

5 Quarterly Reminders

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

1. Maintaining Roles, Access, & Continuity

Staff changes are common this time of year—have you made updates for access, continuity, and compliance?

- Entity Administrators manage users and roles in the Digital Identity and Access Management Directory (DIAMD) and assign them to applications and awards in JustGrants.
- Learn how to give staff access using the [Entity Management Job Aid Reference Guide](#).
- All onboarding and offboarding processes should include applicable role updates: [Entity Users & Roles FAQs](#) and [Training: Entity Management](#) for guidance on how to manage entity users, roles, and assignments.
- Some role changes require a programmatic or financial Grant Award Modification (GAM). Check the [GAM Job Aid](#) to determine whether a GAM is needed.

2. Know Your Award Conditions

Award Conditions are requirements which award recipients must meet throughout the life of the federal award. Do you know yours?

- Open your award conditions tab in JustGrants and identify items requiring document uploads; these must be satisfied during the award.
- The Authorized Representative (AR) must have accepted all conditions; ensure the Grant Award Administrator (GAA) has a plan to meet them. Once completed, ensure that documentation is uploaded in JustGrants.
- Use this easy to navigate guide to help you locate, understand, and track award conditions and compliance needs: [Award Conditions Job Aid Reference Guide](#).

3. Financial Management Best Practices

Are your financial systems and practices aligned with federal requirements? Strong financial processes reduce delays, support compliance, and keep your award on track.

- The DOJ Grants Financial Guide (aka “the Guide”) contains a wealth of information to ensure best practices in financial management, [download the PDF here](#).
 - **The Guide** covers important topics like: Allowable Costs, Unallowable Costs, Performance Reports, Conference Costs, Accounting by Approved Budget Category and much more!

5 Quarterly Reminders

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

4. Prepare for Upcoming Reporting Deadlines

Reporting deadlines come quickly, does your team have reminders set and strategies in place to meet these deadlines? Add this [schedule of reporting deadlines](#) to your calendar to stay on track!

Due April 30:

- [Federal Financial Report \(FFR\)](#): Reporting for Q2 (January-March) due in JustGrants. Don't forget – late FFRs freeze ASAP drawdowns!
- [Quarterly Performance Data \(PMT\)](#): Must be entered even if no activity occurred withing the reporting period. There is no narrative report due this quarter.

Due July 30:

- Semiannual Reporting (JustGrants & PMT).
- Stay on top qualitative updates, achievements, challenges, partnerships, and emerging needs to make your next semiannual report great!

5. Specialized TA Opportunities – Sign Up Today!

HTC's 2026 specialized peer groups are specifically designed for victim services and integrated services for minor grantees.

These sessions will be facilitated by subject matter experts to ensure discussions are meaningful, practical, and grounded in best practices. Formats will include a combination of guided discussions, open brainstorming, and opportunities for grantees to share their experiences and achievements. Learn more and sign up to join: [Specialized Peer Support](#).

The 2026 specialized peer support groups offerings include:

- [Survivor Led/Engagement](#)
- [Trafficking of Men and Boys](#)
- [Minor Services](#)
- [Legal Services](#)
- [Partnership/Collaboration](#)
- [Capacity Building](#)

Need Technical Assistance? Complete the [HTC TA Request Form](#).

Unsure where to start or have a quick question? Email us at HTCCollective@icf.com.

Want to stay informed? Make sure all OVC-funded team members are signed up for [HTC's listserv](#).

DID YOU KNOW?

Staff changes, hiring practices, and role development are important parts of grant administration—that's why HTC created **HR Spotlight** sessions for grantees! [Register to join us](#) on Wednesday, March 25, from 2:00-2:50pm ET for the next HR Spotlight focused on career development!