

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

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

Reminder

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

ADDITIONAL RESOURCES

Helpful Links

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

[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