

EXHIBIT A

SCOPE OF SERVICES

This scope of services is between CelebrateOne and the Columbus Metropolitan Housing Authority 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 through federal Emergency Rental Assistance (ERA) Funds and CelebrateOne have allocated **\$884,845** over 2 years to help facilitate the community research initiative known as Healthy Beginnings At Home 2.1 (HBAH 2.1) to reduce the infant mortality of high-risk pregnant women by providing affordable housing intervention to those living in unstable housing. HBAH provides rental assistance, housing stabilization services, as well as prenatal and postnatal support to promote the health of a mother and her family as early as possible in pregnancy and to minimize the impact of unstable housing on pregnant women living in the CelebrateOne high-risk target zip codes within Columbus. The term of this contract will be **April 1, 2022 to March 31, 2024**.
- B. Funding from ODH will be used to reimburse rental payments. Specifically, the Contractor will:
 1. Serve As Rental Assistance Manager, as outlined in Housing Flow template;
 2. Manage HBAH rental assistance in accordance with HBAH policies;
 3. Provide 12 Housing Choice Vouchers to program participants;
 4. Review HBAH Housing Intake Packets for rental assistance;
 5. Create and execute HBAH Housing Assistance Payment (HAP) Contract with eligible landlords for HBAH approved units;
 6. Perform expedited inspections and re-inspections at contractor's expense;
 7. Execute payment to landlords in accordance with the HBAH policies;
 8. Coordinate all activities with Home for Families (HFF) and maintain open communication through designated CMHA staff; and
 9. Participate in regularly scheduled meetings, trainings and other engagements hosted by the CelebrateOne and COHHIO in an effort to meeting the expectations and fulfilling the requirements of the grant award from ODH.
 10. Program performance outcomes:
 - a) Complete unit inspections within 5 business days of receipt of the HBAH Housing Intake Packet.
 - b) Provide rental assistance in timely manner in accordance with HBAH HAP procedures.
 - c) Update HBAH HAP within 5 business days of receipt of rent adjustment from HFF.

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 **program data** to Home for Families required for 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 data to CelebrateOne and HFF in a secure format specified by HPIO no later than the **5th day of each month** to 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) and copy to Ashon McKenzie (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), **while also copying Rachael Jones** (rjones@columbus.gov).
 6. Detailed household information about each household that receives ERA-2 funding, including data entry into Alita system.

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) **and copy** celebrateoneap@columbus.gov **and Rachael Jones** (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) Rental Subsidies
 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.