



Technology Trust Fund

FY08 MID-YEAR DOCKET REQUEST PACKET

Compensation Board & Circuit Court Clerks

Clerks make a FY08 TTF Mid-Year Docket Request when:

- | | |
|---|---|
| <p>1 You originally elected to carryover your FY08 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> if requesting \$4 Equipment ■ <i>Form 3</i> if requesting \$4 Services |
| <p>2 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> if requesting \$4 Equipment ■ <i>Form 3</i> if requesting \$4 Services ■ <i>Form 4</i> if requesting \$1 monies |
| <p>3 You are currently providing secure remote access to land records and would like to use your FY08 TTF available balance for areas of your court other than land records. Use Purpose Code F.</p> | <ul style="list-style-type: none"> ■ <i>Form 6</i> for all requests ■ <i>Form 2</i> if requesting \$4 Equipment ■ <i>Form 3</i> if requesting \$4 Services |
| <p>4 You did not complete the TTF Budget Request process in August and have no TTF budget. Use Forms 2-4 to request money.</p> | <ul style="list-style-type: none"> ■ <i>Form 5</i> to certify SRA |

Clerks make a FY08 TTF Mid-Year Non-Docket Request when:

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 Equipment or Services budgets; or 4) change a **vendor name** or 5) **equipment / services description**. No docket action is needed. Transfers between the \$4 and \$1 Fund are not permissible.

Use *Form 8* for FY08 TTF Mid-Year Non-Docket Requests. Fax form and cover page 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.

IMPORTANT: Docket requests and non-Docket requests are accepted not later than the 10th of each month (if the 10th falls on a weekend / state holiday, the deadline is the following business day). Any request received later than the 10th is considered the following month.

<h2>Steps in Making a FY08 TTF Mid-Year Docket Request</h2>		<p>4</p> <p>Check the Compensation Board Web site for meeting minutes on the day after the scheduled monthly meeting at http://www.scb.virginia.gov/minutes.html. The meeting minutes are the only confirmation of Board action on your request.</p>
<p>2</p> <p>Concisely outline your request on court letterhead, signed and dated by the Clerk. Include the total \$4 and/or \$1 requests, equipment and/or services, and purpose (land records or areas of the court not related to land records). If requesting services funding, please supply vendor name. Supply a vendor quote for all \$4 and \$1 redaction services requests.</p>	<p>3</p> <p>Fax all pages to the Compensation Board, (804) 371-0235, to the attention of Lisa Carson.</p>	
<p>1</p> <p>Choose the forms you need. Carefully follow all instructions on the forms. Print or type information.</p>		

IMPORTANT:

- 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>. Make your docket request not later than the 10th of the month for action in that same month.
- All mid-year docket requests require the Clerk to sign Form 5, the FY08 Mid-Year **Secure Remote Access Certification**.
- In order to process a funding request for **redaction services**, the Clerk must supply Forms 2, 3, and/or 4, Form 5, Form 7, and a quote/estimate from the vendor of all redaction services to be performed. A redaction request will be considered incomplete without all of the above elements.
- Feel free to contact Lisa Carson at lisa.carson@scb.virginia.gov or (804) 225-3443 if you have any questions regarding the **FY08 TTF Mid-Year Docket Request process** outlined in this packet. After faxing the FY08 TTF Mid-Year 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 Docket Request

<i>Form 1</i>	Carryover to FY08 TTF Budget Request	Use to cancel your FY08 TTF carryover request and transfer TTF \$4 available balance to a FY08 budget request.
<i>Form 2</i>	FY08 TTF Mid-Year \$4 Request for Equipment	Use to request additional \$4 funds (up to 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>	FY08 TTF Mid-Year \$4 Request for Services	Use to request additional \$4 funds (up to your \$4 available balance) for vendor services - this DOES include equipment if purchased under a signed services contract.
<i>Form 4</i>	FY08 TTF Mid-Year \$1 Fund Request	Use to request additional funds for technology equipment and/or services from the \$1 Fund for priorities outlined on page 7. A Clerk must have fully budgeted his/her \$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 (Form 6).
<i>Form 5</i>	FY08 Mid-Year Secure Remote Access Certification	All mid-year docket requests must be accompanied by certification or re-certification of secure remote access to land records. Use Form 5 to accompany Forms 2, 3 and/or 4.
<i>Form 6</i>	FY08 TTF Mid-Year \$4 Request for Areas of the Court Not Related to Land Records	Use if you currently provide 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).
<i>Form 7</i>	FY08 TTF Mid-Year 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>	FY08 TTF Mid-Year <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 FY08 TTF \$4 available balance to FY09 but now you are requesting to budget TTF in FY08. **You must also complete Form 5 to certify secure remote access.**

Form 1

Carryover to FY08 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 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.*

FY08 \$4 Available Balance	\$ _____
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Move to FY08 \$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 FY08. You must also complete Form 5 to certify secure remote access. Your total request may not exceed your FY08 \$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

FY08 TTF Mid-Year \$4 Request for Equipment

Locality Code _____ Date _____

Locality Name _____

Clerk's Name (print) _____

Clerk's Signature _____

FY08 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 FY08 TTF \$4 EQUIPMENT Request: \$
Do not exceed your total TTF \$4 available funds.

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 FY08. You must also complete Form 5 to certify secure remote access. Your total request may not exceed your FY08 \$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

FY08 TTF Mid-Year \$4 Request for Services

Locality Code _____ Date _____

Locality Name _____

Clerk's Name (print) _____

Clerk's Signature _____

FY08 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 FY08 TTF \$4 SERVICES Request: \$
Do not exceed your total TTF available funds.

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 FY08 \$1 Fund. **You must first budget your entire FY08 \$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). **You must also complete Form 5 to certify secure remote access.** The Compensation Board approved the following priorities for use of the FY08 TTF \$1 Fund:

1. Clerks **are not providing secure remote access (SRA)** to land records and do not have sufficient \$4 funds to do so (provided they certify intent to providing SRA by July 1, 2008);
2. Clerks who **are providing SRA** to land records but do not have sufficient TTF resources to maintain SRA or fund SRA-related activities (enhancements, equipment upgrades or maintenance); and
3. **Redaction** of social security numbers from land records (provided the Clerk certifies to providing / continuing to provide SRA by July 1, 2008).

Form 4

FY08 TTF Mid-Year \$1 Fund Request

Locality Code _____ Date _____

Locality Name _____

Clerk's Name (print) _____

Clerk's Signature _____

FY08 TTF \$4 Available Balance	\$ _____
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FY08 TTF \$4 Budget Request	\$ _____
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*Equipment Request	Purpose Code	Unit Cost	Quantity	Total Cost
		\$		\$
		\$		\$
		\$		\$
		\$		\$
Total FY08 \$1 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
			\$
			\$
			\$
			\$
Total FY08 \$1 Services Request			\$

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

Total FY08 \$1 Fund Request: € _____

Instructions: Use Form 5 for all TTF FY08 Mid-Year Docket Requests. **Complete Part 1, then complete either Part 2 or Part 3, not both.**

Form 5

FY08 Mid-Year Secure Remote Access Certification

Part 1 - My office currently provides secure remote access to land records. Yes No
Proceed to Part 2 if answered Yes or Part 3 if answered No.

Part 2 - Yes I am currently providing secure remote access to land records: *I hereby certify in accordance with the provisions of § 17.1-279D, Code of Virginia, that the security standards currently in place for secure remote access to land records in this office are in compliance with the secure remote access standards developed by Virginia Information Technologies Agency (VITA) as set forth in the Security Standards for Remote Access to Court Documents, COV ITRM Standard SEC503-02, dated March 28, 2005, Revision 1, and any subsequent revisions thereto.*

I further 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 secure remote access to land records in compliance with these same secure remote access standards.

Locality Code _____ Date _____

Locality Name _____

Clerk's Name (print) _____

Clerk's Signature _____

Part 3 - No I am not currently providing secure remote access to land records: *I hereby certify in accordance with the provisions of § 17.1-279B, Code of Virginia, that the proposed technology improvements to land records in this office will accommodate secure remote access in compliance with the secure remote access standards developed by the Virginia Information Technologies Agency (VITA) as set forth in the Security Standards for Remote Access to Court Documents, COV ITRM Standard SEC503-02, dated March 28, 2005, Revision 1, and any subsequent revisions.*

I further certify that, pursuant to § 17.1-279B, Code of Virginia, my request for TTF monies allocated by the Compensation Board is based on my intent, funds permitting, to provide secure remote access to land records in this office on or before July 1, 2008.

Locality Code _____ Date _____

Locality Name _____

Clerk's Name (print) _____

Clerk's Signature _____

Instructions: Use Form 6 if making a request to budget your FY08 TTF \$4 available balance for areas of the court not related to land records. **You must also complete Form 5 to certify secure remote access.**

Form 6

**FY08 TTF Mid-Year \$4 Request for Areas of the Court
Not Related to Land Records**

I currently Provide 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 FY08 \$4 available balance for areas of the court not related to land records.

Yes

FY08 \$4 Available Balance	\$
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FY08 \$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 for redaction of social security numbers from \$4 money or the \$1 Fund. This form accompanies Forms 3 and 4. All redaction requests must include a vendor quote. **You must also complete Form 5 to certify secure remote access.**

Form 7

FY08 TTF Mid-Year 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	

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	

FY08 TTF Funding Request: \$ <div style="border: 1px solid gray; width: 150px; height: 20px; display: inline-block; vertical-align: middle; margin-left: 10px;"></div>	Total \$4 Request: \$ <div style="border: 1px solid gray; width: 150px; height: 20px; display: inline-block; vertical-align: middle; margin-left: 10px;"></div>	Total \$1 Fund Request: \$ <div style="border: 1px solid gray; width: 150px; height: 20px; display: inline-block; vertical-align: middle; margin-left: 10px;"></div>
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Instructions: Use Form 8 if you are making a non-docket request to change your budget without asking for 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

FY08 TTF Mid-Year 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	Choose Budget→	\$4	\$1	Equipment	Services
Line item description: _____ Vendor: _____						
Existing: \$ _____ → New: \$ _____						
Difference: circle one →						
			plus	minus		
\$ _____						
Reason for Modification: _____						

	←Line Item Change Code	Choose Budget→	\$4	\$1	Equipment	Services
Line item description: _____ Vendor: _____						
Existing: \$ _____ → New: \$ _____						
Difference: circle one →						
			plus	minus		
\$ _____						
Reason for Modification: _____						

	←Line Item Change Code	Choose Budget→	\$4	\$1	Equipment	Services
Line item description: _____ Vendor: _____						
Existing: \$ _____ → New: \$ _____						
Difference: circle one →						
			plus	minus		
\$ _____						
Reason for Modification: _____						