

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

**Fiscal Year 2012: Pipeline and Resource Estimate Proposal Guidance
Attachment J: Completeness Checklist**

Awardees should complete and attach the pipeline and resource estimate proposal (PREP) completeness checklist to ensure all applicable PREP components are included in the submission. If the awardee is not submitting a component of the PREP, an explanation should be provided.

	Component of PREP	YES	NO	If no, please explain	
	<i>EXAMPLE: Food Aid Commodity Justification</i>		<i>X</i>	<i>The food aid commodities did not change from the approved award.</i>	
	Cover sheet (with appropriate information added)				
Narrative	Introduction				
	Monetization Narrative				
	Bellmon Analysis Supplemental Information				
	Food Aid Commodity Justification				
	Food Aid Rations				
	Monitoring and Evaluation Narrative				
	Program Graduation and Exit Strategies				
Attachment	Comprehensive Budget				
	Detailed Budget				
	Budget Narrative				
	Annual Estimate of Requirements and Commodity Pipeline				
	Tracking Table for Beneficiaries and Resources				
	Monitoring and Evaluation Materials	Monitoring and Evaluation Plan			
		Indicator Performance Tracking Table			
		Detailed Implementation Plan			
	Environmental Status Report				
	Affirmation of Certifications				
	Negotiated Indirect Cost Rate Agreement				
	Close-out Schedule				

Awardees should note that due to the PREP approval process, the PREP should be electronically submitted to both FFP/W and FFP/M/R. Failure to submit the PREP to both FFP/W and FFP/M/R will not only result in delay of PREP approval, but also of the first call forward.