

Single Source Grant Justification Form

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.

a. Choose one or more of the following:

☐ The services or other needs are only available from one source. If so, answer Part b. of this question. The answer to Part b. of this question should include the following:

- Explanation of the uniqueness of the services or goods from the proposed grantee.
- Explanation of need for the grantee's expertise linked to the described purpose.

☐ After a search performed by the grant manager or other agency staff (described in Question #2, below), other possible grantees were deemed reasonably unavailable or unable. The answer to Part b. of this question should include sufficient information to support the conclusion that only one entity is reasonably able to meet the purpose and objectives of the grant.

☐ The grantee entity is named in law. (Skip to Approval.)

☐ The grantee entity was identified as a recipient in a federal application, formula grant, or other funding award. If so, answer Part b. of this question and include information about the type of funding award, then skip to Approval.

b. Rationale and/or additional information for above selections.

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 and proposed budget is fair and reasonable. Some questions to consider include:

- Does the proposed budget align with the scope?
- Are the costs clearly broken down?
- Do the rates compare to that of similar services?

4. Additional Documentation.

Please reference additional relevant documentation to incorporate into the grant file. Relevant documentation might include: copies of solicitations, 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):