



OVC HTC

Office for Victims of Crime
Human Trafficking Collective

HTC: 5 QUARTERLY

REMINDERS

1 Where is your budget?

- It is helpful to have your budget broken down into thirds.
- Are you spending down related to your targets?
- Have all your financial reports been submitted quarterly?



2 Have you completed all the items in the 90-day new award checklist?

- Review the 90-day new award checklist.
- Make sure all items related to grant compliance are completed.



3 Staffing

- Have you hired all necessary staff?
- Does your staff need any new or additional trainings?
- Have all new staff been updated via a GAM in JustGrants?



4 Have you met with your TA Navigator?

- Remember, this is a free benefit to you as an OVC-funded HT services grantee.
- We are here to help with any needs you have in executing your grant award.
- If you're not sure where to start, email us at HTCollective@icf.com

5 Are the right staff coming to the cohort calls?

- Direct staff responsible for complying with the grant goals and objectives should attend the cohort calls.
- If you are unsure, connect with your TA Navigator or email HTC at HTCollective@icf.com

