

**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  
Frequently Asked Questions**

***1. What does the 15-page limit include? Is there a page limit on attachments?***

The 15-page limit applies to the body of the pipeline and resource estimate proposal (PREP) and not to the attachments; however, awardees should keep all attachments as concise and brief as possible.

***2. When are PREPs due for development programs approved in Fiscal Year (FY) 2011?***

All PREPs are due between August and November. The exact due date is dependent upon negotiations with the agreement officer's technical representative (AOTR).

***3. Should awardees submit a hard copy of the PREP?***

In lieu of a hard copy, all PREP submissions are provided electronically to both Food for Peace/Washington (FFP/W) and Food for Peace Mission and/or Regional Office, as appropriate, (FFP/M/R) by the negotiated due date. The electronic copy submitted to FFP/W should be sent to [ffpdocs@amexdc2.com](mailto:ffpdocs@amexdc2.com). Awardees with more than one award should submit each PREP separately, including "FY\_\_PREP", the awardee name, and host country (or countries/region for regional programs) in the subject line of each electronic submission. Note: USAID email accounts cannot accept zipped files; awardees should therefore follow-up with FFP/M/R to ensure all files were received.

Given the requirements of the PREP review and approval process, it is critical that electronic submissions be provided to both FFP/W and FFP/M/R. Failure to submit the PREP to both FFP/W and FFP/M/R may delay the PREP's review and approval, and could ultimately delay the food aid program's first call forward.

While a hard copy submission is not required before approval, submissions should be provided to FFP/W and FFP/M/R in printer-friendly formats. Please refer to the *PREP Guidance* for suggestions. Submissions not sent according to the standards requested in the *PREP Guidance* will be returned.

***4. How many signatures does the annual estimate for requirements (AER) need?***

The AER tab of the annual estimate for requirements and commodity pipeline spreadsheet (AER & CP) requires two signatures, one from the awardee headquarters office and one from FFP/W.

Before submission of the final request, the awardee should ensure that all field and headquarters staff agrees on AER & CP levels. A revised PREP is submitted after the initial submission is reviewed by FFP and any issues are addressed.

**5. How often does the food aid commodity pipeline sheet need to be updated?**

FFP/W will request updates of the food aid commodity pipeline, part of the AER & CP spreadsheet, as needed after initial submission, but not more than quarterly. These updates should include input of actual data in place of estimates, where available. FFP/W AOTRs will use the commodity pipeline tab and its subsequent updates to request and justify non-emergency calls-forward and obligations throughout the course of the food aid program's implementation year.

**6. Why does the food aid commodity pipeline sheet not collect data on food aid commodities for monetization?**

The food aid commodity pipeline sheet asks awardees to describe the planned arrival and usage of food aid commodities for direct distribution through the implementation year, similar to the previous procurement schedule. It does not ask awardees to do the same for food aid commodities for monetization because the necessary information regarding monetization pipelines can be obtained from the FFP resource pipeline summary tab, which describes the planned sale and expenditure of monetization proceeds.

**7. What are the procurement thresholds or minimum volumes for Title II food aid commodities?**

Bulk Commodities: Vessel consolidations for bulk cargo may occur periodically and require adjustments in shipping schedules and volumes by the U.S. Government in order to maximize freight funding and meet optimal vessel shipload requirements. USAID and USDA will notify awardees when bulk cargoes require consolidation in advance of purchase and during the ocean freight procurement process. A minimum threshold of 10,000 MT is recommended per trade route. Shipping smaller parcels of bulk grains, such as rice or corn, in bags is suggested as an alternative option to shipping small parcels of bulk grains.

Packaged Commodities: A minimum of 80 MT of packaged commodities is considered to be an absolute bare minimum that can be ordered per call forward to fill at least one or more railcars to maximize ocean freight costs and economies of scale.

**8. Can awardees submit the standard certification package instead of multiple signed certifications?**

For development program proposals, USAID has a single standard certification package, *Certifications, Assurances and Other Statements of the Recipient, an Additional Help for ADS 303* (May 2006). For the PREP, awardees who have already signed forms in the certification package may simply submit the signed *Affirmation of Certifications: A Mandatory Reference for ADS Chapter 303*.

**9. Can awardees use their own summary line item labels for the detailed budget if they have already been approved in previous implementation year budgets, or must awardees convert to the ones listed in the updated PREP?**

FFP encourages awardees to use suggested budget line item titles; however, FFP recognizes the importance of remaining consistent across the life of award (LOA). Accordingly, for ongoing food aid programs, awardees may continue to use those budget line item labels that

have been approved and are already in use. Ideally, those budget line items labels already in use are similar to the suggested budget format provided by FFP.

**10. Will the annual results report guidance remain the same, including the due date of early November?**

FFP is reviewing the guidance for the annual results report, taking into account the revisions made in the *PREP Guidance*. The annual results report is due no later than 12:00 P.M. eastern standard time on the first Monday in November. For expiring food aid programs, the annual results reports are due within 90 days of food aid program expiration or the first Monday in November, whichever is earlier.

**11. Is the awardee responsible for submission of the mission concurrence cable?**

The awardee is not responsible for submission of the cable, but FFP encourages communication between the awardee and FFP/M/R. It is to the advantage of the awardee to know when the cable will be submitted, as the PREP's approval is contingent upon its submission.

**12. How does an awardee obtain the latest food aid commodity calculator?**

The food aid commodity calculator is available on the FFP website, *Resources* page, [Implementation Tools](#) link.

FFP/W updates the food aid commodity calculator quarterly, using the latest price estimates. The food aid commodity calculator is useful for calculating cost estimates for both food aid commodities and transportation.

**13. Does the awardee have the ability to shift funds and/or food aid commodities between line items in the budget or between program elements?**

The awardee does have the ability to shift funds and food aid commodities between line items (in the comprehensive budget and/or detailed budget) and between program elements (in the budget and/or tracking table for beneficiaries and resources). However, requests in the PREP for cumulative budget shifts by program element of ten percent or more require agreement officer approval and should be discussed with the AOTR prior to PREP submission. These budget changes must also conform to the rules governing direct and indirect costs.

**14. What is the difference between a fiscal year and an implementation year?**

A fiscal year is a 12-month period of time that begins October 1 and ends September 30, based on the U.S. Government schedule.

In contrast to a fiscal year, an implementation year is a 12-month period of time during which a food aid program may operate. The implementation year begins on the date that the food aid program award becomes effective, as detailed in the award agreement.

***15. Which submissions and documents follow the fiscal year and which follow the implementation year?***

Development program proposals, PREPs and ARRAs (including their individual components) should each be submitted on an implementation year or fiscal year basis, as specified in the table below:

Development Program Life of Award Document Submission to Food for Peace					
Synopsis: Implementation Year versus Fiscal Year					
Documents and Submission Types by Fiscal Year and Implementation Year		Submission Type			Summary
		Proposal	PREP	ARR	
Document Type	Narrative	IY	IY	FY	<p>Program proposal and PREP narratives should describe planned food aid program objectives and activities based on an implementation year. This should include anticipated expenditures and results (including beneficiaries) based on the implementation year. The first implementation year begins on the date of award approval.</p> <p>In contrast to the program proposal and PREP narratives, the ARR narrative should detail food aid program results (including beneficiaries) based on the FY calendar, from October 1 - September 30.</p>
	Comprehensive Budget	IY	IY		The Comprehensive Budget in both the program proposal and PREP should detail proposed expenditures over the course of the implementation year.
	Detailed Budget	IY	IY		The Detailed Budget in both the program proposal and PREP should detail proposed expenditures over the course of the implementation year.
	Expenditure Report			FY	The Expenditure Report in the ARR should detail estimated actual expenditures (including estimates of accrued expenses) based on the FY calendar, from October 1 - September 30. For many programs, this means that the Expenditure Report will report expenditures from (parts of) two implementation years. For example, for a five-year development program operating on an implementation period that runs from April 1 to March 31 annually, the first FY Expenditure Report would include the start of the program, April 1, through the end of the FY on September 30. The second, third, and fourth expenditure reports would each cover an entire FY, October 1 through September 30. The fifth Expenditure Report would cover October 1 through the expiration of the program on March 31.

	<b>Tracking Tables - Resources</b>	IY	IY	FY	<p>Tab A of the Tracking Tables for Beneficiaries and Resources (FY 2012 Resource Summary Table – Development Program Proposal or PREP Submission) - submitted as part of a MYAP proposal or PREP - should include approved and requested resource levels based on an implementation year. These amounts should match those provided in the Monetization Tables submitted as part of a program proposal or PREP.</p> <p>Tab B of the Tracking Tables (FY 2011 Resource Summary Table - Annual Results Report Submission) should include commodity distribution and monetization and cash expenditure amounts (including estimated accrued estimates) based on the FY calendar, October 1 - September 30. Note that monetization expenditure totals provided here, by FY, will not match MTZ totals provided in the Comprehensive and Detailed Budgets and in the Monetization Tables, as they follow the implementation year.</p>
	<b>Tracking Tables - Beneficiaries</b>	IY	IY	FY	<p>When submitting a Development Program Proposal or PREP, Tab C (and D, as applicable) of the Tracking Tables for Beneficiaries and Resources (Beneficiary Data by Technical Sector) should include planned beneficiary data based on the implementation year. Totals provided should match the implementation year totals provided in the proposal or PREP narrative.</p> <p>When submitting an Annual Results Report, beneficiary data for the corresponding ARR section of this tab should be based on the FY calendar, from October 1 - September 30. This includes final planned and reached totals, as well as planned out-year estimates. Totals provided should match the FY totals provided in the ARR narrative as well as the SAPQ, as applicable.</p>
	<b>Indicator Performance Tracking Table (IPTT)</b>	FY	FY	FY	IPTT design, development, and submission should be based on the FY calendar, October 1 - September 30.
	<b>Standardized Annual Performance Questionnaire (SAPQ)</b>			FY	As with the IPTT, SAPQ submission should be based on the FY calendar, October 1 - September 30. Beneficiary totals provided in the SAPQ should match totals provided in the ARR narrative, as applicable.

<p><b>Monetization (MTZ) / Cost Recovery Tables:</b>          --- Anticipated MTZ Proceeds and Cost Recovery (proposal, PREP);          --- Actual MTZ Proceeds and Cost Recovery (PREP, ARR);          --- Analysis of MTZ Sales Transaction(s) (ARR);          --- MTZ Results Analysis - anticipated/actual (proposal, PREP, and ARR);          --- MTZ LOA Analysis (proposal, PREP, ARR)</p>	IY	IY	IY	<p>All MTZ data provided in the MTZ tables should be based on the implementation year. The MTZ approved budget and requested amounts provided as part of a Development Program proposal or PREP should match the corresponding amounts provided in Tab A of the Tracking Tables, which are also required as part of a Development Program proposal or PREP submission.</p>
<p><b>Annual Estimate of Requirements and Commodity Pipeline (AER &amp; CP)</b></p>	IY	IY		<p>The AER &amp; CP should detail commodities and cash resources required to implement planned food aid program activities based on an implementation year. The ration calculator within the AER &amp; CP should justify the direct distribution commodity request amount.</p>
<p><b>Executive Summary Tables (EST)</b></p>	IY			<p>The ESTs should detail commodities and cash resources required to implement planned food aid program activities based on each implementation year.</p>
<p><b>Initial Environmental Examination (IEE) and Environmental Status Report (ESR)</b></p>	IY	IY		<p>IEEs (submitted with a Development Program proposal), and ESRs (submitted with a PREP) should detail related activities (including mitigation activities) based on the implementation year. Budget items attached to such activities should also be provided accordingly, following the guidance for the Comprehensive and Detailed Budgets.</p>