

## Questions & Answers – Writing Approvable Investments

**Q: Do we leave the Scope of Work (SOW) blank if we aren't exceeding Fair Market Value (FMV)?**

A: Yes, usually you're only asked for Scope of Work if your investment is above FMV. If a CFP member requests one for another reason, you can always check in with them about which sections may not be relevant to your investment.

**Q: Based on the examples SOW is predominantly to justify IIA investments? PD only? I've been asked for SOW for coaches?**

A: Yes, Scopes of Work are mostly requested for Title II PD investments that are requesting to use a consultant whose costs exceed FMV, but occasionally a PD activity may be funded by Title IA, IVA, or Schoolwide. There may be other times where the SOW can serve a supplementary information role for other requirements.

**Q: Is there a way we can identify the Title IV spending category - maybe in the investment language - so we are clear up front?**

A: Please contact Katy Preston, the Title IVA Director, via email.

**Q: How is the Fair Market Value determined?**

A: FMV was determined after research conducted by M.C. Moran by connecting with LEAs and consultants throughout Vermont to determine a reasonable range of costs.

**Q: When we are writing investments, we might not be aware of when PD events will take place but know that our staff will attend especially if they attended before. How do we make sure our investment includes the detailed info without having the dates, locations?**

A: You're going to do your best approximations. You can always e-mail us or talk to us on the phone and we would be happy to help you work through it. Locations are not necessary unless you are requesting travel costs or seeking funds for a space to hold a PD activity.

### Contact Information:

If you have questions about this document or would like additional information please contact:  
Megan Kinlock, State Title II Director, at [megan.kinlock@vermont.gov](mailto:megan.kinlock@vermont.gov)