

Form Area	Updated Form OGM Form 07.01 Grant Single Source Justification Form (effective 11.21.2025)	Old Form 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"> 1. Grant type: Single Source 2. Grantee status: Proposed grantee 3. Capability Standard: Reasonably able and available to meet the purpose and objectives of the grant 4. Policy reference: OGM Policy 08-07: Single Source Grants 	<ol style="list-style-type: none"> 1. Grant type: Single/Sole Source 2. Grantee status: Grantee 3. Capability standard: Reasonably able to meet 4. Policy reference: state policy 	<ol style="list-style-type: none"> 1. Modernizes and streamlines terminology 2. Clarifies this is a pre-award documentation 3. Adds reasonably available criterion per the new requirement 4. Specific policy citation for compliance
Justification Rationale	<ul style="list-style-type: none"> • 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. • Provides examples and sample language in the instructions. 	<ul style="list-style-type: none"> • Single open-ended justification question. • General instruction to describe grantee and justify. 	<ul style="list-style-type: none"> • The section is now more prescriptive, consistent with increased accountability and transparency. • Enhanced instructions, prompts, and examples assist with policy compliance.

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Search and Validation Requirements	<ul style="list-style-type: none"> Comprehensive search requirement with specific steps documented. Specific search resource categories listed with examples. Must document contacts made, responses received, number of responses. Must validate only one entity is “reasonably able and available”. Checkboxes for search outcomes. 	<ul style="list-style-type: none"> Basic description of search conducted. No guidance on search resources. A general description of successful contacts and responses received is acceptable. Must only describe the search. Open narrative for the search outcome. 	<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>
Grant Amount Justification	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
Supporting Documentation	Dedicated section with examples provided and a requirement to document decision-making about other applicant ability and availability.	No specific requirement.	Transparency
Approval Authority and Certification	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