



These requirements pertain only to locally sponsored, MAG federally funded projects (CMAQ or MAG STP funded projects) that are not included in one of the life-cycle programs and that have been previously deferred in the MAG Transportation Improvement Program (MAG). If a project in this category has never been deferred in the TIP, a justification letter is not needed.

### **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 Steve Tate at [state@mag.maricopa.gov](mailto:state@mag.maricopa.gov) or (602) 254-6300.