

INITIAL CONSIDERATIONS

This checklist assists you in completing key actions items when you are awarded a new OVC cooperative agreement. Use this checklist as a guide for tasks you can complete in the first three months of your award.

At Your Agency

- Review the ECM Notice of Funding Opportunity
- Review your agency's application/narrative
- Review your agency's ECM award conditions
- Review your budget. Discuss any potential changes with your Grant Manager
- Attend OVC Grantee Orientation
- Review [OVC Human Trafficking Program FAQs](#)
- Bookmark [OVC Awards Help](#)
- Sign up for Project Roadmap information and Field Coaching Invites - [ECM TTA mailing list](#)
- Sign up for [OVC Mailing List](#)
- Review (and bookmark) [DOJ Financial Guide](#)
- Complete [Financial Management Training](#) (if required for your position)
- Complete JustGrants/ASAP for Payments registration (if required for your position)
- Review [Performance Measures](#) and timelines for your award to confirm what is needed for data reporting
- Submit the GAA's contact information into reporting systems (i.e. JustGrants, PMT)
- Ensure that any staff or partner staff working with victims of trafficking are adequately trained/licensed to work with such victims
- Attend Field Coaching and meet your TFL

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
- NOFO** Notice of Funding Opportunity
- 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

Subcontracts (if applicable)

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

Find your FY NOFO here: [OVC ECM](#)

[Roadmap for ECM Task Forces](#)

[Understanding Human Trafficking Training](#)

[OVC Human Trafficking Webpage](#)

[JustGrants](#)



RESOURCE:

Request a copy of the ECM Orientation Packet from [Project Roadmap](#).

*Adapted from OVC Human Trafficking Collective (HTC)