

Single Source Grant Justification Form

If using DocuSign, export this PDF (unfilled) into a Word document for ease of use.

Grants must be competitively awarded whenever possible to promote fair and open competition. When competition is not possible due to a determination that only one entity is reasonably able and available to meet the purpose and objectives of a grant, a granting agency may award a single source grant. A granting agency must use this form to document the search, justification, and approval for issuing a grant over \$5,000 using a noncompetitive process per OGM Policy 08-07: Single Source Grants.

The completed form must be reviewed and approved prior to encumbrance. This form and any relevant documentation supporting justification must be retained in accordance with applicable agency record retention schedules.

Grant Information

Agency Name:

Division Name:

Proposed Grantee:

Grant Period:

Grant Amount:

Description of purpose of the grant:

Describe the work expected of the grantee:

Justification

- 1. Explain the rationale for issuing the grant as single source.** Your explanation should address why only one entity is reasonably able and available to meet the grant's purpose and objectives. It should address the following:

- What specific qualifications, expertise, or capabilities are required for this grant?
- Why does only this entity possess these required qualifications, expertise, or capabilities?
- How did you validate that only one entity is qualified and available?
- Why were other entities determined to be unable or unavailable?

Examples of strong justification:

- This grant requires expertise in [specialized area]. Only [entity] has demonstrated expertise in [specific area], as evidenced by [credentials or prior projects]. Other organizations contacted either lacked [specific qualification] or were unavailable during the required timeframe of [timeframe].
- We posted this opportunity on [platform] and received [#] responses. Only [entity] met all required criteria: [list criteria]. Other respondents lacked [specific requirements].

Examples of insufficient justification:

- This organization is well-known and does good work.
- We do not have time to conduct a competitive process.

2. Describe the steps used to conduct a thorough search for other qualified grant applicants and to validate that there is only one entity that is reasonably able and available to meet the goals and objectives of the grant.

a. Describe how the search for other potential grantees was conducted, including documenting which individuals and entities the agency contacted, and/or directories consulted to identify other qualified grant applicants. Please include the number of responses to the search. Resources to support a thorough search include (and are not limited to):

- [The Targeted Group / Economically Disadvantaged / Veteran-Owned Vendor Directory.](#)
- Industry-specific experts, associations, directories, and databases.
- Local chambers of commerce and councils of nonprofits or other business and nonprofit directories.
- Internet searches using relevant key words and specifications.
- Colleagues internally and at peer agencies.
- Past grant solicitations.
- Conducting a Request for Information (RFI)

Provide all relevant details about the search conducted for other possible applicants.

b. Did the search result in:

- ☐ No alternatives being identified.
- ☐ No alternatives being deemed reasonably able and available to meet the purpose and objectives of the grant.

3. How was the grant amount determined?

Include how you determined the amount is fair and reasonable. Some questions to consider include:

- Does the proposed grant amount align with the grant purpose and expected deliverables?
- Is the grant amount comparable to grants issued for similar services?

4. Additional Documentation.

Please reference additional relevant documentation to incorporate into the grant file. Relevant documentation might include: copies of requests for proposal, quotes or other responses received, lists of entities contacted and responses received, announcements on agency websites, emergency declarations, communication, or notes from meetings describing decision-making about the ability and availability of other considered applicants.

Approval

I certify that:

- 1) I understand that OGM Policy 08-07: Single Source Grants requires grants to be awarded competitively whenever possible.
- 2) Only one entity is reasonably able and available to meet the grant's intended purpose and objectives.
- 3) The grant award amount is reasonable to meet the intended purpose of the grant.
- 4) This single source grant award is not the result of inadequate advance planning, personal or agency preference or perception that the proposed grantee is the only available or best qualified, based solely on an existing relationship, or utilized for the purposes of securing a preferred provider.

Grant Manager Signature:

Job Title:

Date:

Division Director (or Designee) Signature:

Job Title:

Date:

Agency Head (or Designee) Signature:

Job Title:

Date:

SWIFT Grant Contract Number or Purchase Order Number (to be completed after grant is awarded):