

| Form Area               | Updated Form<br>OGM Form 07.01 Grant Single Source Justification Form<br>(effective 11.21.2025)  | Old Form<br>Grant Single/Sole Source Justification Form (Rev. 2017)   | Rationale for Change  |
|-------------------------|--|---|---|
| Document Format         | Policy statement explaining competitive requirements, detailed instructions and comprehensive guidance throughout with examples.   | Minimal instructions and guidance, no example resources, no policy context.   | The updated form meets the standards set forth in the updated policy. It has been transformed from a basic documentation tool to a risk management and compliance instrument.   |
| Terminology             | <ol style="list-style-type: none"> <li>Grant type: Single Source</li> <li>Grantee status: Proposed grantee</li> <li>Capability Standard: Reasonably able <b>and available</b> to meet the purpose and objectives of the grant</li> <li>Policy reference: OGM Policy 08-07: Single Source Grants</li> </ol>           | <ol style="list-style-type: none"> <li>Grant type: Single/Sole Source</li> <li>Grantee status: Grantee</li> <li>Capability standard: Reasonably able to meet</li> <li>Policy reference: state policy</li> </ol> | <ol style="list-style-type: none"> <li>Modernizes and streamlines terminology</li> <li>Clarifies this is a pre-award documentation</li> <li>Adds reasonably available criterion per the new requirement</li> <li>Specific policy citation for compliance</li> </ol> |
| Justification Rationale | <ul style="list-style-type: none"> <li>Provides prompts and enhanced instructions for a thorough response to explain the rationale for why only one entity is reasonably able and available to meet the grant purpose and objectives.</li> <li>Provides examples and sample language in the instructions.</li> </ul> | <ul style="list-style-type: none"> <li>Single open-ended justification question.</li> <li>General instruction to describe grantee and justify.</li> </ul>   | <ul style="list-style-type: none"> <li>The section is now more prescriptive, consistent with increased accountability and transparency.</li> <li>Enhanced instructions, prompts, and examples assist with policy compliance.</li> </ul>                             |

| <b>Form Area</b>                                | <b>Updated Form<br/>OGM Form 07.01 Grant Single Source<br/>Justification Form<br/>(effective 11.21.2025)</b>   | <b>Old Form<br/>Grant Single/Sole Source<br/>Justification Form (Rev. 2017)</b>  | <b>Rationale for Change</b>  |
|---|--|--|--|
| <b>Search and Validation<br/>Requirements</b>   | <ul style="list-style-type: none"> <li>• Comprehensive search requirement with specific steps documented.</li> <li>• Specific search resource categories listed with examples.</li> <li>• Must document contacts made, responses received, number of responses.</li> <li>• Must validate only one entity is “reasonably able and available”.</li> <li>• Checkboxes for search outcomes.</li> </ul> | <ul style="list-style-type: none"> <li>• Basic description of search conducted.</li> <li>• No guidance on search resources.</li> <li>• A general description of successful contacts and responses received is acceptable.</li> <li>• Must only describe the search.</li> <li>• Open narrative for the search outcome.</li> </ul> | <p>Eliminates ambiguity, provides guidance on what constitutes an adequate search, and ensures completeness.</p> <p>These changes enhance the guidance provided and validation required for justification.</p> |
| <b>Grant Amount<br/>Justification</b>           | Instructions contain prompts and questions to clearly tie grant amount to grant purpose, expected deliverables, and that the amount is comparable to grants issued for similar services.   | Required basic explanation of how amount was determined.   | Transparency   |
| <b>Supporting<br/>Documentation</b>             | Dedicated section with examples provided and a requirement to document decision-making about other applicant ability and availability.   | No specific requirement.   | Transparency   |
| <b>Approval Authority and<br/>Certification</b> | Grant Manager – Division Director – Agency Head (or designee) with required independence and a specific citation to OGM Policy 08-07.  | Grant Manager – Division Director – Financial Management with a reference to a generic competitive requirement.  | Transparency and Clarity   |