



Deferral Justification Letter Requirements

- Letter is to be printed on member agency letterhead
- Letter is to be signed by the Manager/Administrator of the jurisdiction or designated representative.
- Include the Name/Location of the Project.
- Include the TIP# of the Project.
- Include the amount of Federal Funds programmed for the project and the total cost of the project.
- Include the original year the project was programmed for.
- Include the total number of times the project has been deferred to date (excluding this request).
- Explain the status of the project in the ADOT - Local Government process.
- Explain in detail the reason for deferring the project.
- Explain how the requesting agency will commit to completing the project through the ADOT - Local Government process.

MAG staff is available to help with information and questions regarding the Deferral Justification Letter Requirements. Please contact either Eileen Yazzie: eyazzie@mag.maricopa.gov or Steve Tate: state@mag.maricopa.gov, and at (602) 254-6300.