**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 FY2020 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. Award funds will not be used to supplant state and local public funds that would otherwise be available for crime victim services, or state funds that would otherwise be available for purposes of administering the state victim assistance program.

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 grant monitoring and data collection requirements. Specifically, DCJS developed and released a Request for Proposals to design and support a grants administration software platform. The software will provide subgrantees with a streamlined mechanism through which to submit grant applications, itemized budgets and narratives, and all related grant documentation. DCJS grant monitors will also be able to use the system for enhanced monitoring capabilities and the documentation of such efforts. In addition, the software will enable funded projects to collect and report DCJS required performance data, including PMT required data. Through the RFP process, a vendor was selected and software design and development has begun. DCJS anticipates having a software application that is able to support subgrantee grant administration and data collection available within the next 12 months. In the interim, DCJS has modified and deployed data collection tools which are enabling all VOCA funded projects to collect PMT required data.

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.