

CONSIDERATIONS AT THE BEGINNING

This checklist aims to assist 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 solicitation.
- 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 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
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

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

[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