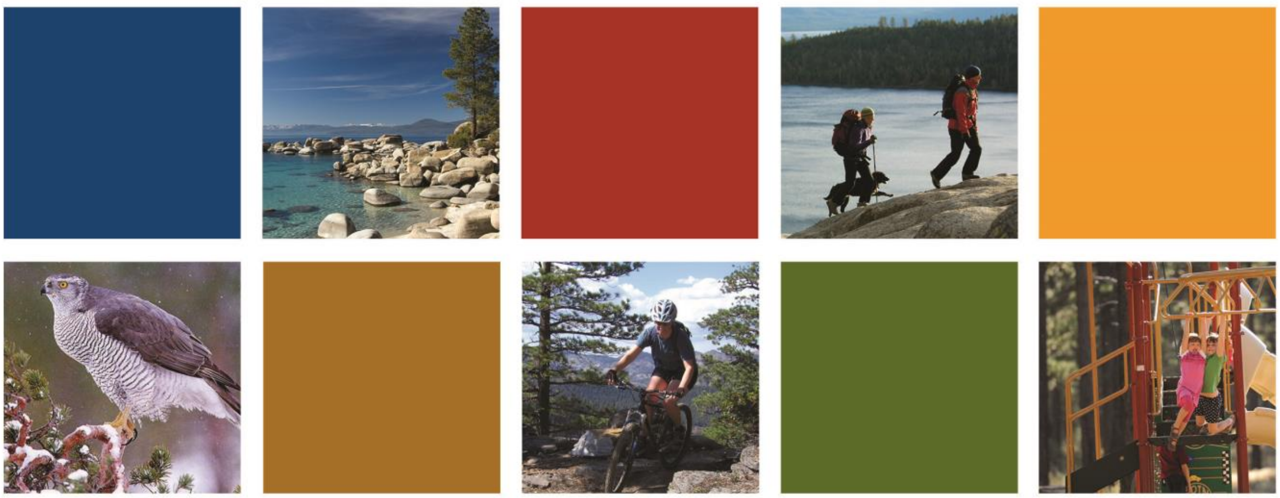
Lake Tahoe Sustainable Communities Program Documents Series #8

Development Commodities Tracking and Exchange System

April 2014



lake Tahoe
Sustainable Communities Program

California Strategic Growth Council

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Disclaimer

Acknowledgements

Tahoe Metropolitan Planning Organization Governing Board

The Tahoe Metropolitan Planning Organization (TMPO) Governing Board is comprised of the members of the Tahoe Regional Planning Agency (TRPA) Governing Board and one representative of the US Forest Service. The TRPA staff serves both the TMPO and TRPA. The TRPA Governing Board is responsible for adopting the Lake Tahoe Regional Plan and Code of Ordinances. The TMPO Governing Board is responsible for adopting the Regional Transportation Plan and Sustainable Communities Strategy.

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Lake Tahoe Sustainability Collaborative

This citizens group is responsible for sustainability planning recommendations, projects, and programs . More information is available at www.sustainabilitycollaborative.org.

Tahoe Basin Partnership for Sustainable Communities

This group, comprised of representatives from the Tahoe Regional Planning Agency, Tahoe Metropolitan Planning Organization, California Tahoe Conservancy, El Dorado County, Placer County, City of South Lake Tahoe, North Lake Tahoe Resort Association, and Sierra Nevada Alliance, was responsible for preparing the original SGC Round 1 Sustainable Community Planning Grant application and has provided ongoing support for completion of these SGC grant-funded tasks.

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AECOM
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SITKA Technology
Sustainable Community Advocates
Tahoe Prosperity Center

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Introduction to the Lake Tahoe Sustainable Communities Program

The need to embrace sustainability in all planning and implementation activities in the Lake Tahoe Region and beyond has been recognized in a number of ways. At the national level, the Department of Housing and Urban Development has created the Sustainable Communities Regional Planning Grant Program and the Department of Interior Bureau of Reclamation has initiated the Truckee River Basin Study that will include adaptive strategies to respond to climate change and other uncertainties. At the state level, California has adopted the Sustainable Communities and Climate Protection Act of 2008 requiring greenhouse gas emission reduction targets for passenger vehicles for 2020 and 2035 for each region covered by a metropolitan planning organization (MPO) and created the Strategic Growth Council, which has awarded grants for sustainable community planning and natural resource conservation. At the Lake Tahoe Region level, the Tahoe Regional Planning Agency (TRPA) has updated the Lake Tahoe Regional Plan to include sustainability policies and mitigation measures, and the Tahoe Metropolitan Planning Organization (TMPO) has adopted a Sustainable Communities Strategy as required by the Sustainable Communities and Climate Protection Act of 2008. At the local level, local governments in the Lake Tahoe Region are in the process of integrating sustainability principles into their local plans.

In the summer of 2010, a partnership of agencies, organizations, and jurisdictions came together as “The Tahoe Basin Partnership for Sustainable Communities” in order to apply for a grant from the Strategic Growth Council. Collectively, the Partnership is supporting execution of the Strategic Growth Council 2011 Sustainable Communities Planning Grant that was officially awarded to the TMPO in August of 2011. The Partnership is comprised of Tahoe Metropolitan Planning Organization, Tahoe Regional Planning Agency, El Dorado County, Placer County, City of South Lake Tahoe, California Tahoe Conservancy, and Sierra Nevada Alliance.

The TRPA, in partnership with other key stakeholders in the Lake Tahoe Region, is a participant in all of these national, state, regional and local efforts. Often they are complementary and of common interest to stakeholders. Hence, the Lake Tahoe Sustainable Communities Program has been created as a Basin-wide program with staff from different agencies and organizations participating in the various efforts. To the extent possible, the products from these efforts will be available through the Lake Tahoe Sustainable Communities Program website and as a series of documents.

Lake Tahoe Sustainable Communities Program Documents Series

This series of documents is organized to generally reflect the tasks associated with the grants received from the California Strategic Growth Council (SGC). The series as currently envisioned includes the following:

1. **Sustainability Framework and Vision** – This document accompanies the California Tahoe Conservancy *Tahoe Basin Sustainability Planning Guidebook* document (Appendix A) and includes an overview of the Sustainable Communities Program, the framework within which all of the regional and local level plans work, and the vision for sustainability based on input from over 5,000 participants in the regional planning process. The *Tahoe Basin Sustainability Planning Guidebook* was prepared in 2011 and describes how this effort was originally envisioned. The Sustainability Framework and Vision has more detailed and updated language related to the

newly adopted Regional Plan and the framework for Area Plans, input from participants in that process, and the interaction of sustainability components. This serves as the “deliverable” for the SGC Round 1 Sustainable Community Planning Grant Task 1: Roadmap & Organizational Structure.

2. **Sustainability Action Plan Background** – This includes the initial greenhouse gas emissions inventory and reduction targets, and climate change adaptation and mitigation strategies. It reflects the adopted Regional Plan, Regional Transportation Plan, and Sustainable Communities Strategy policies, and is the basis for the sustainability (a.k.a., climate change) action plan. This document serves as the “deliverable” for the SGC Round 1 Sustainable Community Planning Grant Task 3: Goals, Objectives, & Strategies.

3. **Sustainability Action Plan: A Sustainability Action Toolkit for Lake Tahoe** – This includes the revised greenhouse gas emissions inventory and reduction targets, and climate change and adaptation strategies vetted through the Lake Tahoe Sustainability Collaborative and the Tahoe Basin Partnership for Sustainable Communities. This document also includes community level outreach and action strategies. This document serves as the “deliverables” for the SGC Round 1 Sustainable Community Planning Grant Tasks 3.D, 4.A, and 4.D: Lake Tahoe Sustainability Action Plan and Outreach Activities.

4. **Sustainability Indicators Reporting Plan**– This includes: (1) an assessment of existing Lake Tahoe Region measurement and monitoring efforts, (2) identification of a suite of sustainability indicators, (3) development of a sustainability metrics reporting plan, and (4) initiation of a sustainability dashboard. This measurement and tracking approach is intended to be consistent with and a key element of the larger Lake Tahoe Basin Monitoring, Evaluation, and Reporting Program required by California State Appropriations Bill #3110-0140 in addition to serving as the ‘deliverables’ for SGC Round 1 Task 4.B: Develop Performance Measures, Indicators and Monitoring Program, including a Tracking and Accounting System and SGC Round 2 Task 4.A: Obtain Regional Indicators Data.

5. **Area Plans Framework** – This includes the framework for Area Plans and initiation of those Area Plans. The framework (i.e., Regional Plan policies and code, conformance review checklist, and model Area Plan contents) serves as the “deliverable” for SGC Round 1 Sustainable Community Planning Grant Task 4, Subtask C: Lake Tahoe Livable Communities Program.

6. **Area Plans Background** – This includes an assessment of the sustainability and livability measures needed in each planning area and the barriers to local implementation of those sustainability measures. This document serves as the “deliverable” for the SGC Round 1 Sustainable Community Planning Grant Task 2: Situation Assessments.

7. **Development Commodities Transfer Policies Analysis** – This includes identification and analysis of the potential market effectiveness of proposed transfer of development rights and bonus unit policies considered for inclusion in the Regional Plan. This serves as the “deliverable” for the SGC Round 1 Sustainable Community Planning Grant Task 4, Subtask E: Development Rights Incentives Program.

8. **Development Commodities Tracking and Exchange System** – This document; it includes the concepts, processes, software requirements, and other system specifications, as well as the results of implementing the development commodities and exchange system. This serves as the “deliverable” for the SGC Round 2 Sustainable Community Planning Grant Task 3: Regional Development Rights Tracking System.

9. **Economic Development Strategy** – This includes analysis of existing and targeted industry clusters and recommendations on the clusters and incentives that will be most effective in creating and maintaining a sustainable economy for the Lake Tahoe Region. Also included is stakeholder outreach resulting in recommendations for implementation of commodities transfer policies. This serves as the "deliverable" for the SGC Round 1 Sustainable Community Planning Grant Task 4, Subtask F: Economic Incentives Strategy.

10. **Lake Tahoe Sustainability Collaborative Strategic Plan** – This document includes the LTSC's mission, charter, and business plan which provides the strategy for the Lake Tahoe Sustainability Collaborative to continue, on an ongoing basis, to act as an independent entity that "champions" sustainability in the Lake Tahoe Region. This serves as the "deliverables" for the SGC Round 1 Sustainable Community Planning Grant Task 1.B: Establish Lake Tahoe Sustainability Collaborative and SGC Round 2, Task 4.E: Lake Tahoe Sustainability Collaborative Support.

11. **Annual Report** – This is the initial annual report on the Lake Tahoe Sustainable Communities Program and will be included as part of future TRPA annual reports. It will be updated using current sustainability indicators data, and can act as a template for similar sustainability planning reports in other regions. This serves as the "deliverables" for the SGC Round 2 Sustainable Community Planning Grant Tasks 4.B: Implement Regional Data Sharing/Management Program, 4.C: Web-Based Dashboard Implementation, and 4.D: Prepare and Publish Final Tahoe Annual Report.

12. **Lake Tahoe Sustainable Communities Program Summary** - Other documents that are an integral part of the sustainability efforts in the Lake Tahoe Region include the Lake Tahoe Regional Plan, Regional Transportation Plan and Sustainable Communities Strategy, and various local government Area Plans. This document provides a summary of these plans, the products described in previous reports in this series, and how they work together within the Sustainability Framework for the Lake Tahoe Region. This serves as the "deliverable" for the SGC Round 2 Sustainable Community Planning Grant Task 2: SB375 Local Planning and Implementation Tool-Kit.

While providing valuable information about the Lake Tahoe Sustainable Communities Program to Lake Tahoe Region stakeholders, this series is also designed to provide a reference for other regions involved in addressing the critical issue of sustainability.

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The Commodity Tracking System

This document provides an overview of development, operation and maintenance for the Regional Land Development Commodities Tracking and Exchange System (Commodities Tracking System or CTS) created as part of the Lake Tahoe Sustainable Communities Program (LTSCP). The CTS was developed to serve as a web based exchange platform to facilitate and track the movement of transferable development rights (a.k.a., commodities) throughout the Region. This document is primarily intended for use by the TRPA staff responsible for administering the transfer of development rights (TDR) system, and for the TRPA staff responsible for evaluating and making recommendations pertaining to the TDR policies in the Regional Plan.

Building on existing transfer activities, allocations and associated incentive programs, the Commodities Tracking System seeks to redistribute development away from sensitive parcels into areas more suitable for growth. Transfers will help to realize greenhouse gas reductions (GHG), further environmental threshold attainment and improve the livability of area communities. The CTS helps to reach these goals by improving predictability and market transparency, and by streamlining the process by which project proponents acquire commodities. Furthermore, the CTS improves the communication between parties involved in the approval of transactions, to ensure that tracking and reporting on the effectiveness of TDR policies, associated programs and the distribution of development is easily conducted and accurate.

The Commodities Tracking System was developed mostly with SGC grant funds. It is anticipated that ongoing operation and maintenance will be funded through related application and MOU fees.

System Development

To help manage the development of the CTS and ensure the needs of all stakeholders were met, the system was divided into various sub-components and developed in phases. The three (3) main stakeholders in the transfer of development rights process are: private parties, regional lead agencies, and TRPA. Private parties include individuals or entities, which hold title to a property. Regional lead agencies are the agencies through which transfer transactions or allocations are processed; they may include jurisdictions, land banks or, TRPA. The following table, Table A, outlines the responsibilities and needs of each stakeholder.

The phases, each a tier building upon the previous, are as follows:

1. Development of a TDR Exchange to increase market participation through transparency and increased ease of transactions

2. Improvement of tracking and reporting between all stakeholders in the form of improved workflows and a digital lead agency reporting form

3. Improved efficiency in the verification of data necessary for the completion of transfers and allocation of development

The components of the first stage of development directly address the first two phases, with the ability to implement the third phase as more transfers are conducted and the system matures. The components of the first two phases are defined as the TDR Exchange and the Lead Agency Reporting

Form. It is important to note that the system has been designed to capture and track disbursement of development from the approval of the Regional Plan Update moving forward and does not attempt to aggregate data on historic transactions or existing coverage.

TABLE A: Stakeholder Responsibilities and Needs

	Responsibilities	Needs
Private party- Individual or entity which, holds title to a property	• Awareness of ability to participate in TDR • Identification of sources for TDRs and parties with which to transact • Completion of TDR application as accurately and completely as possible	• Program information • Access to personal parcel data • Means to identify parties with which to transact
Lead agency- Agencies through which transfer transactions are processed	• Facilitate completion of transaction through data verification and re-conveyance of transaction information to pertinent parties • Record keeping	• Parcel specific data including historical and current information • Means for database management • Means for conveying data to pertinent parties
TRPA	• Maintain accurate records • Track transactions • Facilitate duties of market participants • Report market conditions and trends	• Complete and accurate parcel level records • TDR Transaction history • Mechanism for efficiently reporting data

TDR Exchange

Overview & Development

The Exchange is a web-based platform that helps buyers and sellers of commodities (i.e. individuals and land banks) connect to conduct transfers. It is hosted on the TRPA website and consists of general commodities Tracking Program information, postings for commodities wanted/available, and a map/graphics depicting market trends. The Exchange is located on the internet at:

http://www.trpa.org/permitting/transfer-development-rights/tdr-marketplace/

Individuals using the site are directed through a user profile and posting creation form designed to help vet individuals who may not have completed the necessary requirements to conduct a transfer and ensure that all information that may affect the value of a commodity or ability to conduct a transfer is provided. Contact information provided in postings is only viewable to individuals logged in to the exchange. The information displayed in commodity postings is not verified as accurate until an application is submitted to conduct a transfer. Parties wishing to conduct a transaction are still required to use existing applications and jurisdiction specific processes outside of the Exchange, allowing for thorough verification of posted information by TRPA or jurisdiction staff as needed.

The GIS map viewer used to display commodity postings and TDR trends, as well as the interface for users to view postings, create profiles, and manage postings were developed by TRPA Research and Analysis Division staff. Page design and integration with the TRPA website was completed by TRPA Communications staff. TDR Exchange content is intended to provide the user with a succinct, single source for TDR information.

TDR Exchange content can be accessed internally by TRPA staff at:

F: SGC Grant/Round 2/Tasks/Task 3 - TDR/admin files/ Development/tdr exchange/TDR EXCHANGE CONTENT.2nd draft*.*

Prior to launch, the California Tahoe Conservancy (CTC) and Nevada Division of State Lands (NDSL) populated the Exchange with available commodities for sale. Both agencies have committed to continued use of the Exchange as a means for marketing available rights. Additional outreach activities included circulation of a press release and meetings with various realtor organizations throughout the Region lead by TRPA Communications staff.

Operation & Maintenance

Ongoing management of the TDR Exchange requires the following tasks completed by an administrator within TRPA:

1) Content management
2) Technical support for GIS
3) Commodity posting form and associated database management
4) Communication & Customer Outreach

A full list of tasks, responsible parties, and monthly hour estimates can be found in Table B. Approximately 10 hours per month will be required of the TDR administrator on an ongoing basis. These tasks will be managed by the Research and Analysis Division.

Table B: O&M Tasks with Hour Estimates and Responsible Parties

Component	Task	Hrs./Month	Responsible Party	Frequency[1]
TDR Exchange	Posting/profile management (incl. access troubleshooting & removing old info)	3	TDR Administration and Other Research & Analysis	Ongoing
TDR Exchange	Management of GIS/spatial representation components	3	Research & Analysis GIS	Ad hoc (every 2 yrs. at min.)
TDR Exchange	Posting updated trend information	1.5	TDR Administration and Other Research & Analysis	Quarterly
TDR Exchange	Creating updated trend information	8	TDR Administration and Other Research & Analysis	Quarterly
TDR Exchange	Site modifications	8	TDR Administration and Other Research & Analysis	Ad hoc (every 2 yrs. at min.)
TDR Exchange	Managing Exchange feedback	5	TDR Administration	Ongoing
Tracking Program	Fielding feedback/questions	12	TDR Administration	Ongoing
Tracking Program	Receiving & approving lead agency reporting forms	4	TDR Administration	TBD
Tracking Program	Generate reports (ad hoc & scheduled)	5	TDR Administration and Other Research & Analysis	Quarterly
Tracking Program	Other (incl. updating fields per new programs or transaction processing requirements)	24	TDR Administration and Other Research & Analysis	Ad hoc (every 2 yrs. at min.)
Tracking Program	Manage allocation pools	8	TDR Administration	Ad hoc + annual reconciliation
Totals		**81.5**	**(TDR Administration and Other Research & Analysis)**	
		22.5	**(Research & Analysis Only)**	

Note:
1. Ongoing: 1-2 times per week; Ad hoc: 1-2 times per month maximum

Success Factors

Success of the exchange will be measured by:

1) The number of users/postings on the exchange, and;
2) By a net increase in the number of transactions throughout the Region

Lead Agency Reporting Form

Overview & Development

The reporting/recording mechanism that lead agencies (local jurisdictions and land banks conducting transfers and disbursing allocations) use to report transaction information to TRPA is comprised of a reporting form, a digital connection to Accela, and reports formatted for use by lead agencies and TRPA. Sitka Technologies, with Environmental Incentives and Truepoint Technologies as sub-contractors, developed this component. The reporting form captures transactional details for transfers, land bank acquisitions and allocations that are not currently adequately tracked such as amount of commodity transacted and price. However, it does not capture information that can be easily found based on APN (such as owner address, hydrologic area, etc.) and relies on a direct connection to Accela to acquire this information. Data captured via the reporting form will be viewable within the reporting form user interface (UI) to TRPA and lead agencies. Transaction information will then be forwarded to Accela to be paired with existing data in order to create desired reports and maintain the Accela role as the system of record for TRPA data. The lead agency reporting form is not intended to replace Accela for the tracking of the above mentioned transactions, but rather to serve as a supplement to assure comprehensive collection of information.

The form fields have been vetted multiple times with lead agencies to confirm that they align with individual business practices. Points of contact from each agency at the time the fields were developed are as follows:

1. California Tahoe Conservancy (CTC): Kevin Prior
2. Nevada Department of State Lands (NDSL): Elyse Randles
3. City of South Lake Tahoe (CSLT): Judy Finn
4. Placer County: Steve Buelna, Braden Johnston, Kelly Burger
5. El Dorado County: Larry Kinnings, Peter Mauer
6. Washoe County: Eva Krause
7. Douglas County: Mimi Moss

Lead agencies will be required to report upon awarding a permit for the associated project via a web based intake form. During development of the system ongoing discussions were being held regarding roles and responsibilities for administration of TDRs and delegation of associated responsibilities to lead agencies. These discussions necessitated the differentiation between ‘lead agency’, the entity facilitating or initiating the transaction, and the ‘approving agency’, responsible for awarding building permits associated with the project or managing close of escrow. The approving agency was determined as the most appropriate organization to input transactions. The inputting agency will be required to provide transaction information within 60 days from project acknowledgement[1] or close of escrow, dependent on the transaction type. For the majority of transactions, except the exclusions mentioned below, the inputting agency is TRPA (see Matrix 1). Responsibilities identified in this matrix are high-level roles per active MOUs and are subject to the requirements of those agreements. As delegation of responsibilities occurs pursuant to anticipated MOUs, lead agencies will assume the responsibility of project approval, and thus inputting agency (‘approving agency’) and lead agency will become more closely aligned.

[1] Or at the jurisdiction equivalent of the point at which a project receives a building permit

The reporting functionality of the lead agency reporting form will be utilized in tandem with Accela based reports to assess Regional Plan Performance Measures, lead agency obligations, and overall distribution of growth within the Region. During initial development of this system a means to easily extract data from the lead agency reporting form to meet Regional Plan Performance Measure reporting needs, including information on commodity type, quantity and location relative to town centers and sensitive lands, was developed. Further reports will be created based on need and availability of funding. Creating these reports may require consultant support, depending on the level of complexity.

Matrix 1: Lead Agency Reporting Form- Input Matrix

Transaction Type	**Entity Providing Input**							
	CTC	**NDSL**	**Washoe**	**Douglas**	**CSLT**	**Placer**	**El Dorado**	**TRPA**
CFA allocation					X (sub 2,500)			x
CFA transfer								x
CFA transfer + bonus units								x
Coverage (hard) transfer						x	x	x
Coverage (hard) transfer + bonus coverage								x
Coverage (potential) transfer						x	x	x
Coverage (potential) transfer + bonus coverage								x
Coverage (soft) transfer						x	x	x
Coverage (soft) transfer + bonus coverage								x
ECM retirement	x	x						
ERU transfer						x	x	x
PAOT allocation								x
Residential allocation			x	x	x	x	x	x
RDR transfer						x	x	x
RDR transfer + bonus units								x
Residential Allocation transfer						x	x	x
Restoration credit transfer						x	x	x
TAU allocation								x
TAU transfer								x
TAU transfer + bonus units								x
TDR conversion (on parcel)			x	x	x	x	x	x
TDR conversion (between parcels)								x
Residential Bonus Unit Assignment								x
Land Bank Acquisition	x	x						

Notes:
A light grey “x ” indicates a currently inactive MOU.
TRPA may input transactions as another lead agency or for itself.

Operation & Maintenance

O&M of the lead agency reporting form can be divided into a series of sequential categories, as follows. The tasks below are also in order of decreasing frequency. Estimates of combined TDR administrator and TRPA other Research & Analysis Division hours, as well as frequencies for each task, can be found in Table B. These tasks will be managed by the Research and Analysis Division.

1. Pre-submittal: fielding questions, troubleshooting, etc.
2. Form submittal: receipt and review of reporting form; migration of data to Accela
3. Report generation: running of reports using lead agency reporting form and Accela (periodically and ad hoc)
4. Maintenance: updating of allocation pool tally based on performance review; input field/workflow update based on program modifications; version updates

TRPA TDR administration staff, TRPA Research & Analysis staff, and Sitka (consultant) may all work together, separately or in succession as shown in Table C to complete standard operation, maintenance and troubleshooting associated with the lead agency reporting form. Blank areas within Table C indicate limited to no responsibilities.

Table C: Reporting Form O&M Tasks

	TRPA TDR Administration	TRPA Research & Analysis	Consultant
Pre-submittal	General support		
Form submittal	Support lead agencies in field completion	Respond to error notices	Repair of escalated issues
	Transaction review/approval	Respond to error notices	Repair of escalated issues
	Accela record review/completion		
Report Generation	Create reports	Respond to error notices	Repair of escalated issues
Maintenance	Commodity pool management		Addition of new pools
	Help term modification		Addition of new terms
	Version modifications / System updates	Accela updates and notification to consultant	Associated programming and version update

Pre-Submittal

General Support: The TRPA TDR administration staff will be responsible for general support of the lead agency reporting form including managing timely submittal, fielding questions and managing user profiles. The TRPA TDR administration staff will have the ability to create and modify user profiles as well as provide access support via the Administrator tab within the lead agency reporting form user interface (UI).

Form Submittal

Lead Agency Support: The lead agency reporting form UI has been designed to restrict the quantities/text input by a user and to automatically populate select information based on APN. Should an issue occur during this process resulting in an error notice, a message to the consultant (Sitka) will be automatically generated. Upon notification by Sitka, TRPA TDR administration staff and other Research & Analysis staff will be responsible for communicating issues and determining the necessary course of action. The existing maintenance contract with Accela, discussed in greater detail below, accounts for escalated issue support, minor enhancements, and provision of a new installer package required for updating the lead agency reporting form.

Transaction Review/Approval: The TRPA TDR administration staff will be required to periodically review and approve the transaction information submitted by lead agencies and push the data to Accela. Review of transaction information includes, but is not limited to: confirmation of field completion, land capabilities, project information and associated dates. Once the information has been reviewed, the 'Approve' button within the lead agency reporting form UI will be used to create a new Accela record. As noted previously, should an error occur and result in an error notice, the consultant (Sitka) will be notified and a course of action will be collectively determined.

Accela Record Review/Completion: As a means to further ensure quality control, the TDR administration staff will be required to review the newly created Accela record to ensure the proper mapping of fields and to complete the following:

1. Physical file location should read 'no physical file-data only'
2. Workflow tasks must be forced to 'project complete'.
   - Workflow can be accessed via the 'supervisor' button in Accela. The active task (indicated in red) should be converted from 'Application submittal' to 'project complete'.
3. If a fee associated with the transaction has been received by TRPA, the 'G-code' field should be modified as needed.

Report Generation

Create Reports: Transactions provided into the lead agency reporting form can be extracted easily via csv downloads from the UI in order to meet the need for Regional Plan Performance Measure reporting and TDR Exchange trend data. Reports that reference 'centers' utilize parcels and centers as outlined in the Accela GIS system. Distances are calculated by referencing the edge of these areas.

Maintenance

Standard maintenance tasks to be completed periodically include the following:

Management of Commodity Pools: Commodity pools can be updated by the TRPA TDR administration staff via the UI. Reasons for updating these values include, but are not limited to, annual performance review disbursements, returned commodities due to lack of project completion, or policy changes. Addition or removal of commodity pools requires assistance from the consultant (Sitka).

Help Term Modification: Help terms can be updated by the TRPA TDR administration staff via the UI. All help terms are standard across the lead agency reporting form. New help terms require programming assistance from the consultant (Sitka).

Version Modifications / System Updates: Modifications to the lead agency reporting form may occur based on regulation changes and/or system feedback, as well as standard Accela updates. This may require input field modification and associated Accela field modification or workflow updates. In the case of modifications resulting from system feedback, regulation changes, etc. TRPA TDR administration staff and other Research & Analysis staff are responsible for communicating needs to the consultant (Sitka). Major changes may require a new scope of work and contract.

The consultant (Sitka) has been retained via extension of the original development contract to provide maintenance support of approximately 120 hours, or $12,000, through June 30, 2014. Upon completion of the contract term, TRPA will have the option to reallocate any unused funds and/or institute a new maintenance agreement with Sitka. As part of the existing maintenance contract, Sitka will maintain a local instance (virtual machine) of Accela (database server and application server) to be used as a test or "QA" environment, positioning them to provide rapid support should any issues arise in TRPA's production environment. This will include the following:

1. Application of system patches as they become available and are applied by TRPA IT staff on their production environment for: Microsoft Windows operating system, Microsoft SQL Server (database server), Microsoft Internet Information Server (web server), ESRI ArcGIS.

2. Update of key system components (operating system, database, web server) as they are updated at TRPA.

In addition, Sitka will maintain a local instance (virtual machine) of the Commodities Tracking System with regular backups and source code repository including hosting. This will allow access to individuals internal and external to Sitka, should patches or updates to the system be required.

Standard Accela updates that occur approximately once every 3-6 months can potentially cause 'breaks' in the connections to the lead agency reporting form, impeding the functionality of auto population based on APN, the ability to create new Accela records and generate some reports. To minimize down time, Sitka and TRPA Research & Analysis staff will determine a protocol for conducting updates to Accela as well as to Sitka's virtual machines and for addressing issues that may arise under the existing maintenance contract. At the end of the contract term, if a new maintenance contract is not implemented, Sitka may be utilized on an as needed basis. However, such an arrangement would limit the ability to address Accela connectivity issues easily and efficiently.

Success Factors

The success o0f the lead agency reporting form will be judged based on the ability to accomplish the following:

1) Track TDR activities in aggregate and enable reporting to determine if TDR policies are meeting goals
2) Get the lead agency reporting form into beta testing (at least) by December 31, 2013 (per SGC grant requirement)

3) Increase usability and efficiency of managing TDR transaction data for TRPA
4) Improve allocation tracking – enable easier annual compliance review and disbursement
5) Ensure that new processes result in no net workload increase for lead agencies
6) Deliver a system that is easily maintained by TRPA staff and/or readily accessible consultants
7) Improve coordination and collaboration between all stakeholders – private and public.

Program Funding

Development

A total of $145,500 in grant funding was awarded for this project, the majority of which was allocated for development. The consultant (Sitka) was awarded $96,300 for development of lead agency reporting form and short-term maintenance as time and funding allows. Allocation of funding is as follows:

Personnel	Total	Notes
Assistant Planner	$18,000	Primarily for development. Residual may be used for administration and/or maintenance
TRPA IT Staff	$19,000	TDR Exchange development & ongoing maintenance
Consultant	$96,300	Development and maintenance.
Other	$200	Materials Purchase