

**Technical Assistance Questions received via email are listed here along with ASCOG's responses. If you need additional clarification, please request that via email to [jone\\_ke@ascog.org](mailto:jone_ke@ascog.org).**

**Question:** Do we fill out the blank form "Scope of Work" or the one that is pre-filled under "Transportation" with the "activities to meet the scope of work" already filled in?

**Response:** We recommend you use the prefilled scope of work. However, feel free to make changes or additions. Remember, the prefilled SOW has been vetted and is more likely to be approved by DHS.

**Question:** The unit cost methodology is referenced in 3"L" but all I see here is a blank page. Do you mean instructions under the Budget Section IV?

**Response:** The unit cost methodology is completed by the applicant. That is why there is a blank page. Section IV includes long forms which help the project determine a unit cost. To respond to 3L, you can either write a narrative about the process used to complete section IV or you can use another method such as one provided by a CPA.

**Question:** You have provided demographics under "Characteristics of Project Area." Does anything need to be added to this? If so, what are you looking for?

**Response:** The demographics provided will suffice as a response to the second question under Part D. However, we are still looking for either a narrative or a map to respond to the first question.

**Question:** Under the Scope of Work, Non-OAA Service, I am still unsure how to fill this out. We have a lot of contracts totally unrelated to this project and in different service areas. The only way I now to fill this out is list estimated support from FTA funds, but these are not technically match, as they are federal funds as well.

**Response:** This depends on your accounting methods. If you are keeping this program completely separate from your other contracts, then we do not believe you have to include a Non-OAA service SOW in the RFP. However, if you are including multiple contracts to fund the same position(s) (outside of the executive director), then you will need to provide a Non-OAA service scope of work. We understand that you can only include estimates.

**Question:** Since the number of service units and unduplicated persons is a really rough estimate, how are we reimbursed? By number of services or (hopefully) simple contract for the eligible amount for each location?

**Response:** We can only reimburse projects on actual expenses in accordance with the agreed upon budget. This is not a fee-for-service contract. We set unit and UPS goals based on the best metrics we have available at the time of the RFP. At your quarterly assessments we will check to make sure you are reaching at least 90% of your goals. If not, remedial actions may be taken. You will not be paid a set monthly amount or by fee-for-service. You will only be reimbursed by actual submitted expenses as long as they do not exceed your prorated budget. Additionally, ASCOG fiscal staff will complete two fiscal assessments during your first contract year. Fiscal staff will check to make sure all transactions are appropriately documented.