

- 3 areas of the portal:
 - Land Use Plans (LUP)
 - M-R FIX
 - Non-DGS/Agency Administered Lease (NAAL)
- LUP and M-R FIX updates are due on the same date. Non-DGS/Agency Administered Lease updates are due 1 month later. Due dates are displayed on the landing page and in each area.
- Agencies should update all 3 areas even if no changes since the prior year reporting.
- An Agency Status to track your progress is available in all areas.
 - LUP – complete with status = ‘Ready for Rec Mgmt’
 - M-R FIX – complete with Infra. Status = Yes + spreadsheet has been uploaded
 - NAAL – complete with Agency Status = ‘No Change Needed’ or ‘Ready for Rec Mgmt’

If you have any questions, please send an email to:

bres-info@dgs.virginia.gov

The August 27th webinar and most of the following pages are focused on the M-R FIX area of the portal. Please send an email if any assistance is needed for the other 2 areas.

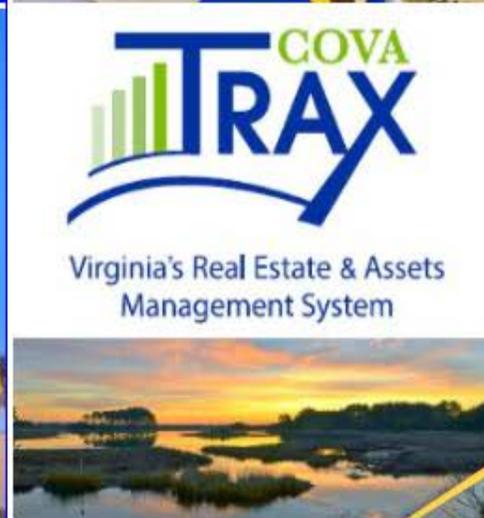
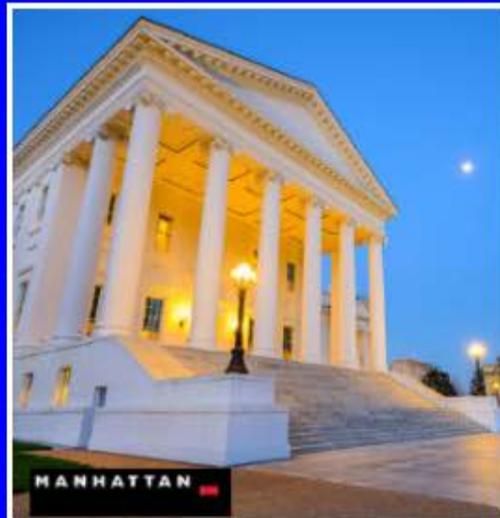
COVA Trax Web Portal

<https://covatrax.dgs.virginia.gov>

Recommended browser to use is Google Chrome however site should work fine in Internet Explorer 11 also.

click here if you've forgotten your password - enter your email address and an email will be sent from 'bres-info@dgs.virginia.gov' with a reset password link

User Name:
Password:
Remember me
[Forgot your password?](#)



links to DGS website and DGS COVA Trax training page with user guide + link to DGS DEB for additional M-R FIX information

Landing page - from here, navigate to the areas of the portal you have permission to using buttons below or above.

In this example, the user has permission to all 3 areas of the portal.

COVA Trax Portal

Logoff button will always be displayed, please logoff when finished

Welcome to the Non-DGS/Agency Administered Lease, Land Use Plans and M-R FIX Portal

Land Use Plans

LUP updates due by 8/31/2020

M-R FIX

M-R FIX Infrastructure updates due by 8/31/2020

Non-DGS/Agency Administered Lease

Updates due by 10/01/2020

Please visit the [DGS website](#) for this year's user guide and training information. Thank you.

link to DGS COVA Trax training page

M-R Fix Site Search

DUE DATE:
M-R FIX RESPONSES DUE BY 8/31/2020

Search area - apply filter(s) to find specific record(s). This can be helpful if agency has a large number of sites.

Name:

Agency Code: 194-DGS

Site ID:

Site To Include: -SELECT-

City:

FIPS Code: -SELECT-

Agency User Status: -SELECT-

Rec Mgmt User Status: -SELECT-

Search

Reset

handy button - use this to clear any applied or "hidden" filters to retrieve all records

Property records with each Site - verify and submit spreadsheet by 8/31/2020

Hide

Agency	Download	Upload
194-DGS	Download	Upload

not seeing your spreadsheet to download? this section could be minimized, click on + Expand

NOTICE:
You may upload only once.
Please make sure your spreadsheet is complete before uploading.

Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status	Rec Mgmt Status	Infra. Status
08/28/20	S-015561	DGS HAMLET BEQUEATH APPOMATTOX CO	BURNETT'S ROAD	APPOMATTOX COUNTY	APPOMATTOX COUNTY - 011		SUBMITTED TO COVA TRAX	NO
08/28/20	S-001281	DGS FORT MONROE QUITCLAIM FROM USA	FORT MONROE	HAMPTON	HAMPTON CITY - 650		SUBMITTED TO COVA TRAX	NO
08/28/20	S-001211	DGS PAMUNKEY TRIBE TRUST KING WM	RTE 673	KING WILLIAM COUNTY	KING WILLIAM COUNTY - 101		SUBMITTED TO COVA TRAX	NO
08/28/20	S-001201	DGS WESTMORELAND PLAZA HENRICO CO	1957 WESTMORELAND ST	HENRICO COUNTY	HENRICO COUNTY - 087		SUBMITTED TO COVA TRAX	NO
08/28/20	S-000145	DGS DARBYTOWN RD SURPLUS WAREHOUSE HENRICO CO	1910 DARBYTOWN RD	RICHMOND	HENRICO COUNTY - 087		SUBMITTED TO COVA TRAX	NO
08/28/20	S-000144	DGS WARRENTON TRACT FAUQUIER CO	NE OF FIFTH ST	WARRENTON	FAUQUIER COUNTY - 061		SUBMITTED TO COVA TRAX	NO
08/28/20	S-000140	DGS LURAY DISTRICT LAB PAGE CO	77 COURT LN	LURAY	PAGE COUNTY - 139		SUBMITTED TO COVA TRAX	NO
08/28/20	S-000138	DGS THE CARILLON RICHMOND CITY	1300 BLANTON AVE	RICHMOND	RICHMOND CITY - 760		SUBMITTED TO COVA TRAX	NO
08/28/20	S-000137	DGS BROAD ST STATION RICHMOND CITY	2400 W LEIGH ST	RICHMOND	RICHMOND CITY - 760		SUBMITTED TO COVA TRAX	NO

Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status	Rec Mgmt Status	Infra. Status
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08/28/20	S-001281	DGS FORT MONROE QUITCLAIM FROM USA	FORT MONROE	HAMPTON	HAMPTON CITY - 650		SUBMITTED TO COVA TRAX	NO
08/28/20	S-001211	DGS PAMUNKEY TRIBE TRUST KING WM	RTE 673	KING WILLIAM COUNTY	KING WILLIAM COUNTY - 101		SUBMITTED TO COVA TRAX	NO
08/28/20	S-001201	DGS WESTMORELAND PLAZA HENRICO CO	1957 WESTMORELAND ST	HENRICO COUNTY	HENRICO COUNTY - 087		SUBMITTED TO COVA TRAX	NO
08/28/20	S-000145	DGS DARBYTOWN RD SURPLUS WAREHOUSE HENRICO CO	1910 DARBYTOWN RD	HENRICO COUNTY	HENRICO COUNTY - 087		SUBMITTED TO COVA TRAX	NO
08/28/20	S-000144	DGS WARRENTON TRACT FAUQUIER CO	NE OF FIFTH ST	FAUQUIER COUNTY	FAUQUIER COUNTY - 061		SUBMITTED TO COVA TRAX	NO
08/28/20	S-000140	DGS LURAY DISTRICT LAB PAGE CO	77 COURT LN	PAGE COUNTY	PAGE COUNTY - 039		SUBMITTED TO COVA TRAX	NO
08/28/20	S-000138	DGS THE CARILLON RICHMOND CITY	1300 BLANTON AVE	RICHMOND	RICHMOND CITY - 760		SUBMITTED TO COVA TRAX	NO
08/28/20	S-000137	DGS BROAD ST STATION RICHMOND CITY	2400 W LEIGH ST	RICHMOND	RICHMOND CITY - 760		SUBMITTED TO COVA TRAX	NO
08/28/20	S-000136	DGS JAMES MONROE TOMB RICHMOND CITY	412 S CHERRY ST	RICHMOND	RICHMOND CITY - 760		SUBMITTED TO COVA TRAX	NO
08/28/20	S-000135	DGS VIRGINIA WAR MEMORIAL RICHMOND CITY	621 S BELVIDERE ST	RICHMOND	RICHMOND CITY - 760		SUBMITTED TO COVA TRAX	NO
08/28/20	S-000134	DGS LEE MONUMENT RICHMOND CITY	1700 MONUMENT AVE	RICHMOND	RICHMOND CITY - 760		SUBMITTED TO COVA TRAX	NO
08/28/20	S-000133	DGS CAPITOL AREA RICHMOND CITY	CAPITOL SQUARE	RICHMOND	RICHMOND CITY - 760		SUBMITTED TO COVA TRAX	NO
08/28/20	S-000121	DGS FORMER VEC HQTRS RICHMOND CITY	703 E MAIN ST	RICHMOND	RICHMOND CITY - 760		SUBMITTED TO COVA TRAX	NO

double-click anywhere on row to open record

Number of web pages to scroll through to view all records - use left and right arrows to go back or move forward 1 page, use left or right double-arrows to return to page 1 or last page. Users can modify number of records to display on screen, up to 50.

total record count ** will change if any filters applied

M-R Fix - Site Infrastructure Updates

COVA Trax ID:

Site Address:

Zip:

FIPS Code:

Site Type:

Name:

City:

Total Acreage:

Agency Code:

Site Status:

Infrastructure - Details requested for Maintenance & Reserve budgeting, responses due by 8/31/2020

Prior year survey answers (if any) will be displayed. Agencies must open each M-R FIX site record each year to make any changes and/or verify no changes to prior year answers. Click on Save even if no changes are made.

Comments:

Nearest Major Location:

Site Condition:

Water Production

Our Campus Has This Infrastructure:

Age of System(Date Last Restored to New):

Infrastructure's Quantity:

Gallons Per Day

Water Distribution

Our Campus Has This Infrastructure:

Age of System(Date Last Restored to New):

Infrastructure's Quantity:

LF of Primary Distribution

Stormwater Quality

Our Campus Has This Infrastructure:

Age of System(Date Last Restored to New):

Infrastructure's Quantity:

Acres

M-R Fix - Site Infrastructure Updates

Site profile section only - no changes can be made here

COVA Trax ID:

Site Address:

Zip:

FIPS Code:

Site Type:

Name:

City:

Total Acreage:

Agency Code:

Site Status:

Infrastructure - Details requested for Maintenance & Reserve budgeting, responses due by 8/31/2020

Answer all questions (including 2 at bottom even if not one of 3 agencies referenced in label.) If answer Yes to any question, you must provide both an Age of system and a Quantity. The Comments box is optional.

Comments

Nearest Major Location

Site Condition

Water Production

Our Campus Has This Infrastructure

Age of System(Date Last Restored to New)

Infrastructure's Quantity

Gallons Per Day

type of quantity to enter, varies with each system type

Water Distribution

Our Campus Has This Infrastructure

Age of System(Date Last Restored to New)

Infrastructure's Quantity

LF of Primary Distribution

Stormwater Quality

Our Campus Has This Infrastructure

Age of System(Date Last Restored to New)

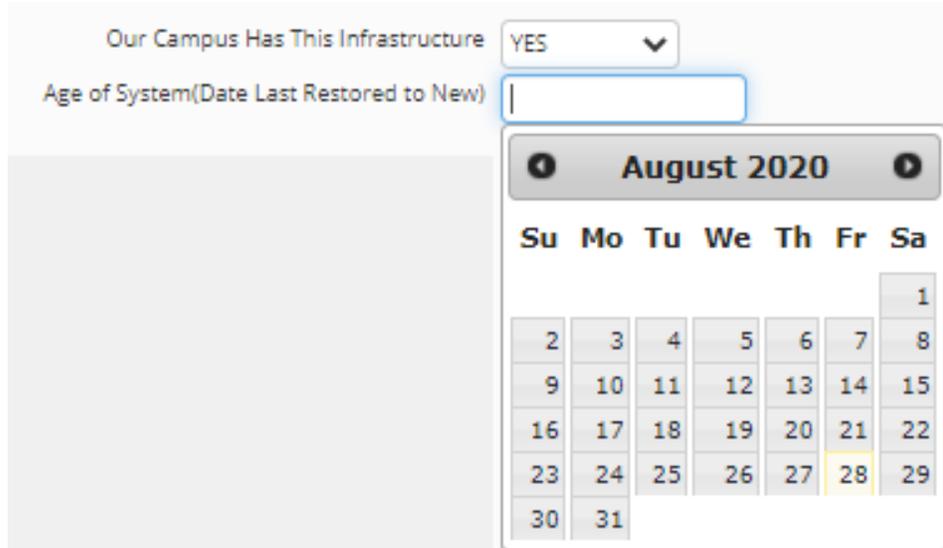
Infrastructure's Quantity

Acres

provide date as to when system last restored to New condition

Tips!

#1 - When clicking inside any date field, a calendar tool will pop-up. You are not required to use this tool, it is optional.



The screenshot shows a web form with two fields. The first field is a dropdown menu labeled "Our Campus Has This Infrastructure" with "YES" selected. The second field is labeled "Age of System(Date Last Restored to New)" and is empty. A calendar pop-up is displayed over the second field, showing the month of August 2020. The calendar has a header "August 2020" and a grid of days. The days of the week are labeled "Su", "Mo", "Tu", "We", "Th", "Fr", and "Sa". The dates are arranged in a grid, with the 1st of August on a Saturday. The 28th of August is highlighted in yellow.

You can ignore the pop-up and instead click inside the field and type the date (use format of MM/DD/YYYY, 07/01/1985, for example.) OR use the left and right arrows to scroll through the months, select the month/day you need and once the field is populated, click inside the field to overwrite the year.

#2 – If you do not know the exact date when a system was last restored to new but have an approximate age (e.g. “20 years old”), enter a date using that age and July 1 (e.g. for a 2020 update and a 20-year-old system, the date to enter would be 07/01/2000.) Use the July 1 date too when all is known is the year.

**** This applies to the M-R FIX spreadsheets too.**

Sewer Treatment

Our Campus Has This Infrastructure 
Age of System(Date Last Restored to New)
Infrastructure's Quantity Gallons Per Day

Sewer Collection

Our Campus Has This Infrastructure 
Age of System(Date Last Restored to New)
Infrastructure's Quantity LF of Primary Distribution

Steam Production

Our Campus Has This Infrastructure 
Age of System(Date Last Restored to New)
Infrastructure's Quantity Pounds Per Hour of Capacity

Steam Distribution

Our Campus Has This Infrastructure 
Age of System(Date Last Restored to New)
Infrastructure's Quantity LF of Primary Distribution

Chilled Water Production

Our Campus Has This Infrastructure 
Age of System(Date Last Restored to New)
Infrastructure's Quantity Tons

Chilled Water Distribution

Our Campus Has This Infrastructure 
Age of System(Date Last Restored to New)
Infrastructure's Quantity LF of Primary Distribution

Roads - Primary

Our Campus Has This Infrastructure 
Age of System(Date Last Restored to New)
Infrastructure's Quantity LF

Roads - Secondary and Service

Our Campus Has This Infrastructure

Age of System(Date Last Restored to New)

Infrastructure's Quantity

LF

Parking

Our Campus Has This Infrastructure

Age of System(Date Last Restored to New)

Infrastructure's Quantity

of Spaces

Our Campus Has This Infrastructure

Age of System(Date Last Restored to New)

Infrastructure's Quantity

Developed Acres

Our Campus Has This Infrastructure

Age of System(Date Last Restored to New)

Infrastructure's Quantity

Developed Acres

answer questions for these 2 systems even if not one of the referenced agencies

Institutional Security - Electronic
(DOC, DJJ, & DBHDS only)

Institutional Security - Barrier
(DOC, DJJ, & DBHDS only)

Tip! If Site Condition at top = Secure Perimeter, one or both of 2 systems above should be answered as Yes

Last Updated: 4/23/2018 12:12:06 PM by BRETT.KEESECKER@DGS.VIRGINIA.GOV

Created: 4/23/2018 12:12:06 PM by BRETT.KEESECKER@DGS.VIRGINIA.GOV

Make sure to **SAVE** your changes, click **SAVE** even if no changes.

Save

Cancel

Upload Documents - any files to support Comments or answers provided above.

Click Browse (Choose File) button to select a file from your computer, and then click Document Upload button to upload.

Choose File No file chosen

Upload any supporting documents here - Click on Choose File, select file(s), then click on Document Upload. Max total size per upload is 4 GB.

Document Upload

Land Use Plans should be uploaded in the LUP area

M-R Fix Site Search

2 FINAL steps for M-R FIX:

- 1) Make sure Infra. Status for all records = YES**
- 2) Download the Property Records Excel spreadsheet to complete survey questions for building systems. Return to portal and Upload when finished. ** Even if no changes since prior year submission, download and upload the spreadsheet, this will be considered the current year submission.**

Name:

Agency Code: 194-DGS

Site ID:

Site To Include: -SELECT-

City:

FIPS Code: -SELECT-

Agency Status: -SELECT-

Rec Mgmt User Status: -SELECT-

Property records with each Site - verify and submit spreadsheet by 8/31/2020 - Hide

Agency	Download	Uploaded	Uploaded By
194-DGS	Download	07/22/2020 02:15 PM	bres-info@dgs.virginia.gov



NOTICE:
You may upload only once.
Please make sure your spreadsheet is complete before uploading.



Summary - Double click row to Edit...

download your list of M-R FIX site records and download your survey answers to the site infrastructure questions

Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status	Rec Mgmt Status	Infra. Status
8/28/20	S-015561	DGS HAMLET BEQUEATH APPOMATTOX CO	BURNETT'S ROAD	APPOMATTOX COUNTY	APPOMATTOX COUNTY - 011		SUBMITTED TO COVA TRAX	YES
8/28/20	S-001281	DGS FORT MONROE QUITCLAIM FROM USA	FORT MONROE	HAMPTON	HAMPTON CITY - 650		SUBMITTED TO COVA TRAX	YES
8/28/20	S-001211	DGS PAMUNKEY TRIBE TRUST KING WM	RTE 673	KING WILLIAM COUNTY	KING WILLIAM COUNTY - 101		SUBMITTED TO COVA TRAX	YES
8/28/20	S-001201	DGS WESTMORELAND PLAZA HENRICO CO	1957 WESTMORELAND ST	HENRICO COUNTY	HENRICO COUNTY - 087		SUBMITTED TO COVA TRAX	YES
8/28/20	S-000145	DGS DARBYTOWN RD SURPLUS WAREHOUSE HENRICO CO	1910 DARBYTOWN RD	RICHMOND	HENRICO COUNTY - 087		SUBMITTED TO COVA TRAX	YES
8/28/20	S-000144	DGS WARRENTON TRACT FAUQUIER CO	NE OF FIFTH ST	WARRENTON	FAUQUIER COUNTY - 061		SUBMITTED TO COVA TRAX	YES
8/28/20	S-000140	DGS LURAY DISTRICT LAB PAGE CO	77 COURT LN	LURAY	PAGE COUNTY - 139		SUBMITTED TO COVA TRAX	YES
8/28/20	S-000138	DGS THE CARILLON RICHMOND CITY	1300 BLANTON AVE	RICHMOND	RICHMOND CITY - 760		SUBMITTED TO COVA TRAX	YES
8/28/20	S-000137	DGS BROAD ST STATION RICHMOND CITY	2400 W LEIGH ST	RICHMOND	RICHMOND CITY - 760		SUBMITTED TO COVA TRAX	NO

Example of a Property Records spreadsheet

194_PropertyRecordsCOVATrax.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Developer ACROBAT Tell me what you want to do... Snelson, Sara (DGS) Share

Clipboard Font Alignment Number Styles Cells Editing

Clipboard: Paste, Cut, Copy, Format Painter
 Font: Arial, 10, Bold, Italic, Underline, Text Color, Background Color, Paragraph Spacing, Wrap Text, Merge & Center
 Alignment: Left, Center, Right, Indent, Decrease Indent, Increase Indent, Merge & Center
 Number: Currency, Percentage, Decimals, Increase Decimals, Decrease Decimals
 Styles: Conditional Formatting, Format as Table, Cell Styles
 Cells: Insert, Delete, Format
 Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

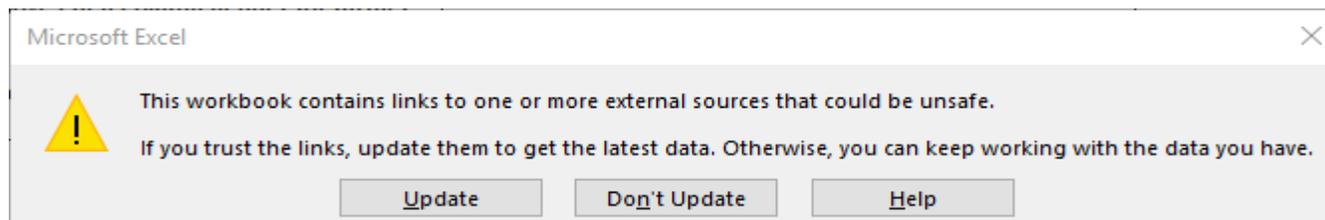
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INSTRUCTIONS										
Starting with column I, for each record below please provide a response in each column highlighted in yellow, where applicable. Refer to this row above each column header for further information.										
If you have records to add, please enter them on the next worksheet, 'NEW Property Records'.										
								IF PROPERTY NAME IS INACCURATE, ENTER HERE SUGGESTED NAME CHANGE (skip if Property Name is OK)	IF PROPERT INACCURAT HERE CORR HERE CORR (skip if Add	
Site Agency	Site ID	Site Name	Site City	Site Sta	Property ID	Property Name	Agency	NEW PROPERTY NAME (due to change in Use or Agency)	Address 1	CORRECT
DGS_194	S-000133	DGS CAPITOL AREA RICHMOND CITY	RICHMOND	VA	P-003506	DGS CAPITOL COMPLEX 9TH AND FRANKLIN PARKING DECK	DGS_194		9TH AND FRANKLIN	
DGS_194	S-000133	DGS CAPITOL AREA RICHMOND CITY	RICHMOND	VA	P-003508	DGS CAPITOL COMPLEX FERGUSON BUILDING	DGS_194		109 OLD N 14TH ST	
DGS_194	S-000133	DGS CAPITOL AREA RICHMOND CITY	RICHMOND	VA	P-003509	DGS CAPITOL COMPLEX LIBRARY OF VIRGINIA	DGS_194		800 E BROAD ST	
DGS_194	S-000133	DGS CAPITOL AREA RICHMOND CITY	RICHMOND	VA	P-003510	DGS CAPITOL COMPLEX MANSION COTTAGE	DGS_194		GOVERNORS MANSION	
DGS_194	S-000133	DGS CAPITOL AREA RICHMOND CITY	RICHMOND	VA	P-003511	DGS CAPITOL COMPLEX MANSION GARAGE	DGS_194		CAPITOL SQUARE 39-2	
DGS_194	S-000133	DGS CAPITOL AREA RICHMOND CITY	RICHMOND	VA	P-003512	DGS CAPITOL COMPLEX MANSION GUARDHOUSE	DGS_194		CAPITOL SQUARE 39-4	

Property Records-COVA Trax | NEW or MISSING Property Records | EO 24 | Default values | Construction Types Descriptions | Age of System Instructions

Ready | 70%

- Survey answers from prior year submissions have not been removed. Agencies should review the spreadsheet for any changes to enter. *** even if no changes from the prior year submission, download and upload the spreadsheet to show a current year submission.*
- Complete the first worksheet containing a list of existing Property (building) records. Please review the instructions at the top of most column headers. Columns highlighted in yellow or orange on the header row should be reviewed for potential data entry.
- If a column contains a pick list, please do not overwrite and only select values from the picklist.
- If you have new or missing buildings to report, please add them on the ‘New or Missing Property Records’ worksheet.
- Additional information to assist with your survey responses can be found on the ‘Construction Types Descriptions’ and ‘Age of System Instructions’ worksheets.
- Instructions for the EO24 (floodplain questions) can be found on the ‘EO24’ worksheet. If these questions were not answered in 2019, please do so this year.
- The ‘Default values’ worksheet contains a list of values DGS may potentially use if rows contain incomplete responses.
- We’ve made attempts to remove any external links but if you receive messages (an example is below) as the spreadsheet is opening that external links have been found, choose ‘Don’t Update’ or ‘Ignore’.



Regarding the M-R FIX spreadsheets download and upload....

#1 – All users in your agency can download the spreadsheet and can do so multiple times. However, the downloaded spreadsheet will always be the original that was available at the opening of the portal, even after the agency uploads a new spreadsheet. Only DGS can see uploaded spreadsheets. Be sure to keep a backup copy before uploading. If an agency needs a copy of the uploaded version, please send an email to bres-info@dgs.virginia.gov.

#2 – Agencies can only upload a M-R FIX spreadsheet once per year. If you have uploaded your agency's spreadsheet but then need to make changes and submit a revised version, please email the revised file to bres-info@dgs.virginia.gov.