

TTF Budgeting FAQs

Do I need to read the FY09 TTF Budget and Reimbursement Manual to successfully complete the budget process? You may be able to complete the budget process without any help at all; however, the manual has been constructed to answer almost any question you may have and we strongly recommend reviewing the manual to assist you in completing your budget request before contacting Compensation Board staff for assistance.

Do I need to contact my technology vendor prior to the TTF budget period in August?

In July, prior to the budget period in August, Clerks need to obtain from their technology vendor an estimate or breakdown of their technology needs for fiscal year 2009. This information is vital in preparing a TTF budget.

Can I see my \$4 available balance before I start the budget process? Access the Compensation Board website at <http://www.scb.virginia.gov> under the tab Land Records Technology / Clerks' FY09 TTF \$4 Available Balance (available in late July 2008).

Do I need to print my TTF screens? Save (ENTER) and print (SCREEN PRINT) every page as you are completing the budget process in case you have technical problems and need help. These screen prints may also serve as a valuable "history" of TTF budgeting for subsequent years.

What does it mean when I certify "Yes" to providing secure remote access (SRA) to land records? Indicating YES to SRA means that ALL of the following is TRUE:

- ✓ The Clerk's technology vendor has established a **website or system** in compliance with the security standards established by the Virginia Informational Technologies Agency (VITA) for the purpose of providing SRA to land records' images;
- ✓ The Clerk has established a process whereby the public (non-governmental entity or individual) may **register for subscription** to the SRA, and if approved by the Clerk, sign a subscription agreement, may pay a subscription fee and receive a security password(s) for remote access to electronic land records;
- ✓ The Clerk **has accepted/is willing to accept** public subscribers to SRA; and
- ✓ The Clerk has made the **public aware** of the availability of SRA to land records (as appropriate).

How do I budget for equipment purchases? Equipment purchased **directly** by the Clerk should be requested in the Equipment Budget. Equipment purchased through a **vendor** with whom you have signed a services contract should be requested in the Services Budget.

What should I write in the description column of the Equipment and Services budgets?

A good line item description is specific. Broad descriptions such as "equipment" or "services" will not be accepted. Also, there should be no duplicate line item descriptions.

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Can I request TTF money for redaction services? Clerks may request \$4 or \$1 Fund money to purchase redaction services from a vendor; however, please refer to the FAQ regarding \$1 Fund requests and the availability of \$1 funds. **Funding for day-forward redaction services will be considered by the Compensation Board in the same manner as back-file redaction requests.** Clerks may contract for day-forward redaction services at a maximum of 4 cents per image. All redaction requests, whether \$4 or \$1, back file or day-forward, must be accompanied by a quote from the Clerk's vendor. Fax the quote to the Compensation Board, to the attention of Lisa Carson, (804) 371-0235, not later than close of business on Friday, August 29. **Requests for redaction services will NOT be considered if unaccompanied by a vendor quote.** Include your locality's name and FIPS code on the fax.

Can I request TTF money for areas of my court other than land records? Pursuant to 17.1-279 F, *Code of Virginia*, Clerks may request \$4 money for areas of their court other than land records (Purpose Code F requests) ONLY if they certify to currently providing SRA to land records. Pursuant to the Code of Virginia, the Compensation Board may not approve Purpose Code F requests from the \$1 Fund. **If the Compensation Board approves a Purpose Code F request from \$4 money, NO \$1 Fund requests from the Clerk will be considered for the remainder of the fiscal year.**

How are vendors performing the redaction of social security numbers? The Compensation Board follows these redaction recommendations from the *Methods for the Redaction of Social Security Numbers from Electronic Land Record Documents Report* (October 2006) by the VITA Redaction Workgroup. Know what your redaction vendor (or potential vendor) is doing:

1. **Method.** The redaction method recommended by the Workgroup is the OCR (Optical Character Recognition) software plus one manual review by a trained technician who provides a quality control measure. This method is known as OCR + 1X. This method applies to both back-file redaction and day-forward redaction.
2. **Cost.** The estimated average cost of OCR + 1X method of redaction is 4 cents or less per image. The same cost applies to day-forward redaction services.
3. **Accuracy.** The Workgroup applied a 95% accuracy rate for the OCR + 1X redaction method. In a poll of three redaction vendors conducted by the Compensation Board in April 2007 the accuracy rate was declared to be between 98.8% and 99.9%. Ask your vendor to guarantee an accuracy rate for the OCR + 1X redaction method.
4. **Span of Years.** Back-file redaction covers the period of January 1935 to the present.
5. **Flagged Images.** Ask the vendor if the manual review is applied to only flagged images or if every image is reviewed by the human eye. Know what you are paying for.
6. **Copies versus Originals.** Redaction should never result in the permanent removal of text from the original document, only copies (images) of original documents.
7. **Sub-Contracts and Out-Sourcing.** Ask if the redaction services are sub-contracted out or out-sourced to a foreign company or a company operating outside the U.S. This could be a security issue.

Does the Compensation Board require a RFP process / multiple bids from TTF vendors? The Compensation Board does not involve itself with the locality's RFP / bidding process for purchased goods and services. In dealing with TTF vendors, Clerks must follow their specific locality's procurement guidelines.

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Can I make a \$1 Fund request during the TTF August budget period? In August 2008, Clerks may request money from the \$1 Fund for the items below (provided their \$4 available balance is fully budgeted AND **no** Purpose Code F request was made from \$4 money). At the September Board meeting, the Compensation Board will consider all requests for \$1 Fund monies on a case-by-case basis for consistency with Code requirements and the priorities identified below, regardless of historical fund collections. However, if funds are not sufficient to address all requests that are in line with identified priorities, the Board may establish criteria to prioritize the allocation of remaining funds.

- 1) Annual secure remote access internet hosting fee;
- 2) Land records system development / maintenance;
- 3) Equipment and maintenance costs;
- 4) Redaction services; and
- 5) Back scanning / conversion services.

Does TTF pay for personnel in the Clerk's office? As directed in § 17.1-279 B, *Code of Virginia*, funds may not be used for personnel costs within the Circuit Court Clerks' offices. TTF cannot fund staff to ease workload conditions in either the land records area or other areas of the Clerk's office not related to land records. TTF may reimburse a vendor for services such as back scanning court records because it is directly related to the stated purpose of TTF: automation and technology improvements for SRA to land records. The vendor must be someone other than the Clerk's office and the employee must have clearly defined work hours that relate directly to the TTF purpose; however, a vendor may be the locality if the locality is providing such TTF services to the Clerk's office.

In September 2008, what will the Compensation Board consider in approving the FY09 TTF budget requests? The *Code of Virginia* set the deadline for providing SRA to land records on or before July 1, 2008. In approving FY09 TTF budgets, the Compensation Board will be looking for line items that show a Clerk's ongoing commitment to providing SRA to land records and the accompanying equipment, services and maintenance costs associated with SRA. For Clerks who do not submit a certification for providing SRA to land records, no allocation from TTF shall be made in FY09.

Can I get help if I am having technical problems completing my TTF budget? Email Lisa Carson at lisa.carson@scb.virginia.gov if you are experiencing technical problems and are unable to complete your TTF budget. Attempt to complete your TTF budget as early in the month of August as possible. The final week of August is extremely busy for Compensation Board staff involved in the TTF budget process.

When is the last possible date to complete my FY09 TTF budget in COIN? Midnight, August 31, 2008 is the deadline, but do not wait until the last week of August to begin the TTF budget process. If you have problems, you will get timelier customer service in the first half of August than in the last.

What if I decide to change my TTF budget mid-year? If your TTF budget needs a mid-year change, consult the FY09 TTF Mid-Year Docket Request Packet on the Compensation Board website located at <http://www.scb.virginia.gov> under the tab Land Records Technology. You must determine whether your mid-year change requires docket action or is a non-docket request. Contact Lisa Carson at lisa.carson@scb.virginia.gov if you have any questions about mid-year TTF budget changes.

What if I have problems with a mid-year reimbursement request? Paige Christy handles TTF reimbursements. You may contact her at paige.christy@scb.virginia.gov or (804) 225-3442.