

Distribution Process for \$1 TTF Fund in FY06

May 24, 2004 - Richmond, VA

Technology Committee Members Present – John Davis, Augusta County; Paul Garrett, Charlottesville City; Vic Mason, King George County; Ashby Pritchett, Martinsville City; Tom Roberts, Staunton City; Linda Timmons, Orange County; and Yvonne Smith, Henrico County

Compensation Board Staff Present – Bruce Haynes, Executive Secretary; Robyn de Socio, Assistant Executive Secretary; Charlotte Luck, Senior Budget Analyst, and Lisa Carson, Senior Policy Analyst

Discussion of \$1 Funding Options

The purpose of the meeting was for the Compensation Board to seek the advice and guidance of VCCA leadership and the Clerks' Technology Committee regarding the budget process for the \$1 TTF Fund coming up in August. The intent of \$1 TTF Fund distribution is to provide sufficient funds to any Clerk's office not currently providing secure remote access (SRA) to do so by July 1, 2006. Seventeen Clerks' offices were identified in a survey conducted in March 2005 as currently providing provide SRA, so the intended distribution of \$1 TTF Fund would be limited to the remaining 103 Clerks' offices. Actual approval of \$1 funding will be based on a localities assertion that their current available TTF funds are not sufficient to meet the directive of the General Assembly to provide secure remote access on or before June 30, 2006.

The following \$1 TTF Fund distribution process is based on current projected \$1 funds of approximately \$1.9 million. Compensation Board staff presented funding options which included limitations on the total amount of funds available to any one office based upon office size/recordations, as well as alternatives that would provide \$1 funds as needed by an office in order to get online by July 1, 2006. After discussion, the committee reached the following conclusion:

\$1 TTF Fund Distribution Process

The first round of \$1 TTF Fund distribution will occur in August 2005 as an independent and simultaneous process in COIN during the \$4 TTF equipment and services budgeting process. **Prior to this time, Clerks are encouraged to obtain from their vendors a firm cost commitment for their total expenses related to offering secure remote access (SRA) by the July 1, 2006 deadline.** In August 2005, Clerks who do not currently provide secure remote access to land records will be eligible to make a request for equipment and services funding from the \$1 TTF Fund. Each Clerk should determine the amount of the request based upon a **shortfall of funds needed to achieve the goal set out by the General Assembly.** Each Clerk should request the difference between current funds available in his/her office and the total amount needed to provide secure remote access to land records. Awards from the \$1 TTF Fund will not include conversion services.

If requests exceed the \$1.9 million allocation then a ranking of Clerks' offices from lowest to highest available FY06 TTF cash balances, with priority given to lowest, will determine the amount of the awards. The September docket of the Compensation Board will include \$1 requests along with \$4 requests. A second round of distribution will occur if requests fall below the \$1.9 million allocation. In the fall of 2005, the request process for the remaining \$1 money will open to all 120 Clerks with criteria to be recommended by the Technology Committee to the Compensation Board in October 2005.

\$1 TTF Fund Distribution	Eligible Offices	Request and Approval Criteria	\$1.9 million Allocation
Round 1 Distribution	103 Clerks NOT currently offering SRA	Clerks certify a shortfall of TTF funding needed to offer SRA to land records by deadline set by General Assembly. Request of \$1 funding is based on that shortfall.	Total requests match the \$1.9 million allocation.
		Compensation Board to prioritize requests according to a ranking of available FY06 TTF cash balances in each Clerk's office.	Total requests exceed \$1.9 million allocation.
Round 2 Distribution	120 Clerks	Criteria TBD by Clerks' Technology Committee and the Compensation Board.	Total requests from Round 1 are less than \$1.9 million allocation.

Next Steps by the Compensation Board

- June 25, 2005 Compensation Board meeting - VCCA leadership and the Clerks' Technology Committee will recommend the \$1 TTF Fund distribution process to the Compensation Board.
- Month of August, 2005 - COIN will support the routine TTF budgeting of \$4 money and allow 103 eligible Clerks to request \$1 TTF.
- September 21, 2005 Compensation Board meeting – Approval of TTF budget requests from both \$4 and \$1 funding streams.
- October 1, 2005 - FY06 reimbursement from TTF will be available for Clerks.

Next Steps by the Clerks

- Prior to August Clerks without SRA should determine from their vendor the TOTAL cost to provide SRA to their land records by July 1, 2006.
- Month of August, 2005 - Clerks without sufficient \$4 TTF monies are encouraged to request \$1 TTF money in August MOST Clerks will have sufficient \$4 TTF money available and WILL NOT find it necessary to request \$1 TTF money for the specific purpose of providing SRA by July 1, 2006.

Data Available

Compensation Board staff have provided updated TTF revenue estimates, found at <http://www.scb.state.va.us/docs/fy06ttfrevenueestimates.pdf>, as well as a projected \$1 TTF budget <http://www.scb.state.va.us/docs/fy06clerksttfngf.pdf>.