



Technology Trust Fund

FY09 MID-YEAR TTF DOCKET REQUEST PACKET

Compensation Board & Circuit Court Clerks

Clerks make a FY09 Mid-Year TTF Docket Request when:

<i>1</i>	<p>You originally elected to carryover your FY09 TTF available balance and now would like to request funds for the current-year budget cycle for equipment and/or services.</p>	<ul style="list-style-type: none"> ■ <i>Forms 1 and 5</i> for all requests ■ <i>Form 2</i> for \$4 Equipment requests ■ <i>Form 3</i> for \$4 Services requests
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<i>2</i>	<p>You need additional TTF funds than the amount originally requested in August from either your \$4 available balance or from the \$1 Fund. Your total \$4 request cannot exceed your TTF available balance for the current fiscal year.</p>	<ul style="list-style-type: none"> ■ <i>Form 2</i> for \$4 Equipment requests ■ <i>Form 3</i> for \$4 Services requests ■ <i>Form 4</i> for \$1 Fund requests ■ <i>Form 5</i> for all requests
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<i>3</i>	<p>You would like to use your FY09 TTF \$4 available balance for areas of your court other than land records. Use Purpose Code F. The \$1 Fund may not be used for Purpose Code F requests.</p>	<ul style="list-style-type: none"> ■ <i>Form 2</i> for \$4 Equipment requests ■ <i>Form 3</i> for \$4 Services requests ■ <i>Forms 5 and 6</i> for all requests
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<i>4</i>	<p>You want to make a mid-year request for funding of redaction of social security numbers</p>	<ul style="list-style-type: none"> ■ <i>Form 3 or 4</i> for \$4 or \$1 requests ■ <i>Form 5</i> for all redaction requests ■ <i>Form 7</i> for all redaction requests
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Clerks make a FY09 Mid-Year TTF Non-Docket Request when:

<i>1</i>	<p>You would like to 1) modify; 2) add; or 3) delete a line item because you need to transfer TTF funds either within or between the \$4 and/or \$1 Fund Equipment or Services budgets; or 4) change a vendor name or 5) change an equipment / services description. No docket action is needed. Transfers between the \$4 and \$1 Fund are not permissible.</p> <p>Use <i>Form 8</i> for FY09 Mid-Year TTF <u>Non-Docket</u> Requests.</p> <p>Fax form and cover letter (on court letterhead addressed to Executive Secretary, Robyn M. de Socio) to Lisa Carson at (804) 371-0235. The line item changes will be submitted to the Executive Secretary for approval and adjustments will be made on the COIN screens. You will be notified by Lisa Carson via email once the process is complete.</p>
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<h2>Steps in Making a FY09 Mid-Year TTF Docket Request</h2>		4
		<p>Check the Compensation Board Web site for Board Meeting minutes on the day after the scheduled monthly meeting at http://www.scb.virginia.gov/minutes.html. The Board Meeting minutes are the only confirmation of Board action on your request.</p>
	3	<p>Fax all pages to the Compensation Board, (804) 371-0235, to the attention of Lisa Carson.</p>
2	<p>Concisely outline your request on court letterhead, signed and dated by the Clerk. Include information on the total \$4 and/or \$1 Fund requests, equipment and/or services, land records or areas of the court not related to land records (Purpose Code F requests). Include vendor name, if applicable. Include vendor quote for all \$4 and \$1 Fund redaction services requests.</p>	
1	<p>Choose the forms you need. Carefully follow all instructions on the forms. Print or type information.</p>	

MID-YEAR TIPS:

- Compensation Board meetings are normally scheduled for the **third Wednesday** morning of the month. Check the monthly meeting schedule here <http://www.scb.state.va.us/cal.html>. Docket requests and non-Docket requests are accepted not later than the **docket deadline** or one week before the date of the Board meeting. Any request received later than the docket deadline is considered the following month.
- **ALL mid-year docket requests** require Form 5, FY09 Mid-Year **Secure Remote Access Certification**, signed and dated by the Clerk.
- In order to process a funding request for **Redaction Services**, the Clerk must supply Forms 3 or 4, Form 5, and Form 7. All redaction requests must be accompanied by a **quote from the vendor**. A redaction request will be not be considered without the appropriate forms and vendor quote.
- Feel free to contact Lisa Carson at lisa.carson@scb.virginia.gov or (804) 225-3443 if you have any questions regarding the **FY09 Mid-Year TTF Docket Request process** outlined in this packet. After faxing the FY09 Mid-Year TTF Docket Request pages, email Lisa Carson for confirmation to make certain your request was received.
- For questions regarding monthly **TTF reimbursement**, contact Paige Christy, (804) 225-3442, or email, paige.christy@scb.virginia.gov.

Forms for a Mid-Year TTF Docket / Non-Docket Request

<i>Form 1</i>	Carryover to FY09 TTF Budget Request	Use to cancel your FY09 TTF carryover request and transfer your TTF \$4 available balance to a FY09 budget request.
<i>Form 2</i>	FY09 Mid-Year TTF \$4 Request for Equipment	Use to request additional \$4 funds (not to exceed your \$4 available balance) for technology EQUIPMENT - this DOES NOT include equipment purchased by a vendor under a signed services contract.
<i>Form 3</i>	FY09 Mid-Year TTF \$4 Request for Services	Use to request additional \$4 funds (not to exceed your \$4 available balance) for technology SERVICES - this DOES include equipment if purchased under a signed services contract.
<i>Form 4</i>	FY09 Mid-Year TTF \$1 Fund Request	Use to request additional funds for technology equipment and/or services from the \$1 Fund for priorities outlined on page 7. Clerks must have fully budgeted their \$4 available balance before making a request from the \$1 Fund. The \$1 Fund may NOT be used for areas of the court not related to land records (Purpose Code F).
<i>Form 5</i>	FY09 Mid-Year TTF Secure Remote Access Certification	ALL mid-year docket requests must be accompanied by certification or re-certification of providing secure remote access to land records.
<i>Form 6</i>	FY09 Mid-Year TTF \$4 Request for Areas of the Court Not Related to Land Records	Use if you have certified to currently providing secure remote access to land records and want to request additional \$4 money (up to your \$4 available balance) for automation and technology improvements in areas of the court not related to land records (Purpose Code F). The \$1 Fund may NOT be used for Purpose Code F requests.
<i>Form 7</i>	FY09 Mid-Year TTF Request for Redaction Services	Use if you are requesting funding from your \$4 available balance or from the \$1 Fund for social security number redaction services. This form accompanies Forms 2, 3, 4, and/or 5. All redaction requests must include a vendor quote for the redaction services.
<i>Form 8</i>	FY09 Mid-Year TTF <u>Non-Docket</u> Request	Use to transfer TTF money within or between the equipment and services budgets. Use to modify, add, or delete a line item. Use to change a vendor name or equipment / services description.

Instructions: Use Form 1 if you originally elected to carryover your FY09 TTF \$4 available balance to FY10 but now you are requesting to budget your TTF \$4 money in FY09. **You must also complete Form 5 to certify or re-certify secure remote access. \$1 Fund requests will NOT be considered for Clerks who carryover their \$4 available balance.**

Form 1

Carryover to FY09 TTF Budget Request

Cancel Carryover. Transfer TTF to Current-Year Budget. *I certify to the best of my knowledge and belief that the process utilized to procure any equipment or services for which payment will be made using funds requested herein is in conformance with the Virginia Public Procurement Act, § 11-35 et. seq., Code of Virginia. This request represents anticipated equipment and/or services funding needs for the current fiscal year. I have provided my local governing body with a copy of all documentation and justification forwarded to the Compensation Board.*

FY09 \$4 Available Balance	\$ _____
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Move to FY09 \$4 Budget	\$ _____
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Locality Code _____ Date _____

Locality Name _____

Clerk's Name (print) _____

Clerk's Signature _____

IMPORTANT – If a Clerk does not originally budget their TTF \$4 available balance in August, the Department of Planning and Budget did not include that Clerk's \$4 funds in its September appropriation for TTF. This means that mid-year access to the TTF \$4 funds is not guaranteed. Carryover-to-Budget requests will be approved by the Compensation Board on a case-by-case basis.

Instructions: Use Form 2 if you are requesting TTF for technology equipment mid-year in FY09. You must also complete Form 5 to certify secure remote access. Your total request may not exceed your FY09 \$4 available balance. Remember that equipment purchased by a vendor under contract is considered a services request. Only equipment purchased directly by the Clerk is considered an equipment request.

Form 2

FY09 Mid-Year TTF \$4 Request for Equipment

Locality Code _____ Date _____

Locality Name _____

Clerk's Name (print) _____

Clerk's Signature _____

FY09 TTF \$4 Available Balance \$

Choose one:
 Cancel Carryover: Move to Current-Year-Budget
 Additional \$4 for Equipment

*Equipment Description	Purpose Code	Unit Cost	Quantity	Total Cost
		\$		\$
		\$		\$
		\$		\$
		\$		\$

*Do not include equipment purchased by a vendor with whom you have signed a services contract.

Total FY09 TTF \$4 EQUIPMENT Request: \$
Do not exceed your total TTF \$4 available balance.

Purpose Codes Bi-v apply to land records.

Purpose Code F applies to technology improvements in areas of the court not related to land records.

Purpose Codes for Equipment and/or Services Requests from TTF

§ 17.1-279 (B, F) Code of Virginia

- Bi** Developing and updating individual land records **automation plans** for individual circuit court clerks' offices;
- Bii** Implementing automation plans to modernize land records individual circuit court clerks' offices and provide **secure remote access to land records** throughout the Commonwealth;
- Biii** Obtaining and updating office automation and information technology **equipment**, including **software and conversion services**;
- Biv** Preserving, maintaining, and enhancing court records, including, but not limited to, the costs of **repairs, maintenance, land records, consulting services, service contracts, redaction of social security numbers from land records, and system replacements or upgrades**; and
- Bv** Improving **public access** to court records.
- F** Automation and technology improvements in **areas of the court not related to land records**.

Instructions: Use Form 3 if you are requesting TTF for technology services mid-year in FY09. You must also complete Form 5 to certify secure remote access. Your total request may not exceed your FY09 \$4 available balance. Remember that equipment purchased by a vendor under contract is considered a services request. Only equipment purchased directly by the Clerk is considered an equipment request.

Form 3

FY09 Mid-Year TTF \$4 Request for Services

Locality Code _____ Date _____

Locality Name _____

Clerk's Name (print) _____

Clerk's Signature _____

FY09 TTF \$4 Available Balance \$

Choose one:

- Cancel Carryover: Move to Current-Year-Budget
- Additional TTF \$ for Services

Vendor Name	*Services Description	Purpose Code	Total Cost
			\$
			\$
			\$
			\$

*Services include equipment if purchased under a signed services contract.

Total FY09 TTF \$4 SERVICES Request: \$
Do not exceed your total TTF \$4 available balance.

Purpose Codes Bi-v apply to land records.

Purpose Code F applies to technology improvements in areas of the court not related to land records.

Purpose Codes for Equipment and/or Services Requests from TTF
 § 17.1-279 (B, F) Code of Virginia

- Bi** Developing and updating individual land records **automation plans** for individual circuit court clerks' offices;
- Bii** Implementing automation plans to modernize land records individual circuit court clerks' offices and provide **secure remote access to land records** throughout the Commonwealth;
- Biii** Obtaining and updating office automation and information technology **equipment**, including **software and conversion services**;
- Biv** Preserving, maintaining, and enhancing court records, including, but not limited to, the costs of **repairs, maintenance, land records, consulting services, service contracts, redaction of social security numbers from land records, and system replacements or upgrades**; and
- Bv** Improving **public access** to court records.
- F** Automation and technology improvements in **areas of the court not related to land records**.

Instructions: Use Form 4 if you are making a request from the FY09 \$1 Fund. You must first budget your entire FY09 **\$4 available balance** before making a request from the \$1 Fund. \$1 Fund requests will **NOT** be considered for Clerks who **carryover** their \$4 available balance. The \$1 Fund may **NOT** be used for areas of the court not related to land records (**Purpose Code F**). **You must also complete Form 5 to certify secure remote access.**

The Compensation Board will consider all requests for \$1 Fund money on a case-by-case basis for consistency with Code requirements regardless of historical fund collections. However, if funds are not sufficient to address all requests, the Board may establish criteria to prioritize the allocation of remaining funds.

Form 4

FY09 Mid-Year TTF \$1 Fund Request

Locality Code _____ Date _____

Locality Name _____

Clerk's Name (print) _____

Clerk's Signature _____

FY09 TTF \$4 Available Balance	\$
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FY09 TTF \$4 Budget Request	\$
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*Equipment Request	Purpose Code	Unit Cost	Quantity	Total Cost
		\$		\$
		\$		\$
		\$		\$
		\$		\$
FY09 \$1 Fund EQUIPMENT Request				\$

*Do not include equipment purchased by a vendor with whom you have signed a services contract.

Vendor Name	*Services Request	Purpose Code	Total Cost
			\$
			\$
			\$
			\$
FY09 \$1 Fund SERVICES Request			\$

*Services include equipment if purchased under a signed services contract.

TOTAL FY09 \$1 Fund Request: \$

Instructions: Use Form 5 for ALL FY09 Mid-Year TTF Docket Requests. Answer Yes or No, then complete information section at the bottom.

Form 5

FY09 Mid-Year TTF Secure Remote Access (SRA) Certification

Yes I am currently providing SRA to land records' images to public (non-governmental) subscribers.

I hereby certify that my office is providing SRA to land records in accordance with the provisions of § 17.1-279B, Code of Virginia, (ALL of the following criteria is true):

- ✓ My technology vendor has established a website or system for the purpose of providing SRA to land records' images in compliance with the security standards developed by the Virginia Information Technologies Agency (VITA), "Secure Remote Access to Online Court Documents Standard" COV ITRM Standard SEC503-02, dated March 28, 2005, and all subsequent revisions thereto;
- ✓ I have established a process whereby the public (non-governmental) may register for subscription to SRA, and if approved by me, sign a subscription agreement, may pay a subscription fee and receive security password(s) for remote access to electronic land records' images;
- ✓ I have accepted / willing to accept public subscribers to SRA; and
- ✓ I have made the public aware of the availability of SRA to land records (as appropriate to my locality).

I certify in accordance with the provisions of § 17.1-279B, Code of Virginia, that any proposed technology improvements to land records in this office will accommodate SRA to land records.

No I am not currently providing SRA to land records to public (non-governmental) subscribers (One or more of the above criteria is NOT TRUE).

I hereby certify that my office is not providing secure remote access to land records in accordance with the provisions of § 17.1-279, Code of Virginia.

Locality Code _____ Date _____

Locality Name _____

Clerk's Name (print) _____

Clerk's Signature _____

Instructions: Use Form 6 if making a request to budget your FY09 TTF \$4 available balance for areas of the court not related to land records. The \$1 Fund may **NOT** be used for areas of the court not related to land records. **You must also complete Form 5 to certify secure remote access.**

Form 6

**FY09 Mid-Year TTF \$4 Request for Areas of the Court
Not Related to Land Records**

I am currently providing secure remote access to land records. *In accordance with § 17.1-279F, Code of Virginia, if a circuit court clerk has provided secure remote access to land records on or before July 1, 2008, then that clerk may apply to the Compensation Board for an allocation from the Technology Trust Fund for automation and technology improvements in areas of the court not related to land records. I understand that only \$4 funds (not the \$1 Fund) may be used for Purpose Code F requests.*

I elect to budget some/all of my FY09 \$4 available balance for areas of the court not related to land records.

FY09 \$4 Available Balance	\$ _____
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FY09 \$4 Request for Areas of the Court Not Related to Land Records	\$ _____
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Locality Code _____ Date _____

Locality Name _____

Clerk's Name (print) _____

Clerk's Signature _____

IMPORTANT: A Clerk must be currently providing secure remote access to land records in order to apply for use of \$4 money for areas of the court not related to land records. **Only \$4 money (not the \$1 Fund)** may be used for areas of the court not related to land records.

Instructions: Use Form 7 if you are making a mid-year docket request from \$4 money or the \$1 Fund for the redaction of social security numbers. This form accompanies Forms 3 or 4. All redaction requests must include a vendor quote. You must also complete Form 5 to certify secure remote access.

Form 7

FY09 Mid-Year TTF Request for Redaction Services

Date: _____		FIPS: _____	
Clerk's Name: _____		Locality: _____	
Clerk's Signature: _____			
Certified to Provide SRA:	YES	NO	Vendor: _____

Back-file	Deeds	Wills	Judgments	Financing Statements	Other:
Images #					
Span of Years					
Cost per Image					
Cost \$					

Total Images: _____		Total Cost: \$ _____	
Back-file Manual Review:	All Images	Flagged Images ONLY	Accuracy Rate: _____ %
Back-file Process:	OCR + Vendor Manual Review	OCR Software ONLY	Manual Review by Clerk

Day-forward	Deeds	Wills	Judgments	Financing Statements	Other:
Images #					
Span of Years					
Cost per Image					
Cost \$					

Total Images: _____		Total Cost: \$ _____	
Day-forward Manual Review:	All Images	Flagged Images ONLY	Accuracy Rate: _____ %
Day-forward Process:	OCR + Vendor Manual Review	OCR Software ONLY	Manual Review by Clerk

FY09 TTF REDACTION Funding Request:	Total \$4 REDACTION Request: \$ _____	Total \$1 Fund REDACTION Request: \$ _____
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Instructions: Use Form 8 if you are making a non-docket request to change your budget **without requesting additional TTF money**. Use if you need to transfer TTF funds either within or between the Equipment or Services budgets. **No transfers between the \$4 and \$1 budgets are permissible**. Before using Form 8, access your office's Reimbursement Processing screen in COIN (#3 on Main Menu). Print your equipment or services budget (or both). Using the screen(s), specify the changes you want to make to line items in your budget(s).

Form 8

FY09 Mid-Year TTF Non-Docket Request

Locality: _____	FIPS: _____
Clerk's Name: _____	Date: _____
Email: _____	Phone: _____
Clerk Signature: _____	

Line Item Change Code: M=Modify; A=Add; D=Delete; V=Vendor Name; S=Equipment / Services Description

	←Line Item Change Code	Circle All That Apply→	\$4	\$1	Equipment	Services
Line item description: _____			Vendor: _____			
Existing: \$ _____			→ New: \$ _____			
Difference: circle one →			plus	minus	How much difference \$ _____	
Reason for Modification: _____			Is new line item a Purpose Code F Request? _____			

	←Line Item Change Code	Circle All That Apply→	\$4	\$1	Equipment	Services
Line item description: _____			Vendor: _____			
Existing: \$ _____			→ New: \$ _____			
Difference: circle one →			plus	minus	How much difference \$ _____	
Reason for Modification: _____			Is new line item a Purpose Code F Request? _____			

For Compensation Board Use Only			COIN Reimbursement
<input type="checkbox"/>	Approved	Date: _____	<input type="checkbox"/>
<input type="checkbox"/>	Not Approved	Signature: _____	FY Spreadsheet
Robyn M. de Socio, Executive Secretary			