

# New Award 90-day Checklist

*This checklist includes several key actions to take once you have received your new OVC anti-trafficking award. Use this checklist as a guide for tasks you can complete in the first 90 days of your award. Note that times may shift depending on your budget clearance and the timing of scheduled events.*

## First 60 days

- Review the grant application and solicitation
- Review the grant's award conditions
- Review [Office for Victims of Crime \(OVC\) FAQs](#)
- Attend OVC Human Trafficking Grantee Orientation
- Meet training and technical assistance (TTA) navigator
- Develop or update the [program's policies and procedures](#) to submit to OVC and the Human Trafficking Collective (HTC) for review and feedback
- Sign up relevant staff and supervisors to the [OVC Human Trafficking Services Program Grantee Listserv](#)
- Sign up relevant staff and supervisors to the [OVC Listserv](#)
- Sign up for [TTA events](#)
- Review the [U.S. Department of Justice \(DOJ\) Grants Financial Guide](#)
- Review the [Performance Measure Map](#)
- Review/complete the [Financial Management Training](#) (*confirm if required for your position*)
- Complete JustGrants/Automated Standard Application for Payments registration (*if required for your position*)
- Submit the grant award administrator POC's contact information into required reporting system (i.e. JustGrants, PMT)
- Review what is needed for the first reporting period
- Ensure that any staff or partner staff working with victims of trafficking are adequately licensed and trained to work with such victims

## First 90 days

- Participate in OVC-sponsored webinars/trainings
- Develop or update program training/outreach materials
- Prepare/complete a report for the first reporting period
- Submit policies and procedures for approval in the first 120 days of the award
- Review subaward/subrecipient reporting and subrecipient monitoring requirements (if applicable):
  - [System for Award Management](#)
  - Federal Funding Accountability and Transparency Act [Subaward Reporting System](#)
  - [Subrecipient Management and Monitoring](#)
  - [Mini Toolkit for Subrecipient Monitoring](#)

***Please contact your OVC grant manager for any grant management assistance.***

## Contact OVC HTC for Assistance

- Support on policies and procedures, program documents, resources, and training materials
- Monthly check-ins to explore successes, challenges, technical assistance needs, and questions and ideas, and to connect to the TTA navigator
- Assistance with mandatory program requirements and customized trainings that build the team's capacity and expertise

## Resource Links

- [OVC FY 2023 Services for Victims of Human Trafficking Solicitation](#)
- [OVC FY 2023 Integrated Services for Minor Victims of Human Trafficking Solicitation](#)
- [Office of the Chief Financial Officer](#)
- [DOJ Grants Financial Guide](#)
- [Financial Management Center](#) (Grants Financial Management FAQs)
- [Financial Guide Sheets](#)
- [OVC's Human Trafficking webpage](#)
- [OVC Human Trafficking FAQs](#)
- [JustGrants](#)
- [JustGrants User Support](#) | Email: [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)
- [Automated Standard Application for Payments](#) | Email: [Ask.Ocfo@usdoj.gov](mailto:Ask.Ocfo@usdoj.gov)
- [Performance Measures](#) | Email: [ovcpmt@usdoj.gov](mailto:ovcpmt@usdoj.gov)