

FOOD FOR PEACE INFORMATION BULLETIN

MEMORANDUM FOR ALL FOOD FOR PEACE OFFICERS AND AWARDEES

TO: USAID/W and Overseas Distribution Lists; Food for Peace Awardees

FROM: DCHA/Food for Peace/Director, Jeff Borns

SUBJECT: Description of Food for Peace Awardee Reporting Requirements¹

DATE: July 30, 2009

Food for Peace Information Bulletin 09-07

I. Purpose and Background

The U.S. Agency for International Development (USAID) Office of Food for Peace (FFP) requires Title II awardees to submit a number of reports throughout the life of an award (LOA). These reports assist FFP in food aid resource allocation decisions, congressional reporting and food aid program analysis.

In this Food for Peace Information Bulletin (FFPIB), FFP describes the majority² of the reporting requirements in order to clarify and simplify the reporting task. This FFPIB provides a summary of major reporting documents; for full instructions awardees will need to consult detailed reporting guidance which is available on the [Resources Web page](#) on the FFP Web site or via the hyperlinks listed in **Section III**, *Awardee Reporting Resources*, of this FFPIB.

It should be noted that FFP/Missions and/or Regional Office (FFP/M/R), as appropriate, have additional reporting requirements that are **not included** in this FFPIB. Awardees are encouraged to coordinate with FFP/M/R throughout the LOA to ensure they are fulfilling FFP/M/R reporting requirements.

Questions about FFP reporting requirements should be directed to the food aid program's agreement officer's technical representative (AOTR).

II. Awardee Reporting Requirements

Organized by award type, FFP reporting requirements are as follows. More detailed descriptions of each report component are included in **Section IV**, *Required Report Descriptions* of this FFPIB.

¹ This FFPIB builds on previous reporting guidance outlined in [FFPIB 07-02: New Reporting Requirements for Food for Peace](#)

² FFP award documents can also include award-specific reporting requirements. Awardees should thoroughly review their award to ensure they are fulfilling their reporting obligations.

A. *Development Assistance Programs (DAPs) & Multi-Year Assistance Programs (MYAPs)*

1. **Baseline study report:** A baseline survey is to be conducted in the first year of food aid program implementation and the report should be submitted to FFP/W, FFP/M/R and USAID/ Development Experience Clearinghouse (DEC)³ no later than three months after the survey is completed.
2. **Federal financial reports:** Throughout the LOA, awardees must submit federal financial reports (FFRs) to ffp.reporting@usaid.gov and the AOTR *no later than thirty (30) days after the end of each quarter*. As a reminder, the following reporting period end dates shall be used for quarterly financial reports: December 31, March 31, June 30 and September 30. Please note, awardees should submit a final FFR as soon as possible after the award expiration date.
3. **Mid-term evaluation report:** The mid-term evaluation should be conducted half way through the LOA and the report submitted to FFP/W, FFP/M/R and USAID/DEC no later than three months after the evaluation is conducted. *Note: three year food aid programs are not required to conduct a mid-term evaluation.*
4. **Pipeline resource and estimate proposal:** Each year, awardees must submit pipeline resource and estimate proposals (PREPs) between August and November. The awardee will work closely with the AOTR, as well as the contacts in FFP/M/R, as appropriate to determine a due date for the PREP within this range. The PREP includes these components:
 - a. Narrative;
 - b. Comprehensive budget;
 - c. Detailed budget;
 - d. Monetization tables;
 - e. Annual estimate of requirements and commodity pipeline;
 - f. Tracking table for beneficiaries and resources;
 - g. Monitoring and evaluation materials;
 - h. Environmental status report;
 - i. Certifications regarding lobbying, terrorist financing and non-discrimination;
 - j. Negotiated indirect cost rate agreement;
 - k. Close-out schedule; and
 - l. Completeness checklist.
5. **Annual results report:** Awardees submit an annual results report (ARR) to FFP/W and USAID/DEC in the first quarter of each fiscal year, no later than the first Monday in November. The final year ARR is due by the first Monday in November following the date of expiration of the food aid program or within 90 days of date of expiration, whichever comes first. The ARR includes these components:
 - a. Narrative;
 - b. Indicator performance tracking table;
 - c. Standard annual performance questionnaire;
 - d. Tracking table for beneficiaries and resources;

³ Submissions to the DEC can be received (a) via email: docsubmit@usaid.gov; (b) via U.S. Postal Service: Development Experience Clearinghouse, 8403 Colesville Road, Suite 210 Silver Spring, MD 20910, USA; (c) via fax: (301) 588-7787; or (d) online: <http://www.dec.org/index.cfm?fuseaction=docSubmit.home>.

- e. Expenditure report;
 - f. Monetization tables;
 - g. Completed baseline survey, mid-term evaluation and/or final evaluation;
 - h. Supplemental materials; and
 - i. Completeness checklist.
6. **Close-out plan:** A close-out plan submission date will be negotiated between the AOTR and awardee and should include these components:
- a. Executive summary;
 - b. Summary of food aid program resources;
 - c. Equipment inventory;
 - d. Property disposition plan;
 - e. Outstanding claims, financial obligations and invoices;
 - f. Key audit information;
 - g. Close-out budget and budget narrative; and
 - h. Contacts.
7. **Final evaluation report:** If the awardee intends to submit a subsequent MYAP proposal, the final evaluation report is due upon expiration of the food aid program or no later than two months prior to the submission date of the new MYAP proposal, whichever comes first. If the awardee is not submitting a proposal for a subsequent MYAP, the final evaluation report is due upon expiration of the food aid program. Preliminary results should be submitted with the final ARR submission, if final results are not yet available. In addition to submitting a final evaluation report to FFP/W and FFP/M/R, awardees must also submit the document to USAID/DEC.

B. *Single-Year Assistance Programs (SYAPs)*

1. **Federal financial reports:** Throughout the LOA, awardees must submit federal financial reports (FFRs) to ffp.reporting@usaid.gov and the AOTR *no later than thirty (30) days after the end of each quarter*. As a reminder, the following reporting period end dates shall be used for quarterly financial reports: December 31, March 31, June 30 and September 30. Please note, awardees should submit a final FFR as soon as possible after the award expiration date.
2. **Annual results report:** Awardees submit an annual results report (ARR) to FFP/W and USAID/DEC in the first quarter of each fiscal year, no later than the first Monday in November. The final year ARR is due by the first Monday of November following the date of expiration of the food aid program or within 90 days of date of expiration, whichever comes first, and includes the following elements:
 - a. Narrative;
 - b. Indicator performance tracking table;
 - c. Standard annual performance questionnaire;
 - d. Tracking table for beneficiaries and resources;
 - e. Expenditure report;
 - f. Monetization tables;
 - g. Completed baseline survey, mid-term evaluation and/or final evaluation;
 - h. Supplemental materials; and
 - i. Completeness checklist.

III. Awardee Reporting Resources

The following resources are available on the [Food for Peace Web site](#). Additional evaluation-related guidance is also available on the [Food and Nutrition Technical Assistance II \(FANTA-2\) Web site](#). This FFPIB provides a summary of major reporting documents; for full instructions awardees will need to consult detailed reporting guidance below.

A. Annual results report

1. [FFP Annual Results Report Guidance](#)

B. Baseline study, Mid-term evaluation, and Final evaluation

1. [Title II Proposal Guidance and Program Policies - Annex A: Multi-Year Assistance Program Proposal Application Format and Evaluation Criteria](#)
2. [Monitoring and Evaluation Framework for Title II Development-oriented Projects](#)
3. [Evaluating Title II Development oriented Multi-Year Assistance Projects](#)
4. [FFPIB 09-06: Monitoring and Evaluation Responsibilities of Food for Peace Multi-Year Assistance Programs Awardees](#)
5. [FFPIB 07-02: New Reporting Requirements for Food for Peace](#)

C. Close-out plan

1. [FFP Close-out Guide](#)
2. [FFP Close-Out FAQs](#)

D. Federal financial reports

1. [FFPIB 09-01: New Federal Financial Reporting Requirements](#)
2. [Federal Financial Report Form](#)
3. [Federal Financial Report Form Instructions](#)

E. Pipeline resource and estimate proposal

1. [FFP Pipeline and Resource Estimate Proposal Guidance](#)
2. [FFP Pipeline and Resource Estimate Proposal FAQs](#)

IV. Required Report Descriptions (listed below in alphabetical order)

V. Required Reporting Timeline (attached excel document)

IV. Required Report Descriptions

Annual Results Report

Brief description: ARR should detail and report on the activities implemented in the previous fiscal year only. For example, an ARR submitted by November 2, 2009 will only report on food aid activities conducted in fiscal year 2009. ARRs provide meaningful results-oriented information to demonstrate the impact of FFP programs on food security. ARRs also serve as an important source of information for FFP/W, FFP/M/R and USAID to report on the overall impact of food aid programs and to respond to relevant stakeholders including the U.S. Congress, the Office of the Director of Foreign Assistance and the Office of Management and Budget, among others.

Applicable to: DAPs, MYAPs, SYAPs

Submission Date: In accordance with ARR guidance, awardees submit an ARR in the *first quarter of each fiscal year, no later than the first Monday in November*. The final year ARR is due by the first Monday of November following the date of expiration of the food aid program or within 90 days of date of expiration, whichever comes first. Awardees must also submit the ARRs to USAID/DEC.

Submission Resources: Please refer to FFP [Annual Results Report Guidance](#) for more information on report components and requirements.

ARR Components	Brief Description
Narrative	Introduction: Awardees should address key questions outlined in the ARR guidance.
	Success stories: When possible, awardees should include success stories and photographs to further educate the public about food aid programs, particularly to demonstrate the impact that food aid programs have on peoples' lives around the world. The story should explain the food aid program in non-technical language and describe the result or benefit (where feasible).
	Lessons learned: Awardees should relate how lessons learned apply to the specific activities, overall objectives and progress. Emphasis should be placed on information that will be useful for future food aid programming and interventions that might be shared within the awardee's organization, with other FFP awardees, FFP and the wider development community.
Monitoring and Evaluation (M&E) Materials	Indicator performance tracking table: Awardees should include a complete IPTT with information updated for the fiscal year on which is being reported in the ARR. Please be sure to include all indicators related to environmental mitigation.
	Detailed implementation plan: The DIP table should be prepared using the format provided in the example shown in the attachment to the ARR guidance. Awardees should complete the last column of the DIP table (current status), which was left blank when the DIP table was submitted with the most recent PREP submission.
	Standard annual performance questionnaire: The SAPQ is a reporting tool used by FFP to collect standard data across host countries and food aid programs so that FFP can report against its performance management plan indicators and demonstrate progress made against its strategic objective of "Reducing food insecurity among vulnerable populations" found in the FFP Strategic Plan 2006-2010 . Data submitted within the SAPQ, as with other reporting mechanisms, are potentially subject to an annual data quality assessment conducted by FFP.
Tracking table for beneficiaries and resources	The tracking table for beneficiaries and resources should summarize the total resources allocated (food aid commodities, support funds, cost share, etc.) to the food aid program in the fiscal year being reported on, the total number of direct food aid program beneficiaries reached during the fiscal year being reported on and targeted beneficiaries for food aid program out-years, as applicable.
Expenditure report	Awardees are asked to provide a report of actual expenditures for the fiscal year on which is being reported. Awardees should maintain

	consistency in budget presentation as they move from the approved award through all subsequent PREPs and ARR.
Monetization tables	Actual Monetization Proceeds and Cost Recovery: Awardees should complete the actual monetization proceeds and cost recovery table for monetization proceeds and cost recovery for the fiscal year being reported on, as applicable. The actual monetization proceeds and cost recovery figures should be consistent with the FFRs which are submitted on a quarterly basis throughout the LOA.
	Monetization Results Analysis: In completing the monetization results analysis, awardees should note the height and/or length of cells in the attached spreadsheet can be increased or decreased as needed.
	Life of Activity Analysis for Monetization Proceeds: LOA expenditures are expected to stay within approved LOA budget levels.
Baseline study, mid-term or final evaluations reports	Copies of reports from the baseline study, mid-term evaluation and/or final evaluation conducted during the fiscal year being reported on should be included in the ARR. If already submitted to FFP, please provide the date of submission and the name and location of the person(s) to which they were sent.
Supplemental materials	Awardees should provide supplemental information only if it directly supports information requested in this guidance. This may include additional evaluations, reports, case studies and/or executive summaries of these reports or studies, source data, photos, etc.
Completeness checklist	Awardees should submit the completeness checklist to ensure all applicable ARR components are included in the submission. If, for any reason, the awardee is not submitting a particular component of the ARR, the awardee should provide a short explanation as to why the component is not applicable in the <i>Completeness Checklist</i> .

Baseline Study Report

Brief description: A baseline study report should be conducted in the *first year of the food aid program*. Baseline studies must include a quantitative component consisting of a population-based household survey and the impact indicators listed in the IPTT and other baseline information needed by the awardee. Awardees should plan for the baseline and final evaluation surveys to be carried out at the same time of year in order to ensure that the conditions are the same. The optimal time for assessing most food security indicators is during the hungry season because that is when a program's challenge and impact are most detectable.

Applicable to: DAPs, MYAPs

Submission Date: The final baseline study report should be submitted to FFP/W, FFP/M/R and USAID/ DEC *no later than three months after the survey was conducted*.

Submission Resources: Please refer to: [Monitoring and Evaluation Framework for Title II Development-oriented Projects](#), [Evaluating Title II Development oriented Multi-Year Assistance Projects](#), [FFPIB 09-06: Monitoring and Evaluation Responsibilities of Food for Peace Multi-Year Assistance Programs Awardees](#) and [Title II Proposal Guidance and Program Policies - Annex A: Multi-Year Assistance Program Proposal Application Format and Evaluation Criteria](#) for more information on baseline studies.

Close-out Plan

Brief description: The close-out of an award is described in the Automated Directives System (ADS) as the process by which USAID determines that all applicable administrative actions and required work of the award have been completed by the awardee and USAID. The close-out plan details activities, timelines and costs associated with the process of close-out. The due date of the close-out plan will be based upon the *Close-out Schedule* submitted with the final year PREP. The due date must be set to allow a timely completion of all food aid program activities upon expiration of the food aid program.

Applicable to: DAPs, MYAPs

Submission Date: A close-out plan *submission date will be negotiated* between the AOTR and awardee.

Submission Resources: Please refer to the food aid program [Close-out Guide](#) for more information on report components and requirements.

Close-out Plan Components	Brief Description
Executive Summary	Awardees should provide a brief introductory summary (no more than one page) describing the close-out process and timing of key close-out actions (e.g. personnel, disposition, etc.). This summary may also include any potential expected complications or any other relevant close-out related information.
Summary of food aid program resources	This section should begin with an LOA summary table arranged by fiscal year and including each food aid program resource category listed below with metric tonnage as well as cash resources provided.
Equipment inventory	A copy of the most recent physical inventory of equipment should be submitted as part of the close-out plan. The equipment inventory will be reviewed along with the budgets to see which items were purchased through the LOA. For further information regarding equipment, refer to 22 C.F.R. 226.34 .
Property disposition plan	The close-out plan should include a disposition plan that describes how the awardee proposes to dispose of property procured with FFP funds. Awardees should provide a table that lists each asset, purchase date, current fair market value and proposed disposition plan.
Outstanding claims, financial obligations and invoices	FFP awards cannot be officially closed until all outstanding claims and financial obligations have been resolved by the awardee or waived by FFP/W and/or FFP/M/R. The close-out plan should include detailed information on claims and financial obligations.
Key audits information	Awardees should state whether there have been (or will be) any audits of the food aid program, the findings of the audit and the status of resolving outstanding audit recommendations. Awardees should provide an expected date for resolution of outstanding audit findings. Once settled, final decisions should be sent to FFP/W and FFP/M/R.
Close-out budget and budget narrative	Approved FFP award budgets should have taken into consideration the close-out of the food aid program, per <i>Title II Proposal Guidance and Program Policies</i> . However, a close-out budget and budget narrative should be included in the close-out plan if there are close-out costs not already detailed in the approved budget.
Contacts	Awardees should include contact information (names, official address, phone and fax numbers and email addresses) for staff responsible for the resolution of all outstanding issues that may be unresolved by the expiration date of the food aid program. Responsible awardee staff should have the ability to access all of the food aid program's files in the field, at headquarters, in storage or elsewhere, as required.

Federal Financial Report

Brief description: Submission of FFRs (SF-425) will lead to timely, consistent and uniform resource data collection, accountability and recordation in the appropriate financial systems for all funding sources, i.e., section 202(e), internal, transport, shipping and handling (ITSH), program income, cost share and monetization proceeds. FFRs are submitted on a quarterly basis by funding type, i.e., each of the following funding sources will have its own FFR submission: Section 202(e) funds, ITSH funds and monetization proceeds. Cost share (matching funds) should be included in the section 202(e) FFR. According to Office and Management and Budget, the FFR must be fully adopted by October 1, 2009, and therefore, will be applicable to all new Title II awards as well as on-going awards.

Applicable to: DAPs, MYAPs, SYAPs

Submission Date: FFRs are required to be submitted in PDF format to ffp.reporting@usaid.gov and the AOTR *no later than thirty (30) days after the end of each quarter*. As a reminder, the following reporting period end dates shall be used for quarterly financial reports: December 31, March 31, June 30 and September 30. Please note, awardees should submit a final FFR as soon as possible after the award expiration date.

Submission Resources: Please refer to [FFPIB 09-01: New Federal Financial Reporting Requirements](#) for more information. [FFR templates](#) and [detailed instructions](#) for completing the templates are available at the Office of Management and Budget's Web site.

Final Evaluation Report

Brief description: Final evaluations are external evaluations, assessing the awardee's progress in implementing its FFP activities and meeting its stated objectives. Final evaluations must explain the degree of progress made since the baseline survey was completed and underscore challenges and successes for the food aid program, substantiated with quantitative data from a population-based survey. The results of the final evaluation will be a primary consideration in the review of any MYAP proposals from the awardee in the same country.

The final evaluation is no longer required to be conducted in the first quarter of the third year (for a three-year food aid program) or in the penultimate year (of a four-year or longer food aid program). From fiscal year 2010 onward, awardees can arrange for an external evaluator to conduct the final evaluation study as close as possible to the expiration of the food aid program but in time to meet the due date for submission of the final evaluation study report (noted below), keeping in mind the time needed for study design, FFP review, consultant recruitment, data collection and analysis, draft report review and document finalization.

Awardees should plan for baseline and final evaluation surveys to be carried out at the same time of year in order to ensure that the conditions are the same. The optimal time for assessing most food security indicators is during the hungry season because that is when a program's challenge and impact are most detectable.

Applicable to: DAPs, MYAPs

Submission Date: If the awardee intends to submit a subsequent MYAP proposal, the final evaluation report is due upon expiration of the food aid program or no later than two months prior to the submission date of the new MYAP proposal, whichever comes first. If the awardee is not submitting a proposal for a subsequent MYAP, the final evaluation report is due upon expiration of the food aid program. Preliminary results should be submitted with the final ARR submission, if final results are not yet available. In addition to submitting a final evaluation report to FFP/W and FFP/M/R, awardees must also submit the document to USAID/DEC.

Submission Resources: Please refer to: [Monitoring and Evaluation Framework for Title II Development-oriented Projects](#), [Evaluating Title II Development oriented Multi-Year Assistance Projects](#), [FFPIB 09-06: Monitoring and Evaluation Responsibilities of Food for Peace Multi-Year Assistance Programs Awardees](#) and [Title II Proposal Guidance and Program Policies - Annex A: Multi-Year Assistance Program Proposal Application Format and Evaluation Criteria](#) for more information on final evaluations.

Mid-term Evaluation Report

Brief description: Mid-term evaluations should be conducted *approximately half-way through the LOA*. Mid-term evaluations assess implementation progress and roadblocks rather than focus on outcomes and/or impact. They give the program the opportunity to adjust activities and improve implementation in order to better achieve objectives.

Applicable to: DAPs, MYAPs

Submission Date: The mid-term evaluation report should be submitted to FFP/W, FFP/M/R and USAID/DEC *no later than three months after the survey was conducted*. Note: three

year food aid programs are not required to conduct a mid-term evaluation.

Submission Resources: Please refer to: [Monitoring and Evaluation Framework for Title II Development-oriented Projects, FFPIB 09-06: Monitoring and Evaluation Responsibilities of Food for Peace Multi-Year Assistance Programs Awardees](#) and [Title II Proposal Guidance and Program Policies - Annex A: Multi-Year Assistance Program Proposal Application Format and Evaluation Criteria](#) for more information on mid-term evaluations.

Pipeline and Resource Estimate Proposal

Brief Description: A PREP describes upcoming fiscal year food aid resources and activities, even if additional resources will not be requested. PREPs are not required for new food aid programs being submitted in the current fiscal year or for food aid programs that have an expiration date in the current fiscal year.

Applicable to: DAPs, MYAPs

Submission Date: *The PREP should be submitted between August and November.* The awardee will work closely with the AOTR as well as the contacts in the FFP/M/R to determine a due date for the PREP within this range. The due date should take into consideration the awardee’s first anticipated call-forward of the fiscal year for which the PREP is being submitted. Final fiscal year PREP submissions should also keep in mind the expiration date of the food aid program and the anticipated due date of the close-out plan.

Submission Resources: Please refer to FFP [Pipeline and Resource Estimate Proposal Guidance](#) for more information on report components and requirements.

PREP Components	Brief Description
Narrative	Introduction: the awardee should demonstrate compliance with FFP requirements and address concerns and recommendations that have been identified in the prior fiscal year’s PREP, prior annual results reports, baseline, mid-term or final evaluations, field monitoring, Layers ⁴ , and/or other sources, as appropriate.
	Budget narrative: FFP does not generally provide more resources for any given fiscal year than what was allocated per fiscal year for the approved food aid program. However, under exceptional circumstances, greater resources than what had been anticipated may be needed for a select fiscal year. Note that while year-to-year fluctuations are acceptable within the budget, the total LOA budget is expected to remain the same.
	Monetization proceeds and program income: Awardees must describe activities surrounding the generation of monetization proceeds and other program income. Program income means gross income earned by the awardee from activities supported under the approved food aid program during the LOA, including, but not limited to monetization proceeds; interest earned on deposits of monetization proceeds; revenue from income generating activities and microenterprise efforts; funds accruing from the sale of containers; and nominal voluntary contributions by beneficiaries made on the basis of ability to pay.
	Bellmon analysis supplemental information: Bellmon Estimation Studies are now provided by a third-party contractor; awardees are therefore no longer required to conduct a Bellmon Analysis. However, to contribute to the soundness and thoroughness of the PREP, information showing that planned food aid distributions and food aid commodities for monetization would not interfere in local markets or reduce incentives to local agricultural production should be provided. It is therefore incumbent upon the awardees to know their operating environment by monitoring short- and long-term developments in the local, national and international markets of the food aid commodities

⁴ Layers is a USAID monitoring system for assessing the quality of FFP program implementation. It is not yet operational in all host countries, however FANTA-2 will ultimately implement Layers in all FFP host countries. For more information, visit the [Layers](http://www.fantaproject.org/about/layers.shtml) webpage at <http://www.fantaproject.org/about/layers.shtml>.

	<p>being used and to ensure that the proposed distribution and monetization efforts will not interfere in local markets or reduce incentives to local agricultural production.</p> <p>Food aid commodity justification: Awardees should provide an explanation for quantity or type of food aid commodities for the upcoming fiscal year, if different from the approved award.</p> <p>Food aid rations: Awardees should detail and justify any changes from the approved award in the food aid ration size, composition and/or target population(s) for the upcoming fiscal year.</p> <p>Monitoring and Evaluation: The M&E plan is a description of the entire M&E system of a food aid program and includes the results framework, IPTT, the detailed implementation plan (DIP), the performance monitoring plan and any other M&E tools used for the food aid program. Per the award agreement, FFP must approve all changes to the M&E plan; therefore, proposed modifications to any aspect of the M&E plan of the food aid program should be brought to the AOTR's attention in this section.</p> <p>Program graduation and exit strategies: Food aid programs are required to develop exit strategies from the start of their award. Over the course of implementation, the awardee should reexamine the exit strategy and update it as necessary. The food aid program should be built around milestones leading up to the last one being the exit itself due to sustainability of activities. In this context, awardees should consider how the food aid program is progressing with respect to the current milestones.</p>
Comprehensive budget	Awardees should submit a comprehensive budget for the upcoming fiscal year. Awardees should maintain consistency in budget presentation and categories as they move from the approved award through all subsequent PREPs. Moreover, the comprehensive budget should mirror the detailed budget. Amounts that are shown for each category must be the same in both the detailed budget and the comprehensive budget.
Detailed budget	Awardees should submit a detailed budget for the upcoming fiscal year. Awardees should maintain consistency in budget presentation and categories as they move from the approved award through all subsequent PREPs.
Monetization tables	Life of award analysis for monetization proceeds table: Awardees should complete the LOA analysis for monetization proceeds table if the food aid program contains monetization. LOA expenditures are expected to stay within approved LOA budget levels.
	Anticipated monetization proceeds and cost recovery table: Awardees should complete the anticipated monetization proceeds and cost recovery table for expected monetization proceeds and cost recovery for the upcoming fiscal year, as applicable
Annual estimate of requirements and commodity pipeline (AER&CP)	Changes in the allocation of funds and/or metric tonnage among technical sectors must be described in the PREP and require dialogue between the awardee and the AOTR prior to PREP submission if the result is more than a ten percent shift (similar to changes in the technical sector budget line items greater than ten percent). While the AER &CP is submitted with the PREP, periodic updates will be requested by FFP/W throughout the fiscal year, if necessary for resource management.
Tracking table for beneficiaries and resources	The tracking tables should summarize the total resources (food aid commodities, support funds, cost share, etc.) projected for the food aid program in the upcoming fiscal year, the total number of direct food aid program beneficiaries planned during the upcoming fiscal year and planned beneficiaries for food aid program out-years, as applicable.
Monitoring and evaluation (M&E) materials	M&E assessments table: Please list any assessments such as evaluations and/or special studies conducted in the prior fiscal year.
	M&E plan: Should any modifications to the M&E plan be proposed, revised M&E plan spreadsheets should be included here.
	Indicator performance tracking table: Should any changes to the IPTT be proposed, awardees should submit a revised version of the approved IPTT. Indicators demonstrating environmental compliance should also be included in the IPTT.
	Detailed implementation plan table: The DIP table consists of a list of each activity to be carried out during the fiscal year (including the quantity and general location of each activity); the intermediate result(s) the activity supports and the timing of the activity by month. Activities should include major management and M&E events, including those related to environmental compliance. The DIP table should be prepared

	using the format provided in the example shown in the attachment. For the PREP submission, the last column of the DIP table (<i>current status</i>) should be left blank; this will be filled in at the end of the fiscal year and submitted with the ARR.
Environmental Status Report (ESR)	Awardees must submit an ESR with their PREP to report on the mitigation measures outlined in the approved award.
Certifications regarding lobbying, terrorist financing and non-discrimination	Certifications regarding lobbying and terrorist financing documents are required for all USAID awardees. Certifications regarding non-discrimination are required for all U.S.-based USAID awardees. Awardees need only submit a signed copy of the signature portion of this attachment.
Negotiated indirect cost rate agreement	A copy of the latest NICRA, negotiated between awardees and the U.S. Government, should be submitted with the PREP, even if no updates have been made over the past fiscal year.
Close-out schedule	All DAPs and MYAPs submitting a PREP for the final fiscal year of a food aid program should submit the <i>Close-out Schedule</i> . Based upon responses in the close-out schedule, the awardee will work closely with the AOTR to determine a date by which the close-out plan is due, keeping in mind the expiration date of the food aid program.
Completeness check	Awardees should submit the completeness checklist to ensure all applicable PREP components are included in the submission. If, for any reason, the awardee is not submitting a particular component as detailed in the PREP guidance, the awardee should provide a short explanation as to why the component is not applicable in the <i>Completeness Checklist</i> .