

**United States Agency for International Development
Bureau for Democracy, Conflict and Humanitarian Assistance
Office of Food for Peace**

**Fiscal Year 2011: Annual Results Report Guidance
Attachment I: Completeness Checklist**

Awardees should complete the Annual Results Report (ARR) 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 as detailed in Section IV, Components, of the ARR guidance the awardee should explain why the component is not applicable to the ARR in the Completeness Checklist.

Awardee and Country or Region:	
Award Agreement Number:	
Submission Date:	

Component of ARR	YES	NO	If no, why?
<i>EXAMPLE: Monetization Tables</i>		X	<i>Although food aid commodities for monetization were obligated during the fiscal year on which is being reported, they did not arrive in country until the current fiscal year and will therefore be reported on in the next fiscal year's ARR.</i>
Submission of Appropriate Components to the Development Experience Clearinghouse			
Cover letter Template			
Introduction			
Success Stories			
Lessons Learned			
Indicator Performance Tracking Table			
Detailed Implementation Plan			
Standardized Annual Performance Questionnaire			
Tracking Table for Beneficiaries and Resources	Resources Summary Table Tab A.i: MYAPs, Development Programs, and Emergency Programs		
	Resources Summary Table Tab A.ii: IFRP		

	Beneficiaries by Sector			
	Regional Beneficiaries by Sector			
Expenditure Report				
Monetization tables	Life of Activity Analysis for Monetization Proceeds			
	Anticipated Monetization Proceeds and Cost Recovery		X	Data on anticipated monetization proceeds and cost recovery is captured in a MYAP proposal or PREP submission.
	Actual Monetization Proceeds and Cost Recovery			
	Anticipated or Actual Monetization Results			
Evaluations: baseline survey, mid-term or final				