

Grant Single/Sole Source Justification Form

State Agency:	Division/Department:
Grantee:	Grant Period:
SWIFT Grant Contract Number: (To be completed after grant is awarded)	Grant Amount:

1. State the Purpose of the Grant:

2. Description of the work the Grantee is expected to perform

(Provide an overview of the deliverables. You may also attach a copy of the grant duties to this form):

3. Describe the Grantee and provide justification for utilizing a Single/Sole Source Grant:

(Reference the Grantee's geographic location, specialized knowledge and/or relationships, specialized equipment, and all other factors that contribute to the decision to administer a single/sole source grant. A single/sole source grant may not be based solely on agency convenience and/or prior relationships with a potential grantee.)

4. Explanation of how the grant amount was determined:

5. Description of the search conducted to locate potential grantees:

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SPECIAL CIRCUMSTANCES RELEVANT TO THIS GRANT. (Check all that apply).

- Geographic location
- Specialized knowledge/Subject matter expert/Community relationships
- Specialized Equipment Required
- Funder Designated Sub-Recipient
- Other _____ (see full description in item 2 of this form)

I certify that:	
1) I recognize that state policy requires the use of competitive grant award processes unless only one entity is reasonably able to meet the grant's intended purpose and objectives; 2) The grant award amount is fair, reasonable, and provides the best value to the State of Minnesota; and 3) This single source grant award is not the result of inadequate advance planning or for purposes of securing the services of a preferred provider.	
Grant Manager's Signature:	Date:
Division Director's (or Designee's) Signature:	Date:
Financial Management Signature:	Date:

This form should be completed and signed by the grant program manager, division director (or designee), and financial management.