



Division of
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Making It Real DRES Update March 2016

Landlords/vendors must enroll in Cardinal

Effective February 1, 2016, the Department of General Services (DGS) and other agencies are required to use the Department of Accounts' new statewide accounting system known as Cardinal. This change means that all vendors, including landlords, must be enrolled in Cardinal in order to get paid.

As part of the set-up process, the landlord/vendor is required to complete the Commonwealth of Virginia Substitute W-9 form (COVA W-9), which can be found on our website at this [link](#). The Internal Revenue Service allows the Commonwealth to create a substitute W-9 and to require its use; therefore this substitute W-9 is different than the W-9 you would find on the IRS website and the only one accepted by the Commonwealth's statewide accounting system.



When completing the COVA Substitute W-9:

- Make sure that the EIN or Social Security Number you provide in Box 1 of the form is identical to what is used in filing your tax return. The Commonwealth performs a cross check of the EIN/Social Security Number provided to ensure a match. Should it not match, the Cardinal set up will not occur.
- Pay close attention to the information you provide in the "Remittance address" box of the W-9. The information provided in this box should be the Remittance Name and the Remittance Address of who is to receive the business payment (i.e. Rent).
- Once completed, please email the Substitute W-9 to Debbie Burnette, DGS Fiscal Services, at debbie.burnette@dgs.virginia.gov and Lynda Capehart, DGS DRES Lease Administration, at lynda.capehart@dgs.virginia.gov.

Please contact Debbie Burnette at 804-786-2076 if you have any questions regarding the completion of the COVA Substitute W-9.

Maintenance Tracking Log is needed to document issues

Occupants in leased space are encouraged to speak directly with the landlord or their representative regarding routine maintenance services provided by the landlord. It is extremely important to document any communication with the landlord or landlord's representative regarding any facilities or maintenance concerns.

DGS/DRES provides a Maintenance Issue Tracking Log for occupants to easily document these communications. For more information, or to download the tracking log, see the [Occupant Handbook](#) on our website.

If you believe the landlord is unresponsive or a significant event has occurred at your facility, contact the DRES Lease Administration Team and provide the Maintenance Issue Tracking Log. The DRES Lease Administration Team will use the communication record as a reference when corresponding with the landlord.

Process for disposing of surplus property outlined online

Have you ever wondered how property owned by state agencies ends up for sale by DGS/DRES? Check out the newest addition to our website at this [link](#), where we detail the process for disposing of surplus real estate.

While you're there, you can browse the current listings.



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Making It Real DRES Update June 2016

May 2016 Survey responses: Commonwealth needs a consolidated asset tracking system

We appreciate each of you who responded to the survey we sent out last month asking how you use the various asset tracking software systems, including IREMS, VAPS, FAACS, LAS and FICAS. One thing is clear from your responses: The Commonwealth needs a consolidated asset tracking system.

The good news is that COVA Trax, DGS/ DRES' new integrated workplace management system, can provide that solution. COVA Trax is used to plan, analyze, manage and optimize the Commonwealth's portfolio of buildings and workspaces. The system will help maximize use, reduce costs and strategically plan for the diverse real estate needs of executive branch agencies.



IREMS is no longer active. DRES has implemented management of the Commonwealth's owned property and executive branch leases that we administer through COVA Trax, and this information has been fully integrated with the Commonwealth's new accounting system, Cardinal.

We look forward to sharing more information throughout the year as we continue to roll out COVA Trax.

COVA Trax to streamline annual required reporting for agencies; user training coming soon

DGS/DRES' new integrated workplace management system, COVA Trax, will streamline the way agencies fulfil their annual reporting requirements for land use plans and leases not administered by DRES.

Please let us know by July 15, 2016 if your agency contact has changed.

Rather than emailing spreadsheets as we have in the past, agencies will be able to enter the required information online. In the coming weeks, DRES will reach out to agency contacts responsible for filling out these annual reports to inform them about training opportunities ahead of the reporting deadlines. If your agency contact has changed, please email us at DRES-Info@dgs.virginia.gov by July 15.

Changes to monthly bills coming in August

As we consolidate DRES' software systems into COVA Trax, another change will be the look and some content included in your monthly billing statement for services performed by DGS/DRES to meet agency real estate needs (purchasing property, negotiating easements, assisting with lease reviews, negotiations and extensions, etc.). The new system will take effect on July 1; invoices for July will be sent in August.

While the COVA Trax formatting will result in less information being listed on your invoice, DRES is pleased to provide any additional information needed to process those invoices.

Look for more information on the billing changes in our next email brief.



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Making It Real DRES Update August 2016

COVA Trax Web Portal Live: Important Deadlines to Note

On August 1, DGS launched the COVA Trax Web Portal for agencies to submit their annual Land Use Plan and Non-Administered Lease information. This web portal will simplify your annual reporting duties by eliminating multiple spreadsheets that previously were used to collect the data.



Deadlines are quickly approaching to submit these reports, which are required by the General Assembly. Keep in mind that your agency is required to report to DRES even if you do not own property. DRES notifies the General Assembly of agencies that do not comply with the reporting requirements. Deadlines are as follows:

- Land Use Plans: **Wednesday, August 31, 2016**
- Non-Administered Leases: **Friday, September 30, 2016**

Don't forget that the deadline to register for a training webinar for the Land Use Plans is **today, Friday, August 12**. Training guides and videos for the new COVA Trax Web Portal can be found at this link:

<http://www.dgs.virginia.gov/DivisionofRealEstateServices/RecordsManagementSystem/tabid/929/Default.aspx>.

If your agency did not receive instructions for setting up their web portal account, please let us know as soon as possible by emailing DRES-info@dgs.virginia.gov:

If your agency has a large real estate portfolio, contact DRES at the email above to see how we can help you fulfill your reporting requirements.

Need Furniture? Ft. Monroe Surplus Open House Aug. 24

The DGS Office of Surplus Property Management is teaming up with Fort Monroe for an open house for state and local government officials to purchase surplus furniture items on August 24. A variety of gently used, high-end office furniture will be available for purchase at substantial discounts, including:

- Chairs – \$25
- Desks – \$50
- Cubicles – \$50
- Bookcases – \$25
- Small Tables – \$25
- Conference Tables – \$50
- Misc. items (pictures, lamps, floor mats, draperies) – \$10

Click here to view the types of furniture available for purchase: <http://bit.ly/2aPZ5PR>.

The open house will be held from 9 a.m. until 4 p.m. on August 24 at 20 Ingalls Road, Fort Monroe. Furniture must be removed from Fort Monroe on August 25-26. Participants must register by Monday, August 15 at this link: <http://conta.cc/2aKayPi>. Several buildings of furniture will be available for inspection, and hold tags will be distributed once participants make their selections. You are responsible for arranging to have furniture items removed from the buildings. No assistance will be available for loading.



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**MAKING IT
EASIER FOR
GOVERNMENT
TO DO
BUSINESS**

By the NUMBERS

425,000 acres of land
in **1,000** locations

11,000
owned buildings with **130**
million square feet of space

15+ million
square feet of rental space in
over **1,500** locations

500+
leases administered with
annual rental of **\$60**

\$133 million
in cost savings and avoidance
since 2005

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DEPARTMENT OF
GENERAL SERVICES



For more information, contact Kim Hayes at 804-236-3662 or kim.hayes@dgs.virginia.gov.

Did you know...

The Commonwealth's Real Estate Portfolio Contains a Number of Properties Dating Back over 250 Years?

That means that DRES manages a number of hand-written documents that are important to Virginia's history! Unfortunately, sometimes necessary documents have become illegible through fading or deterioration and other times they have been lost all together because of time. Thankfully, upon forming the colonies, the founders enacted laws requiring the recording property conveyances, deeds of easements, or leases to prove the validity of the document and prevent fraudulent transactions. So, in the absence of a physical document the Commonwealth is able prove their ownership through reliance on the recording of a transaction from public registers. By timely recording executed deeds, easements, or leases in the appropriate clerk's office agencies are actively protecting the Commonwealth's ownership rights in their property and creating historical records that will be relied on for hundreds of years to come!

Fortunately with the advancement of technology, DRES can maintain electronic copies of recorded documents in our new records management portal, COVA Trax. Upon receiving recorded documents, DRES uploads a copy into COVA Trax and updates the appropriate property site to reflect any new easements or leases attached to the property. Eventually, each agency will be able to access and utilize COVA Trax for their individual needs. For example, if an agency has entered into an utility easement with a utility company and wants to double check the scope, physical limitation, or specific use limitation of that easement, the agency would be able to access that recorded easement in COVA Trax, saving the time and money required to conduct a title search on the property. DRES is looking for individuals to begin training and testing the agency access feature this October.

To learn more about Virginia's Recording Act, see Va. Code Ann. § 55-96. If you have a question you would like to see DRES answer in an upcoming newsletter or if you would like to take part in the COVA Trax test group and begin training on our new system, please send an email to DRES-info@dgs.virginia.gov.

