

**CA Project Deferment Standard Operating Procedures**

**ADOT Criteria:** CA Manual, page 9, Project Deferment: *Project Deferment CA Agencies are responsible for delivering FAHP projects in a timely manner and must ensure when programming that the project can be delivered as required. ADOT will monitor the project delivery cycle to determine if the deferment process is being misused. If the project deferment process is determined to be misused this will lead to corrective action which may result in the loss of federal funding.*

*When seeking deferment, the CA must inform the ADOT PM, and the COG or MPO partner (if required). A cause for the deferment must be identified and submitted with the deferment request. ADOT requirements may differ from those of the COG or MPO partners.*

**MAG Criteria:** Maricopa Association of Governments' (MAG) Federal Fund Programming Guidelines & Procedures Competitive Project Selection Process for MAG Federal Funds, 600.3 Project Deferrals and 600.7 Project Appeals Process

<b>Who:</b>	CA personnel (CA) involved in project development and the CA Liaison. ADOT Project Managers (PM) assigned to CAs, Metropolitan Planning Organizations (MPO; Maricopa Association of Governments, Pima Association of Governments), LPA Process Manager and Oversight and Monitoring Manager (O&M Manager). <b>Effective October 3, 2025.</b>	<b>Date:</b>	9.29.2025
		<b>Revision:</b>	1

Frequency	Action/steps	
Once	1	<p>Determine Project Deferment</p> <p>CA determines that project obligation must be deferred. The project must meet all milestones for project initiation, IGA execution and design authorization in order to be considered for the one time deferral.</p> <p>Request must be received no later than May 15 of SFY in which the project phase is currently programmed</p> <p>Request is subject to PRB, PPAC and Board approval</p> <p>Request is subject to funding availability (if applicable)</p>
Once	2	<p>Notify PM and MPO</p> <p>CA Liaison notifies the PM and their MPO. The notification should contain the following:</p> <ul style="list-style-type: none"> <li>All project numbers, project name and location</li> <li>Date of original project proposal and MPO funding approval</li> <li>Federal Fiscal Year of anticipated obligation</li> <li>Provide a detailed cause for the deferment (this applies to the first deferment and all subsequent deferments)</li> <li>Letter is to be printed on member agency letterhead</li> <li>Letter is to be signed by the Manager/Administrator of the jurisdiction or designated representative</li> <li>Include the Name/Location of the Project</li> <li>Include the TIP# of the Project</li> <li>Include the amount of Federal Funds programmed for the project and the total cost of the project</li> <li>Include the original year the project was programmed for</li> <li>Include the total number of times the project has been deferred to date (excluding this request)</li> <li>Explain the status of the project in the ADOT - Local Government process</li> <li>Explain in detail the reason for deferring the project (this applies to the first deferment and all subsequent deferments)</li> <li>Explain how the requesting agency will commit to completing the project by the requested new FY (commitment letter)</li> </ul>

Once	3	Provide a preferred schedule of ADOT Defined Milestones	CA must provide a preferred schedule of ADOT Defined Milestones at the time of the deferral request (project Schedule)
Once	4	Present justification for deferment request	CA justification must include the following: i. Identify and explain the specific problems or issues beyond the control of the agency, other than financial issues, that have caused the delay (e.g., the actions of outside factors), failure to achieve a required milestone or need to defer the project ii. Demonstrate the CA's financial commitment (e.g., staff time, funds) to develop the project, prior to the rescheduling or deletion decision iii. A revised schedule and plan that addresses the specific issues identified
Once	5	Additional project deferral requests	If a CA must request additional deferrals on a previously deferred project, the CA must comply with Maricopa Association of Governments' Federal Fund Programming Guidelines & Procedures Competitive Project Selection Process for MAG Federal Funds, 600.7 <i>Project Appeals Process</i>
Once	6	Approval	Request is subject to PRB, PPAC and Board approval (if applicable)