriate officials have deemed it safe (fire inspector, building inspector) and approval has been granted for the Office of Licensing.

In the event that one of facilities is out of commission for a longer period of time, the Executive Director and Program Staff will work to find alternative placement for all residents.

Evacuation Procedures:

1. The Program Lead will inform the youth of the need to evacuate and what they should bring with them.
2. The Program Lead will notify the parents/guardians of the evacuation plan and the plan for reuniting them with their child.
3. The Executive Director shall contact all of the following with this information: Name and location of facility; the number, age and type(s) (DCF/Fed) youth; number of staff accompanying them; the

location of where you will be evacuated to; and the plan to reunite the children with their parent/guardian(s).

- Office of Licensing, State of New Jersey (609-826-3999)
- Central Registry (877-652-2873)
- Toms River Police Department (732-349-0150)
- Danny Balkcom, FYSB Federal Project Officer, Region II
  Danny.balkcom@acf.hhs.gov
  646-905-8084
- Coastal Solutions IT (732) 349-2340 Report that we in in evacuation/lockdown and may need IT assistance.

4. Program Staff will lock all doors and windows to the facility (be sure all filing cabinets are locked).
5. Program Staff will post evacuation location and contact phone number(s) on the entrance doors to the facility.
6. Program Staff or Facilities Director will transport youth, all medications needed and youth files to destination in agency vehicles.
7. Program Staff will secure youth, medications and client files at the evacuation destination.
8. The Program Lead will remain at evacuation destination until the reason for evacuation has been lifted, all the youth have been reunited with parent/guardian or alternative living arrangements have been secured for all youth.

Lockdown:

1. Program Staff will lock all doors and windows and no one who is unknown should be allowed to enter the building. If lockdown is due to chemical or nuclear accident turn off air intakes (such as air conditioners and fans) and be sure any other openings to outside are covered.
2. Program Staff will inform youth the reason for the lockdown.
3. Program Staff will notify the parents/guardians of the lockdown and the plan for reuniting them with their child.
4. The Executive Director will contact the following agencies with this information: Name and location of facility; the number, age and type(s) (DCF/Fed) youth; number of staff accompanying them; the location of where you will be evacuated to; and the plan to reunite the children with their parent/guardian(s).
   - Ocean's Harbor House On-call supervisor (see phone list)
   - Office of Licensing, State of New Jersey (609-826-3999)
   - Central Registry (877-652-2873)
   - Toms River Police Department (732-349-0150)
   - Danny Balkcom, FYSB Federal Project Officer, Region II
     Danny.balkcom@acf.hhs.gov 646-905-8084
   - Coastal Solutions IT (732) 349-2340 Report that we in in evacuation/lockdown and may need IT assistance.

5. The facility shall remain in lockdown until officials raise the lockdown order and declare the area safe.

Successors:

In matters regarding the safety of the residential facilities, the Executive Director shall be in charge of all emergency procedures. In the event that the Executive Director is not able to carry out these duties, the Finance Director (unless previously indicated otherwise in writing), in conjunction of the TLP Program Lead, will assume authority of the agency jointly, with the Finance Director having ultimate decision-making power. If the Executive Director is not able, the successors will maintain contact with the Board President and other officials. For purposes of this policy, the leadership team shall be the Development Associate, the Director of Finance, the Director of Administration, the TLP Program Lead, the Facilities Director, the Youth Navigator and the Primary Counselors.

Important Phone Numbers

Office of Licensing: 609-826-3999

Central Registry: 877-652-2873 ~ 877-NJABUSE

Toms River Police Department: 732-349-0150

DCF Ocean North: 732-255-8015

DCF Ocean South: 732-908-5900

STLP ~ Ocean's Harbor House: 732-281-0822

Administration ~ Ocean's Harbor House: 732-929-0096

Executive Director ~ Alice Woods 609-992-3060

Danny Balkcom, FYSB Federal Project Officer, Region II
Danny.balkcom@acf.hhs.gov
646-905-8084

Information to have on hand when calling:

- Facility name and location
- Number, age and type of youth (Fed/DCF)
- Number of staff
- Location to where youth and staff will be evacuated

EMERGENCY RADIO and TELEVISION STATIONS:

Radio: 92.7 FM, WOBM
98.5 FM, WBBO
99.7 FM, WBHY
100.1 FM, WJRZ
101.5, FM WKXW

Television: Comcast Cable

Ocean's Harbor House Grievance Procedure for Residents and Staff Resolution Policy

Grievance Procedure for Residents

As stated in your Bill of Rights, you have the right to express your grievances or disagreements regarding SHORE House policies and procedures, specific incidents, staff, residents or other related matters.

It is our intent to resolve any grievance you may have as quickly and as effectively as possible so if you wish to file a grievance, we ask you to use following procedure:

- Request "Residents Formal Grievance Form" from counselor. If the grievance is about your counselor and is of such a nature that you are uncomfortable to discuss it with him/her, you should request the grievance form from Director of Program
- Complete the form and submit it to Program Lead
- Program Lead will review and meet with you to review and resolve the grievance within ten (10) days of receiving the grievance.
- If you are not satisfied with the decision, you can bring your written grievance to the Executive Director.
- The Executive Director will address your grievance within ten (10) days of receipt of the grievance. This may involve a meeting of all parties involved or a review of the written information. The Executive Director will inform you of his/her determination and what your next step would be if you are still not satisfied with the decision.

Fair Hearings For Residents

When should you ask for a hearing?

If you applied for or are receiving social services from a contract provider funded by the Division of Child Protection and Permanency (DCP&P), or your request for services has been denied, or your services were terminated, suspended, or reduced, you have a right to review these actions with the contract provider and/or ask for a hearing. In most cases, you can first try to resolve your concerns with the contract provider. However, you have the right to request a hearing at any time, if you want to appeal:

- A denial of services;
- A failure on the part of the contract provider to act upon your request for services within a reasonable time;
- A decision about your eligibility for services; or
- Termination, suspension, or reduction of services.

Who may ask for a hearing?

All applicants or recipients of social services that are funded by DCP&P have a right to a hearing, unless there is an across-the-board reduction in funding by DCP&P.

What is a hearing?

A hearing will be held by an Administrative Law Judge in the Office of Administrative Law. The judge will listen to you and a representative of the contract provider, and will then write an Initial Decision, which is a recommendation to the Director of DCP&P. The recommended decision is based upon facts that the judge finds, as well as any applicable law and policies. You and the contract provider will both get a copy of this recommended decision and will have the opportunity to comment before the Director of DCP&P makes a final agency decision. If you apply for a hearing, you will receive additional information on how to prepare for the hearing and the procedures to be followed.

How to request a hearing

If a contract provider decides that you are ineligible to receive a requested service, or the agency is planning to reduce, suspend, or terminate services that you are receiving, you will receive a written notice explaining the reason(s) for the action taken. This notice must be in writing and mailed to you 10 days before any action is taken, with certain exceptions. If you disagree with the action, you can request a hearing.
Your request for a hearing may be oral or written. You do not have to complete a form to request a hearing. Your request may be made to the contract provider providing the service or to DCP&P at the following address and phone number: Division of Child Protection and Permanency, Administrative Hearing Unit, PO Box 717, Trenton, New Jersey, 08625-0717, Telephone: (609) 292-8715.

How much time is allowed to request a hearing?

When an agency has made a decision which you believe unfair, you lose your right to a hearing if you allow more than 90 days to pass without requesting a hearing.

Will your services stop?

Your services will either stop or be reduced by the contract provider whether or not you request a hearing. Your services can continue while you wait for the hearing only when you prove to the contract provider that the loss of services creates a severe hardship for you.

Who can help you present your case at a hearing?

You may present information and your reasons for disagreeing with the agency's action, or you may have a relative or friend do so on your behalf. You may also arrange for representation by a lawyer of your choice. However, the contract provider is not responsible for the cost of your lawyer. If you wish to obtain the names of private lawyers in your area, you may contact your county bar association. If you wish to see a lawyer, but cannot afford one, you may contact your neighborhood legal services office. The address and phone number of the legal services office in your county are listed in the telephone book.

Things to remember about hearings

1. Requests for hearings regarding denial, suspension, reduction, or termination of a service can be made to your contract provider or to DCP&P.
2. You lose your right to a hearing if you allow more than 90 days to pass without requesting a hearing.
3. Hearing decisions must be implemented within the time stated in the final agency decision.
4. If a hearing is scheduled, you will receive more information about how the hearing will be conducted.

What other actions can you take besides asking for a hearing?

There are other ways in which your complaints may be resolved besides asking for a hearing. You can ask to meet with your contract provider or his/her supervisor. Your complaint will be given prompt and courteous attention, and if the matter is not settled, you may still request a hearing. After 90 days have passed from the date of the action or inaction, you do not have the right to a hearing.

3.26 Resolution of Staff Issues

Ocean's Harbor House is committed to providing a positive work environment in which employees work constructively together as a team and are comfortable providing input, suggestions and asking questions. If an employee has a work related conflict, complaint or concern related to Ocean's Harbor House's rules, policies, or practices, the employee is encouraged to address the matter in a timely fashion with his/her supervisor. A timely discussion keeps the facts fresh in everyone's mind and leads to a faster resolution of any issue and stronger relationships in the workplace.

If an employee is not satisfied with his/her supervisor's response, the may then go up the chain of command and request and additional conversation with their supervisor's supervisor. Ocean's Harbor House also has the Lighthouse system in place to capture anonymous concerns.

Ocean's Harbor House will attempt to resolve an issue, but not every issue may be resolved to the employee's satisfaction. In some cases, Ocean's Harbor House may not agree with the employee's perspective. Ocean's Harbor House does commit to getting back to the employee with a decision in a timely manner, so the employee knows their concern has been heard and considered. Employees will not be penalized formally or informally for raising a concern, conflict, or complaint as long as he or she does so in good faith and communicates and conducts him/herself in a professional, collaborative manner.

In some cases, Ocean's Harbor House may need to investigate an issue. Under those circumstances, Ocean's Harbor House will attempt to protect confidentiality unless it is necessary to reveal some factors for a thorough investigation. Please be assured, **Ocean's Harbor House does not tolerate any form of retaliation** in such cases.

Memorandum of Understanding

between

Ocean's Harbor House and Just Believe Inc.

For Family Shelter at 2445 Windsor Ave.

Purpose of the Agreement:

This document memorializes an agreement ("agreement") between Ocean's Harbor House and Just Believe Inc. with regard to operations pertaining to a Family Shelter at 2445 Windsor Ave. in Toms River.

Both Parties agree to:

- Adhere to all local, state and federal regulations, including laws regarding client confidentiality
- Maintain open lines of communication to discuss opportunities and resolve any problems arising from this agreement
- Indemnify and hold the other parties to this agreement, including its employees and volunteers, harmless from any and all claims, injuries, damages, loss or suits arising out of or in connection to this agreement
- Maintain liability coverage for the staff of their respective organizations
- Promote the partnership of Just Believe Inc. and Ocean's Harbor House

Just Believe Inc. will:

- Provide appropriate support for three months to Ocean's Harbor House Family Shelter at 2445 Windsor Ave. This support is defined as the following:
    - 30% of Just Believe Inc's Call Center work; callers for the Shelter can call into Just Believe Inc's call center in order to get connected and placed at the Ocean's Harbor House Family Shelter.
    - 30% of Just Believe Inc.'s Case Management work; Just Believe case managers will help train Ocean's Harbor House staff and assist with creating Individualized Services plans and connecting to wraparound services for all Family Shelter clients
    - 30% of Paul Hulse's Salary. Mr. Hulse will assist the Executive Director of Ocean's Harbor House, provide consultation on program design, assist with connection to housing and other services and oversee Just Belive Support (call center and case management).

Ocean's Harbor House will:

- Provide 2445 Windsor Ave. as a physical shelter location for single female led families

- Provide all appropriate services related to the building and safety of the building and its contents, i.e. maintenance, safety precautions, etc.
- Review all call center material and case management planning
- Pay the following amounts (contingent upon award of this category from Ocean County Acquisitions for Innovations to Address Homelessness grant) in the following amount
  - $5700 per month for 3 months for case management assistance (30% of $19,000 per month) = $17,100
  - $510 per month for 3 months for the Just Believe Inc. call center (30% of $1700 per month) = $1530
  - $1375 per month for Paul Hulse CEO for consultation to OHH and oversight of JB staff (30% of $16,500 per month for his salary) = $$4125
  - Total for JB $22,755
  -

Terms of the Agreement:

This agreement is dependent upon award of this category within the Ocean County Acquisitions for Innovations to Address Homelessness grant. Funds payed to Just Believe Inc. will be considered part of the start-up costs of the program. Should that grant be awarded, payment will commence once County funds have been distributed to Ocean's Harbor House. The first payment will be made to Just Believe Inc. within 30 days of receipt of County funds. The start date will depend upon receipt of funds, status of renovations and licensing. This agreement is for three months of service from the start date (TBD). At the conclusion of three months, Ocean's Harbor House will evaluate the program and both parties may wish to enter into a new, longer term MOU or conclude the agreement of services at that time.

6-3-2024

Alice E. Woods

Date

Executive Director, Ocean's Harbor House

6-3-2024

Paul Hulse

Date

CEO/President

Just Believe Inc.

Ocean's Harbor House Family Shelter Zoning, Renovation, Planning, Launch Timeline

Implementation Activities	Startup Period Zoning, Liccensing, Renovations, Startup						Personnel/Agency Responsible)
	Phase 1				Phase 2	Phase 3	
	3rd Qtr 2023	4th Qtr 2023	1st Qtr 2024	2nd Qtr 2024	3rd Qtr 2024	4th Qtr 2024	
Project Oversight, Financial, Community and Resource Development	x	x	x	x	x	x	Alice Woods Dawn Samaritano Donna Carlson
Engage Architect to Prepare Drawings of Existing Contions	x	x		x	x		Alice Woods/Mark Marcille
Boundary Location & Survey		x					Alice Woods/Matt Hockenbury
Engineering Site Plans		x					Alice Woods/Matt Hockenbury
Attorney Engaged	x	x	x	x	x		Alice Woods/ Harvey York
Application Packages Submitted		x		x	x		Matt Hockenbury/Harvey York
Painting Facility		x	x	x	x	x	Josefina Chacon
Renovation to Fire Equipment/Inspections			x			x	Scott Bieber/City Fire/TR Fire Dept
Public Hearings/Zoning			x	x			Alice Woods/Matt Hockenbury/ Harvey York
Certificate of Occupancy/Building Department Requirements satisfied				x		x	Alice Woods/ Dawn Samaritano/ Scott Bieber
State of New Jersey Department of Consumer Affairs Licensing				x	x		Alice Woods Scott Bieber
Renovations to the House (See Contractor Estimate					x		Scott Bieber/Contractor
Planning Meetings with Community Partners	x	x	x	x	x	x	Alice Woods/Jason Trifiro
Visioning Meetings with Donors & Funders	x	x	x	x	x	x	Alice Woods/Donna Carlson
Set Open Date and Hire Staff, Engage Just Believe Inc., Launch					x	x	Alice Woods/Mary Teresa Bijeau

ACORD® CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/05/24

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

MESANKO AGENCY
20 Center Avenue Ste 1
Atlantic Highlands, NJ 07716

CONTACT NAME: Alexis Mesanko
PHONE (A/C, No, Ext): (732)291-9981 FAX (A/C, No): (732)291-9983
E-MAIL ADDRESS: alexis@mesanko.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Western World	
INSURER B : Liberty Mutual	
INSURER C : Evanston Ins	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Elite Construction Services LLC
3321 Doris Ave 2nd Floor
Ocean, NJ 07712

COVERAGES CERTIFICATE NUMBER: 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: POLICY / PRO-JECT / LOC; OTHER:	y		NPP8835749	08/28/23	08/28/24	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	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 1,000,000
								$
	AUTOMOBILE LIABILITY; ANY AUTO; OWNED AUTOS ONLY; SCHEDULED AUTOS; HIRED AUTOS ONLY; NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
C	X UMBRELLA LIAB / OCCUR; EXCESS LIAB / CLAIMS-MADE; DED / RETENTION $			MKLV1EUL104164	08/30/23	08/28/24	EACH OCCURRENCE	$ 5,000,000
							AGGREGATE	$ 5,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N; ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH); If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC5-33S-374562-019	08/28/23	08/28/24	PER STATUTE / X OTH-ER	
							E.L. EACH ACCIDENT	$ 500,000
							E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

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

CERTIFICATE HOLDER

Alice E woods
Executive Director
Ocean's Harbor House
808 Conifer Street
Toms river, NJ 08753

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

Alexis A. Mesanko

Elite Construction Services

3321 Doris Avenue | 2nd Floor | Ocean, NJ 07712
7322047003 | josh@econscvs.com

RECIPIENT:

Ocean's Harbor House

2445 Windsor Avenue
Toms River, New Jersey 08753

Estimate #4329	
Sent on	06/05/2024
Total	**$312,654.00**

Product/Service	Description	Total
Scope of Work	Provide interior upgrades and renovations to the existing 4200 sf facility. The proposed work includes energy efficient electric fixtures and devices as well as ADA compliant cabinetry and fixtures. Renovations include replacing items that have exceeded their normal useful life. Upgrades also include items required to enable privacy for residents.	$0.00
General Condition	Project Supervision Temporary Facilities Dumpsters Final Cleaning	$28,950.00
Flooring - Remove & Replace	Remove existing flooring and dispose. Allow for 15% replacement of damaged or deteriorated subflooring. Install new luxury vinyl tile flooring in all rooms except bathrooms and laundry. Material allowance of $3.50/sf is included. If at the time of installation luxury vinyl tile is not preferred in some rooms other materials within the allowance can be selected.	$24,640.00
Bathroom Renovations	Provide renovations to 3 1/2 existing bathrooms. The bathrooms would be gutted, and new finishes, fixtures and accessories would be installed. Remove all existing fixtures (except for HC shower pan) including drywall. Install new rough in as necessary for the installation of new fixtures. Install new drywall, taped, spackled and made ready for paint. Install fiberglass at new shower. Install ceramic wall tile at shower. Install new ceramic floor tile at all bathrooms. Paint all walls and ceilings. Install new electric fixtures and devices. Install new exhaust fans. Install new plumbing fixtures and accessories. Install tempered glass shower doors.	$54,065.00
Kitchen Cabinets and Tops	Remove existing kitchen cabinets and counter tops with ADA compliant cabinets. Install new easy maintenance backsplash. Install new venting as required for appliances.	$21,350.00

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Product/Service	Description	Total
Kitchen Appliances	Remove existing appliance and install the following: Range Refrigerator Dishwasher Microwave Range Hood	$8,500.00
Door Hardware	Remove existing nonlocking hardware at closets and install storage function hardware at these doors. Lockset proposed is a Schlage ALX80P Storage Room Lever Lock.	$2,600.00
Closet Shelving	Remove existing warped and damaged closet shelving and install new ventilated wire shelving with fixed rod. Bedroom closets will be provided with a single shelf, full length of closet. Linen and storage closets will be provided with 4 or 5 full width ventilated wire shelves. Pantry, den closet and laundry will be provided with shelving as necessary.	$4,544.00
Interior Painting	Prepare existing walls as necessary for painting. A majority of the facility will not need new painting as most of the walls and ceiling look freshly paint. The work involves patching some existing cracks and repainting these walls.	$6,890.00
Personal Locker	Provide and install 16" wide x 6' high x 18" deep single tier wood lockers to allow for storage of personal items such as stroller, porta crib and other small items. This item would provide for a maximum of 18 lockers.	$9,756.00
Attic Insulation	The existing attic insulation is no longer energy efficient based upon its thickness. In order to provide energy efficient ceiling / attic insulation new blown in R-30 insulation. The existing insulation will remain in place so as not to incur removal costs.	$11,760.00
HVAC Upgrades	Remove existing grilles and registers and install new directional registers. Install adjustable dampers as necessary to properly balance the systems. Balance the existing systems to provide more efficient heating and cooling based upon room sizes.	$12,450.00
Electric Upgrades	Remove existing non-LED light fixtures and install new energy efficient light fixtures. Install occupancy sensor switches in common areas. Replace old receptacles with new Leviton receptacles. Replace switches with Leviton Decora Quiet Rocker switches. Install new exterior LED flood lights, 350-Watt equivalent with dusk to dawn control.	$14,685.00
Exterior Item - Shed	Remove and dispose of existing exterior shed that is partially rotted and currently has mold on the interior. Provide a new shed in order to store general outdoor maintenance equipment such as lawn care equipment, gardening equipment, ladders etc. We propose a Tuff Shed Premier Pro Tall Barn Shed, 12' x 20' complete with security doors, insulated windows, 16" deep shelving and overhead loft. The shed will be installed with dirt anchors.	$19,546.00

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Product/Service	Description	Total
Exterior Item - Gutter Guards	Install gutter guards on all gutters to reduce gutter clogging and water infiltration under roofing. The system to be installed will be either Gutter Guard or Leaf Filter.	$6,851.00
Exterior Item - Sealcoat Asphalt & Line Stripping	Clean out all existing cracks in the asphalt. Install elastomeric joint sealer in all cracks. Install commercial grade asphalt sealer. After sealer has cured install new line stripping, arrows, fire lane and handicap markings. In addition to the asphalt, it would be beneficial to seal the existing concrete patio to extend the useful life of the concrete.	$11,815.00
Exterior Access Panel	Remove existing damaged access panel. Install new 36in. x 36in. exterior insulated access door. The door will be 18ga. galvanized steel and shall be gasketed between the door & frame. The door will have a continuous galvanized piano hinge. The unit will have a baked enamel finish.	$1,557.00
Contractor Markup	Contractor Main Office Overhead Contractor Profit Contractor Insurance	$72,695.00

Total **$312,654.00**

Notes:
Estimate is based upon all work being completed in a single phase, during normal working hours, using open shop wages.
Estimate is based upon using existing onsite utilities at no cost.
Estimate is based upon the building being vacant during construction.

Exclusions:
Sales Tax
Permit Fees
Sprinkler Work
Generator Work
Landscaping
Hazardous Material Identification or Removal

Elite Construction Services
3321 Doris Avenue | 2nd Floor | Ocean, NJ 07712
7322047003 | josh@econscvs.com

Notes Continued...

Architectural or Engineering Fees & Inspections
City, County & State Testing & Inspections
Utility Company Fees

This quote is valid for the next 10 days, after which values may be subject to change.

Signature: ______________________ Date: _____________

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/31/2024

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
Marsh & McLennan Agency LLC
2301 Sugar Bush Road, Suite 600
Raleigh NC 27612

CONTACT NAME:
PHONE (A/C, No, Ext): 919-782-1840
FAX (A/C, No):
E-MAIL ADDRESS: macertrequest@marshmma.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : The Cincinnati Insurance Company	10677
INSURER B : Evanston Insurance Company	35378
INSURER C : The Cincinnati Indemnity Company	23280
INSURER D : Zurich American Insurance Company	16535
INSURER E : Lexington Insurance Company	19437
INSURER F : Columbia Casualty Company	31127

INSURED PYEBARKE
Pye-Barker Fire & Safety, LLC dba B Safe, LLC, Ocean Security Systems, Inc.;Advent Security Corp;BH Security; BH Security Poweredby B-Safe; ***See below
109 Baltimore Ave
Wilmington DE 19805

COVERAGES **CERTIFICATE NUMBER:** 1767416066 **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	
E	X COMMERCIAL GENERAL LIABILITY			029316317	1/1/2024	1/1/2025	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE / X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 250,000
	X XCU Included						MED EXP (Any one person)	$ 10,000
	X Contractual Tort						PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY / X PRO-JECT / LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:						Policy Aggregate	$ 5,000,000
A	AUTOMOBILE LIABILITY			EBA0560840	1/1/2024	1/1/2025	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
F	X UMBRELLA LIAB / X OCCUR			CUE7037155088	1/1/2024	1/1/2025	EACH OCCURRENCE	$ 3,000,000
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$ 3,000,000
	DED / X RETENTION $ 10,000						See Below for add'l	$ 7,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			EWC0673412	1/1/2024	1/1/2025	X PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBEREXCLUDED? N	N / A					E.L. EACH ACCIDENT	$ 1,000,000
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$ 1,000,000
B D	Professional/Pollution Liability Leased/Rented Equipment Installation Floater			MMAENV004074 CPP250991301	1/1/2024 1/1/2024	1/1/2025 1/1/2025	$10,000,000/Occ & Agg $500,000 500,000	combined maximum Stored Materials

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
***DBAs continued: Choice Security Services, LLC;Bevan Security Systems, Inc; Yarnell Electric, Inc; dba Yarnell Security System; AC Daughtry, Inc.; Crimpco Holdings, Inc.; Crimpco, LLC t/a Crime Prevention Company of America, Inc.

Workers Compensation includes Stop Gap Liability for WA, WY, OH and ND
Workers Compensation Waiver of Subrogation does not apply to KY
Excess Liability over $3M: GA23EXCZ0DXV8IC (Navigators Specialty Insurance Company; NAIC: 36056) and EX202400004450 (Gotham Insurance Company; NAIC: 25569)1/1/2024- 1/1/2025: Shared limit of $7,000,000 ($3,500,000 each)
Crime Policy Number: P00100062647503 06/09/2023-06/09/2024 Limit: $3,000,000 Carrier: AXIS Insurance Company NAIC: 37273
Cyber Liability Policy Number: W31163240301 01/01/2024-01/01/2025 Limit: $5,000,000 Carrier: Certain Underwriters at Lloyds NAIC: 99999

CERTIFICATE HOLDER

Ocean's Harbor House
2445 Windsor Avenue
Toms River, NJ 08753

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

Quote

noted
6/4/2024

The Harbor House

Scott 732-600-3236

Twin/twin Bunk Bed ~~475 ea~~
#2256 360 ea = 720

4 Twin Clarity Matt ~~349 ea~~
295 = 1180

Sub 1900

Del & set up
~~65~~ 0

Tax 6.625% exempt

Del to: 7445 Windsor ave
Toms River NJ

Mr. Mattress Bedding & Dinettes
Proudly serving New Jersey since 1971
Edward - Sales Manager
120 NJ-37, Toms River
MrMattressUsa.com
MrMattress53@gmail.com
Facebook.com/MrMattressNJ
Phone: (732) 244-1215
Fax: (732) 244-8929

GENERAL NOTES AND SPECIFICATIONS

THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ANY WORK KNOWINGLY PERFORMED CONTRARY TO SUCH LAWS, ORDINANCES, OR REGULATIONS. THE CONTRACTOR SHALL ALSO PERFORM COORDINATION WITH ALL UTILITIES AND STATE SERVICE AUTHORITIES.

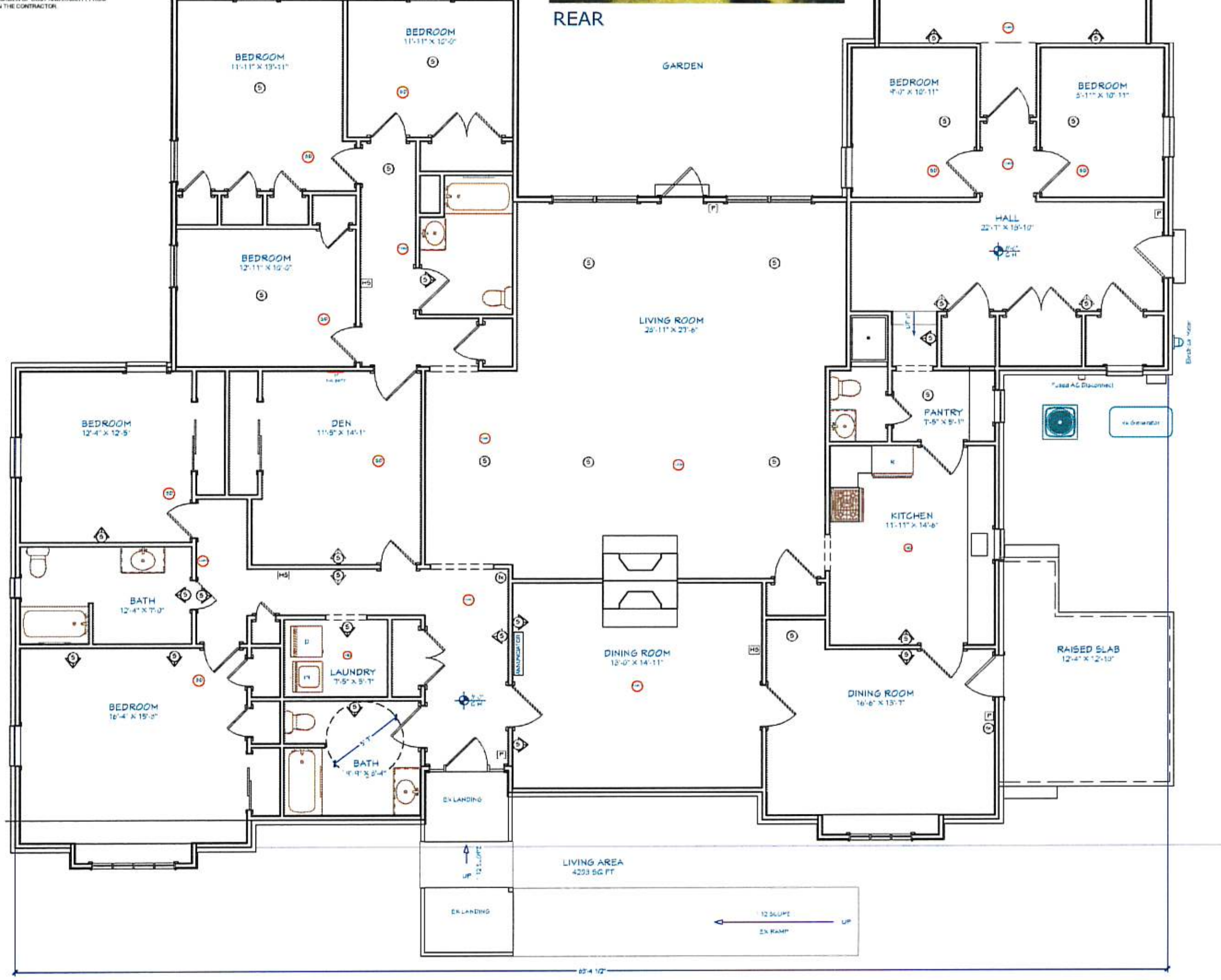
WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. THE GENERAL CONTRACTOR SHALL VERIFY AND IS RESPONSIBLE FOR ALL DIMENSIONS (INCLUDING ROUGH OPENINGS) AND CONDITIONS ON THE JOB AND MUST NOTIFY THIS OFFICE OF ANY VARIATIONS FROM THESE DRAWINGS.

THE GENERAL CONTRACTOR IS RESPONSIBLE FOR THE DESIGN AND PROPER FUNCTION OF PLUMBING, HVAC AND ELECTRICAL SYSTEMS. THE GENERAL CONTRACTOR SHALL NOTIFY THIS OFFICE WITH ANY PLAN CHANGES REQUIRED FOR DESIGN AND FUNCTION OF PLUMBING, HVAC AND ELECTRICAL SYSTEMS.

THIS OFFICE SHALL NOT BE RESPONSIBLE FOR CONSTRUCTION MEANS AND METHODS, ACTS OR OMISSIONS OF THE CONTRACTOR OR SUBCONTRACTOR, OR FAILURE OF ANY OF THEM TO CARRY OUT WORK IN ACCORDANCE WITH THE CONSTRUCTION DOCUMENTS. AND DEFECT DISCOVERED IN THE CONSTRUCTION DOCUMENTS SHALL BE BROUGHT TO THE ATTENTION OF THIS OFFICE BY WRITTEN NOTICE BEFORE PROCEEDING WITH WORK. REASONABLE TIME NOT ALLOWED THIS OFFICE TO CORRECT THE DEFECT SHALL PLACE THE BURDEN OF COST AND LIABILITY FROM SUCH DEFECT UPON THE CONTRACTOR.

LEFT SIDE

REAR



Floor Plan 1/4 in = 1 ft

ELECTRICAL - DATA - AUDIO LEGEND	
SYMBOL	DESCRIPTION
	Ventilation Fans: Ceiling Mounted, Wall Mounted
	Ceiling Mounted Light Fixtures: Surface/Pendant, Recessed, Heat Lamp, Low Voltage
	Wall Mounted Light Fixtures: Flush Mounted, Wall Sconce
	Fluorescent Light Fixture
	240V Receptacle
	110V Receptacles: Duplex, Weather Proof, GFCI
	Switches: Single Pole, Weather Proof, 3-Way, 4-Way
	Switches: Dimmer, Timer
	Smoke Detectors: Ceiling Mounted, Wall Mounted
	Electrical Breaker Panel
LINE ABOVE	
WALL LEGEND	
	EXISTING WALLS TO REMAIN
MANUAL FIRE ALARM SYMBOLS	
P	PULL STATION, "NAPCO" 4" DEPTH OR EQUIV.
HS	HORN STROBE, "NAPCO" OR EQUIV.
ANNUNCIATOR	ANNUNCIATOR PANEL, "NAPCO" OR EQUIV.
	EXISTING FIRE SPRINKLER HEAD CLG. MTD
	EXISTING FIRE SPRINKLER HEAD WALL MTD
	FIRE EXTINGUISHER

SCOPE OF WORK
PROPOSAL FOR A CHANGE OF USE FROM AN R-1 USE TO A LESS HAZARDOUS R-2 USE

NOTES:
-ALL LUMBER SHALL BE DOUGLAS FIR #2
-ALL NON-STRUCTURAL METAL STUDS SHALL BE 25 GAUGE

	EXISTING	PROPOSED
USE GROUP	R-1	R-2
CONSTRUCTION CLASS	5B	5B
SQUARE FOOTAGE	4,203 SF	NO CHANGE
VOLUME	NO CHANGE	NO CHANGE
OCCUPANCY LOAD	25	25

THESE PLANS REFERENCE:
-UCC NJAC 5:23
-NJ IBC 2021 BUILDING CODE
-NSPC 2021 PLUMBING CODE
-NEC 2020 CODE
-IECC 2021 ENERGY CODE
-IMC 2021 MECHANICAL CODE
-IFGC 2021 FUEL & GAS CODE

~~REPAIR NJAC 5:23-6.4~~
~~RENOVATION NJAC 5:23-6.5~~
~~ALTERATION NJAC 5:23-6.6~~
~~RECONSTRUCTION NJAC 5:23-6.7~~
CHANGE OF USE NJAC 5:23-6.31(b) & 6.10-6.30
~~ADDITION NJAC 5:23-6.30~~

DESIGN LOADS
100 LIVE 10 DEAD - FIRST FLOOR
100 LIVE 10 DEAD - SECOND FLOOR
20 DEAD 10 LIVE - ROOF
100 MPH (38 LBS) - WIND

NOTES:
-CHANGE OF USE FROM A SHELTER FOR YOUTHS UNDER THE AGE OF 18 (GROUP R-1) TO A ROOMING HOUSE (GROUP R-2)
5:23-6.31 TABLE B: AN R-2 USE IS A LESSER HAZARD THAN AN R-1 USE

FIRE SPRINKLERS:
THE EXISTING BUILDING IS EQUIPPED WITH AN AUTOMATIC FIRE SUPPRESSION SYSTEM

MANUAL ALARM
-THE EXISTING BUILDING IS EQUIPPED WITH A MANUAL ALARM SYSTEM

-EXISTING BATHROOMS TO REMAIN (NO WORK)

-PROPOSED INTERIOR DOORS TO HAVE ADA COMPLIANT, ZERO THRESHOLD DOOR; LEAVER HARDWARE

HVAC NOTES:
-EXISTING HEATING AND AIR CONDITIONING TO REMAIN (NO WORK)

ELECTRICAL NOTES:
-EXISTING ELECTRICAL SYSTEMS TO REMAIN (NO WORK)

PLUMBING NOTES: 5:23 - 6.5 (e) 1 & 2
-NO WORK

RIGHT SIDE

FRONT

© COPYRIGHT NOTE

NO.	DESCRIPTION	BY	DATE
1	-		-
2	-		-
3	-		-
4	-		-
5	-		-

PROJECT DESCRIPTION:
OCEAN'S HARBOR HOUSE
2445 WINDSOR AVENUE
TOMS RIVER, NJ 08753
Job No 23-139 2445 Windsor Ave

Marcille Architecture
505 Main Street
Second Floor Metuchen NJ 08840
(p) 732-662-5824 (f) 732-662-5826
mark@mpm-arch.com
308 SE Central Ave Seaside Park, NJ 08752

NJ LICENSE # 16478
PA LICENSE # 40392

DATE: 10.16.2023
SCALE: AS NOTED
SHEET: A-1

GENERAL NOTES

1. THE TRACT IS KNOWN AS LOT 133, BLOCK 724.80 AS SHOWN ON THE TOWNSHIP OF TOMS RIVER, OCEAN COUNTY, NEW JERSEY TAX MAP SHEET #92.02. IT CONTAINS 53,308.01 SF (1.22 ACRES) AND IS LOCATED IN THE R-75 RESIDENTIAL ZONE.
2. OWNER: OCEAN'S HARBOR HOUSE, INC.
   808 CONIFER STREET
   TOMS RIVER, NJ 08753
3. APPLICANT: OCEAN'S HARBOR HOUSE, INC.
   808 CONIFER STREET
   TOMS RIVER, NJ 08753
4. BOUNDARY AND TOPOGRAPHIC INFORMATION TAKEN FROM "PLAN OF SURVEY", DATED 11-20-2023 PREPARED BY VALLEE SURVEYING, INC. & SIGNED BY ROBERT VALLEE, PLS NO 43276.
5. THE SITE IS DEVELOPED AND NO SITE IMPROVEMENTS ARE BEING PROPOSED.
6. ALL ELEVATIONS PROVIDED IN NAVD88.
7. THIS APPLICATION PROPOSES A CHANGE OF USE FROM THE EXISTING COMMUNITY YOUTH SHELTER TO A COMMUNITY FAMILY SHELTER. NO ADDITIONAL CHANGES, SITE DEVELOPMENT, OR IMPROVEMENTS ARE PROPOSED.
8. THIS SET OF PLANS HAS BEEN PREPARED FOR THE PURPOSES OF MUNICIPAL AND REGULATORY AGENCY REVIEW AND APPROVAL AND SHALL NOT BE UTILIZED AS CONSTRUCTION DOCUMENTS UNTIL ALL CONDITIONS OF APPROVALS HAVE BEEN SATISFIED ON THE DRAWINGS. THE OWNER IS RESPONSIBLE FOR OBTAINING ANY AND ALL PERMITS REQUIRED BASED ON THE PROPOSED WORK.
9. DO NOT SCALE DRAWINGS FOR LOCATIONS OF ADJACENT STRUCTURES AND SURROUNDING PHYSICAL CONDITIONS. THESE ITEMS MAY BE SCHEMATIC ONLY EXCEPT WHERE DIMENSIONS ARE SHOWN THERETO.
10. THE CONTRACTOR SHALL NOTIFY THE UNDERSIGNED PROFESSIONAL IMMEDIATELY IF ANY FIELD CONDITIONS ENCOUNTERED DIFFER MATERIALLY FROM THOSE REPRESENTED HEREON AND/OR IF SUCH CONDITIONS, IN THE CONTRACTOR'S OPINION WOULD OR COULD RENDER THE DESIGNS SHOWN HEREON INAPPROPRIATE OR INEFFECTIVE.
11. CONSTRUCTION DETAILS ARE INTENDED TO CONFORM TO THE TOWNSHIP OF TOMS RIVER REQUIREMENTS. IN THE EVENT OF DISCREPANCY, THE TOWNSHIP OF TOMS RIVER DETAILS SHALL GOVERN.
12. SITE LIGHTING SHALL BE ADJUSTED AS MAY BE REQUIRED AT THE DIRECTION OF THE TOWNSHIP/INSPECTING ENGINEER SHOULD UNANTICIPATED OFFSITE GLARE IMPACTS RESULT FROM THE DEVELOPMENT.
13. THESE GENERAL NOTES APPLY TO ALL SHEETS IN THE SET.

SITE PLAN FOR USE VARIANCE

PREPARED FOR

2445 WINDSOR AVENUE

BLOCK 724.80 - LOT 133
TOWNSHIP OF TOMS RIVER
OCEAN COUNTY, NEW JERSEY
DECEMBER 1, 2023

200' PROPERTY OWNERS LIST

BUILDING COVERAGE

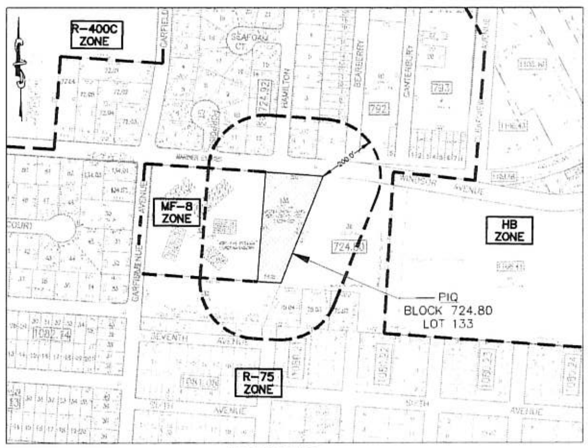
ITEM	EXISTING (SF)	PROPOSED (SF)
DWELLING	4,315	4,315
GAZEBO	113	113
SHED 1	124	124
SHED 2	143	143
TOTAL	4,695	4,695
TOTAL AS A % of 53,308.01 SF	8.8%	8.8%

IMPERVIOUS COVERAGE

ITEM	EXISTING (SF)	PROPOSED (SF)
BUILDING COVERAGE	4,695	4,695
PAVEMENT	12,504	12,504
CONCRETE CURB	311	311
LANDSCAPE TIES	57	57
PAVERS	165	165
CONCRETE WALK (FRONT)	475	475
CONCRETE RAMP	50	50
CONCRETE PATIO	174	174
CONCRETE MECHANICAL PAD	455	455
REAR CONCRETE PATIO	617	617
TOTAL	19,503	19,503
TOTAL AS A % of 53,308.01 SF	36.6%	36.6%

ZONING REQUIREMENTS FOR RESIDENTIAL ZONE R-75

ITEM	REQUIRED	EXISTING	PROPOSED
LOT AREA (min.)	7,500.0 SF	53,308.01 SF	NO CHANGE
LOT WIDTH (min.)	75.0'	192.2'	NO CHANGE
LOT FRONTAGE (min.)	75.0'	200.0'	NO CHANGE
LOT DEPTH (min.)	100.0'	387.0'	NO CHANGE
FRONT SETBACK (min.)	25.0'	100.5'	NO CHANGE
REAR SETBACK (min.)			
PRINCIPAL	20.0'	201.8'	NO CHANGE
ACCESSORY (SHED 2)	12.0'	104.1'	NO CHANGE
SIDE SETBACK (min.)			
PRINCIPAL-ONE SIDE	8.0'	18.9'	NO CHANGE
PRINCIPAL - COMBINED	20.0'	72.1'	NO CHANGE
ACCESSORY (SHED 1)	12.0'	16.7'	NO CHANGE
BUILDING COVERAGE (max.)	35.0%	8.8%	NO CHANGE
BUILDING HEIGHT (max.) ***	3.0 ST. / 35.0'	1.0 ST. / < 35.0'	NO CHANGE
IMPERVIOUS COVERAGE (max.)	70.0%	36.6%	NO CHANGE
FLOOR AREA RATIO (max.)			
AREA	37,315.6 SF	4,203.0	NO CHANGE
PERCENTAGE	70.0%	7.9%	NO CHANGE



KEY MAP
SCALE: 1"=200'

200 0 200 400
GRAPHIC SCALE IN FEET

SHEET #	SHEET NAME	LAST REVISED
1	COVER SHEET	12-01-2023
2	EXISTING CONDITIONS PLAN	12-01-2023

OWNER DATE

SWORN TO AND SUBSCRIBED BEFORE ME THIS ______ DAY OF ______, 20__.

NOTARY PUBLIC OF NEW JERSEY.

APPLICANT DATE

SWORN TO AND SUBSCRIBED BEFORE ME THIS ______ DAY OF ______, 20__

NOTARY PUBLIC OF NEW JERSEY.

APPROVED AS A USE VARIANCE BY THE TOMS RIVER TOWNSHIP BOARD OF ADJUSTMENT ON: ______

ATTEST:

CHAIRMAN DATE

SECRETARY DATE

ENGINEER DATE

REVISION NO.	DATE	REVISION

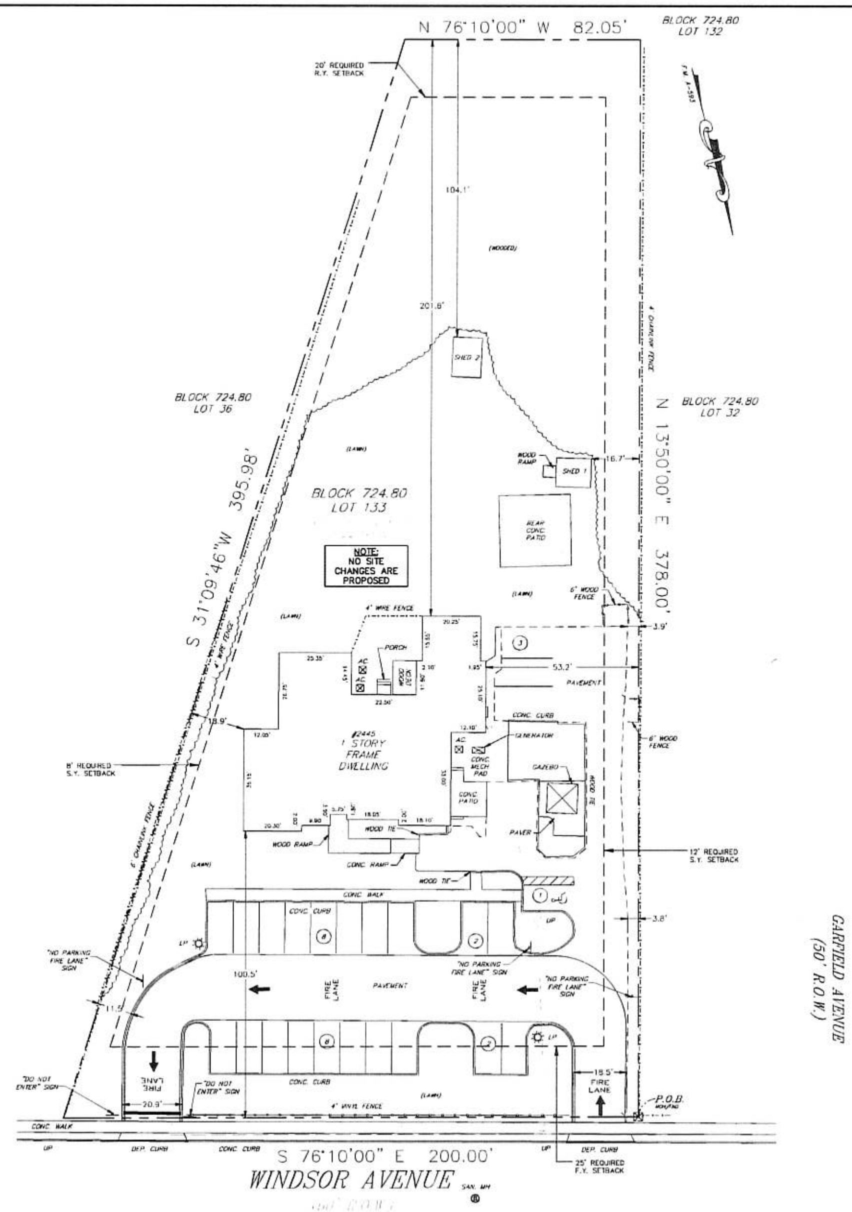
MATTHEW C. HOCKENBURY
PROFESSIONAL ENGINEER, N.J. LIC. No. GE49637

MCH ENGINEERING, Inc
CERTIFICATE OF AUTHORIZATION NO 24GA28253500

1010 COMMONS WAY, BLDG. G
Toms River, NJ 08755
TEL: (732) 569-3592
FAX: (732) 553-2998

SITE PLAN FOR USE VARIANCE
COVER SHEET
2445 WINDSOR AVENUE
BLOCK 724.80 - LOT 133
TOWNSHIP OF TOMS RIVER OCEAN COUNTY NEW JERSEY

PROJECT NO 23-534	DATE 12/01/2023
DRAWN BY EKC	DESIGNED BY MCH
SCALE AS NOTED	CHECKED BY MCH
MCH ENGINEERING INC	
SHEET NO 1 of 2	



APPROVED AS A USE VARIANCE BY THE TOMS RIVER TOWNSHIP BOARD OF ADJUSTMENT ON: ____________

ATTEST:

CHAIRMAN ____________ DATE

SECRETARY ____________ DATE

ENGINEER ____________ DATE

REVISION NO.	DATE	REVISION

-NOTICE-
THIS DRAWING AND ALL INFORMATION CONTAINED HEREIN IS AUTHORIZED FOR USE ONLY BY THE PARTY FOR WHOM THE WORK WAS CONTRACTED OR TO WHOM IT IS CERTIFIED. THIS DRAWING MAY NOT BE COPIED, REUSED, DISCLOSED, DISTRIBUTED OR RELIED UPON FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN CONSENT OF MCH ENGINEERING INC.

GRAPHIC SCALE
1 inch = 20 ft.

MATTHEW C. HOCKENBURY
PROFESSIONAL ENGINEER, N.J. LIC. No. GE49637

MCH ENGINEERING, Inc
CERTIFICATE OF AUTHORIZATION NO 24GA28253500

1010 COMMONS WAY, BLDG. G
Toms River, NJ 08755
TEL: (732) 569-3592
FAX: (732) 553-2998

SITE PLAN FOR USE VARIANCE
EXISTING SITE PLAN
2445 WINDSOR AVENUE
BLOCK 724.80 - LOT 133
TOWNSHIP OF TOMS RIVER — OCEAN COUNTY — NEW JERSEY

PROJECT NO. 23-534	DATE 12/01/2023
DRAWN BY EKC	DESIGNED BY MCH
SCALE 1"=20'	CHECKED BY MCH
MCH ENGINEERING INC	
SHEET NO. 2 of 2	

ACQUISITION FOR INNOVATIONS TO ADDRESS HOMELESSNESS

Agency Background and Experience

Agency Name: Ocean's Harbor House
Executive Director: Alice Woods
Phone: 609-992-3060
Email: awoods@oceansharborhouse.org
Grant Contact Person: Alice E. Woods
Contact Information: Same as above
Tax Exempt Status: 501 (c) 3 as of February, 1086
EIN: 22-2672209
SAM Registration Number: (Unique Entity ID #QJM31HDGMZ94)
Mailing Address: 808 Conifer Street, Toms River, NJ 08753
Phone: (732) 929-0096
Service Locations (2):
Transitional Living Program: 808 Conifer Street, Toms River, NJ 08753
Shelter Facility: 2445 Windsor Ave. Toms River, NJ 08753

Mission, Vision, Background and Summary of Services:

The mission of Ocean's Harbor House is to provide shelter, support, and services for vulnerable youth and families, empowering them to build successful pathways, relationships, and futures. This has been the cornerstone of our work for over 35 years. Founded in June 1985 by a group of concerned citizens, Ocean's Harbor House opened the doors to its Emergency Youth Shelter in August of 1988 to meet the needs of youth in its communities. Through planned strategic activities, the agency has witnessed significant growth over the years. In 2004 as a direct response to the evolving needs of youth in crisis, Ocean's Harbor House opened a Transitional Living Program (TLP). Our agency has utilized the skill and dedication of hundreds of staff, devoted community leaders, and volunteers – all driven to support our mission. In addition to operating an Emergency Youth Shelter (started in 1988) and Transitional Living Program (started in 2004), we operated two programs funded by the Ocean County Youth Services Commission (YSC). The Family Crisis Intervention Unit (FCIU) was under the auspices of Ocean's Harbor House from 2006 to 2023 (funded 17 years by Ocean County YSC). Additionally, the Electronic Monitoring Service was under the auspices of Ocean's Harbor House (funded from 2017 until 2022). We have received federal and state funding since 1988 (see below). As a multi service agency, we have achieved so much over the past 35 years, including the following:

- 13,074 days of continuous service
- 306,600 hours of supervised care
- 459,900 nutritious meals
- 70,000 counseling and life skills sessions
- Over 6,000 homeless youth served through the Emergency Youth Shelter
- Over 600 young adults served through the Transitional Living Program
- Over 4,000 youth and families reached through our family crisis programs

Experience with Property Acquisition, Development and Rehabilitation:

Ocean's Harbor House has over 35 years of experience with property acquisition, development and/rehabilitation. Both our 808 Conifer Street location (CONIFER) and our 2445 Windsor Ave (WINDSOR) location were purchased, zoned and rehabilitated in order to serve homeless children and youth. We have been through multiple rounds of zoning and building permits through the years, all with positive outcomes. We have also been through hundreds of successful inspections by local, state and federal agencies on each property. The agency also has over 35 years of experience owning and operating congregate or non-congregate sheltering for individuals or families in both locations.

Experience with County, State and Federal Funding:

WINDSOR was supported via funds from the federal government from 1988 until the program sunsetted in 2023. This federal funding was to operate a Basic Center Program (BCP) through the Family and Youth Services Bureau (FYSB), an office of the Administration for Children & Families through the U.S. Department of Health and Human Services. CONIFER has also been funded to operate a Transitional Living Program (TLP) through the Family and Youth Services Bureau (FYSB), an office of the Administration for Children & Families through the Department of Health and Human Services. Since the program's inception in 2004. Both facilities have been licensed and funded by New Jersey Department of Children and Families (NJDCF) for the entirety of the life of those programs (from 2004 until present for CONIFER, and from 1988 until 2023 at WINDSOR). WINDSOR was licensed as a Children's Shelter through NJDCF for 35 years and CONIFER is currently licensed as a Children's Group Home by NJDCF (licensed since 2004).

Relationship to County Department, COC and Ending Homelessness Group:

Ocean's Harbor House refers youth (youth who need shelter but do not qualify for our TLP program) to a variety of partners who may be able to assist with immediate placement. We also reach out to other shelters in neighboring counties to access beds, as there is no adult shelter in Ocean County. Additionally, there are no youth-specific housing options in Ocean County unless the youth is under the care of the Division of Child Protection and Permanency (DCPP).

Ocean's Harbor House also works with other community providers that serve the homeless (Ocean County Board of Social Services, Affordable Housing Alliance, Just Believe, etc.), as well as and local landlords, to search for safe and stable housing options such as rooms for rent and apartments. The agency also works with the county's coordinated entry agency Affordable Housing Alliance (AHA) to place youth on a list for housing vouchers. Any youth who do not qualify or do not wish to enter the TLP, or if there are no beds available, are referred to County's Board of Social Services, Emergency Response (for emergency housing), and/or AHA or another community partner. Transportation to those resources may be provided by agency staff.

We enter data into HMIS through software from Foothold technologies for the New Jersey Statewide Homeless Management Information System (NJHMIS) Collaborative, a unique technology partnership between state agencies and our local community. We work with other homeless service providers on data collection and technical assistance through this Collaborative. Since we have traditionally accepted youth and children from around the state for both of our residential programs, those providers include the New Jersey Housing and Mortgage Finance Agency (NJHMFA), the New Jersey Department of Human Services (DHS), the NJ Department of Community Affairs (DCA) and 19 Continuum of Care (CoC) local homeless planning agencies across the state.Here in Ocean County, our COC is the HPAC (Homeless Prevention Assistance Coalition) Advisory Committee, on which the Executive Director of Ocean's Harbor House is a member. We have not yet been funded by Ending Homelessness Group but we have reached out to Monarch Housing for guidance on grants and projects and they have been a great partner.

Systems in Place for Financial Management of Grant Funds:

Our Director of Finance, (with over 34 years of finance/accounting experience), provides oversight of all federal, state, county, local and private funds and adheres to the agency's systems, procedures, and policies to ensure that funds are used and accounted for appropriately. As part of our Audited Financial Statements, it has been determined with reasonable assurance that the financial statements are free from material misstatement with no deficiency in internal control and compliance as a result of that testing. Ocean's Harbor House, Inc. uses the following organizational records software systems that relate financial data to performance data:

- QuickBooks Online (All daily financial records) – The Director of Finance maintains all QuickBooks Online records and input, and reconciles bank accounts daily. These records are available/accessible to Executive Director and Finance Committee Board Members.
- DonorPerfect Software Program (daily input of all donations/grants received - these amounts all tie into QuickBooks Online deposit amounts). All mail/deposits are opened by the Director of Administration and recorded in DonorPerfect by our Director of Development. Bank deposits are made by the Director of Administration, and all bank reconciliations are completed daily by our Director of Finance.
- Bill.com Online Bill Pay (daily input of all bills/invoices to be paid – these amounts all tie into QuickBooks Online A/P). All bills/invoices paid under $500 are reviewed/approved/signed by the Executive Director, and all bills/invoices over $500 over require 2 signatures and are approved/signed by both Executive Director and a Board Member with signature in bank files.
- Apricot Software Program – utilized for outcomes tracking and data compilation. It allows the organization to customize reporting formats, surveys, and attendance records to ensure the most accurate data. Apricot complies with all HIPPA regulations for electronic records. All records, including paper files, are kept for seven years.

In November of each prior year, the following year's new line-item budget is prepared and presented to the Finance Committee and then voted on by the Full Board. The Finance Committee (comprised of the Treasurer and Board Members) is then given monthly copies of the QuickBooks Online balance sheet, profit & loss statement, cash flows statement, and listing of all checks under $500 to be reviewed in detail. They are also given the Budget vs. Actual expenses to review and compare. After reviewing the above items, they address any questions or concerns to the Director of Finance. To reinforce the transparency of the organization's finances, the Executive Director, Board President and Treasurer have their own user names and remote, real-time access to the agency's finance software records.

The above listed organizational records systems, procedures and policies outlined are followed to oversee staff and to ensure that all funds are used and accounted for appropriately. We have developed systems that are efficient, build greater accountability, which allow for an efficient finance department. Our auditors complete Federal and State Single Audits to make sure that grant activities adhere to applicable federal and program regulations. These audited financial statements are prepared timely and distributed as mandated by the grant guidelines. We have never had any grants rescinded for non-compliance or inability to administer the grant.

Identified Property:

For this proposed project, we will be utilizing the property the agency already owns at 2445 Windsor Ave. This property served as a congregate care facility for children and youth for 35 years so is uniquely suited to serve homeless families. For the safety and well-being of staff and clients, Ocean's Harbor House maintains extremely safe facilities. Over the years, Ocean's Harbor House has prudently utilized its private sector funding to build, upgrade, and maintain this facility. Just in the past few years, the agency has upgraded many safety features, installed a full-service generator, added new and safer appliances and installed a new roof. In addition, this past year, as part of a grant, the agency installed a more sophisticated security system with upgraded cameras and panic buttons to keep the individuals in our shelter safe. This facility was licensed for 35 years as an Emergency Children's Shelter by the New Jersey Department of Children and Families (DCF). The most recent inspection by the state of New Jersey was in June of 2023. In addition, the shelter has always met all local health, sanitation and fire safety requirements.

In 2021, WINDSOR security systems, including exterior key fob entry, were upgraded to provide a more secure environment for the residents and staff. Access to the buildings is restricted and cameras are discreetly placed outside of the property, along with extensive lighting. The facility will remain locked to control access and egress, especially during specified nighttime hours, provided the door is steadily openable from the inside without a key.

Funding:

We are requesting $659,238 from this grant. We are seeking funding for zoning and preparation for licensing, renovations in order to upgrade the entire nearly 50-year-old facility prior to opening as a Family Shelter in order that families have the most up to date resources at their disposal (Including replacing all existing flooring, renovate 3 bathrooms, renovate kitchen cabinets and tops, purchase new kitchen appliances, create separate entrances for one wing of the program, upgrade electrical systems, upgrade a multi zone HVAC system, resurface asphalt and other items to ensure privacy and more -see estimate from Elite Construction Services), engagement of Just Believe Inc. as start up costs to consult and assist and three months of start up costs for Ocean's Harbor House wages to launch the program,.

Four Professional References:

Paul Hulse, CEO (Community Partner)
Just Believe Inc.
500 Corporate Circle
Toms River, NJ 08753
386-315-0168

Judi and Stephan Leone
Carluccio, Leone, Dimon, Doyle & Sacks, L.L.C.
9 Robbins Street
Toms River, NJ 08753
732-330-9033 (Judi)

Carole Mack (Advisory Board Member)
Conner Strong & Buckalew
231 Main Street
Toms River, NJ 08753
908-513-1139

Linda Gyimoty (Past Executive Director)
Americorps
409 Beachwood Blvd.
Beachwood, NJ 08722
732-995-1742

Continuity of Operations Plan (COOP): Attached

Agency's Grievance Policy: Attached

Project Description:

The purpose of WINDSOR is to become the premier Ocean County congregate shelter for families who are experiencing a homeless emergency or imminent homelessness. This shelter will meet the following gaps in service in Ocean County

- Absence of continuous shelter for families in Ocean County
- Absence of low barrier, housing first program for homeless families

Once we achieve licensing status from NJDCA (See below), we will be the only permanent shelter for homeless families in Ocean County. This makes this project unique and innovative. Families will locate and transition to a safe, healthy and secure living environment while they build on their own strengths and develop skills to overcome their family's unique challenges in order to live independently in the community. OHH will accomplish our mission by partnering with homeless families and community service providers in order to provide comprehensive placement and case management services, while engaging in advocacy efforts and leveraging interagency resources from across Ocean County and beyond. From our recent site plan:

THE TRACT IS KNOWN AS LOT 133, BLOCK 724.80 AS SHOWN ON THE TOWNSHIP OF TOMS RIVER, OCEAN COUNTY, NEW JERSEY TAX MAP SHEET #92.02. IT CONTAINS 53,308.01 SF (1.22 ACRES) AND IS LOCATED IN THE R-75 RESIDENTIAL ZONE. 2. OWNER: OCEAN'S HARBOR HOUSE, INC. 808 CONIFER STREET TOMS RIVER, NJ 08753

Our building was originally constructed in the 1970s. Ocean's Harbor House purchased the property in November of 1987 and opened its' doors as a shelter in August of 1988. The building was renovated several times as we grew and became able to serve more children (garage was remodeled to create more bedrooms, more parking spaces were added, etc.). As we look to the agency's future serving families (adults and children), we are proposing this project as start up for a new program outlined below. Building costs are outlined in the previous section.

Key Staff:

The Executive Director has led project management in order to zone, license and launch the Family Shelter at WINDSOR since the 3rd Quarter of 2023. The Executive Director worked with the Board of Directors, staff and professionals to keep the project moving through many hurdles. She also vetted and secured an architect, site engineer, attorney and other professionals in order to put forth the package for approval at the Toms River Board of Adjustment (package submitted: December, 2023) and continues to lead the charge through the new CO, licensing, improvements and launch. The Director of Finance and the Development Associate, along with the Director of Facilities and the Facilities Health Safety Specialist have managed and will continue to manage the internal workflow in terms of financial oversight, marketing and fundraising for the project, onsite preparations (painting, cleaning, meeting with contractors, etc.).

Administrative Staff

The program utilizes administrative staff to assist in overall operational and compliance requirements for this program. That includes five (5) full-time staff, which are charged to the program based on staffing levels. We have calculated a percentage of time that this has devoted and will devote to this program during the specified period (see implementation chart) as follows:

Administrative Title/Employee Name/Description	Time Allocation	Total Salary Allocated to Family Shelter Program
Executive Director –Alice Woods (daily and overall operations)	35%	$41,094
Director of Finance – Dawn Samaritano (all financial matters and oversight of funds)	30%	$26,219
Director of Facilities – Scott Bieber (maintains all buildings, grounds, and vehicles)	50%	$26,010

Facilities Health Safety Specialist (painting, light handiwork, deep cleaning	50%	$13,797
Development Associate – Donna Carlson (responsible for everything associated with developing and marketing for the agency)	25%	$18,750

Activities Already Undertaken:

Extensive research was conducted prior to submitting this plan. The Executive Director of Ocean's Harbor House adopted two personal mentors who are deeply entrenched in the homeless space in New Jersey. Connie Mercer, Executive Director New Jersey Coalition to End Homelessness (NJCEH) has become a strong mentor to Ocean's Harbor House Executive Director in the past 6 months. In 2022, Connie took over as Executive Director of New Jersey Coalition to End Homelessness (NJCEH). She is the founder and was the CEO for thirty-one years of HomeFront, one of NJ's most innovative and largest providers of shelter and rehabilitative services for families in crisis. In December, 2023 Ocean's Harbor House Executive Director approached Julia Orlando, Director of Bergen County's Health and Human Service Homeless Center. Julia is a nationally acclaimed consultant and works with clients from around the state and country to help organizations develop shelter plans.

Once Ocean's Harbor House sunsetted the Emergency Youth Shelter Program in July of 2023, we immediately pivoted to seek licensing from the NJDCA because we saw a clear need to assist homeless families. WINDSOR had been licensed by the NJDCF (see previous section). In September of 2023, OHH sent an application to the NJDCA to apply for a Class III Homeless Shelter License to serve homeless families. NJDCA informed OHH that the Certificate of Occupancy (CO) included with our application indicates the building is currently classified as an R-1 Use, group occupancy. This CO was acceptable for a building intending to provide shelter and services for residents for thirty (30) days or less. Since our intent is to provide shelter for longer than thirty (30) days, we must provide an R-2 Use, group occupancy CO. With this in mind, the Executive Director hired an architect (as there were no existing building plans), a licensed planner/engineer, a surveyor, and an attorney to present a package to go in front of the Toms River Board of Adjustment in order to obtain a use variance so that the CO could be moved from an R2 to R1 status. The resolution to grant OHH a use variance passed the Board on April 25th, 2024, and was deemed official on May 9th, 2024. OHH is still in the process of obtaining the R2 Certificate of Occupancy (working with Toms River Building department to complete inspection).

In addition to all the work the Executive Director has done to move the project forward to this point, the Development Associate has been raising awareness and funds for the project/program, gaining community buy in. The Executive Director of has been presenting all plans and payments to our Finance Committee. The facilities staff have been preparing the building in all other non-constructing ways.

Internal Controls (See previous section)

Target Population:

The primary goal of the Family Shelter is to provide safe, stable, and appropriate shelter for a period of up to 6 months, to pregnant or parenting youth single females who have run away from home, been forced to leave home, have no safe alternate living arrangement, are experiencing homelessness, or are at risk of being homeless (homelessness is imminent within two weeks). Our goal is to help single moms and their children establish self-sufficient and sustainable living and well-being. Our program promotes economic independence and prevents long-term dependency on social services. Shelter will be provided via our six-bedroom, 18 bed, non-rotating shelter which will serve up to 6 families for up to 6 months each. The primary outcome is to expeditiously transition clients to permanent, sustainable housing. WINDSOR will serve single headed families of all backgrounds who fit the criteria above, regardless of family members color, disability, gender expression, gender identity, national origin, race, religion, sex, and sexual orientation. The maximin service days (bed nights utilized) will be 6,570 service days annually (18 individuals x 365 days).

WINDSOR will primarily serve low to moderate income families but higher income situations may be considered. Should a prospective family earn more than 50% of the median family income as determined by federal HUD guidelines, the WINDSOR team will assess the family's immediate needs and determine whether the family is eligible for WINDSOR or if another referral must be made.

Exclusionary Criteria:

- Family members who require behavioral health or substance use disorders that are beyond those available in the community environment and that render the family member to remain safely and comfortably in the emergency shelter environment.
- Family members who pose a threat to self, others or property
- Family members who require a level of medical or nursing care that cannot be adequately provided in the emergency shelter environment.
- The family or family member has been discharged from WINDSOR previously due to procedure/policy violation
- Family member is required to register under Meghan's Law
- Family member possess weapons or have previous fire setting convictions

Intakes and Referrals:

After conducting research of family shelters around the state, we found that most family shelters contract with other community organizations to complete pieces of the total needed work. Those family shelters that collaboratively work with other partners in the family homeless space are the most successful. Our vision is to eventually insert an array of basic and supplemental services provided by numerous community partners into the total plan for families. In the initial 3 months, Just Believe Inc. will assist with our ramp up since they have vast experience will call centers, intakes and case management and can assist us with learning the housing the landscape. We expect to have Just Believe spend 30% on calls, intake assistance, training of our staff and assistance with case management and oversight (see budget). Just Believe staff will help Ocean's Harbor House navigate through startup and help to troubleshoot any issues. Just Believe staff will also help OHH staff connect to other appropriate resources in the community. This is a plan for the first three months, then we will reassess and make needed changes.

Even though Just Believe will be assisting us, referrals can come from a variety of community partners. Community providers will be required to provide a written referral for the incoming family and additional information must be provided as needed. The Program Lead will serve as the in-house intake specialist and will work with Just Believe staff to triage referrals according to completion of intake criteria. If the referred client meets eligibility criteria and they present between 8am and 2pm, Monday through Friday, the family will be admitted to the shelter upon completion of bed bug protocol. Families presenting after hours, or who are deemed ineligible, will be referred to other resources, either temporarily or on more permanent basis. If the program is full, a wait list will be created and a rubric developed to prioritize families in need (we will use a rubric similar to the one we use in our TLP. An intake assessment must be completed prior to admittance to WINDSOR to determine the appropriateness and immediate needs of the clients with a 2 – 5-day determination period. Walk-in intakes will not be accepted. WINDSOR will maintain an open referral system accepting referrals from local agencies or through self-referrals (via OHH hotline and JB Call Center).

Each family will have an Individualized Service Plan, outlining housing goals and other goals regarding education, job training, and life skills. The program team (Just Believe Case Manager, OHH Program

Lead/Primary Counselor, Youth Navigator, Housing Navigator, Residential Counselors and Family Care Workers will look at needs in every area of life in order to incorporate referrals and connections to best assist. This will include connections with permanent housing solutions, the welfare system, assistance with food, financial literacy, legal services, and health insurance for those who are uninsured. In addition, our Youth Navigator will assist parents, children and youth with applying for and enrolling in vocational training and/or educational facilities as well. This can include elementary, middle and high school enrollment, GED preparation classes, or applications and enrollment in college depending on the needs of the parents and children. Finally, any individual who is pregnant or parenting would be connected with necessary child education programs, parenting classes, child care, or any other supports required for more successful parenting. These could include Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Head Start, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), and parenting and early childhood development services. This will be just the beginning in terms of service delivery. All program staff will also conduct life skills groups and trainings as we do in our TLP. Life skills include, meal planning, shopping, creating a budget, resume building, interviewing, proper self-care and hygiene and many more items.

Implementation Plan:

The execution of the project/program will be in three phases: Phase 1.Preparation/Zoning; Phase 2: Licensing/Renovations/Community Partner Engagement; Phase 3: Launch. In Phase 1, we deep cleaned the property from 35 years of use, painted all rooms and completed maintenance and inspection of systems. We also hired an architect, engineer attorney and had these professionals draw up their respective documents. In Phase 2 we are preparing the building for service, renovations, and inspections with the Toms River Building Department and NJDCA in order to secure the Class III Shelter license. We are also providing tours, seeking supplemental funding sources and seeking to solidify community program partnerships. In Phase 3, we will be engaging Just Believe Inc to help plan and assist, hiring staff and setting an open date. See attached chart.

Community Buy-In:

This past winter illustrated the need to serve families through our WINDSOR Property. Operating under Code Blue rules — opening on nights when the temperature was forecasted to drop below 36 degrees — the family shelter was routinely filled. Throughout six weeks of use it accommodated 21 people (a mix of single women, mothers and nine children from five different families). Of those 21 guests, 14 have since attained permanent housing. We had a wonderful response from the community for the programming. Monetary donations increased, as well as donations of food, clothing and supplies. Our volunteer pool has increased from 2 volunteers to over 25. Our social media engagement has increased by 15% since we housed the Code Blue program for families and another 200% since we passed the zoning board in Toms River. We have significantly more calls and foot traffic to our offices asking how people can help.

Sustainability Plan:

Sustainability will entail a diversified approach. Have secured our first grant for the Family Shelter via Bank of America. We are also preparing a grant to the aforementioned federal agency (FYSB) for funding for young single mothers and their minor children. We will continue to seek out alternate federal, state funding as well as private donations. Each year, the agency holds several fundraising events. Fall and Spring appeals provide another revenue source with our cast reaching a larger geographic region with each appeal. In the Summer of 2024, OHH will roll out a significant major gift campaign with a goal of $1million over two years. The agency would utilize funding from this grant as to leverage other sources of fundraising through targeted awareness events and activities and community-based fundraisers. The agency is already involved in active conversations with other community youth serving agencies to collaborate on services and the identification of additional revenue sources

Ocean's Harbor House, Inc.
Ocean County - Acquisition for Innovations to Address Homelessness
2024 - 2025 Capital Startup Cost Proposal / Development Budget

*All Paid Invoices and Quotes are available for review upon request

The budgets presented below represent the 2024-2025 projected operating project budget along with a separate column for the capital startup costs that we are applying for funding from this grant. The budgets include a list of resources committed to the project from our organization, other organizations, local and state government sources, and other banks/foundations that will be applied to the project. Ocean County funds are needed for capital start up expenses, and will not supplement or supplant other sources of funding.

Object Class Categories	Description - Budget Narrative: Computed Annual Budget and Cost Proposal based on actual paid invoices and projected operating costs are from 35 years of agency experience while operating the former Emergency Youth Shelter at existing Family Shelter location of 2445 Windsor Avenue, Toms River, NJ, 08753 while under an R1 Zoning License. (This property now has an R2 Zoning License for a Family Shelter.)	Total Family Shelter Projected Operating Budget 2024-2025	*Total Capital Startup Costs to Establish Family Shelter Program*	*Requested from Ocean County Dept. of Human Services*	Requested from Federal ACYF/ FYSB **	Requested Major Donations/ Fundraising Events/ Annual Appeal/ Other Grants	Total From Requested Funding Sources
Capital Startup Costs: Architect/ Engineering Fees*	10/05/2023 - Marcille Architecture - Family Shelter Zoning $5,275 11/01/2023 - MCH Engineering Inc. - Survey, Design, Permits, Meetings, Revisions needed for Zoning on 2445 Windsor Avenue. $8,250	-	*13,525*	*13,525*	-	-	13,525
Capital Startup Costs: Miscellaneous Capital Repair Costs *	All 2023-2024 Various Invoices paid for following: Painting ($2,426.64), Kitchen 3-Sink/Installation ($475.87), Repairs ($329.90), Fire & Safety Inspections ($863.87), and Pest Control Prevention ($360.00)	-	*4,456*	*4,456*	-	-	4,456
Capital Startup Costs: Legal Fees/Public Relations *	09/01/2023 - Positive Solutions, LLC (Public Relations) - $2,800; 09/19/2023 - Davison Eastman Munoz Paoine, P.A. (Shelter Legal Fees)-$3,455; 11/03/2023 - Davison Eastman Munoz Paoine, P.A. (Shelter Legal Fees) - $630; 12/04/2023 - Davison Eastman Munoz Paoine, P.A. (Shelter Legal Fees) - $75; 05/10/2024 - Novins, York, Jacobus & Dooley (Zoning Board for Shelter Legal Fees)- $7,200	-	*14,160*	*7,545*	-	6,615	14,160
Capital Startup Costs: Licenses, Fees, Permits*	All Licenses, Permits & Fees Paid for Toms River Township: R2 Zoning Change License Application ($10), Zoning Change Fee ($0), Education Fee ($50), Escrow Fees ($5,233.25), Fire Safety Review Fee ($150), Application Fee ($500) for 2445 Windsor Avenue	-	*5,943*	*5,943*	-	-	5,943

Object Class Categories	**Description - Budget Narrative: Computed Annual Budget and Cost Proposal based on actual paid invoices and projected operating costs are from 35 years of agency experience while operating the former Emergency Youth Shelter at existing Family Shelter location of 2445 Windsor Avenue, Toms River, NJ, 08753 while under an R1 Zoning License. (This property now has an R2 Zoning License for a Family Shelter.)**	**Total Family Shelter Projected Operating Budget 2024-2025**	***Total Capital Startup Costs to Establish Family Shelter Program***	***Requested from Ocean County Dept. of Human Services***	**Requested from Federal ACYF/ FYSB ****	**Requested Major Donations/ Fundraising Events/ Annual Appeal/ Other Grants**	**Total From Requested Funding Sources**
Capital Startup Costs: Capital Improvements/ Renovations	Scope of Work: Provide interior upgrades and renovations to the existing 4,200 sq. ft. facility. The proposed work includes energy efficient electric fixtures and devices as well as ADA compliant cabinetry and fixtures. Revovations include replacing items that have exceeded their normal useful life. Upgrades also include items required to enable privacy for residents. Broken down as follows: 1. General Condition (Project Supervision, Temporary Facilities, Dumpsters, Final Cleaning ($28,950); 2.Flooring - Remove & Replace existing flooring & dispose. Install new vinyl tile flooring in all rooms except bathrooms & laundry ($24,640); 3. Bathroom Renovations - for 3-1/2 existing bathrooms ($54,065); 4. Kitchen Cabinets & Tops - ADA compliant cabinets, new backsplash & new venting required ($21,350); 5. Kitchen Appliances - replace ($8,500); 6. Door Hardware - replace ($2,600) 7. Closet Shelving - remove & replace ($4,544); 8. Interior Painting ($6,890); 9. Personal Lockers - provide & install for storage of personal items ($9,756); 10. Attic Insulation - replace existing with energy efficient ($11,760); 11. HVAC Upgrades - remove existing grilles & registers, balance existing systems to provide more efficient heating & cooling ($12,450); 12. Electric Upgrades - Install new energy efficient light fixtures & exterior LED flood lights ($14,685); 13. Exterior Item - Shed - Remove & dispose existing partially rotted shed and provide a new shed to store general outdoor maintenance equipment ($19,546); 14. Exterior Item - Gutter Guards - to reduce gutter clogging & water infiltration under roofing ($6,851); 15. Exterior Item - Sealcoat Asphalt & Line Stripping - parking lot/driveway ($11,815); 16. Exterior Access Panel - Remove & replace existing damaged access panel door ($1,557); 17. Contractor Marup - Contractor Main Office Overhead, Contractor Profit, Contractor Insurance ($72,695). Total Cost per Bid/Quote by Elite Construction Services = $312,654. ***Please see separately attached Estimate and Certificate of Insurance from Vendor*** .	-	*312,654*	*312,654*	-	-	312,654
Capital Startup Costs: Interior Cameras *	Install Cameras in Common Areas and Key Fob System in the Interior of the Building for Safety. Quote/Bid from (See attached Certificate of Insurance for contractor):	-	*14,645*	*14,645*		-	14,645
Capital Startup Costs - Additional Beds	Additional beds needed for startup - 2 bunk beds, 1 single bed (mattresses and frames). Quote from Mr. Mattress Bedding & Dinettes ($1,900)		*1,900*	*1,900*			
Capital Startup Costs: MOU Agreeement with Just Believe, Inc.	Memorandum of Understanding Costs between Ocean's Harbor House, Inc. & Just Believe, Inc.: 1. $5,700 /mo for 3 months for case management assistance (30% of $19.000/mo) = $17,100; 2. $510/mo for 3 months for call center (30% of $1700 /mo) = $1,530; 3. $1,375/mo for Paul Hulse CEO for consultation to OHH & oversight of Just Believe staff (40% of $16,500/mo for his salary) = $4,125. Total Cost for Just Believe, Inc. 3 month MOU fees = $22,755 **See uploaded MOU Document for breakdown.**		*22,755*	*22,755*			
Capital Startup Costs: Salaries for Key Employees *	This proposal includes the following costs of salaries for key staff who have executed all of the steps to gain a use variance, licensing, and program development in prior 12 months before Program Start (August 2023 - July 2024 -see page 6 for corresponding chart and description): Executive Director, Alice Woods (35% allocation = $41,094); Director of Finance, Dawn Samaritano (30% allocation = $26,219); Facilities Director, Scott Bieber ($50% allocation = $26,010); Facilities Health Safety Specialist (50% allocation = $13,797); Development Associate, Donna Carlson (25% allocation = $18,750).	-	*125,870*	*125,870*		-	125,870

Object Class Categories	Description - Budget Narrative: Computed Annual Budget and Cost Proposal based on actual paid invoices and projected operating costs are from 35 years of agency experience while operating the former Emergency Youth Shelter at existing Family Shelter location of 2445 Windsor Avenue, Toms River, NJ, 08753 while under an R1 Zoning License. (This property now has an R2 Zoning License for a Family Shelter.)	Total Family Shelter Projected Operating Budget 2024-2025	*Total Capital Startup Costs to Establish Family Shelter Program*	*Requested from Ocean County Dept. of Human Services*	Requested from Federal ACYF/ FYSB **	Requested Major Donations/ Fundraising Events/ Annual Appeal/ Other Grants	Total From Requested Funding Sources
Start-Up Salary Costs: Personnel 3 month Start-up Salaries	Program Staff Salaries (Actual 2024-2025 projected Family Shelter/Maternity Group Home Salaries - **The start-up salaries represent the first 3 months - 25% - of the program to get it up and running)**. All staff are committed to their positions and the program for 12 months, and are paid as per market salary analysis for their positions - both full-time salary and part-time hourly.	-	*149,945*	*149,945*	-	-	149,945
Operating: Personnel (Remaining 9 months of Budget Year)	**Program Staff Salaries (Actual 2024-2025 projected Family Shelter/Maternity Group Home Salaries - remaining 9 out of 12 months - 75%).** All staff are committed to their positions and the program for 12 months, and are paid as per market salary analysis for their positions - both full-time salary and part-time hourly. Current Director of Finance has a total of over 34 years experience in accounting field, with eight years experience with Federal/State/Local grant requirements and reporting.	*449,834*	-	-	147,500	302,334	449,834
Operating: Fringe Benefits	Employer Payroll Taxes (Average total MGH approx. 10.0% of Staff Salaries - $599,778*10.0%=$59,978). Percentage breakdown as follows: FICA-7.65%, NJSUI-2.34%, NJDIS-.0125% = 10.0%	*59,978*	-	-	18,685	41,293	59,978
Operating: Fringe Benefits	Health Insurance, Dental, Vision, Disability & Life Insurance, (approx.12.548% of qualified employees wages - $599,778*12.548%=$75,258). This represents the industry norm range of the amount of approximately 11.0% - 13.5% of qualified employee wages as employees' fringe benefits. These gateway services prevent ill health for our staff.	*75,258*	-	-	32,000	43,258	75,258
Operating: Travel	Travel/Training - National RHYTTAC*** Training-1 staff: estimated $850 airfare + $450/night hotel-(2 nights) + $79/day per diem- (3 days)=$1,987. Remaining balance budgeted for Regional (Region 2) RHYTTAC Training (hotel - $450, gas & tolls - $100, per diem $79/day for two days = $708), and $305 travel costs for miscellaneous trainings (including gas and mass transportation). Totals: $1,987+$708+$305=$3,000.	*3,000*	-	-	1,500	1,500	3,000
Operating: Other	Office Supplies – Includes Apricot Software allocated as per narrative @ $230/mo or $2,760/yr; office supplies, postage, copier lease @ approx. $224.17/mo or $2,690/yr.; IT/Computer costs @$50/mo. or $600/yr. (Total = $6,050/yr.)	*6,050*	-	-	3,000	3,050	6,050
Operating: Other	Client Program Supplies - $97.94/wk or $5,093/yr. based on estimated costs for needs for essentials per week.	*5,093*	-	-	2,500	2,593	5,093
Operating: Other	Client Nutrition Expense - $600/wk or $31,200/yr. based on estimated budgeted weekly grocery costs of feeding multiple families of 2-4 people.	*31,200*	-	-	15,000	16,200	31,200
Operating: Other	Clinical Supervisor - $100.00/month or $1,200/yr. based on monthly hourly appointments with scheduled clinical supervisor (1 hr. x $100/hr x 12 months = $1,200).	*1,200*	-	-	250	950	1,200
Operating: Other	Facility Expense – Includes security @$175/month or $2,100/yr.; approx. $1,000/yr. snow plowing; remaining balance equals landscaping, maintenance & repairs @$184.33/mo. or $2,212/yr. based on estimation from care of existing home/property in previous years.	*5,312*	-	-	3,000	2,312	5,312

Object Class Categories	Description - Budget Narrative: Computed Annual Budget and Cost Proposal based on actual paid invoices and projected operating costs are from 35 years of agency experience while operating the former Emergency Youth Shelter at existing Family Shelter location of 2445 Windsor Avenue, Toms River, NJ, 08753 while under an R1 Zoning License. (This property now has an R2 Zoning License for a Family Shelter.)	Total Family Shelter Projected Operating Budget 2024-2025	*Total Capital Startup Costs to Establish Family Shelter Program*	*Requested from Ocean County Dept. of Human Services*	Requested from Federal ACYF/ FYSB **	Requested Major Donations/ Fundraising Events/ Annual Appeal/ Other Grants	Total From Requested Funding Sources
Operating: Other	Vehicle Expense – (Weekly gas @$100/wk. or $5,200/yr.) - based on average cost of filling up existing vehicles (2) at $50/week for each = $100/wk x 52 weeks = $5,200/yr.	*5,200*	-	-	3,000	2,200	5,200
Operating: Other	Insurance Expense – (Actual 2024-2025 insurance rates per insurance company for existing liability/property and Directors' & Officers' Insurance)	*49,260*	-	-	7,000	42,260	49,260
Operating: Other	Utilities & Phone Expense – Costs calculated based on prior year's actual monthly costs at MGH facility - approximately $1,774.83/mo. or $21,298/yr.	*21,298*	-	-	10,000	11,298	21,298
Operating: Other	Professional Services – Costs calculated based on estimated/actual fees and services associated with starting a new program – allocating 33.33% of total agency fees to MGH for our human resources fees, financial reporting, biweekly payroll fees, and auditing tasks. (MGH will utilize approx. 33.33% of these services). Approximately $920.42/mo. or $11,045/yr.	*11,045*	-	-	6,000	5,045	11,045
Operating: Other	Professional Development - Includes cost for annual National & Regional RHY Grantee Trainings required by the grant proposal guidelines and RHY-HMIS client software training for 1-2 staff members. Also includes allocated miscellaneous seminars/training for staff knowledge and development, including the National Youth Network Conference. Cost estimated based on prior years' program seminars/training attended by Transitional Living Program staff @$2,000/yr.	*2,000*	-	-	500	1,500	2,000
Operating: Other	Licenses & Fees Expense – Includes driver history abstracts (10x$15=$150); State Annual Report fee ($25). Totals $150+$25=$175/yr.	*175*	-	-	65	110	175
Operating: Other	Depreciation Expense – reflects current program assets utilizing rates based on straight-line depreciation provided by our auditing firm.	*27,319*	-	-	-	27,319	27,319
Operating: Indirect Charges	N/A	-	-	-	-	-	-
Total		753,222	***665,853***	***659,238***	250,000	509,837	1,394,420

**** Federal FYSB/ACYF = Federal Family and Youth Services Bureau / Administration on Children, Youth and Families**

***** RHYTTAC = Runaway and Homeless Youth Training, Technical Assistance, and Capacity**

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/23/2024

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
Lamb Insurance Services
1100 Hector Street - Suite 470
Conshohocken PA 19428
License#: PC-1013055

CONTACT NAME:
PHONE (A/C, No, Ext): 610-941-0000 FAX (A/C, No): 888-389-8061
E-MAIL ADDRESS:

INSURED OCEAHAR-01
Oceans Harbor House Inc
808 Conifer St
Toms River NJ 08753

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : GuideOne Specialty Mutual Insu	14559
INSURER B : GuideOne Mutual Insurance Comp	15032
INSURER C : UPMC Health Benefits Inc.	11018
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES CERTIFICATE NUMBER: 2139305491 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:			010035663	1/1/2024	1/1/2025	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 20,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 3,000,000
							PRODUCTS - COMP/OP AGG	$ 3,000,000
								$
B	AUTOMOBILE LIABILITY; X ANY AUTO; OWNED AUTOS ONLY; SCHEDULED AUTOS; X HIRED AUTOS ONLY; X NON-OWNED AUTOS ONLY			010035664	1/1/2024	1/1/2025	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB; X OCCUR; EXCESS LIAB; CLAIMS-MADE; DED; X RETENTION $ 2,500			010035665	1/1/2024	1/1/2025	EACH OCCURRENCE	$ 5,000,000
							AGGREGATE	$ 5,000,000
								$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N; ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBEREXCLUDED? (Mandatory in NH); If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC10020358082024A	1/1/2024	1/1/2025	PER STATUTE; OTH-ER	
							E.L. EACH ACCIDENT	$ 100,000
							E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Professional Liability			010035663	1/1/2024	1/1/2025	Aggregate	3,000,000
A	Abuse & Molestation Liability			010035663	1/1/2024	1/1/2025	Aggregate	3,000,000

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

CERTIFICATE HOLDER

County of Ocean
Administration Building
101 Hooper Avenue
Toms River NJ 08753

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

OCEAN'S HARBOR HOUSE

AGENCY BOARD OF DIRECTORS

Officers

January, 2024 – December, 2025

Ocean's Harbor House
808 Conifer Street
Toms River, NJ 08753
732-929-0096

OCEAN'S HARBOR HOUSE

AGENCY BOARD OF DIRECTORS

Advisory Council

2022 - 2024

Ocean's Harbor House
808 Conifer Street
Toms River, NJ 08753
732-929-0096

Carole Mack	Conner, Strong, Buckelew, LLC	Member since 1994
Sheriff Michael Mastronardy	Ocean County Sheriff's Office	Member since 2007
Samantha Tucker	Ocean County Prosecutor's Office	Member since 2016

OCEAN'S
HARBOR HOUSE

AGENCY BOARD MEMBER LIST

NAMES & HOME ADDRESS	WORK ADDRESS
Karen Ahearn 36 Harrington Drive, South Toms River, NJ 08757 Phone: [redacted] *E-mail: ahearn569@comcast.net*	Retired
Lauren Balut 1139 Hollywood Boulevard Point Pleasant, NJ 08742 Phone: [redacted] *E-mail: lauren.t.balut@gmail.com*	Hackensack Meridian Health Director of Financial Planning
Jerry Boisseau ~ ***Emeritus*** 31 Cranmoor Drive Toms River, NJ 08753 Phone: [redacted]	
Lawrence Cagliostro 23 Maiden Lane Toms River, NJ 08753 Cell: [redacted] *E-mail: Lawrence_cagliostro@ml.com*	Merrill Lynch Financial Advisor 1415 Hooper Avenue Toms River, NJ 08753 Office: 732-286-3128
Joseph Cuffari 11 Algonquin Terrace Millstone Township, NJ 08535 Cell: [redacted] *E-mail: jlcuffari@gmail.com*	RWJBarnabas Health Psychiatric Serv. Psychiatric Emergency Services 2 Crescent Place Oceanport, NJ 08755

OCEAN'S HARBOR HOUSE

AGENCY BOARD MEMBER LIST

NAMES & HOME ADDRESS	WORK ADDRESS
James Hadley 29 Forester Drive Barnegat, NJ 08005 Cell: [redacted] Home[redacted] *E-mail: jimhadley327@gmail.com*	Ocean County Community College Professor of Accounting, Finance One College Drive Gateway Building #101, Room 307 Toms River, NJ 08754
Margarete Ann Heber 355 Maria Drive Toms River, NJ 08753 Cell: [redacted] *E-mail: margareteheber3@gmail.com*	Retired
Dr. Teri Kubiel, DNP, NE-BC 28 Saratoga Road New Egypt, NJ 08533 Cell[redacted] *E-mail: tkubiel@verizon.net*	RWJBH Healthcare Vice President of Community Affairs
Matthew Manfra 1410 Salerno Way How[redacted] Cell[redacted] *E-mail: mattmanfra@gmail.com*	Georgian Court University V.P. for Institutional Advancement 900 Lakewood Avenue Lakewood, NJ 08701
Dr. Joseph Oleske 706 Drum Point Road Brick[redacted] NJ 08723 Cell[redacted] Fax: 732-905-7085 *E-mail: droleske@gmail.com*	Ocean Dental Expressions 838 River Avenue Lakewood, NJ 08701 Office: 732-363-4477 Fax: 732-905-7085

OCEAN'S HARBOR HOUSE

AGENCY BOARD MEMBER LIST

NAMES & HOME ADDRESS | **WORK ADDRESS**

Marie Roselli
585 Brookside Drive
Toms River, NJ 08753
Phone: [redacted]
Fax: 732-349-2323
Cell: [redacted]
E-mail:marie.roselli@jacproperty.com

JAC Property Management, LLC
Managing Member
201 Hooper Avenue, Suite 5A
Toms River, NJ 08753
Office: 732-349-0200
Fax: 732-349-2323

Elaine Schoenfeld
525 Joe Parker Road
Lakewood, NJ 08701
Phon[redacted]
Cell: [redacted]
E-mail: elaineschoenfeld@outlook.com

Gemsmith
1402 Hooper Avenue
Toms River, NJ 08753
Store: 732-505-9191

Ketti Schoenfeld
786 High Meadow Drive
Toms River, NJ 08753
Phone: [redacted]
E-mail: ketti@kettijewelry.com

Gemsmith
Designer
1402 Hooper Avenue
Toms River, NJ 08753
Store: 732-505-9191

Deanna Sperling
2 Dickens Court
Howell, NJ 07731
Cell: [redacted]
E-mail: sperlin1@optonline.net

Barnabas Health Behavioral Health Center
President & Chief Executive Officer
1691 US Highway CN 2025
Toms River, NJ 08755

Timothy Sperling
120 Briscoe Drive
Toms River, NJ 08753
Cell: [redacted]
E-mail: tjsrn07@mac.com

Behavioral Health Service Line
Director, Case Management
1691 US Highway 9
Toms River, NJ 08755

OCEAN'S
HARBOR HOUSE

AGENCY BOARD MEMBER LIST

NAMES & HOME ADDRESS	**WORK ADDRESS**
Phillip D. Woolfolk 6 Birch Run Court Ewing, NJ 08628 Cell: [redacted] Home [redacted] *E-mail: pwoolfolk@mainstreetadvisoryllc.com*	African American Chamber of Commerce & Consulting Practice

OCEAN'S HARBOR HOUSE

AGENCY BOARD MEMBER LIST

NAMES & HOME ADDRESS **WORK ADDRESS**

Advisory Council

Carole Mack
341 Oval Road
Manasquan, NJ 08736
Phone [redacted]
Cell: [redacted]

Conner, Strong & Buckelew, LLC
Senior Vice President
231 Main Street, CN 2017
Toms River, NJ 08754
Office: 732-736-5201
Fax: 732-736-5259
E-mail: cmack@connerstrong.com

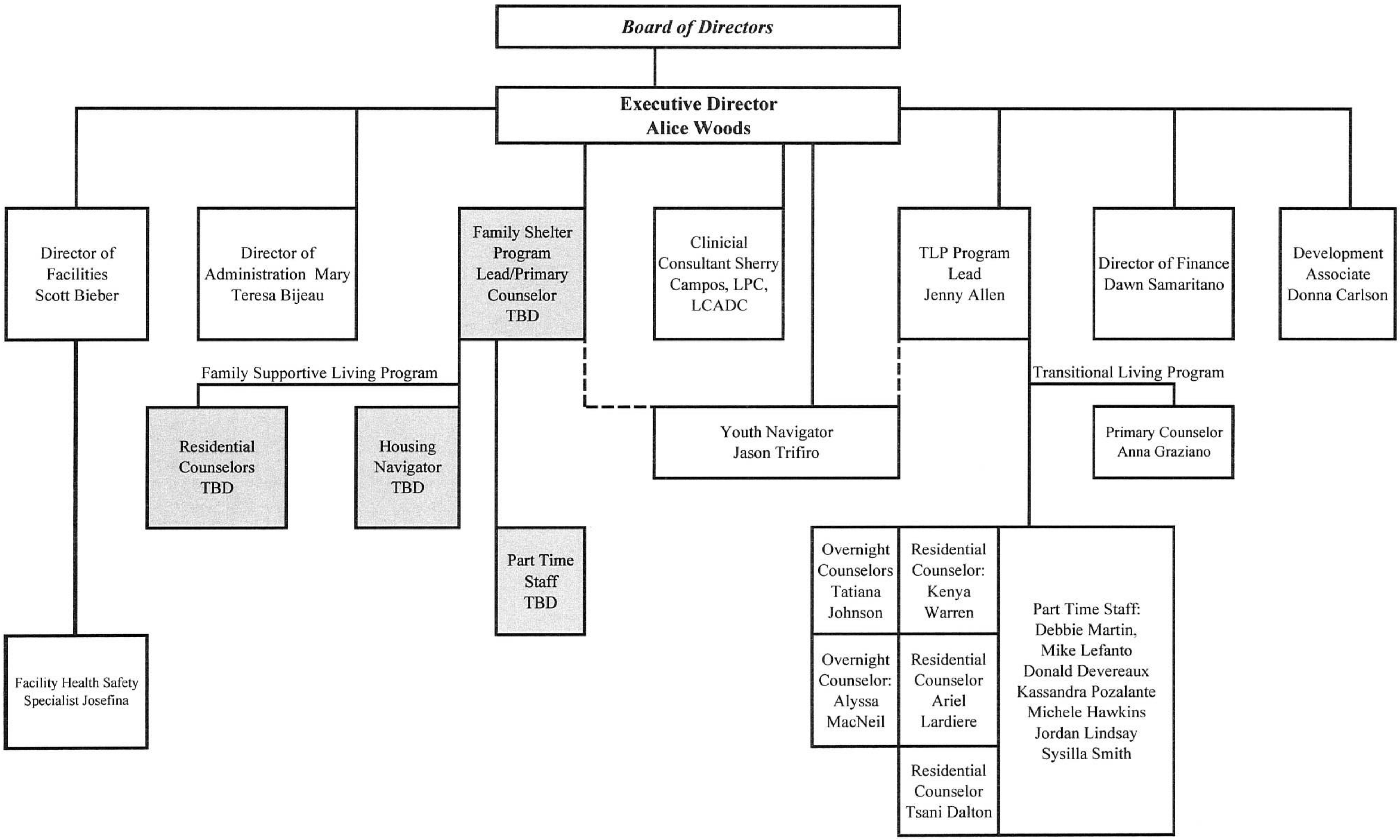
Sheriff Michael Mastronardy
[redacted]
Toms River, NJ 08755
Cell: [redacted]

Ocean County Sheriff's Office
120 Hooper Avenue
Toms River, NJ 08753
Office: 732-929-2044
Fax: 732-349-0009
E-mail: mmastronardy@co.ocean.nj.us

Samantha Tucker, Esq.
3005 Inverness Drive
Toms River, NJ 08753
Phone: [redacted]

Ocean County Prosecutor's Office
Assistant Prosecutor
119 Hooper Avenue, PO Box 2191
Toms River, NJ 08754
Office: 732-929-2027 x3034
Fax: 732-929-4723
E-mail: stucker@co.ocean.nj.us

Organizational Chart OHH May 2024 Grey=Positions to be ramped up once Shelter comes online



OCEAN'S HARBOR HOUSE, INC.

Financial Statements

For the year ended December 31, 2022

(With Independent Auditor's Report Thereon)

OCEAN'S HARBOR HOUSE, INC.
Table of Contents
December 31, 2022

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
Ocean's Harbor House, Inc.

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Ocean's Harbor House, 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 Ocean's Harbor House, 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 Ocean's Harbor House, 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 Ocean's Harbor House, 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 Ocean's Harbor House, 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 Ocean's Harbor House, 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 schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is 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 schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole. The schedule of state financial assistance is presented for purposes of additional analysis and is not a required part of the financial statements.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 10, 2023, on our consideration of Ocean's Harbor House, 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 Ocean's Harbor House, 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 Ocean's Harbor House, Inc.'s internal control over financial reporting and compliance.

Holman Frenia Allison, P.C.

HOLMAN FRENIA ALLISON, PC.
Certified Public Accountants

May 10, 2023
Lakewood, New Jersey

OCEAN'S HARBOR HOUSE, INC.
Statement of Financial Position
December 31, 2022

ASSETS		
Current assets:		
Cash	$	154,184
Investments		370,257
Nonexchange grants receivable		155,168
Prepaid expenses and other assets		7,155
Total current assets		686,764
Property and equipment, net		858,304
Cash - restricted		3,737
Total assets	$	1,548,805
LIABILITIES AND NET ASSETS		
Current liabilities:		
Accounts payable	$	26,719
Accrued expenses		73,433
Deferred revenue		15,671
Line of credit		79,375
Current portion of long-term debt		10,986
Current portion of lease liability		6,927
Total current liabilities		213,111
Long-term liabilities:		
Accrued vacation		14,120
Long-term debt, net of current portion		397,035
Lease liability, net of current portion		23,757
Total liabilities		648,023
Net assets:		
Without donor restrictions:		
Undesignated		45,682
Designated by the Board for:		
Operating reserve		730,100
Capital expenditures		100,000
After care funding		25,000
Total net assets without donor restrictions		900,782
Total liabilities and net assets	$	1,548,805

The accompanying notes to the financial statements are an integral part of this statement.

OCEAN'S HARBOR HOUSE, INC.
Statement of Activities
For the year ended December 31, 2022

Support and revenue:	
Nonexchange grants - federal	$ 1,021,430
Nonexchange grants - state	465,761
Contributions	377,240
Special events	90,220
In-kind contributions	29,701
Total support and revenue	1,984,352
Expenses:	
Program services	2,053,067
Management and general services	205,889
Fundraising	89,044
Total expenses	2,348,000
Change in net assets from operations	(363,648)
Non-operating income/(expenses):	
Interest income	156
Investment return, net of related expenses	(58,080)
Gain on sale of asset	13,000
Total non-operating expense, net	(44,924)
Change in net assets	(408,572)
Net assets without donor restrictions, January 1	1,309,354
Net assets without donor restrictions, December 31	$ 900,782

The accompanying notes to the financial statements are an integral part of this statement.

OCEAN'S HARBOR HOUSE, INC.
Statement of Functional Expenses
For the year ended December 31, 2022
(With comparative totals for the year ended December 31, 2021)

	Program Services									
	Family Crisis Intervention Unit	Shelter	Outreach	Transitional Living	Aftercare	Electronic Monitoring	Total Program	Management and General	Fundraising	Total
Salaries and wages	$ 146,808	$ 556,224	$ 44,380	$ 537,623	$ -	$ 70,929	$ 1,355,964	$ 137,349	$ 31,445	$ 1,524,758
Employee benefits and payroll taxes	30,389	132,483	7,180	103,335	-	15,675	289,062	13,267	8,814	311,143
Depreciation and amortization	889	29,239	492	50,228	-	643	81,491	9,462	-	90,953
Insurance	9,091	26,633	2,085	25,060	-	6,890	69,759	14,160	861	84,780
Utilities	2,836	19,669	6,849	23,776	-	4,264	57,394	4,314	35	61,743
Professional fees	6,112	9,344	1,568	9,846	-	10,402	37,272	11,459	1,244	49,975
Program expenses	2,368	5,636	2,126	28,117	60	10,881	49,188	29	226	49,443
Marketing, advertising & fundraising	244	475	179	1,030	-	245	2,173	65	35,236	37,474
Client nutrition	40	13,688	-	15,577	-	-	29,305	-	-	29,305
Licenses, permits & fees	3,284	3,553	103	4,377	-	3,269	14,586	6,301	5,566	26,453
Rent	-	-	13,637	-	-	-	13,637	-	-	13,637
Facility expenses	129	4,992	-	7,155	-	-	12,276	-	-	12,276
Interest expense	-	105	-	5,894	-		5,999	4,212	-	10,211
Auto expense	-	2,557	497	6,019	-	268	9,341	-	-	9,341
Office supplies	811	1,401	29	1,417	-	110	3,768	3,557	746	8,071
Repairs & maintenance	1,572	1,691	163	1,900	-	1,572	6,898	688	-	7,586
Employee recruitment	1,328	2,682	233	2,896	-	219	7,358	-	90	7,448
Travel & meetings	406	885	2,365	2,856	-	10	6,522	328	-	6,850
Bank fees	-	-	15	-	-	-	15	63	3,085	3,163
Postage and shipping	78	-	-	58	-	-	136	-	1,696	1,832
Equipment lease	389	341	-	193	-	-	923	635	-	1,558
	$ 206,774	$ 811,598	$ 81,901	$ 827,357	$ 60	$ 125,377	$ 2,053,067	$ 205,889	$ 89,044	$ 2,348,000

The accompanying notes to the financial statements are an integral part of this statement.

OCEAN'S HARBOR HOUSE, INC.
Statement of Cash Flows
For the year ended December 31, 2022

Cash flows from operating activities:		
Change in net assets	$	(408,572)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation and amortization		90,953
Gain on sale of property and equipment		(13,000)
Dividends reinvested in investments		(13,006)
Unrealized and realized gain on investments		65,471
Change in operating assets and liabilities		
Nonexchange grants receivable		(40,319)
Prepaid expenses and other assets		8,490
Accounts payable		14,250
Accrued expenses		18,591
Deferred revenue		15,671
Accrued vacation		(8,662)
Net cash flows from operating activities		(270,133)
Cash flows from investing activities:		
Purchase of property and equipment		(98,046)
Purchases of investments		(124,213)
Proceeds from sale of investments		226,908
Proceeds from sale of property and equipment		13,000
Net cash flows from investing activities		17,649
Cash flows from financing activities:		
Repayment of line of credit		(113,696)
Repayment of long-term debt		(10,556)
Finance lease payments		(3,843)
Borrowing on line of credit		193,071
Net cash flows from financing activities		64,976
Net change in cash and restricted cash		(187,508)
Cash and restricted cash, January 1		345,429
Cash and restricted cash, December 31	$	157,921
Supplemental disclosures of cash flow information:		
Cash paid during the year for interest	$	10,211
Cash received during the year from interest	$	156
Leased assets obtained in exchange for finance lease liabilities	$	34,527
Reconciliation to the Statement of Financial Position:		
Cash	$	154,184
Cash - restricted		3,737
Cash and restricted cash, December 31	$	157,921

The accompanying notes to the financial statements are an integral part of this statement.

NOTE 1: ORGANIZATION AND PURPOSE

Ocean's Harbor House, Inc., (the Organization), is an independent, non-profit institution incorporated in 1986 under the laws of the State of New Jersey. The Organization provides a safe haven and caring environment for vulnerable youth to enable them to unlock their potential and learn skills that will empower them to build healthier lives, relations and futures.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting and Presentation

The financial statements of the Organization 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. The governing board has designated, from net assets without donor restrictions, net assets for an operating reserve, capital expenditures and after care funding for clients.

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 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 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 statements of activities as net assets released from restrictions. As of December 31, 2022, the Organization did not have any net assets with donor restrictions.

Cash and Cash Equivalents

For purposes of the statements 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.

Nonexchange Grants Receivable

The Organization carries its nonexchange grants receivable at cost. On a periodic basis, management evaluates its receivables to determine if any portion is uncollectible. Management has determined that all open receivables are collectible and therefore no allowance account is deemed necessary. As of December 31, 2022, nonexchange grants receivable totaled $155,168.

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.

Contributions and Nonexchange 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 statements of financial position for the amount of funds provided by the donor.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue Recognition (continued)

Contributions and Nonexchange 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.

In-kind

Noncash donations are recorded as contributions at their fair market value at their date of donation. The Organization reports the donations in the net assets without donor restrictions category, unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets must be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported in the net assets with donor restrictions category. Per FASB ASU 2016-14, absent explicit donor stipulations about how long those long-lived assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

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

Property and Equipment

Property and equipment is 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.

Building and building improvements	10-40 years
Land improvements	5-15 years
Vehicles	5-10 years
Furniture, fixtures and office equipment	3-15 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 statements of activities. Repairs and maintenance which do not extend the useful lives of the related assets are expensed as incurred.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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 taxes.

Functional Allocation of Expenses

The statements of functional expenses present the natural classification detail of expenses by function. 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 a square footage basis include rent, utilities and depreciation. The remaining allocated expenses are allocated based on estimates of time and effort.

Prepaid Expenses

Prepaid expenses are amounts paid in the current year which benefit future periods.

Marketing, Advertising & Fundraising Expenses

Marketing, advertising & fundraising expenses totaled $37,474 for the year ended December 31, 2022.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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.

Money market and registered investment companies held by the Organization are all measured at fair value. Subsequent to initial recognition, the Organization may re-measure the carrying value of assets and liabilities measured on a nonrecurring basis to fair value. Adjustments to fair value usually result when certain assets are impaired. Such assets are written down from their carrying amounts to their fair value.

US Treasury Money market funds: Valued at the net asset value (NAV) at year end where the NAV is valued at $1 per unit.

Intermediate-term Bonds: Valued at fair value based on yields of similar instruments with comparable characteristics. The fair value of such investments are based on observable market information, rather than market quotes.

Registered Investment Companies: These are comprised of investments in mutual funds. Shares of mutual funds are valued at quoted market prices which represents the 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. The new lease guidance also simplified the accounting for sale and lease back transactions primarily because lessees must recognize lease assets and lease liabilities. Lessees will no longer be provided with a source of off-balance sheet 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

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 right-of-use assets of $34,527, and financing lease liabilities of $34,527 as of January 1, 2022. These amounts were determined based on the present value of remaining minimum lease payments, discounted using the Organization’s incremental borrowing 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 9.

In September 2020, the FASB issued ASU 2020-07, *Not for Profit Entities (Topic 958) – Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. The amendments in this update improve financial reporting by providing new presentation and disclosure requirements about contributed nonfinancial assets for not-for-profits, including additional disclosure requirements for recognized contributed services. The amendments will not change the recognition and measurement requirements in Subtopic 958-605 for those assets. The amendments in this update should be applied on a retrospective basis and are effective for annual periods beginning after June 15, 2021. The Organization adopted the guidance under ASU 2020-07 during the year ended December 31, 2022. Disclosures regarding the Organization’s in-kind donations are presented in Note 13.

Subsequent Events

The Organization has evaluated subsequent events occurring after December 31, 2022 through the date of May 10, 2023, which is the date the financial statements were available to be issued.

NOTE 3: CASH AND RESTRICTED CASH

Cash and restricted held by the Organization at December 31, 2022, and reported at fair value, consisted of demand deposits totaling $157,921.

Custodial Credit Risk

Deposits in financial institutions, reported as components of cash and restricted cash had a bank balance of $156,398 at December 31, 2022, all of which was insured by depository insurance.

NOTE 3: CASH AND RESTRICTED CASH (continued)

Concentration of Credit Risk

Financial institutions that potentially subject the Organization to concentrations of credit risk consist principally of cash investments. At December 31, 2022, the Organization's cash and restricted cash was held by Charles Schwab, Provident Bank, Lakeland Bank, M&T Bank, Wells Fargo, Investors Bank and Ocean First Bank.

NOTE 4: RESTRICTED CASH

Restricted cash consists of escrow deposits held by New Jersey Housing and Mortgage Finance Agency (NJHMFA) as required by the mortgage agreement. NJHMFA provides funding for affordable home ownership and housing opportunities for New Jersey residents. The escrow deposits as of December 31, 2022 totaled $3,737.

NOTE 5: 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, if any, because of contractual or donor-imposed restrictions or board-designations.

Current financial assets:	
Cash	$ 154,184
Investments	370,257
Nonexchange grants receivable	155,168
Total current financial assets available to meet general expenditures over the next twelve months	679,609
Less:	
Board designated net assets (internally designated)	(125,000)
Total current financial assets available to meet general expenditures over the next twelve months	$ 554,609

The above amount is not reduced by board-designated operating reserves of $730,100 as net assets reserved for operations may be used to meet general operating expenditures. The Organization has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. The Organization has a goal to maintain financial assets on hand to meet 60 days of normal operating expenditures which are, on average, approximately $390,000. To manage liquidity, the Organization has a line of credit with a credit limit of $200,000 that can be drawn down on as needed. See Note 12 for additional information.

NOTE 6: INVESTMENTS

The following table sets forth by level, within the fair value hierarchy (as described in Note 2), the Organization's investments at fair value as of December 31, 2022.

	Level 1	Level 2	Level 3	Total
US Treasury Money Market Funds	$ 80,746	$ -	$ -	$ 80,746
Intermediate-term bonds	125,290	-	-	125,290
Registered investment companies	164,221	-	-	164,221
Total investments	$ 370,257	$ -	$ -	$ 370,257

NOTE 7: NONEXCHANGE GRANTS RECEIVABLE

Nonexchange grants receivable at December 31, 2022 consisted of governmental funding and private donors. Nonexchange grants receivable consisted of the following as of December 31, 2022:

Federal aid	$ 64,586
State aid	90,582
Total nonexchange grants receivable	$ 155,168

NOTE 8: PROPERTY AND EQUIPMENT

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

Buildings and building improvements	$ 1,420,234
Land and land improvements	244,804
Vehicles	144,768
Furniture, fixtures and office equipment	247,725
	2,057,531
Less: accumulated depreciation and amortization	(1,199,227)
Total property and equipment, net	$ 858,304

Depreciation and amortization expense for the year ended December 31, 2022 totaled $90,953.

NOTE 9: LEASES

The Organization enters into leases in the normal course of business primarily for office equipment. The Organization's leases have remaining terms ranging from 4 to 5 years, all of which include renewal options to extend the lease on a month-to-month basis until purchase of the asset or termination of the lease, and all of which include termination options within the lease term contingent upon notification within 90 days of expiration. The Organization's leases do not include residual value guarantees or covenants.

NOTE 9: LEASES (continued)

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. There are no non-lease components within the Organization's finance leases. The Organization has elected not to recognize leases with original terms of 12 months or less (short-term leases) on the Organization's statement of financial position.

Leases are classified in operating or finance leases at the lease commencement date.

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 type, and the associated statement of financial position classifications, are as follows:

	Statement of Financial Position Classification		
Right-of-use assets:			
Finance Leases	Property and Equipment, net	$	30,082
Total right-of-use assets		$	30,082
Lease liabilitis:			
Finance Leases	Lease Liability	$	30,684
Total lease liabilities		$	30,684

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

Weighted Average Remaining Lease Term	
Finance Leases	4 years
Weighted Average Discount Rate	
Finance Leases	2.86%

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

Year Ending December 31:		
2023	$	7,716
2024		7,716
2025		7,716
2026		6,187
2027		3,370
Total lease payments		32,705
Less: imputed interest		(2,021)
Present value of lease liabilities	$	30,684

NOTE 9: LEASES (continued)

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

Lease Cost	Classification		
(in thousands)			
Asset amortization	Program	$	2,600
Asset amortization	Management and general	$	1,844
Interest on liability	Program	$	241
Interest on liability	Management and general	$	262

The following summarizes cash flow information related to leases for the year ended December 31, 2022:

Cash paid for amounts included in the measurement of lease liabilities:	
Operating cash flows from finance leases	4,947
Financing cash flows from finance leases	3,843
Right-of-use assets obtained in exchange for lease obligations:	
Finance leases	34,527

NOTE 10: DEFERRED REVENUE

The following information provides information about significant changes in grant contract funding paid in advance and deferred revenue as of December 31, 2022:

Deferred revenue, beginning of year	$	-
Revenue recognized that was included in deferred revenue at the beginning of the year		-
Increase in deferred revenue due to cash received during the period for expenditures incurred in a subsequent period		15,671
Deferred revenue, end of year	$	15,671

NOTE 11: LONG-TERM DEBT

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

Thirty year $300,000 mortgage payable to New Jersey HMFA, dated February 13, 2004, in monthly installments of $1,432, including interest at a fixed rate of 4%, collateralized by the land and building and matures September 30, 2034.	$ 160,021
Thirty year $248,000 mortgage payable to Home Production Program, Division of Housing and Community Resources, New Jersey Department of Community Affairs, dated June 29, 2004, collateralized by land and building located at 808 Conifer Street, Toms River, NJ. The mortgage bears no interest and is subject to repayments at the maturity date of November 1, 2034 at the option of the lender. This mortgage matures thirty years from the first day of the month following the issuance of a certificate of occupancy. This mortgage is subordinate to a mortgage totaling $300,000 from the New Jersey HMFA. The mortgage is also subject to various covenants as disclosed below. Any default in the terms or conditions could result in the repayment in full at the option of the lender.	248,000
Total	408,021
Less: current portion	(10,986)
Total long-term debt	$ 397,035

The mortgage with the Home Production Program, Division of Housing and Community Resources, New Jersey Department of Community Affairs has conditions that need to be met, or the lender may demand payment of the mortgage. The Organization must comply with the HOME Program and DCA rules and regulations and the Project must be used as a residence for youths of the Transitional Living Program. The Organization was in compliance with the debt covenants as of December 31, 2022.

NOTE 11: LONG-TERM DEBT (continued)

Future maturities of long-term debt are as follows for the years ended December 31:

2023	$	10,986
2024		11,434
2025		11,899
2026		11,333
2027		12,846
Thereafter		349,523
Total	$	408,021

NOTE 12: LINE OF CREDIT

During the year ended December 31, 2022, the Organization established a line of credit with Lakeland Bank in the amount of $200,000 with an interest rate of 1% above the prime rate, with a floating interest floor of 4.75%. The interest rate as of December 31, 2022 was 8.5%. As of December 31, 2022, the Organization had an outstanding balance of $79,375 on this line of credit.

NOTE 13: IN-KIND CONTRIBUTIONS

The Organization was the recipient of in-kind contributions, which consisted of the following during the year ended December 31, 2022:

Donated Item	2022	Usage	Restriction	Technique
Gift cards	$ 7,983	To provide Ocean's Harbor House clients with food and other necessities	None	Actual value of item gifted
Clothing	2,731	To provide clothing to Ocean's Harbor House clients	None	Estimated replacement value of donated items
Technology	2,000	To provide entertainment to Ocean's Harbor House clients	None	Estimated replacement value of donated items
School supplies	1,875	To provide school supplies to Ocean's Harbor House clients	None	Estimated replacement value of donated items
Recreational equipment	175	To provide recreational activities to Ocean's Harbor House clients	None	Estimated replacement value of donated items
Toiletries	850	To assist with the hygeine of Ocean's Harbor House clients	None	Estimated replacement value of donated items
Other gifts	450	Management and general	None	Estimated replacement value of donated items
Rent of space	13,637	To provide shelter for Ocean's Harbor House clients	None	FMV provided by landlord
Total In-kind Contributions	$ 29,701			

NOTE 14: SPECIAL EVENT REVENUE

Gross receipts from special events recorded by the Organization consist of exchange transaction revenue and contribution revenue. In accordance with FASB ASU 2014-19, the Organization is required to separately present the components of this revenue.

See below for approximated contribution and exchange component revenues recorded in accordance with special events held during the year ended December 31, 2022:

Event revenue - contribution component	$ 81,695
Event revenue - exhange component	8,525
Event revenue - gross	90,220
Less - direct expenses	(9,492)
Event revenue, net of direct expenses	$ 80,728

NOTE 15: RETIREMENT PLAN

The Organization sponsors a 401(k) plan that covers all of its full-time employees, employed for at least 1 year. The Organization has a 4% match of employees' contributions. During the year ended December 31, 2022, the Organization's contributions to the plan totaled $22,077. This expense is recorded in employee benefits and payroll taxes in the accompanying statement of functional expenses.

NOTE 16: CONCENTRATIONS

The Organization receives a significant amount of its support from the United States Department of Health and Human Services and the State of New Jersey Department of Children and Families. In the event that this support was to be eliminated, it is likely that the Organization would need to reduce its current operations.

Government funding received from the United States Department of Health and Human Services and the State of New Jersey Department of Children and Families accounted for approximately 46% and 17%, respectively, of total support and revenues for the year ended December 31, 2022.

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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
Ocean's Harbor House, 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 Ocean's Harbor House, 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 May 10, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Ocean's Harbor House, 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 Ocean's Harbor House, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Ocean's Harbor House, 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. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Ocean's Harbor House, 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

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

May 10, 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

To the Board of Trustees of
Ocean's Harbor House, Inc.

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Ocean's Harbor House, Inc.’s compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of Ocean's Harbor House, Inc.’s major federal programs for the year ended December 31, 2022. Ocean's Harbor House, Inc.’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, Ocean's Harbor House, 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 programs for the year ended December 31, 2022.

Basis for Opinion on Each Major Federal 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 and 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). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Ocean's Harbor House, 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 program. Our audit does not provide a legal determination of Ocean's Harbor House, Inc.’s compliance.

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 Ocean's Harbor House, Inc.’s federal 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 Ocean's Harbor House, 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, and the Uniform Guidance 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 Ocean's Harbor House, Inc.'s compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, 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 Ocean's Harbor House, 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 Ocean's Harbor House, 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, but not for the purpose of expressing an opinion on the effectiveness of Ocean's Harbor House, 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.

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 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 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 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.

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, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

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. Accordingly, this report is not suitable for any other purpose.

Holman Frenia Allison, P.C.

HOLMAN FRENIA ALLISON, P.C.
Certified Public Accountants

May 10, 2023
Lakewood, New Jersey

OCEAN'S HARBOR HOUSE, INC.
Schedule of Expenditures of Federal Awards
For the year ended December 31, 2022

Federal Grantor/Pass-through Grantor/Program Title		Federal Assistance Listing Number	Federal FAIN Number	Grant or State Project Number	Total Program or Award Amount	Grant Period	2022 Expenditures	Cumulative Total Expenditures
U.S. Department of Health and Human Services								
Administration for Children, Youth and Families								
Family Youth Services Bureau								
Transitional Living for Homeless Youth		93.550	N/A	90CXY7293-03-00	$ 200,000	9/30/21 - 9/29/22	$ 150,000	$ 200,000
Transitional Living for Homeless Youth		93.550	N/A	90CXY7420-01-00	250,000	9/30/22 - 9/30/23	62,500	62,500
Total Transitional Living for Homeless Youth							212,500	262,500
Basic Center Grant		93.623	N/A	90CY7366-01-00	200,000	9/30/21 - 9/29/22	150,000	200,000
Basic Center Grant		93.623	N/A	90CY7366-02-00	200,000	9/30/22 - 9/30/23	50,000	50,000
Total Basic Center Grant							200,000	250,000
Pass-Through Programs From:								
NJ Department of Children and Families								
477 Cluster:								
Temporary Assistance for Needy Families (TANF)	*	93.558	016-1610-100-007	21BGQC	609,399	1/1/21 - 6/30/22	203,133	609,399
Temporary Assistance for Needy Families (TANF)	*	93.558	016-1610-100-007	23BGQC	406,266	7/1/22 - 6/30/23	203,136	203,136
Total 477 Cluster							406,269	812,535
Chafee Foster Care Independence Program		93.674	016-1610-100-057	21BGQC	119,161	1/1/21 - 6/30/22	39,720	119,161
Chafee Foster Care Independence Program		93.674	016-1610-100-057	23BGQC	79,441	7/1/22 - 6/30/23	39,720	39,720
Total Chafee Foster Care Independence Program							79,440	158,881
Total U.S. Department of Health and Human Services							898,209	1,483,916
U.S. Department of Housing and Urban Development								
Office of Community Planning and Development								
CDBG - Entitlement Grants Cluster:								
Pass-Through From:								
Brick Township								
Community Development Block Grant - Brick		14.218	N/A	N/A	3,000	7/1/22 - 6/30/23	3,000	3,000
Pass-Through From:								
Ocean County								
Community Development Block Grant - Ocean County		14.218	N/A	CT-7851-22	22,000	7/1/22 - 1/31/24	22,000	22,000
Pass-Through From:								
Toms River Township								
Community Development Block Grant - Toms River COVID-19 2nd Round		14.218	N/A	1261	3,000	7/1/22 - 6/30/23	3,000	3,000
Total CDBG - Entitlement Grants Cluster							28,000	28,000
Pass-Through Program From:								
NJ Department of Community Affairs								
Emergency Shelter Grants Program		14.231	022-8020-100-083	2022-0214909393091	26,064	4/1/22 - 7/31/23	26,064	26,064
Total Emergency Shelter Grants Program							26,064	26,064
Total U.S. Department of Housing and Urban Development							54,064	54,064

* Denotes major program.

OCEAN'S HARBOR HOUSE, INC.
Schedule of Expenditures of Federal Awards (continued)
For the year ended December 31, 2022

Federal Grantor/Pass-through Grantor/Program Title	Federal Assistance Listing Number	Federal FAIN Number	Grant or State Project Number	Total Program or Award Amount	Grant Period	2022 Expenditures	Cumulative Total Expenditures
U.S. Department of Homeland Security							
Emergency Food and Shelter Program - Monmouth County	97.024	N/A	N/A	12,000	11/1/21 - 4/30/23	12,000	12,000
Emergency Food and Shelter Program - Monmouth County APRAR	97.024	N/A	N/A	22,500	11/1/21 - 4/30/23	22,500	22,500
Emergency Food and Shelter Program - Ocean County	97.024	N/A	N/A	17,000	11/1/21 - 4/30/23	16,475	16,475
Emergency Food and Shelter Program - Ocean County APRAR	97.024	N/A	N/A	3,000	11/1/21 - 4/30/23	3,000	3,000
Total Emergency Food and Shelter Program						53,975	53,975
Total U.S. Department of Homeland Security						53,975	53,975
U.S. Department of Agriculture							
Child Nutrition Cluster:							
National School Lunch Program	10.555	010-3350-100-026	N/A	1,891	10/1/21-9/30/22	1,450	1,891
National School Lunch Program	10.555	010-3350-100-026	N/A	139	10/1/22-9/30/23	139	139
National School Breakfast Program	10.553	010-3350-100-028	N/A	7,879	10/1/21-9/30/22	7,620	7,879
National School Breakfast Program	10.553	010-3350-100-028	N/A	5,345	10/1/22-9/30/23	5,345	5,345
Total Child Nutrition Cluster						14,554	15,254
Pandemic Electronic Benefit Transfer (P-EBT) Administrative Cost Grants	10.649	N/A	N/A	628	1/1/21-12/31/21	628	628
Total U.S. Department of Agriculture						15,182	15,882
					Total Federal Awards	$ 1,021,430	$ 1,607,837

* Denotes major program.

NOTE 1: BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards present the activity of all federal awards of the Organization. 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). All federal awards received directly from federal agencies, as well as federal awards passed through other government agencies is included on the schedule of expenditures of federal awards.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying schedule of expenditures of federal awards is 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 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*. Therefore, some amounts presented in this schedule 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 deminimis indirect cost rate as discussed in 2 CFR 200.414.

Revenues and expenditures reported under the Food Distribution Program represent current year value received and current year distributions respectively.

NOTE 3: RELATIONSHIP TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

Amounts reported in the accompanying schedules agree with amounts reported in the Organization's general-purpose financial statements.

NOTE 4: RELATIONSHIP TO THE 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, management does not believe such audits would result in material amounts of disallowed costs.

OCEAN'S HARBOR HOUSE, INC.
Schedule of Findings and Questioned Costs

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?	None Reported
Noncompliance material to basic financial statements noted?	None Reported

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?	None Reported
Any audit findings disclosed that are required to be reported in accordance With 2 CFR 200 - Uniform Guidance § 200-516?	None Reported

Identification of major programs

Assistance Listing Number(s)	FAIN Number(s)	Name of Federal Program Cluster
93.558	016-1610-100-048	477 Cluster

OCEAN'S HARBOR HOUSE, INC.
Schedule of Findings and Questioned Costs

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.*

No Current Year Findings

Section III – Federal Expenditures and 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 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).

No Current Year Findings

OCEAN'S HARBOR HOUSE, INC.
Summary Schedule of Prior Year Audit Findings and Questioned Costs

This section identifies the status of prior year findings related to the financial statements, federal awards 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).

No Prior Year Findings

OCEAN'S HARBOR HOUSE, 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	Total Program or Award Amount	Grant Period	2022 Expenditures	Cumulative Total Expenditures
N.J. Department of Children and Families					
Shelter Resource	21BGQC	128,880	1/1/21 - 6/30/22	$ 42,960	$ 128,880
Shelter Resource	23BGQC	85,920	7/1/22 - 6/30/23	42,960	42,960
Transitional Living	21BGQC	34,043	1/1/21 - 6/30/22	11,348	34,043
Transitional Living	23BGQC	22,695	7/1/22 - 6/30/23	11,346	11,346
I-100's	21BGQC	77,409	1/1/21 - 6/30/22	31,768	77,409
I-100's	23BGQC	39,027	7/1/22 - 6/30/23	39,027	39,027
Pass-Through Program From:					
County of Ocean					
Family Crisis Intervention Services	CC2020-134	175,628	1/1/22 - 12/31/22	150,980	150,980
Total N.J. Department of Children and Families				330,389	484,645
N.J. Department of Community Affairs					
Supervised Transitional Living Program Reparations and Purchases	2022-0214909393091	89,012	4/1/22 - 7/31/23	49,346	49,346
Total N.J. Department of Community Affairs				49,346	49,346
N.J. Department of Law and Public Safety					
Pass-Through Program From:					
County of Ocean					
YSC Funding Electronic Monitoring Program for Juveniles	N/A	100,000	1/1/22 - 12/31/22	86,026	86,026
Total N.J. Department of Law and Public Safety				86,026	86,026
			Total State Financial Assistance	$ 465,761	$ 620,017

IRS Department of the Treasury Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0752453536
May 02, 2019 LTR 4168C 0
22-2672209 000000 00
00056308
BODC: TE

OCEANS HARBOR HOUSE INC
808 CONIFER ST
TOMS RIVER NJ 08753-7774

03495

Employer ID number: 22-2672209
Form 990 required: YES

Dear Taxpayer:

We're responding to your request dated Apr. 23, 2019, about your tax-exempt status.

We issued you a determination letter in FEBRUARY 1986, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

0752453536
May 02, 2019 LTR 4168C 0
22-2672209 000000 00
00056309

OCEANS HARBOR HOUSE INC
808 CONIFER ST
TOMS RIVER NJ 08753-7774

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,

Teri M Johnson

Teri M. Johnson
Operations Manager, AM Ops. 3

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
SHORT FORM STANDING

OCEAN'S HARBOR HOUSE, INC.
0100265057

I, the Treasurer of the State of New Jersey, do hereby certify that the above-named New Jersey Domestic Non-Profit Corporation was registered by this office on June 28, 1985.

As of the date of this certificate, said business continues as an active business in good standing in the State of New Jersey, and its Annual Reports are current.

I further certify that the registered agent and office are:

ALICE E. WOODS
808 CONIFER STREET
TOMS RIVER, NJ 08753

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal at Trenton, this 25th day of March, 2024

Elizabeth Maher Muoio
State Treasurer

Certificate Number : 6152013984

Verify this certificate online at

https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp

Certification 10791

CERTIFICATE OF EMPLOYEE INFORMATION REPORT
RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-MAY-2021 to 15-MAY-2028

OCEAN'S HARBOR HOUSE
808 CONIFER STREET
TOMS RIVER NJ 08753 4633

ELIZABETH MAHER MUOIO
State Treasurer