PROJECT ROADMAP

QUICK GUIDE:
New Staff Checklist

CONSIDERATIONS WHEN YOU ARE NEW

This checklist includes several key tasks to assist you in your new cooperative agreement-supported position.
Use this checklist as a guide to help acclimate you to the new role.

At Your Agency

- ☐ Review the solicitation for your agency's current ECM cooperative agreement.
- ☐ Review your agency's application/narrative.
- ☐ Review your agency's ECM award conditions.
- ☐ Review previously submitted reports, as applicable.
- ☐ Review (and bookmark) OVC Human Trafficking Program FAQs
- ☐ Sign up for Project Roadmap Mailing list and select relevant field coaching option.
- ☐ Ask Project Roadmap about your TFL and your next scheduled check-in.
- ☐ Bookmark OVC Awards Help
- ☐ Sign up for OVC Mailing List
- ☐ Review (and bookmark) DOJ Financial Guide
- ☐ Review Performance Measures for your award to confirm what is needed for data reporting.
- ☐ Review Project Roadmap resources
- ☐ Set up meetings with relevant partners (coordinator, funded law enforcement or service provider partner, subawardees)

Acronyms

ECM	Enhanced Collaborative Model Task Force to Combat Human Trafficking
DOJ	Department of Justice
OJP	Office for Justice Programs
OVC	Office for Victims of Crime
ASAP	Automated Standard Application for Payments
PMT	Performance Measurement Team or Performance Measurement Tool
GAA	Grant Award Administrator
GAM	Grant Award Modification
TFL	Task Force Liaison

If Applicable

Complete Financial Management Training (if required for your position)
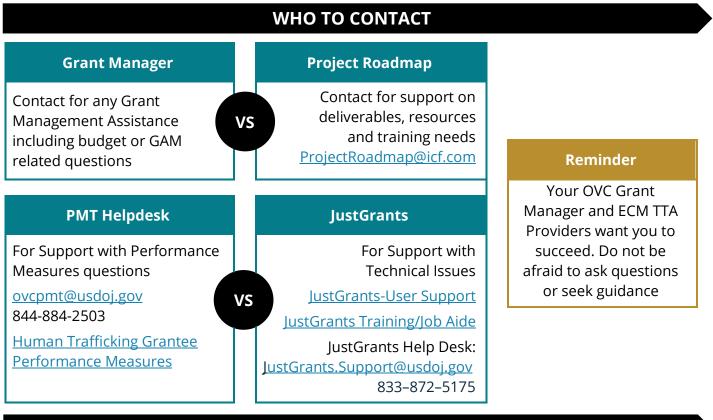
Verify if all JustGrants/Automated Standard Application for Payments registration is complete (if required for your position)

Update the JustGrants GAA and PMT contact information, as applicable.

Subcontracts Review subaward/subrecipient reporting and subrecipient monitoring requirements:

- • System for Award Management
- • Federal Funding Accountability and Transparency Act Subaward Reporting System
- • Subrecipient Management and Monitoring
- • Mini Toolkit for Subrecipient Monitoring

GRANTEE IMPORTANT INFORMATION

My Grant Manager is: _____

Their email address is: _____

Their phone number is: _____

My award number is: _____

WHO TO CONTACT

Grant Manager

Contact for any Grant Management Assistance including budget or GAM related questions

VS

Project Roadmap

Contact for support on deliverables, resources and training needs
ProjectRoadmap@icf.com

Reminder

Your OVC Grant Manager and ECM TTA Providers want you to succeed. Do not be afraid to ask questions or seek guidance

PMT Helpdesk

For Support with Performance Measures questions

ovcpmt@usdoj.gov
844-884-2503

Human Trafficking Grantee Performance Measures

VS

JustGrants

For Support with Technical Issues

JustGrants-User Support

JustGrants Training/Job Aide

JustGrants Help Desk:
JustGrants.Support@usdoj.gov
833–872–5175

ADDITIONAL RESOURCES

Helpful Links

OVC FY 2023 ECM Solicitation

Roadmap for ECM Task Forces

Understanding Human Trafficking Training

OVC Human Trafficking Webpage

JustGrants

Request a copy of the ECM Orientation Packet from Project Roadmap

*Adapted from OVCHTC Checklist

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