

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
- 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 2024 Services for Victims of Human Trafficking Solicitation](#)
- [OVC FY 2024 Integrated Services for Minor Victims of Human Trafficking Solicitation](#)
- [Office of the Chief Financial Officer](#)
- [DOJ Grants Financial Guide](#)
- [Financial Management Resource Center](#) (Grants Financial Management FAQs)
- [Financial Guide Sheets](#)
- [OVC's Human Trafficking webpage](#)
- [OVC Human Trafficking FAQs](#)
- [OVC Anti-Trafficking Grantee Foundation Trainings](#)
- [JustGrants](#)
- [JustGrants User Support](#) | Email: JustGrants.Support@usdoj.gov
- [Automated Standard Application for Payments](#) | Email: Ask.Ocfo@usdoj.gov
- [Performance Measures](#) | Email: ovcpmt@usdoj.gov