



Victim Compensation Certification (VCC)

Best Practices in
Completing the Form



Presenter



Joel Hall, M.S.
Deputy Division Director

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.

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.



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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, 2022 – September 30, 2023

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:

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.

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.

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?

