**File 1 - Administrative and Training Funds Usage Certification**

Virginia intends to use up to 5% of the VOCA Victim Assistance FY2018 award for administrative and training costs. DCJS intends to use a portion of the administrative funds to support technology enhancements that will enable us to comply with OVC’s updated data collection requirements. Specifically, DCJS has developed a Request for Proposals to design and support software which will enable funded projects to collect all PMT data as well as additional DCJS require performance data for all VOCA funded project types. DCJS is moving ahead with the procurement process and anticipates having an application to support Victim/Witness Programs available within eighteen months. DCJS has already modified and deployed data collection tools which are enabling all VOCA funded projects to collect PMT required data. DCJS may also use administrative funds to support a prorated share of costs associated with procurement of an online grant application system.