

5 Quarterly Reminders

Helpful tips and resources to support OVC anti-trafficking grantees in meeting grant administration requirements and effectively implementing their awards



1. Subrecipient Monitoring

Do you have any subrecipients? If yes...

- Have you checked your subrecipient agreements?
- Are all agreements current and include required federal clauses?
- Have you updated your subrecipient monitoring plan?
- Have staff received training on subrecipient oversight?
- Access this [OVC Mini Toolkit for Subrecipient Monitoring](#) for information & best practices.



2. Grant Award Modifications (GAMs)

A GAM is created to update Award details and is only used to modify key fact(s) or detail(s) about the award. [GAM FAQs can be found here.](#)

- The only roles in an organization authorized to initiate a GAM are the Grant Award Administrator (GAA) and the Alternate GAA.
- Does your organization have processes for flagging changes that require the initiation of a GAM?
- Access this [FMRC GAM Guide Sheet](#) to learn more; to view in-depth resources including eLearning videos and job aid reference guides visit the [JustGrants Training: Grant Award Modifications](#).



3. Know the difference between GAMs

There are three types of GAMs:

- **Project Period Extension (PPE):** requests to change a project end date; may be submitted via a GAM no later than 30 calendar days before the performance period ends. [In this video, you will learn about project period extension GAMs.](#)
- **Programmatic:** Programmatic GAMs have two subtypes: programmatic costs & scope changes. [In this video, you will learn about creating programmatic GAMs.](#)
- **Financial:** Budget modifications (i.e., new line items or changes over 10%) & budget clearances. [In this video, you will learn about creating financial GAMs.](#)

Detailed instructions and videos of how to complete each type of GAM can be found in the [Grant Award Modification Job Aid](#).



4. Are you ready for upcoming reporting deadlines?

- Semi-annual reports for the **7/1/2025–12/31/2025** reporting period are due on January 30, 2026.
- Access [OVC Performance Measures](#) and [Writing a Comprehensive Semiannual Narrative](#) to support your reporting process.



5. Stay Connected to Support!

- Questions about any of your grant administration requirements? We can help!
- Ensure that new staff and partners are [signed up for the HTC listserv](#) to get updates, training invites, and peer resources.
- [Fill out the HTC TA request form.](#)
- Email us at HTCollective@icf.com.