

Additional Help: 200-203  
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## Model Checklist for Pre-obligation Requirements

The following checklist is designed to assure obligating officials that all pre-obligation planning and other requirements have been met and are documented before an obligation is incurred for a given activity. You can fill the checklist out and attach it to obligation documentation to support a decision to obligate funds.

<b>PRE-OBLIGATION REQUIREMENT</b>	<b>WHERE IS THIS DOCUMENTED?</b>
<b>1. Will the activity (or activities) directly support achievement of an approved Strategic or Special Objective (SO) or a related intermediate result?</b>	
<b>2. Is there an illustrative budget for the activity providing a reasonably firm estimate of the cost to the U.S. Government?</b>	
<b>3. Is there a plan for monitoring performance of the activity?</b>	
<b>4. Have analyses necessary for adequate planning been completed?</b>	
<b>5. Have steps been taken to minimize the use of new obligating instruments? Has consideration been exercised to use existing instruments? If a new instrument will be established, will it be designed to support multiple SOs?</b>	
<b>6. Additional Planning Considerations:</b> <ul style="list-style-type: none"> <li><b>a. Was this activity selected from among alternative approaches?</b></li> <li><b>b. Are findings from the gender analysis adequately reflected in the activity design? Has the gender statement or rationale been included?</b></li> <li><b>c. Are appropriate obligating and sub-obligating instruments planned?</b></li> <li><b>d. Are appropriate partner organizations (or types of organizations) identified?</b></li> <li><b>e. Are acquisition and assistance (A&amp;A) plans clear and any waiver requirements documented?</b></li> <li><b>f. Do proposed implementing entities have the requisite financial and other management capacities?</b></li> </ul>	

<b>PRE-OBLIGATION REQUIREMENT</b>	<b>WHERE IS THIS DOCUMENTED?</b>
<p>g. Are any counterpart contribution requirements identified (or waived, if waiver is necessary and authorized)?</p> <p>h. Are identified signatories authorized to sign and bind their respective principals?</p> <p>i. Are implementation time frames clear, including completion dates?</p>	
<p>7. Have Agency Environmental Review Procedures been followed for this activity or activities?</p>	
<p>8. If the activity involves assistance to a country, has the annual country statutory checklist been completed?</p> <p>If yes, when was it completed?</p>	
<p>9. Has an assistance statutory checklist been completed covering this activity or activities?</p>	
<p>10. Has an authorized official approved the activity?</p>	
<p>11. Has Congress been properly notified and is there no outstanding objection?</p>	
<p>12. Are funds available?</p>	
<p>If the answer is no to any of the above questions, please explain below.</p> <hr/> <hr/>	