



Victim Compensation Certification (VCC)

Best Practices in
Completing the Form



Presenter



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Learning Objectives

1. Understand how to accurately complete the VCC form.
2. Learn best practices to ensure that victim compensation programs are using appropriate accounting principles to keep track of expenses.
3. Hear common Office of the Inspector General and Office of the Chief Financial Officer findings.
4. Recognize what to report on Federal Financial Reports.

Certification Requirements

Each state (including territories) that applies for Victims of Crime Act (VOCA) Victim Compensation funding must—

- submit annually the VOCA Victim Compensation Certification to the U.S. Department of Justice, Office for Victims of Crime (OVC);
- retain records (see 2 C.F.R. § 200.334) supporting the data entered in the certification form;
- maintain a policy that describes the calculation, review, and approval process for this certification;
- have the certification form completed and reviewed by an individual(s) with specialized/personal knowledge of the compensation program funding; and
- have the entity's Authorized Representative as assigned in the JustGrants system, or another individual with signing authority, sign the certification.



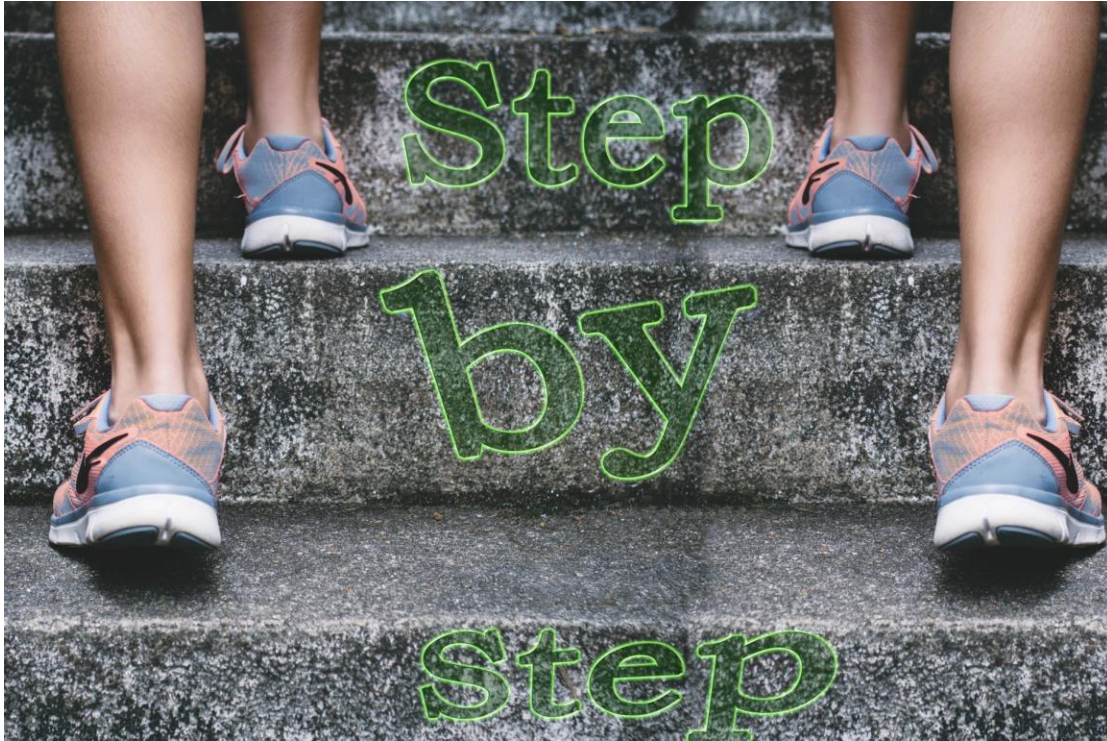
Helping Crime Survivors Find Their Justice

Overcertifications and Undercertifications

The certification form data provided are used by OVC to calculate allocations for VOCA-eligible crime victim compensation programs.

In the event of an overcertification, the necessary steps will be taken to recover funds that were awarded in error. OVC does not have the authority to permit states to keep amounts obtained through overcertification that they were not entitled to receive.

In the event of an undercertification of amounts paid to crime victims, no supplemental payments to the state will be issued to correct the state's error.



Line-by-Line Walkthrough

State Information

U.S. Department of Justice
Office of Justice Programs
Office for Victims of Crime



State or Territory: UEI#

Name of State Administering Agency:

Reporting Period: October 1, through September 30,

- Name of State or Territory and name of SAA
- UEI#
- Reporting period is October 1, 2021 – September 30, 2022

Line B1 – VOCA Grant Funds

B. Deductions from total amount paid:

1. VOCA Compensation Grant Funds and Federal Fiscal Years of Awards

Federal Fiscal Year of Award	VOCA Compensation Grant Funds
	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
	Subtotal: \$ 0.00

Enter the total amount of VOCA Victim Compensation grant funds expended to pay compensation during the federal fiscal year. If funds from more than one grant were expended, enter the applicable VOCA grant years in the spaces provided. Do not include amounts expended for costs other than compensation payments (e.g., administrative costs).

Line B2 – Refunds

This can include refunds from open awards and closed awards.

2. Refunds:

Enter amounts paid to, or on behalf of, crime victims that are returned to the state (e.g., overpayment, erroneous payment, uncashed checks) during the federal fiscal year. Do not include recoveries from restitution collections or subrogation under a civil lawsuit as refunds.

Line B3 – Property Damage or Loss Payments

3. Property Damage or Loss Payments:

Enter amounts paid to, or on behalf of, crime victims for property damage or losses. Exclude amounts paid for damage to personal medically related devices (see Guidelines, sec. I.F) and the following (if authorized by state law/policy): crime scene cleanup, replacement costs for clothing and bedding held as evidence, and/or necessary building modifications and equipment to accommodate physical disabilities resulting from a compensable crime (Guidelines, sec. IV.B.2.b.6).

Line B4 – Other

4. Other Deductions:

Describe amounts included in this line:

Text Box

Enter all other deductions. This includes all federal funding included in line A (except for VOCA Compensation or SLFRF funds) expended for victim compensation payments. Do not include recoveries from restitution collections or subrogation under a civil lawsuit.

Line C – Deductions (Total)

C. Sum of Deductions from Total Amount paid (sum of Lines B1 through B4):

\$ 0.00

Enter the sum of lines B1 through B4. The form will automatically calculate this amount.

Line D – State-Funded Payments (Total)

D. State Payments to or on behalf of crime victims (subtract Line C from Line A):

\$ 0.00

Enter line A (Total Amount) minus line C (Deductions). The form will automatically calculate this amount.

Line E – Recovery Personnel Costs

E. Recovery Personnel Costs, if any (attach documentation):

\$ 0.00

Enter the salary and benefit costs allocable to seeking recoveries (e.g., percentage of time spent on recoveries x annual salary) for individual employees whose primary responsibility is directly and specifically related to recovery efforts, defined as individuals who spend at least **75 percent** of their work time undertaking recovery efforts. Recovery efforts are activities directly attributable to obtaining restitution, refunds, and other reimbursements for the expenses of specific crime victims who have received compensation from the state program. (Guidelines, sec. V.F.) **Please attach supporting documentation, such as timesheets and job descriptions, substantiating the amount of recovery costs claimed and that the employee's primary responsibility is directly and specifically related to recovery efforts.**

Line F – Total State Payments & Recovery Costs Eligible for Matching VOCA Grant Award

F. Total State Payments and Recovery Costs (add Line D and Line E):

\$ 0.00

Enter the sum of line D (State-Funded Payments) and line E (Recovery Personnel Costs). The form will automatically calculate this amount.

Certification



I certify to the Department of Justice, Office for Victims of Crime (OVC), under penalty of perjury, on behalf of myself and the state or territory listed, that I have the authority to make this certification (which OVC will rely on as a material representation), that I have reviewed the VOCA Victim Compensation Certification Form, and that, to the best of my knowledge and belief, the data reported in this form, including the amount reported on line F, is complete and accurate.

I understand that in the event of an overcertification, the OVC will take the necessary steps to recover funds that were awarded in error; and that in the event of an undercertification, no supplemental payments to the state or territory will be issued to correct the error.



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Certification

Common Error: Must be the signing authority or their approved representative.

Type Name and Title of Authorized Representative

Electronic Signature of Authorized Representative

Note: The signing authorized official must be the entity's Authorized Representative as assigned in the JustGrants system, or other designated individual with signing authority.



Best Practices to Track Expenses

1

Retain documentation to support all decisions made.

- Could an outside auditor/reviewer come in and understand how you came to your conclusions?

2

Document eligibility and ineligibility.

- Show how the individual claims and expenses track to your program's statues/rules.

3

Have detailed policies.

- Clear employee policies on how to calculate awards lead to consistent decision making.
- Out-of-date policies can negatively affect the completion of your form.

Common OIG and OCFO Findings

1. **Discrepancies in certification forms have led to states returning grant funds they are not entitled to or receiving smaller grants.**
 - a. Complete the VCC form carefully.
 - b. Make sure the data you are using is complete and accurate.
 - c. Ask for help if you need it.
2. **Supporting documentation for payments is not always clear and available for audit.**
 - a. Lost wages and loss of support were specifically identified.
 - b. Keep policies up-to-date.
 - c. Retain documentation.
3. **Lack of established policies.**
 - a. Have internal instructions on how to fill out the VCC form.
 - b. Keep detailed written internal review procedures.

here
to
help

Lost Wages and Loss of Support

Recommendations include:

- a. When possible, use business payroll data or paystubs. Verify as required by your policies.
- b. Self-employed, part-time, seasonal, or commission-based individuals have more considerations. Tax return data or information provided by the employer may be useful.
 - i. Some states only accept IRS-provided transcripts requested by claimants.
 - ii. Do your employees have the necessary training to be successful in these reviews?
 - iii. A written worksheet with the calculations should be retained with the claim for audit purposes.
- c. Poorly documented policies and procedures lead to greater risks of fraud, waste, and abuse.

Federal Financial Report

10. Transactions:

Cummulative

Federal Cash:

10a. Cash Receipts

Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

10b. Cash Disbursements

Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

10c. Cash on Hand (line a minus b)

Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

Federal Expenditures and Unobligated Balance:

10d. Total Federal funds authorized

The total Federal funds authorized as of the reporting period end date.

\$1,584,000.00

10e. Federal share of expenditures

Enter the cumulative amount of federal fund expenditures. **Cummulative means from award inception through the end of this reporting period.**

10f. Federal Share of Unliquidated Obligations

Enter the amount for the federal share of unliquidated obligations. On a cash basis, unliquidated obligations are obligations incurred, but not yet paid. They include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients or contractors. On an accrual basis, the obligations are incurred, but the expenditures have not yet been recorded. On the final report, for either cash or accrual basis, this Line should be zero (0). **Do not include any amount in Line 10f that have been reported in Line 10E. Include the unliquidated obligations that will be expensed by the end of the next quarter. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense will not be incurred by the end of the next quarter.**



Completing the FFR

- **Line 10e:** Enter the amount of the federal fund expenditures (*i.e., VOCA Compensation grant funds expended*) during the reporting period. The Grants Management System (GMS) will calculate the previously reported and cumulative amounts.
- How you report expenditures depends on whether your program uses the *Cash Basis* or *Accrual Basis* accounting method:
- Cash basis expenditures include:
 - Cash payments made with Federal dollars to or on behalf of victims (*i.e., compensation payments*);
 - Cash used to reimburse state funds for payments made to or on behalf of victims;
 - Cash disbursements for direct administrative or training costs; and
 - The amount of indirect expenses *charged*.

Completing the FFR- Continued

- Accrual basis expenditures include:
 - Cash payments made with Federal dollars to or on behalf of victims (i.e., compensation payments);
 - Liabilities recorded against the Federal dollars for payments made to or on behalf of victims;
 - Cash disbursements for direct administrative or training costs;
 - The amount of indirect expenses *incurred*; and
 - The net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors.

Completing the FFR - Continued

- **Line 10f:** Enter the cumulative amount of the federal share of unliquidated obligations.
- **Line 10i:** Enter total match requirements by the recipient for the award. *VOCA Victim Compensation awards do not have a match requirement, so enter zero. OVC does not collect information about State payments used to determine future VOCA Victim Compensation awards via the SF-425 (FFR), but rather, via the VCC form required during the annual VOCA Compensation grant application process.*
- **Line 10j:** Enter the recipient match provided for this period. *VOCA Victim Compensation awards do not have a match requirement, so enter zero.*
- **Line 10k:** GMS calculates this field by subtracting line 10j from line 10i.

Completing the FFR - Continued

- **Line 10l:** Enter the amount of federal program income earned this period. *Recoveries, refunds, restitution, and subrogation are not program income for the purposes of the VOCA Victim Compensation Program, and are not reported as such on the SF-425 (FFR).*
- **Line 10m:** OJP does not require recipients to complete this field. This is not an active field.
- **Line 10n:** Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities for this period. *Recoveries, refunds, restitution, and subrogation are not program income for the purposes of the VOCA Victim Compensation Program, and are not reported as such on the SF-425 (FFR).* If this is a final report, this field is required – you may enter zero.

Completing the FFR - Continued

- **Line 10o:** GMS calculates this field by subtracting line 10n from line 10l. *Note: If the report to be submitted is the final SF-425, the Program Income section (lines 10l through 10o) must be completed. Based on the nature of the program, OJP anticipates the majority of VOCA Victim Compensation recipients will not report program income. Grantees who believe they have program income to report should speak with their grant manager.*
- **Line 12:** Enter remarks deemed necessary to further explain the financial information provided in the report. Recipients may also attach supporting documentation in the Attachments section. *This field is generally optional for VOCA Victim Compensation grantees.*

Resources

- [VOCA Victim Compensation Guidelines](#)
- [Guide to Completing Financial Status Reports for VOCA Victim Compensation Grantees](#)
- [DOJ Grants Financial Guide](#)
- [Online Grants Financial Management Training](#)

Questions?

