

**Please go through the check list before submitting your justification form.
(DO NOT leave anything blank.)**

#	Information(s) Required	Additional Information	Check
Header	Enter the current Quarterly Review (eg. June 2007)		
1	Enter the District number and federal project number (including the project prefix, e.g. STPL)		
2	Enter Responsible Agency		
3	Enter contact person from local agency		
4	Enter date you've completed the form		
5	Enter route information and location description		
6	Enter work description including project phases with obligated funds		
7	Enter date when funds were authorized. Use a separate line for each phase with authorized	Refer to the current inactive list/file posted in the web.	
8	Enter authorized federal funds.	Refer to the current inactive list/file posted in the web.	
9	Enter all program code(s)	Refer to the current inactive list/file posted in the web.	
10	Enter project phase	Use E-76 for this item.	
11	Enter accumulated expenditure by program code	Refer to the current inactive list/file posted in the web.	
12	Enter unexpended funds	Refer to the current inactive list/file posted in the web.	
13	Enter last billing date	Refer to the current inactive list/file posted in the web. Under Expenditure Date column.	
14	Select the appropriate reason(s) for justification.	Specify if you select "other"	
15	List project history.	authorization or last financial transaction to present.	
16	Action(s) taken to resolve the issue	Explain why previous commitment has not been met.	
17	Enter date activities to be resumed		
18	Enter billing dates or other corrective action to be taken		
19	Enter current cost estimate needed to complete		
20	Enter amount to be deobligated for unneeded funds		
21	Enter reason/consequences if funds are deobligated		
22	Additional back-up documentation	Copy of environmental approval; litigation; r/w acquisition; copy of invoice; proof that they have been working on a project since initial authorization; project timeline and funding plan; PSA; etc.	
23	DLAE approving official	Person reviewing and approving the justification must sign the form	

ANY INCOMPLETE JUSTIFICATION FORM WILL BE SENT BACK TO DLAE