## Annex 4: Out of Cycle justification memo outline

March 1, 2024

*When submitting an out of cycle (OOC) QDRP, the AE is expected to submit a justification memo explaining the reason for the OOC request. This document outlines the information that is required for this justification. Note that the outlines vary based on the reason for the OOC.*

**Action Requested:**

[AE] is submitting an OOC disbursement request in order to request [a Schedule A reallocation][an increase in disbursement authority][a change in Schedule A and an increase in disbursement authority][a net zero adjustment to the previously approved disbursement authority].

**Justification:**

***For budget changes (Schedule A reallocations)****:*

*The justification for budget changes should follow the outline included in Annex 3.*

***For increases in disbursement authority****:*

*The justification should briefly describe the requested change(s), including information on the amount previously approved for a given activity, the amount spent to date against that approved amount, and the additional amount being requested in order to meet the current requirements. The justification memo should clearly describe the reasons for the unexpected requirement, and should be as specific as possible, including the actual contracts/grants and payment timing involved.*

[AE] is requesting a [$XX amount] increase in disbursement authority for [Project/Activity/sub-activity X].

In the most recent QDRP, [AE] was granted [$XX] in disbursement authority for [Project/Activity/sub-activity X]. To date, a total of [$XXX] has been disbursed. This has included the following key disbursements:

*It is not necessary to list every individual disbursement, but this section should highlight the key activities that have been undertaken and driven disbursements to date.*

* Action 1 ($XX amount)
* Action 2 ($XX amount)
* Action 3 ($XX amount)

We foresee the following additional activities and associated expenditures through the end of the quarter:

* Action 1 ($XX amount), expected [DATE]
* Action 2 ($XX amount), expected [DATE]
* Action 3 ($XX amount), expected [DATE]

As a result, [AE] expects to need [$XX] of additional disbursement authority for this [project/activity/sub-activity] this quarter.

Based on current projections, we [do/do not] believe it will be possible to cover [some/any] of this shortage from elsewhere in the previously allocated disbursement authority:

* [If reallocating some of the previously approved disbursement authority, include details here, including the reason why these funds are no longer expected to be needed as originally authorized]

*Note that if it is possible to cover some of the shortfall from elsewhere in the previously allocated disbursement authority, the AE should do so, rather than simply requesting an increase in the existing disbursement authority for the full amount needed. If it is possible to cover the entire shortfall from elsewhere in the previously allocated disbursement authority, the AE should choose a net zero adjustment to the previously approved disbursement authority as the reason for the OOC.*

***For a budget change and an increase in disbursement authority***:

*The justification should include the information required for both points above.*

***For a net zero adjustment to the previously approved disbursement authority***:

*The justification should briefly describe the reason for the adjustment, including why additional funds are required for one or more activities and why those funds are no longer expected to be needed elsewhere this quarter.*

As outlined in the below table, in the most recent QDRP, [AE] was granted [$XX] in disbursement authority for the current quarter. [AE] is requesting to shift [$XX] of previously approved disbursement authority from [Project/Activity/sub-activity X] to [Project/Activity/sub-activity Y].

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Approved disbursement authority for the current quarter**  | **Proposed Adjustments(Display all #'s as positive)** | **Proposed Adjusted disbursement authority**  |
| **Project (Main)** |  | **Increase (+)** | **Decrease (-)** | **(1+2-3)** |
|  Activity (Sub) | **1** | **2** | **3** | **4** |
| **Project 1** |  |  |  |  |
|  Activity 1  |  |  |  |  |
|  Activity 2  |  |  |  |  |
| **Project 2** |  |  |  |  |
|  Activity 1  |  |  |  |  |
|  Activity 2  |  |  |  |  |
| **Project 3** |  |  |  |  |
|  Activity 1  |  |  |  |  |
|  Activity 2  |  |  |  |  |
| **Monitoring and Evaluation** |  |  |  |  |
|  Activity 1 |  |  |  |  |
| **Program Management and Oversight** |  |  |  |  |
| Activity 1 |  |  |  |  |
| Activity 2 |  |  |  |  |
| **Grand Total** |  |  |  |  |

To date, [AE] has disbursed [$XXX] from [Project/Activity/sub-activity X] and [$XXX] from [Project/Activity/sub-activity Y].

*[FOR ADJUSTMENTS OVER $50,000 only]:* This has included the following:

*It is not necessary to list every individual disbursement, but this section should highlight the key activities that have been undertaken and driven disbursements to date.*

Project/Activity/sub-activity X

* Action 1 ($XX amount)
* Action 2 ($XX amount)
* Action 3 ($XX amount)

Project/Activity/sub-activity Y

* Action 1 ($XX amount)
* Action 2 ($XX amount)
* Action 3 ($XX amount)

*[FOR ADJUSTMENTS OVER $50,000 only]:* We foresee the following additional expenditures through the end of the quarter:

* Action 1 ($XX amount), expected [DATE]
* Action 2 ($XX amount), expected [DATE]
* Action 3 ($XX amount), expected [DATE]

As a result, [AE] expects to need [$XX] of additional disbursement authority for this [Project/activity/sub-activity] this quarter.

Based on current projections, we believe it will be possible to cover this shortage from [Project/Activity/sub-activity Y] in the previously allocated disbursement authority. We expect these funds to be available because…

*Include an explanation of why these funds are no longer expected to be needed as originally authorized.*