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

The Virginia Department of Criminal Justice Services (DCJS) intends to use up to 5% of the VOCA Victim Assistance FY2019 award for administrative and training costs. It is anticipated that approximately 95% of the allowable amount will be used for administration and 5% will be used for training.

DCJS anticipates using administrative funds for salaries/fringe benefits, web/technology and telephone services, travel and mileage for fieldwork, organizational memberships, auditing services, clerical services, and indirect costs. Further, DCJS intends to use a portion of the administrative funds to support technology enhancements that will enable the agency to continue to comply with OVC’s updated data collection requirements. Specifically, DCJS has developed a Request for Proposals to design and support software that will enable funded projects to collect all PMT data as well as additional DCJS required performance data. DCJS is moving ahead with the procurement process and anticipates having a software application that is able to support subgrantee data collection and entry available within the next 24 months. In the interim, DCJS has 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.

Training funds will be used to support statewide/regional training of personnel providing direct assistance and allied professionals, including VOCA funded and non-VOCA funded personnel, and training academies for victim assistance. DCJS use of training funds will comply with the *DOJ Grants Financial Guide* and 28 C.F.R. 94. 107; prior approval will be sought when required.