

5 Quarterly Reminders

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



1. Are you ready for upcoming reporting deadlines?

- Semi-annual reports for the 1/1/2025 - 6/30/2025 reporting period are due in JustGrants and the PMT system on July 30.
- Use available [resources](#) and [trainings](#) to stay on track.
- Reach out to HTC if you need support.



2. Point of Contact Change? Let OVC know.

- If your organization's OVC award point of contact has changed, grantees are required to notify their assigned OVC Grant Award Manager in writing. A quick email is all it takes!



3. Have your training materials been reviewed?

- Before sharing any trainings, outreach materials, or public-facing resources developed with grant funding, they must be reviewed/approved by your OVC grant manager per your grant requirements.
- HTC can support you through this process, email us to get started.



4. Do you have financial administration questions?

- The OVC Financial Management Resource Center (FMRC) offers no-cost financial management training and support to OVC human trafficking and discretionary grantees on help with GAMs, budgeting, reporting, site visit prep, fraud prevention, and more.
- [Reach out to FMRC](#) for help with your financial questions or explore the [free online grants management course](#).



5. Help your team stay connected.

- [Sign up for the HTC listserv](#) to get updates, training invites, and peer resources.
- Check out the [OVC HT Program FAQs](#) to learn more about program requirements.
- Need support? [Fill out the HTC TA request form](#).
- Have a question or not sure where to start? Email us at HTCollective@icf.com.