

# Grantee Staff Checklist

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

## Checklist

- Review the grant solicitation, application, and award conditions
- Review previously submitted reports as applicable
- Review Office for Victims of Crime (OVC) and OVC Human Trafficking Collective (HTC) resources
- Sign up for the [OVC Human Trafficking Services Program Grantee Listserv](#)
- Sign up for the [OVC Listserv](#)
- Review the [U.S. Department of Justice \(DOJ\) Grants Financial Guide](#)
- Review the [Performance Measure Map](#)
- Review/complete the [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 grant award administrator/performance management tool POC's contact information as applicable



## Contact OVC HTC for:

- Support on policies and procedures, program documents, resources, and training materials
- [OVC Human Trafficking Grantee Orientation](#) materials and resources
- [OVC Grantee Meeting](#) materials and resources
- [Understanding Human Trafficking Training](#) and resources
- Connection to the training and technical assistance navigator
- Monthly check-ins to explore successes, challenges, technical assistance needs, questions, and ideas
- Assistance with mandatory program requirements
- Assistance with customized trainings that build team capacity and expertise
- Assistance with sustainability planning recommendations

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

## Additional Resources

[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)