

## EXHIBIT A

### SCOPE OF SERVICES

This scope of services is between CelebrateOne and the Home For Families for the period of April 1, 2022 through March 31, 2024.

#### I. BACKGROUND

- A. The Coalition on Homelessness and Housing In Ohio (COHHIO) funded by the Ohio Department of Health (ODH), in partnership with the City of Columbus federal Emergency Rental Assistance (ERA) Funds and CelebrateOne have allocated **\$709,994** over 2 years to help facilitate the community research initiative known as Healthy Beginnings At Home 2.0 (HBAH 2.0) to reduce the infant mortality of high-risk pregnant women by providing affordable housing intervention to those living in unstable housing. The primary objective of the HBAH program is to assess the impact of increased housing stability (through rental assistance and housing stabilization services) on health outcomes of extremely low-income individuals and their infants through the infant's third birthday. We will be focused on assessing whether this intervention of housing – when compared to usual care – yields these critical outcomes, which have been correlated with infant mortality specifically for those living in the CelebrateOne high-risk target zip codes within Columbus from **April 1, 2022 to March 31, 2024.**
- B. Funding from ODH and CelebrateOne will be used to support the Contractor's facilitation of housing applications, inspections and rental payments. Specifically, the Contractor will:
  1. Serve as Lead Agency for landlord recruitment and housing stabilization services to 60 participants in Columbus as outlined in the Housing Flow and Services Flow templates;
  2. Recruit landlords to participate in provision of HBAH housing;
  3. Ensure all aspects of enrollment and services provision achieves fidelity to the HBAH model;
  4. Facilitate eligibility determination within 3 days of screening and to link to Celebrate One and Columbus Public Health maternal child health services during eligibility determination;
  5. Complete HBAH Housing Intake Packet for CMHA;
  6. Work with CMHA for home inspections/re-inspections;
  7. Report income reduction to CMHA;
  8. Assist the Health Policy Institute of Ohio with identification and recruitment of participants for participant interviews;
  9. Acts as liaison between landlord and participant when necessary;
  10. Provide individualized housing stabilization services in accordance with Family Critical Time Intervention and other HBAH designed evidence-based practices for the time period of the HBAH program;
  11. Enter data into the COHHIO HMIS to track program participant data for program improvement and the evaluation;

12. Participate in quarterly site visit reviews conducted by CelebrateOne and/or COHHIO to assess and assure fidelity to the HBAH model; and
13. Participate in regularly scheduled meetings, trainings and other engagements hosted by the CelebrateOne and COHHIO in an effort to meet the expectations and fulfilling the requirements of the grant award from ODH.

## II. REPORTING REQUIREMENTS

- A. The HBAH MOU which was released by ODH and COHHIO on April 1, 2022 outlined the data that must be collected by each partner. As a result, the CONTRACTOR agrees to:
  1. Provide **client-level program data** to the Health Policy Institute of Ohio (HPIO), which has been retained by COHHIO to conduct an evaluation of program activities.
  2. Submit the required program and financial data in a secure format specified by COHHIO no later than the **5th day of each month** to [rjones@columbus.gov](mailto:rjones@columbus.gov)
  3. Submit **aggregate program data** on a template provided by CelebrateOne. The template is designed to capture monthly progress and expenditures against the program's agreed-upon metrics.
  4. Send the **aggregate program data** reports to Rachael Jones ([rjones@columbus.gov](mailto:rjones@columbus.gov)) and copy to Ashon McKenzie ([almckenzie@columbus.gov](mailto:almckenzie@columbus.gov)) no later than **5th day of each month**.
  5. Direct questions regarding client-level data collection to HPIO's project lead, Amy Stevens ([AStevens@healthpolicyohio.org](mailto:AStevens@healthpolicyohio.org)), **while also copying Rachael Jones** ([rjones@columbus.gov](mailto:rjones@columbus.gov)).
- B. In addition for purposes of the research study, the CONTRACTOR agrees to:
  1. Collect data specified in the detailed evaluation plan (to be provided by the HPIO). The detailed evaluation plan will describe the required data collection forms (such as an intake form, participant tracking log, birth outcome form, and exit form) and the timeline for data collection.
  2. Ensure the quality, accuracy, and privacy of all evaluation data collected by site staff and to participate in data collection continuous quality improvement meetings facilitated by the Health Policy Institute of Ohio.
  3. Enter data into an acceptable database (such as the Homeless Management Information System and/or tools developed by the HPIO if applicable).
  4. Provide de-identified evaluation data to the HPIO.
  5. Document and report expenditures for each participant, including total cost of rental assistance and other housing-related assistance.
  6. Ensure the quality, accuracy, and privacy of all evaluation data collected by site staff and to participate in data collection continuous quality improvement meetings facilitated by the HPIO.
  7. Participate in other evaluation activities led by the HPIO, including all evidence-based practice fidelity reviews (e.g., fidelity to Family Critical Time Intervention) and partner surveys.

8. Assist the HPIO with identification and recruitment of participants for participant interviews.
9. Agrees to obtain informed consent and data sharing permission from participants using forms provided by the HPIO.
10. Agrees to enter into any necessary data use agreements with partner entities, including the Homeless Management Information System administrator, the Ohio Department of Medicaid, Medicaid managed care organizations, HPIO, COHHIO, or other entities.

### III. EQUAL OPPORTUNITY

- A. In addition to abiding by all of the terms, conditions and requirements set forth in Columbus City Code Section 3906.02. Equal Opportunity Clause, the Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their genetic information. Such action shall include, but not be limited to, the following: employment up-grading, demotion, or termination; rates of pay or other forms of compensation; and selection for training.

### IV. INVOICING AND PAYMENT

- A. In order to receive payment, the Contractor must submit the information, identified below, to Melinda Cunningham ([MJCunningham@columbus.gov](mailto:MJCunningham@columbus.gov)) and copy [celebrateoneap@columbus.gov](mailto:celebrateoneap@columbus.gov) and Rachael Jones ([rjones@columbus.gov](mailto:rjones@columbus.gov)) and no later than the **15th day of each month** during the program period:
  1. A summary of expenditures by category on a template provided by CelebrateOne. Categories include, but are not limited to:
    - a) Housing Stabilization Services
    - b) Rental Arrearages
    - c) Security Deposits
    - d) Move-In Expenses
    - e) Landlord Incentives
    - f) Flexible Crisis Assistance Fund
  2. An invoice that includes the following:
    - a) The agency's name, address and contact information;
    - b) The Purchase Order number issued by the City of Columbus; and
    - c) An itemized list of services and/or expenses for which the agency is requesting reimbursement.
  3. Backup documentation that, at a minimum, includes a detailed transaction report from the agency's financial system that identifies the expenditures charged to the grant.
  4. Detailed household information about each household that receives ERA-2 funding, including data entry into Alita system.