

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	- Grant type: Single Source - Grantee status: Proposed grantee - Capability Standard: Reasonably able and available to meet the purpose and objectives of the grant - Policy reference: OGM Policy 08-07: Single Source Grants	- Grant type: Single/Sole Source - Grantee status: Grantee - Capability standard: Reasonably able to meet - Policy reference: state policy	- Modernizes and streamlines terminology - Clarifies this is a pre-award documentation - Adds reasonably available criterion per the new requirement - Specific policy citation for compliance
Justification Framework	- Identifies distinct justification pathways with specific requirements. - Provides guidance through specific checkbox options with detailed sub-requirements. - Pathways for legislatively-named, formula grants, noncompetitive federal grants, and federal application scenarios.	- Single open-ended justification question. - General instruction to describe grantee and justify. - Does not specifically accommodate legislatively-named grants, formula grants, noncompetitive federal grants, or federal application scenarios.	- The form is now more prescriptive, consistent with increased accountability and transparency. - Eliminates ambiguity, provides guidance on what constitutes an adequate search, and ensures completeness. - Addresses practical implementation challenges.

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
Search and Validation Requirements	- 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.	- 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.	These changes enhance the guidance provided and validation required for justification.
Cost Justification and Budget Analysis	Requires an explanation and demonstration of reasonableness of the cost(s) with three specific analysis questions provided, requiring a demonstration that budget and scope align, that rates are comparable, and that costs are broken down.	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