Virginia's Real Estate & Assets Management System

COVA Trax Web Portal

User Guide

Department of General Services
Division of Real Estate Services

Virginia's Real Estate & Assets Management System

COVA Trax Web Portal User Guide

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Department of General Services
Division of Real Estate Services

COVA TRAX WEB PORTAL SUMMARY

COVA Trax, the Department of General Services, Division of Real Estate Services integrated workplace management system, is used to administer and manage the Commonwealth's real estate portfolio and efficiently maintain its real estate records.

The COVA Trax Web Portal has the ability to streamline the Commonwealth agencies' annual real estate reporting requirements and is accessible to users as of July 2025. It allows agencies to review and update their existing real estate records and add new records directly into the COVA Trax Web Portal. This simplified system allows for more consistent and accurate reporting to the General Assembly, while reducing overall administrative duties.

REPORTING REQUIREMENTS

The General Assembly mandated through the Code of Virginia and the Appropriations Act that agencies who own or lease real estate must report certain information to DGS on an annual basis. DGS consolidates and presents this information in a summary report to the Governor and General Assembly in November of each year. The consolidation of real estate records into one database helps DGS better track, manage and maintain records for the Commonwealth's real estate portfolio.

LAND USE PLAN (LUP) AND M-R FIX

The Code of Virginia Section § 2.2-1153 requires each department, agency and institution to submit to DGS a Land Use Plan (LUP) for the state-owned property in its possession or has under its control. The LUP must show present and planned uses of such property and must include ***a recommendation on whether any property should be declared surplus*** by the controlling department, agency or institution. Also, for the same state-owned property, agencies need to answer survey questions for M-R FIX which is an application used to determine the "relative age" of buildings and infrastructure and to calculate the amount of maintenance reserve funds needed to restore capital assets. This information is due to DGS each year by **September 1st**.

NON-DGS/AGENCY ADMINISTERED LEASE (NAAL)

Section 4-8.01e.2 of the Appropriations Act requires each agency that controls leased property, where such leased property is not under the DGS lease administration program, to report to DGS on each leased property. Specific data included in the report shall, at a minimum, include the following: ***the number of square feet occupied, the number of employees and contractors working in the leased space, if applicable, and the annual cost of the lease***. This information is due to DGS each year by **October 1st**.

UPDATES FOR THIS YEAR

For this reporting period, there are no new changes. Last year, there was a request for agencies to review their owned property to determine if it could be further utilized to promote clean energy. To revisit from last year, DGS added supplemental questions to the Portal (outlined below).

Questions relating to Underutilized and Excess Property:

DGS added three questions to the Land Use Plan area of the reporting portal:

- **Could a portion of the property (land, rooftops, parking lots, etc.), be leased to private parties for renewable energy production (e.g. solar/wind)?**
  Please answer Yes or No.
- **Would the owner consider third-party installation of solar panels on any existing structures?**
  Please answer Yes or No.
- **Would the owner consider leases to provide privately operated EV charging stations?**
  Please answer Yes or No.

There are no new changes to the NAAL section of the portal or to the MR FIX spreadsheets.

ADDITIONAL TIPS

- VITA supported browser for this platform is **Google Chrome**. If you experience any issues with screens not displaying properly, please make sure you are using Google Chrome and not Internet Explorer (IE).
- **Do not** use your browser's **back** and **forward arrows** to return to previous windows, instead navigate through the system using the **top menu bar** at the very **top of the screen**.
- **To avoid losing your work**, make sure to ***SAVE*** your work **before** uploading documents. After you hit the ***SAVE*** button, your screen will return to the **Search/Summary** page. Reopen your site/lease record and resume uploading your documents. You will see a **date/timestamp** on the right side of your screen once it is properly uploaded. *See User Guide Instructions on Uploading a Document.
- If you require any assistance completing your **M-R FIX spreadsheet for EO 24 or other areas**, please contact Ron Semel at ronald.semel@dgs.virginia.gov. ** If your agency has not yet completed EO 24 questions for **existing** buildings, please reach out to Ron Semel for direction before updating your spreadsheet this year.

ACCESSING THE COVA TRAX WEB PORTAL

Those employees of Commonwealth agencies, who previously were responsible for submitting annual reports for Land Use Plans and Non-Administered Leases to DGS, will be given access to the COVA Trax Web Portal. If someone else in your agency needs access, please send the request to DGS at DRES-info@dgs.virginia.gov

Web Portal Questions

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DGS appreciates your agency using the COVA Trax Web Portal to submit your required annual report(s) by the following deadlines:

- **Land Use Plans & M-R FIX:** Monday, September 1, 2025
- **M-R Fix Property Records Spreadsheets:** Monday, September 1, 2025
- **Non-Administered Leases:** Wednesday, October 1, 2025

In addition to this user guide, the following resources can provide additional help in using the COVA Trax Web Portal:

- **Email:** At any time you may send your questions to DRES-info@dgs.virginia.gov

- **Call**: You can reach the Records Manager during regular business hours (Monday through Friday 8:30 AM – 5:00 PM) or by leaving a message at (804) 225-4018.

COVA TRAX

Virginia's Real Estate & Assets Management System

Land Use Plan (LUP)

User Instructions

Department of General Services
Division of Real Estate Services

COVA Trax Web Portal
Land Use Plans (LUP)
Agency User Instructions

Step 1: Log in

New Users:

You will receive an email from DRES-info-server@dgs.virginia.gov with the link to the COVA Trax Web Portal, which will prompt you to set up your password. Your user name is your email address. Once you have keyed in your password, click "**Reset**."

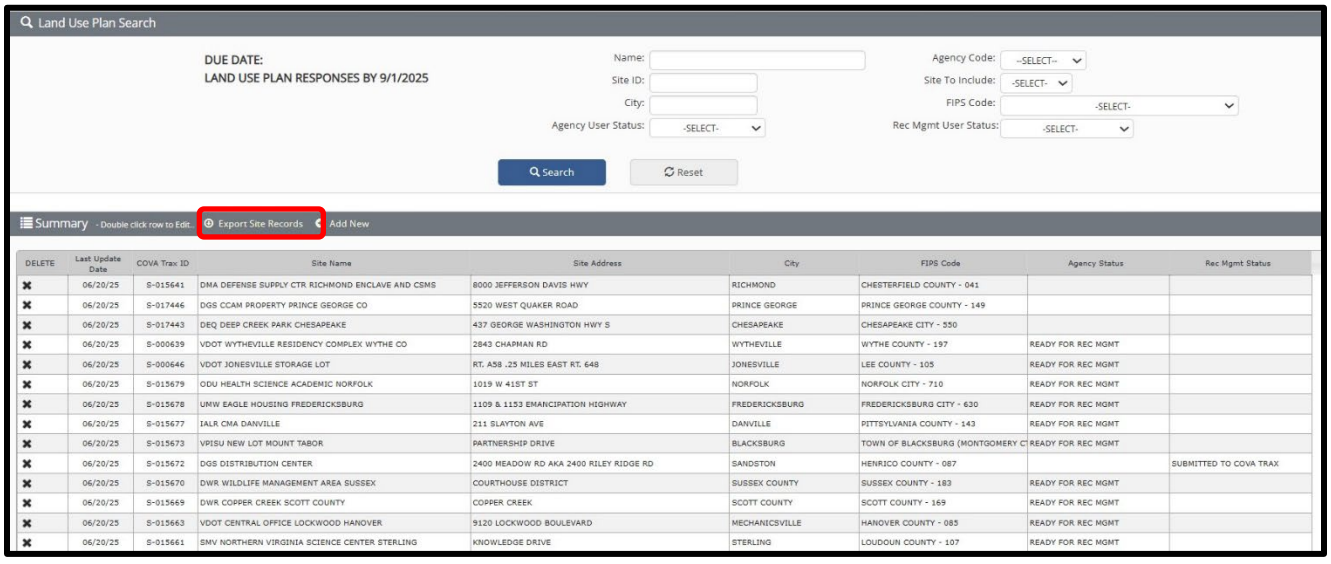
Existing Users:

You will not receive an email this year. Please use the same login credentials as last year.
Here is the link to the website: https://covatrax.dgs.virginia.gov/Account/Login
Your user name is your email address. At the Login Screen, if you do not remember your password click on "**Forget Your Password?"** to reset. Enter your email address and hit **Submit**. You will receive an email from DRES-info-server@dgs.virginia.gov with a link to reset your password.

Step 2: Select "Land Use Plans" on the COVA Trax Portal Welcome Page

Step 3: Review your agency's list of existing Site records in preparation for Agency Land Use Plan submission

A listing of your agency's existing Land Use Plan(s) (LUP), also referred to as "Site record(s)", can be viewed on the Land Use Plan Search page. You must open and answer the land use survey questions for each Site record individually. You can export your agency's list of Site records into an Excel spreadsheet by clicking "**Export Site Records**" to review all data before and/or after making any changes.



DELETE	Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status	Rec Mgmt Status
✖	06/20/25	S-015641	DMA DEFENSE SUPPLY CTR RICHMOND ENCLAVE AND CSMS	8000 JEFFERSON DAVIS HWY	RICHMOND	CHESTERFIELD COUNTY - 041		
✖	06/20/25	S-017446	DGS CCAM PROPERTY PRINCE GEORGE CO	5520 WEST QUAKER ROAD	PRINCE GEORGE	PRINCE GEORGE COUNTY - 149		
✖	06/20/25	S-017443	DEQ DEEP CREEK PARK CHESAPEAKE	437 GEORGE WASHINGTON HWY S	CHESAPEAKE	CHESAPEAKE CITY - 550		
✖	06/20/25	S-000639	VDOT WYTHEVILLE RESIDENCY COMPLEX WYTHE CO	2843 CHAPMAN RD	WYTHEVILLE	WYTHE COUNTY - 197	READY FOR REC MGMT	
✖	06/20/25	S-000646	VDOT JONESVILLE STORAGE LOT	RT. A58 .25 MILES EAST RT. 648	JONESVILLE	LEE COUNTY - 105	READY FOR REC MGMT	
✖	06/20/25	S-015679	ODU HEALTH SCIENCE ACADEMIC NORFOLK	1019 W 41ST ST	NORFOLK	NORFOLK CITY - 710	READY FOR REC MGMT	
✖	06/20/25	S-015678	UMW EAGLE HOUSING FREDERICKSBURG	1109 & 1153 EMANCIPATION HIGHWAY	FREDERICKSBURG	FREDERICKSBURG CITY - 630	READY FOR REC MGMT	
✖	06/20/25	S-015677	IALR CMA DANVILLE	211 SLAYTON AVE	DANVILLE	PITTSYLVANIA COUNTY - 143	READY FOR REC MGMT	
✖	06/20/25	S-015673	VPISU NEW LOT MOUNT TABOR	PARTNERSHIP DRIVE	BLACKSBURG	TOWN OF BLACKSBURG (MONTGOMERY C	READY FOR REC MGMT	
✖	06/20/25	S-015672	DGS DISTRIBUTION CENTER	2400 MEADOW RD AKA 2400 RILEY RIDGE RD	SANDSTON	HENRICO COUNTY - 087		SUBMITTED TO COVA TRAX
✖	06/20/25	S-015670	DWR WILDLIFE MANAGEMENT AREA SUSSEX	COURTHOUSE DISTRICT	SUSSEX COUNTY	SUSSEX COUNTY - 183	READY FOR REC MGMT	
✖	06/20/25	S-015669	DWR COPPER CREEK SCOTT COUNTY	COPPER CREEK	SCOTT COUNTY	SCOTT COUNTY - 169	READY FOR REC MGMT	
✖	06/20/25	S-015663	VDOT CENTRAL OFFICE LOCKWOOD HANOVER	9120 LOCKWOOD BOULEVARD	MECHANICSVILLE	HANOVER COUNTY - 085	READY FOR REC MGMT	
✖	06/20/25	S-015661	SMV NORTHERN VIRGINIA SCIENCE CENTER STERLING	KNOWLEDGE DRIVE	STERLING	LOUDOUN COUNTY - 107	READY FOR REC MGMT	

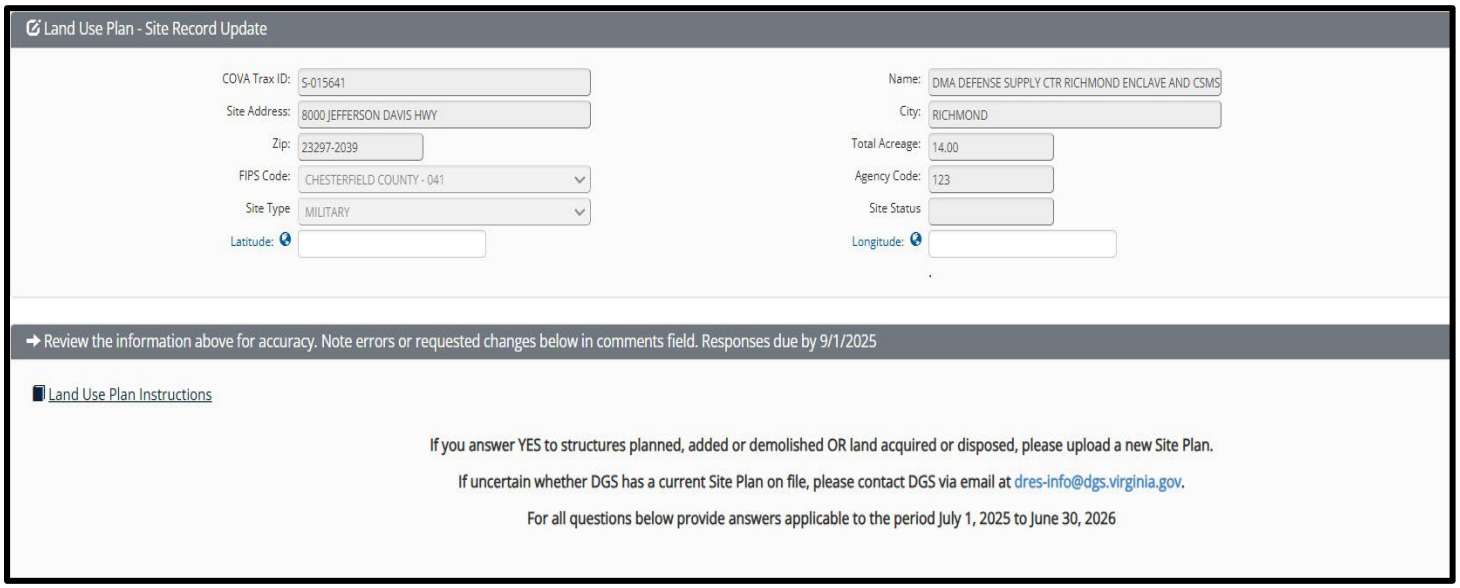
Use the following **Search** fields found at the top of the **Land Use Plan Search** page to search or filter on your agency's Site record. Search fields are not case-sensitive and you can enter all or any portion of an ID or text. To clear Search field criteria, click on the **Reset** button.

- **Name** - COVA Trax Site record name (Enter all or any portion of the text to search)
- **Site ID** - unique ID for the Site record assigned by COVA Trax (e.g. S-000001)
- **City** - city where owned Site is located
- **Agency User Status** - you can search two (2) ways using this field:
  - Empty Status – Site records that need to be reviewed and updated by the Agency
  - Ready For Rec Mgmt. - means the agency updated the Site record and it is ready for DGS Records Management review
- **Agency Code** - State agency code based on the ownership of the property.
- **Site to Include** - Use this function to filter by "new" or "existing" Site records.
- **FIPS Code** - Federal Information Processing Standard Code (FIPS) or Region/Locality code
- **Rec Mgmt User Status** - utilized by DGS only

Click "**Search**" to retrieve the Site records or "**Reset**" to clear the fields and start a new search.

From the **Land Use Plan Search** page, **double click** on the Site Name listed in the search grid to view an individual Site record. The **Land Use Plan – Site Record Update** page for that Site record will open for you to make your annual updates.

If you answer "YES" to structures planned, added or demolished OR land acquired or disposed, you must upload a new Site Plan. If uncertain as to your agency's current Site Plan on file with DGS, please contact DGS by email at DRES-info@dgs.virginia.gov or by phone at (804) 225-4018.



You will notice that you cannot make changes in the top section except for the Latitude and Longitude fields.

The following information must be updated for each existing site record. **Responses due by 9/1/2025**.

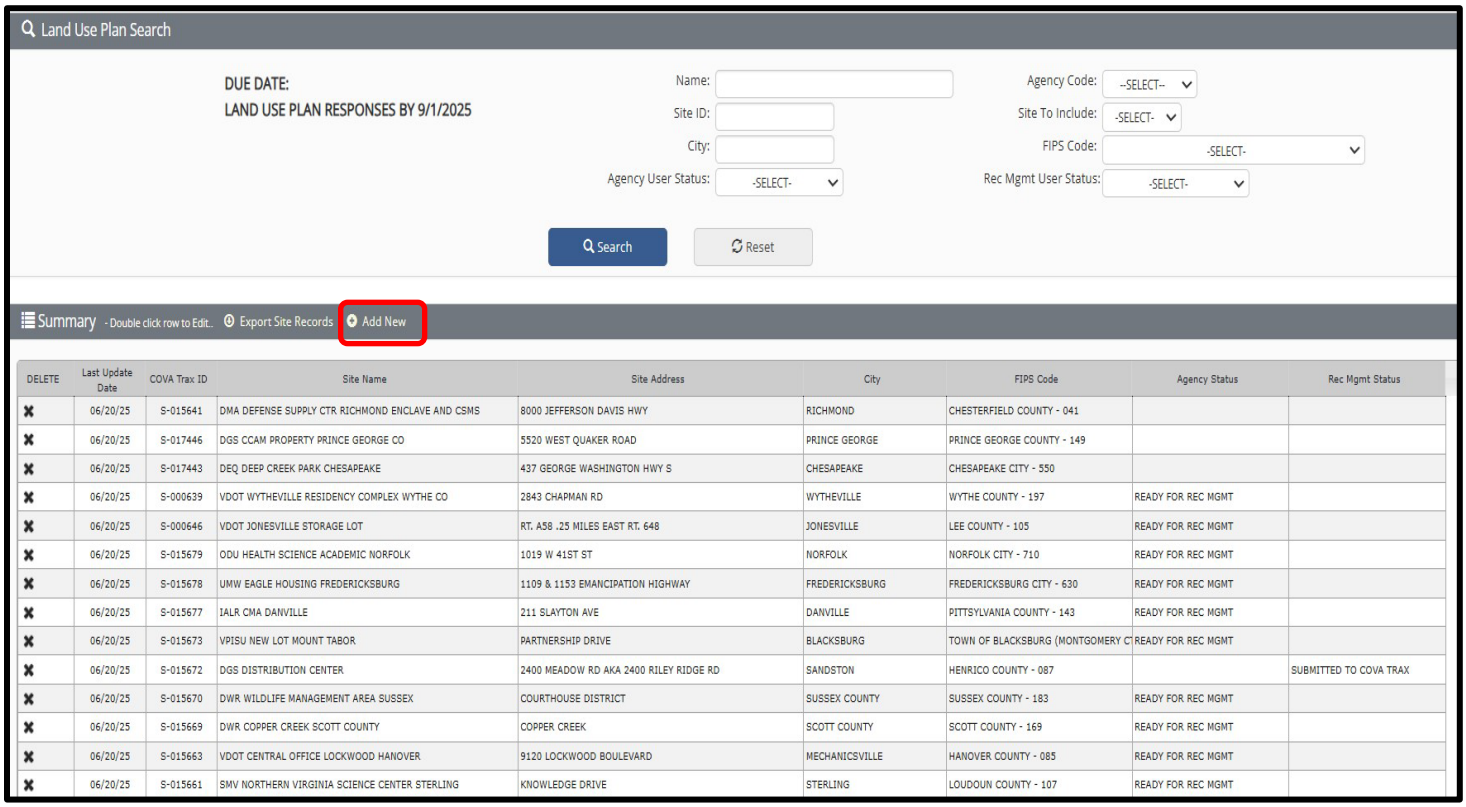
***Important:** To avoid losing your work, make sure to "**SAVE**" before uploading any documents. After you **click** "**SAVE**", you will be redirected to the SEARCH/ SUMMARY screen. Reopen your site record to make additional changes and/or **UPLOAD** documents.

- **Any New Structures Planned, Added, or Existing Structures Demolished?**: Answer "yes" if you are planning or adding new structures or demolish existing structures.
- **Number of Existing Buildings on this Site?:** Enter the number. Enter "0" if none.
- **Is any portion of the Site being used or occupied by another entity or agency?:** Answer "yes", or "no". *If yes, please identify the following in the **"Describe underutilized Building(s) and/or Site"** comments box: 1) name of building(s) or other description, 2) Square Feet, 3) Occupant(s), and 4) Confirmation that the agreement for the occupancy is existing or will be reported in the NAAL area of the portal.*
- **Is every building and all of the Site fully occupied or utilized?**: Answer "yes", "no", or "N/A". Please answer "N/A" if your site record does not contain a building. *If you answer "no" and there is an underutilized building(s) on the site, please identify the building(s) in the **"Describe underutilized Building(s) and/or Site"** comments box and include the following information: 1) name of building or Property ID#, 2) size, 3) use type (i.e. office building, dormitory, storage, etc.) and 4) the amount of underutilized square footage available.*
- **Is broadband access currently available at the site?**: Answer "yes", or "no".
- **Is the existing broadband internet sufficient for your agency's needs?**: Answer "yes", or "no".
- **At this site, is there any space on antennas, roof-tops, other structures, or available vacant land suitable to locate wireless broadband equipment?:** Answer "yes", "no", or "n/a". *If yes, please enter the location in the **"Identify Potential Location(s)"** comments box.*
- **Any land acquired?:** Answer "yes" or "no". *If you answered "yes," a box will appear asking for the new Total Acreage after the acquisition (e.g. if originally the Site acreage was 100 and 20 acres were purchased, enter here 120 acres) Acreage for the newly acquired land is stated in the deed, please upload a copy of the recorded deed in the Upload Documents section unless the transaction was managed by DGS*
- **Any land disposed?:** Answer "yes" or "no". *If you answered "yes," a box will appear asking the new Total Acreage after the disposition (e.g. if originally the Site acreage was 100 and 20 acres were sold, enter here 80 acres). Acreage for the sold land is stated in the deed, please upload a copy of the recorded deed in the Upload Documents section unless the transaction was managed by DGS.*
- **How many new easements have been recorded at this site?** Provide the number of new easements entered into in the last fiscal year (for the period of July 1, 2024 through June 30, 2025). Enter "0" if none. **Please upload the recorded deed of easement(s) in the *Upload Documents* section unless the transaction was managed by DGS.
- **Are there any Infrastructure repairs or replacements anticipated?:** *If yes, please enter needs and estimated cost in the **"Infrastructure Needs"** comments box.*
- **Are there any environmental concerns affecting the Site?:** *If yes, please enter in the "**Environmental Concerns**" comments box.*

- **Does the Site have access to Utilities?**: If yes, please select which utilities that apply: *1) Water, 2) Sewer, 3) Electric, 4) Natural Gas and 5) Telecommunications.*
- **Could a portion of the property (land, rooftops, parking lots, etc.), be leased to private parties for renewable energy production (e.g. solar/wind)?**
  Answer "yes" or "no".
- **Would the owner consider third-party installation of solar panels on any existing structures?**
  Answer "yes" or "no".
- **Would the owner consider leases to provide privately operated EV charging stations?**
  Answer "yes" or "no".
- **Agency Surplus Designation:** Please refer to the "Site Status" field at the top of the Site record for the current status of the Site as determined by last year's reporting. If the designation changes from an "*underutilized*" or "*surplus*" status to "*in use*", then please provide a brief explanation for this status change in the *Comments Box*. Choose whether the property is **In Use, Future Use, Surplus-Entirety, Surplus-Portion**, or **Underutilization** - *if you identify the site as "Surplus-Portion," please provide an updated land use site plan - please identify the portion of the property you consider to be the surplus portion and upload the updated land use site plan in the Upload Document section.*

Step 4: Add a new LUP

If a Site record is not listed on your agency's grid that means the Site record does not exist in COVA Trax and must be added by your agency. If you need to add a new LUP, click on "**Add New**" on the **Land Use Plan Search** page.



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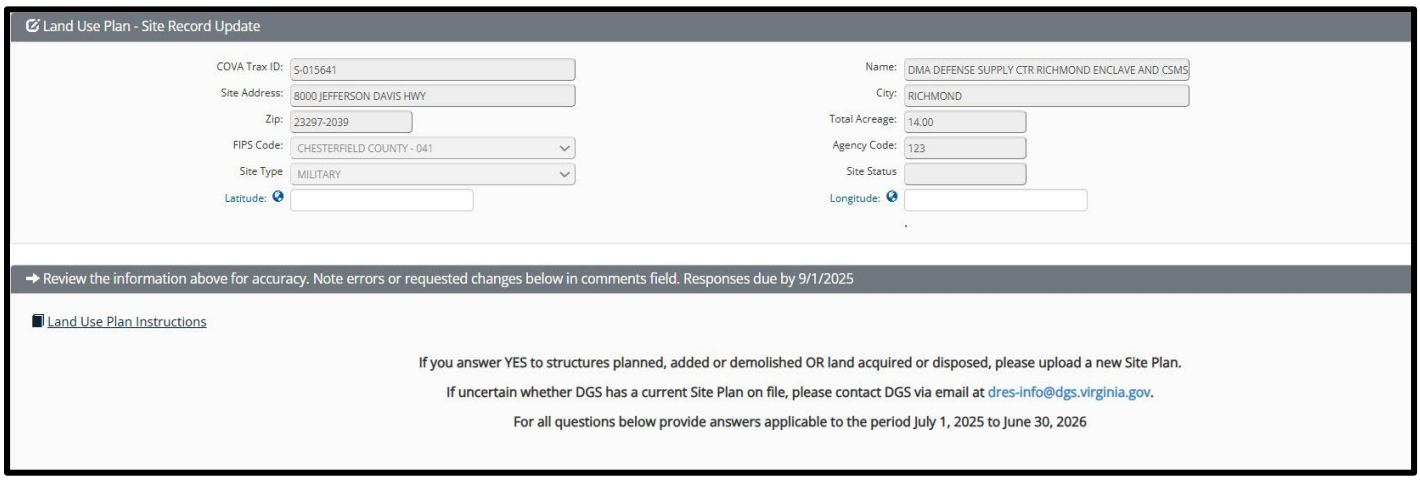
✖	06/20/25	S-015661	SMV NORTHERN VIRGINIA SCIENCE CENTER STERLING	KNOWLEDGE DRIVE	STERLING	LOUDOUN COUNTY - 107	READY FOR REC MGMT	

Once on the **Land Use Plan New Site** page, input the new Site information.



In addition to the **Site Name** and **Address** information, please include the following:

- **Agency Code:** State agency code based on the ownership of the newly acquired property
- **Number of Existing Buildings on this Site:** Number of buildings on this Site. Enter "0" if none.
- **Cemeteries:** Answer "yes" or "no" as to whether there is a cemetery on this Site
- **Comments:** Provide additional information that may be of use
- **Site Type:** Identify the type of use such as Office, Educational, or Military
- **FIPS Code:** Federal Information Processing Standard Code (FIPS) or Region/Locality code
- **Total Acreage:** Total acreage from deed record or multiple deed records
- **Latitude/Longitude:** If unknown, click on the globe beside "Latitude" or "Longitude" - this takes you to an external website (www.latlong.net) where you will enter the property address and click "Find" to identify those coordinates - copy and paste them into the COVA Trax Web Portal
  - **Note: Longitude should be a negative number (-)**
- **Employee Residence #:** Number of residential units (single-family residences) on this Site
- **Number of Existing Easements on this Site:** Number of easements on this Site. Enter "0" if none.
- **Antenna:** Answer "yes" or "no" as to whether there is an antenna/tower on this Site

***Important:** To avoid losing your work, make sure to "**SAVE**" before uploading any documents. After you **click** "**SAVE**", you will be redirected to the SEARCH/ SUMMARY screen. Reopen your site record to make additional changes and/or **UPLOAD** documents.

- Be sure to attach the following documents for the new Site record in the "**Upload Documents**" section:
  - Recorded Deed(s)
  - Land Use Site Plan (See instructions & examples below)
  - Easements
  - Title Policy
  - Plat(s)

Step 5: Upload or Delete Documents

Upload a Document:

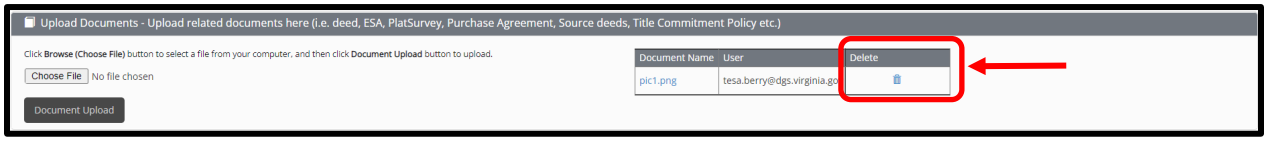
1. Once you have **saved** and **reopened** your site record, **click** on "**Choose File**" at the bottom of screen.
2. **Navigate** to the folder on your computer where the file is saved.
   Click on the file. The **file name** will appear next to the "**Choose File**" button.

3. **Click** on the "**Document Upload**" button below the "Choose File" button. The **document name** and **user name** will appear at the bottom right side of the screen.

Note: When clicking on the "Document Upload" button, this action will automatically take you to the top of the screen. Scroll down to the bottom to return to the Upload Documents section.

Delete a Document:

1. To **delete** your uploaded file, **click** on the **trash can** icon.



2. You will be prompted with a popup window that asks if you are sure you want to delete. **Click** "**OK**". Your file should no longer be displayed at the bottom right side of screen.

LUP Site Plan

- For newly acquired property or other owned property not listed, or if **you have answered YES to structures planned, added or demolished or land acquired or disposed, you must upload a new Site Plan.** If uncertain as to your current Site Plan on file with DGS, you can obtain a copy via email at **DRES-info@dgs.virginia.gov** or call DGS at (804) 225-4018.

A LUP consisting of the following should be uploaded (see examples below):

1. A Site Plan showing:

   - The agency name, the tract or campus name, the acreage, the longitude/latitude, the locality name, a graphic scale, and a north arrow.
   - Existing buildings with names, roads, parking lots, major pedestrian avenues, archeological sites, historic landmarks, timber management areas, and areas leased for mineral extraction.
   - All land uses must be shown, including buffer areas, agricultural uses, and areas under forest management (on a facility site), floodplain areas, and areas leased to others for management.
   - Future development plans showing development as envisioned by the agency's six year capital plan, including proposed buildings, roads, parking lots and major pedestrian avenues, and proposed property boundaries, whether expanded or reduced. **Future facilities (planned) will be crosshatched or clearly identified by some other technique.**
   - Additional land proposed for acquisition to expand the facility, showing the location and the proposed use(s).
   - Indicate any buildings planned for demolition or other removal.
   - If the property or any portion thereof is not being used and is not planned for future use, then indicate the location and acreage and include an evaluation whether it should be identified as surplus property.
   - The scale of the plan shall allow for easy identification of the details and features. Normally a scale of 1" = 500 ft. is sufficient.

2. The approval of the cognizant board or governing body of the department, agency or institution of the LUP (or the agency head in the absence of a board or governing body), along with a recommendation on whether the property should be declared surplus by the department, agency or institution.

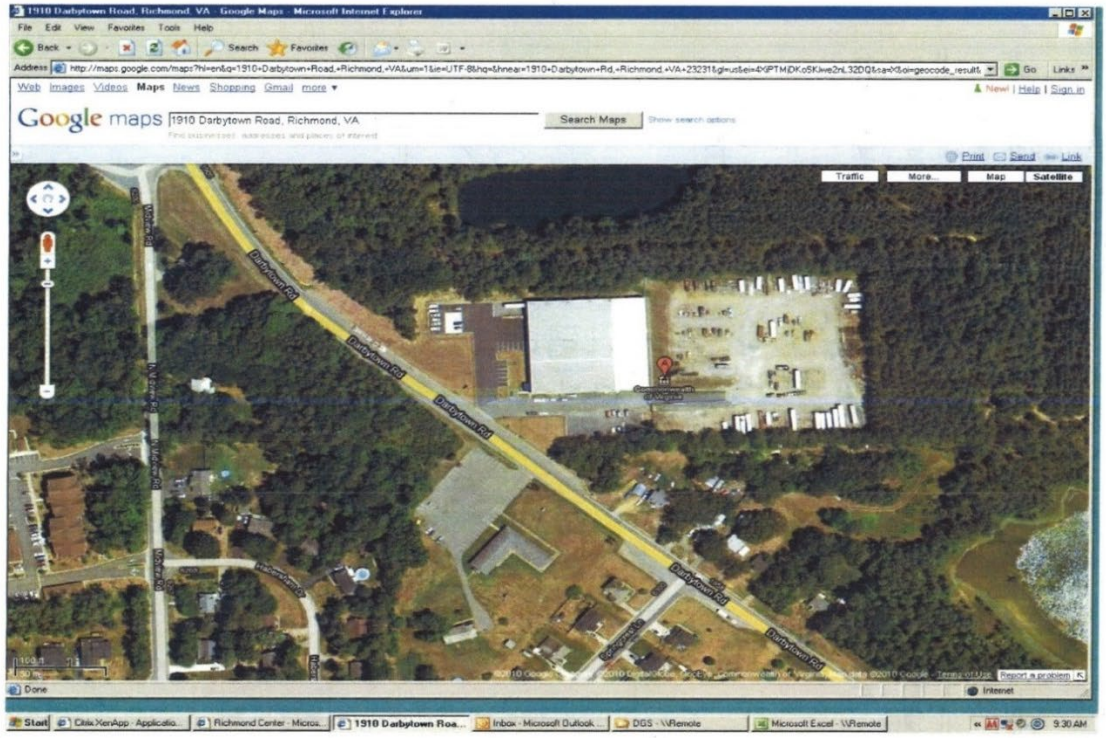
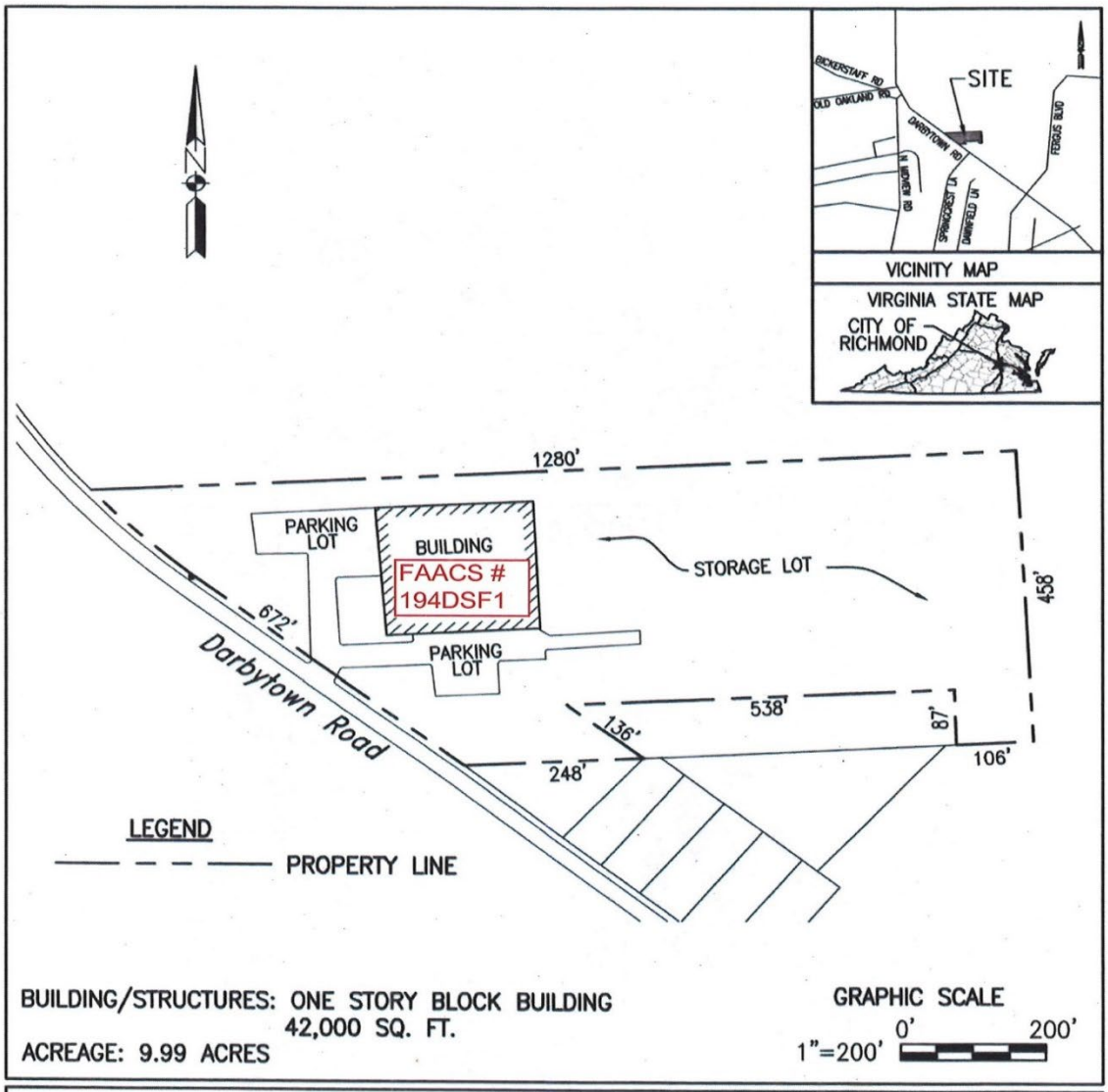

1910 Darbytown Road, Richmond, VA - Google Maps - Microsoft Internet Explorer
Google maps
1910 Darbytown Road, Richmond, VA
Search Maps
Traffic
More...
Map
Satellite
Darbytown Rd

EXHIBIT A



SUBJECT PARCEL

VIRGINIA SURPLUS WAREHOUSE / 1910 DARBYTOWN ROAD / PARCEL ID #25443

Austin Brockenbrough
ENGINEERING · CONSULTING
1011 Boulder Springs Drive, Suite 200 | Richmond, Virginia 23225
804.592.3900 main | 804.592.3901 fax
www.brockenbrough.com

VIRGINIA DEPARTMENT OF GENERAL SERVICES
BUREAU OF FACILITIES MANAGEMENT

DRAWN BY:	DATE:	JOB NO:
RJD	9/15/10	10-047

DWG. NO.: 1

Step 6: Review, verification and updating of existing Site records and adding any new Site records must be completed by close of business on Monday, September 1, 2025.

DGS must set a deadline in order to complete the mandatory reporting due to the requirements of the General Assembly. Please update all site records by close of business on **Monday, September 1, 2025**. After that time, the COVA Trax Web Portal LUP access will be closed. DGS is required to report on behalf of all agencies; therefore, non-responses will be noted in the report.

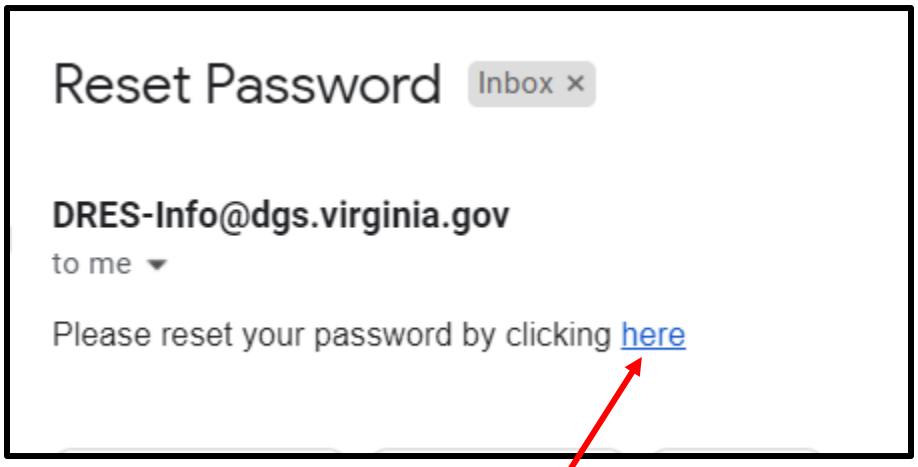
COVA TRAX

Virginia's Real Estate & Assets Management System

COVA Trax Web Portal
Land Use Plans (LUP)
Screen Guide

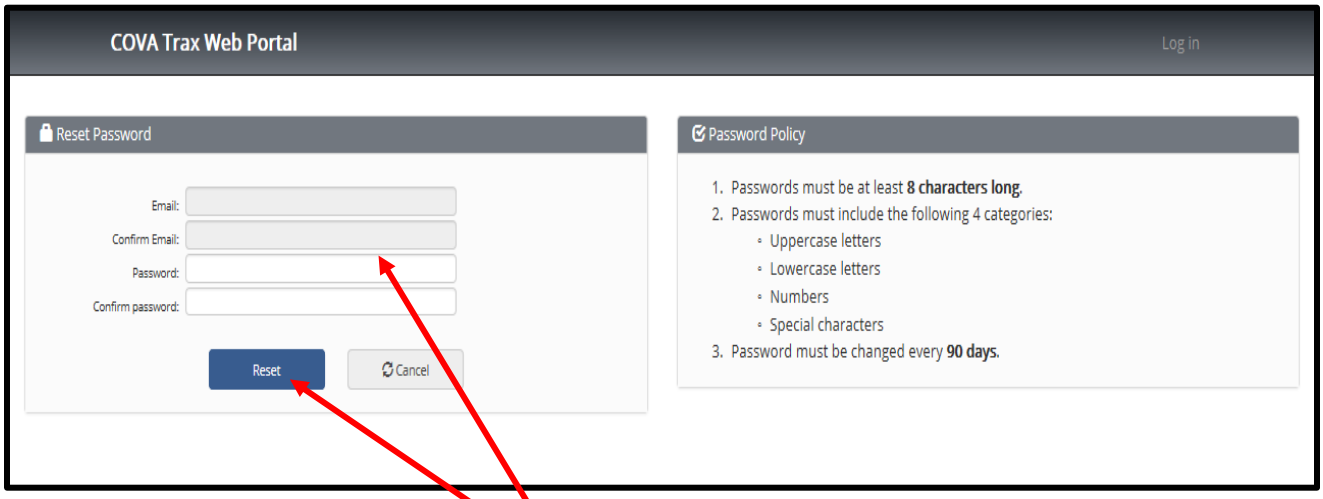
Department of General Services
Division of Real Estate Services

User ID Email from DGS



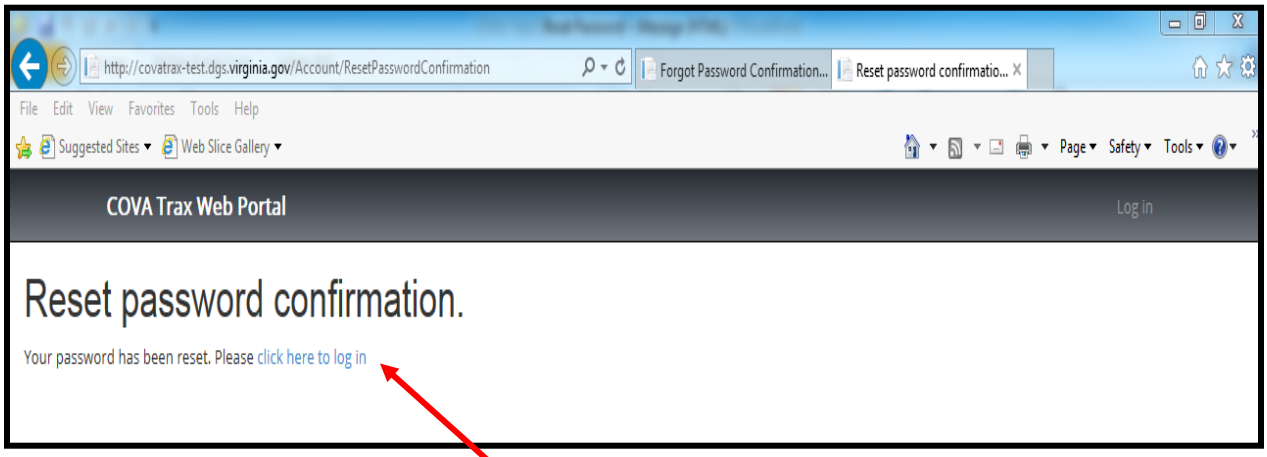
New Users Only
You will receive an email from DRES-Info-Server@dgs.virginia.gov to confirm your account and setup a password. **Click** on the **"here"** link, and you will be directed to the **Reset Password** page.

Setting up Your Password



Please **enter** your email address twice; then setup your new password and re-enter your new password; then **hit** the "**Reset**" button. You will then be directed to the **Reset Password Confirmation** page.

Password Confirmation

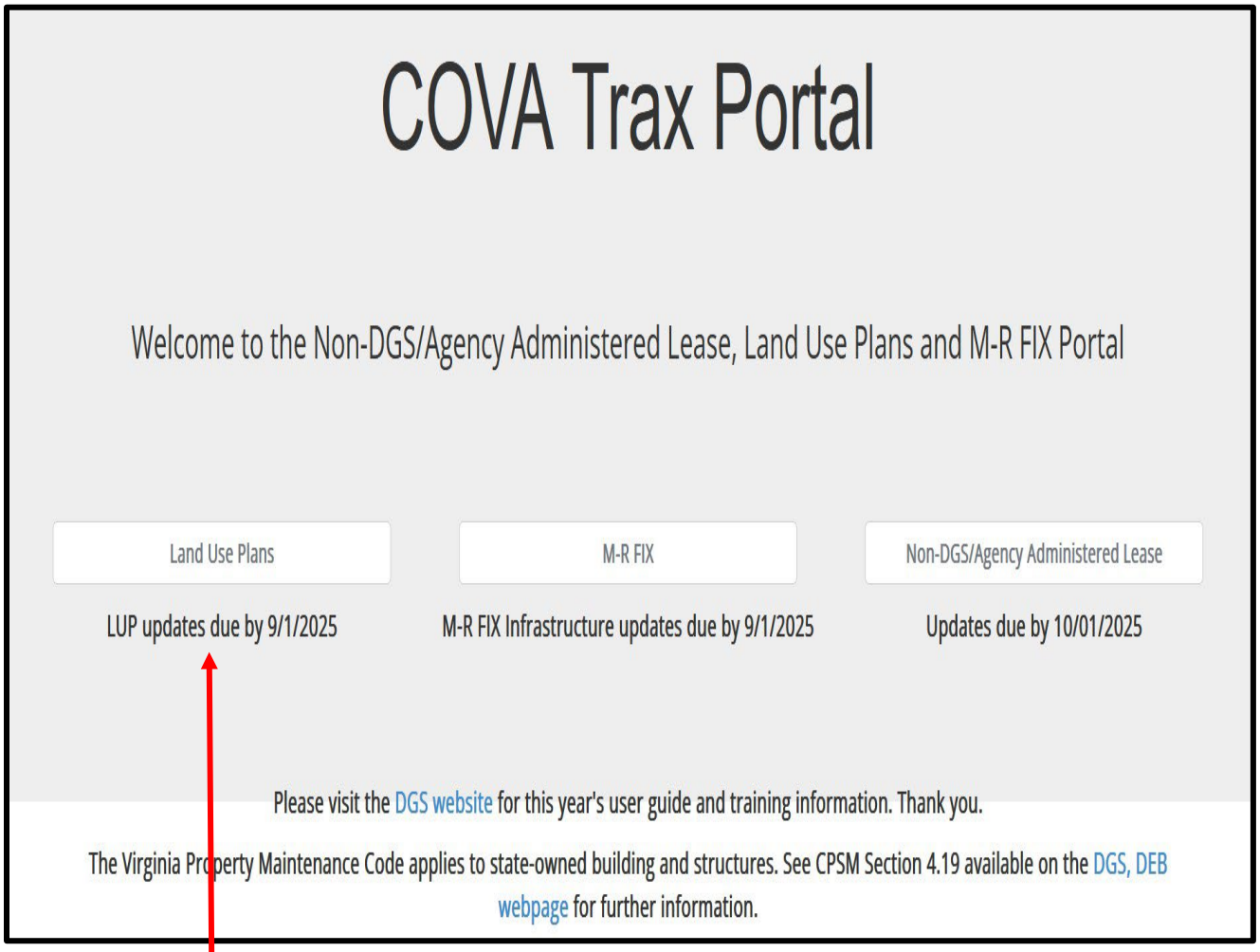


Your password has been set up. Now you can login to the COVA Trax Web Portal by **clicking** on the "**click here to log in**" link.

Log In Page

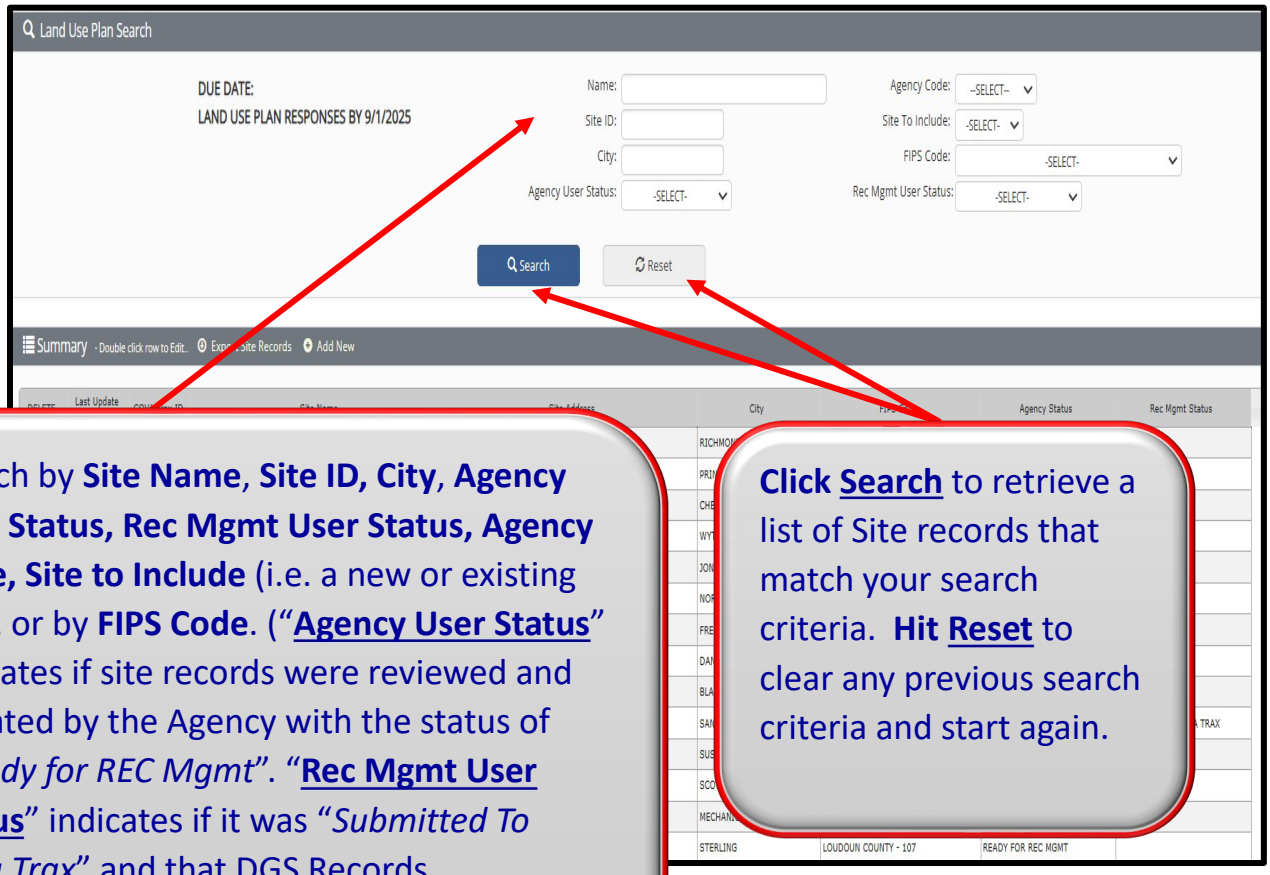
COVA Trax Web Portal
An official website of the Commonwealth of Virginia Here's how you know
Find a Commonwealth Resource
Enter your username (your email address) and password then click Login
Name:
Password:
I'm not a robot
Login
Forgot your password?
COVA TRAX
Virginia's Real Estate & Assets Management System
MANHATTAN
If you forget your password, click "Forgot your password" to reset it
© 2025 - Department of General Services | COVA Trax User Guide

Land Use Plans (LUP) Welcome Page



Select Land Use Plans

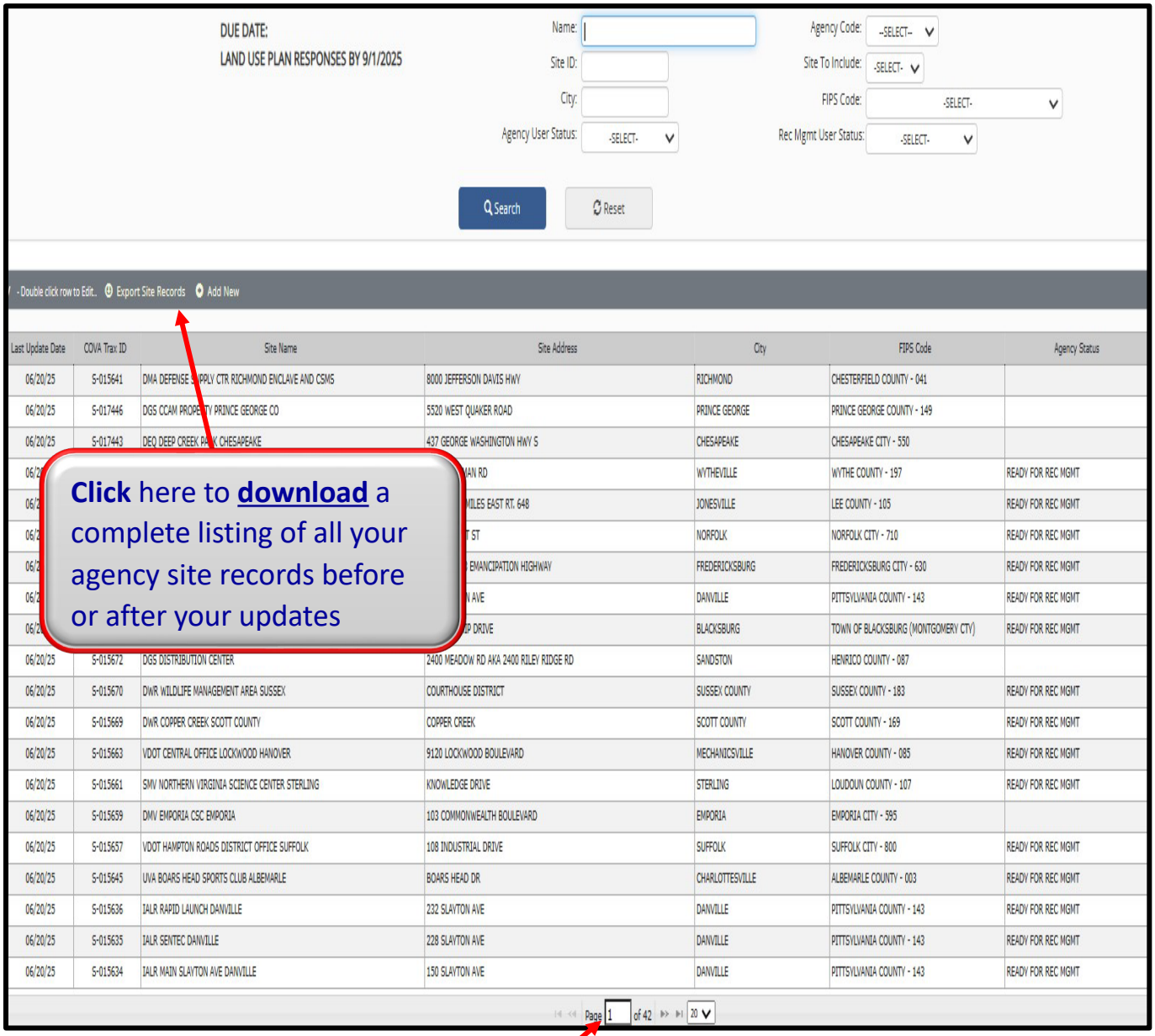
Search Options



Search by **Site Name**, **Site ID, City**, **Agency User Status, Rec Mgmt User Status, Agency Code, Site to Include** (i.e. a new or existing site), or by **FIPS Code**. ("**Agency User Status**" indicates if site records were reviewed and updated by the Agency with the status of "*Ready for REC Mgmt*". "**Rec Mgmt User Status**" indicates if it was "*Submitted To Cova Trax*" and that DGS Records Management has completed the review).

Click Search to retrieve a list of Site records that match your search criteria. **Hit Reset** to clear any previous search criteria and start again.

Reviewing/Exporting Existing Sites

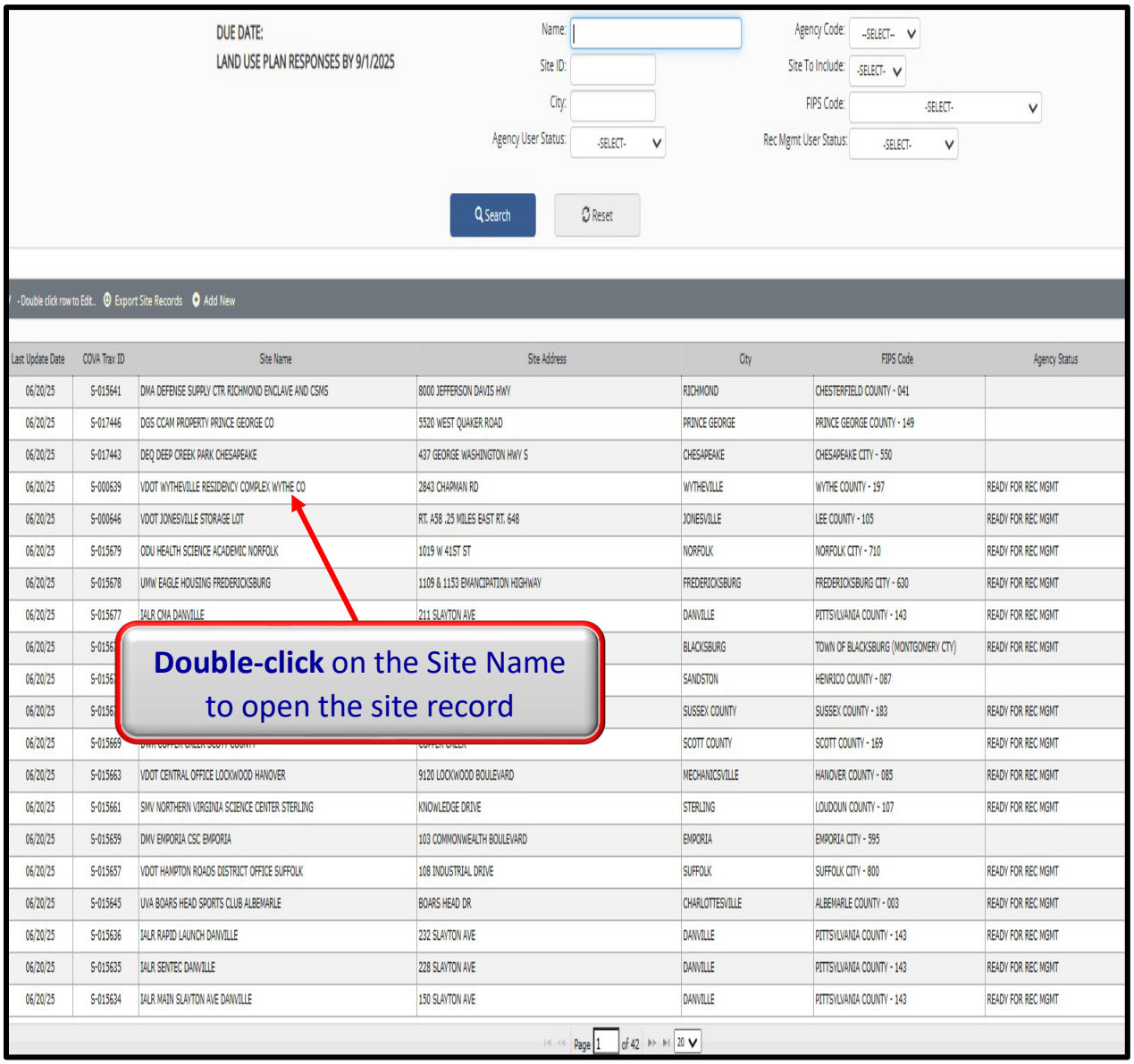


Click here to **download** a complete listing of all your agency site records before or after your updates

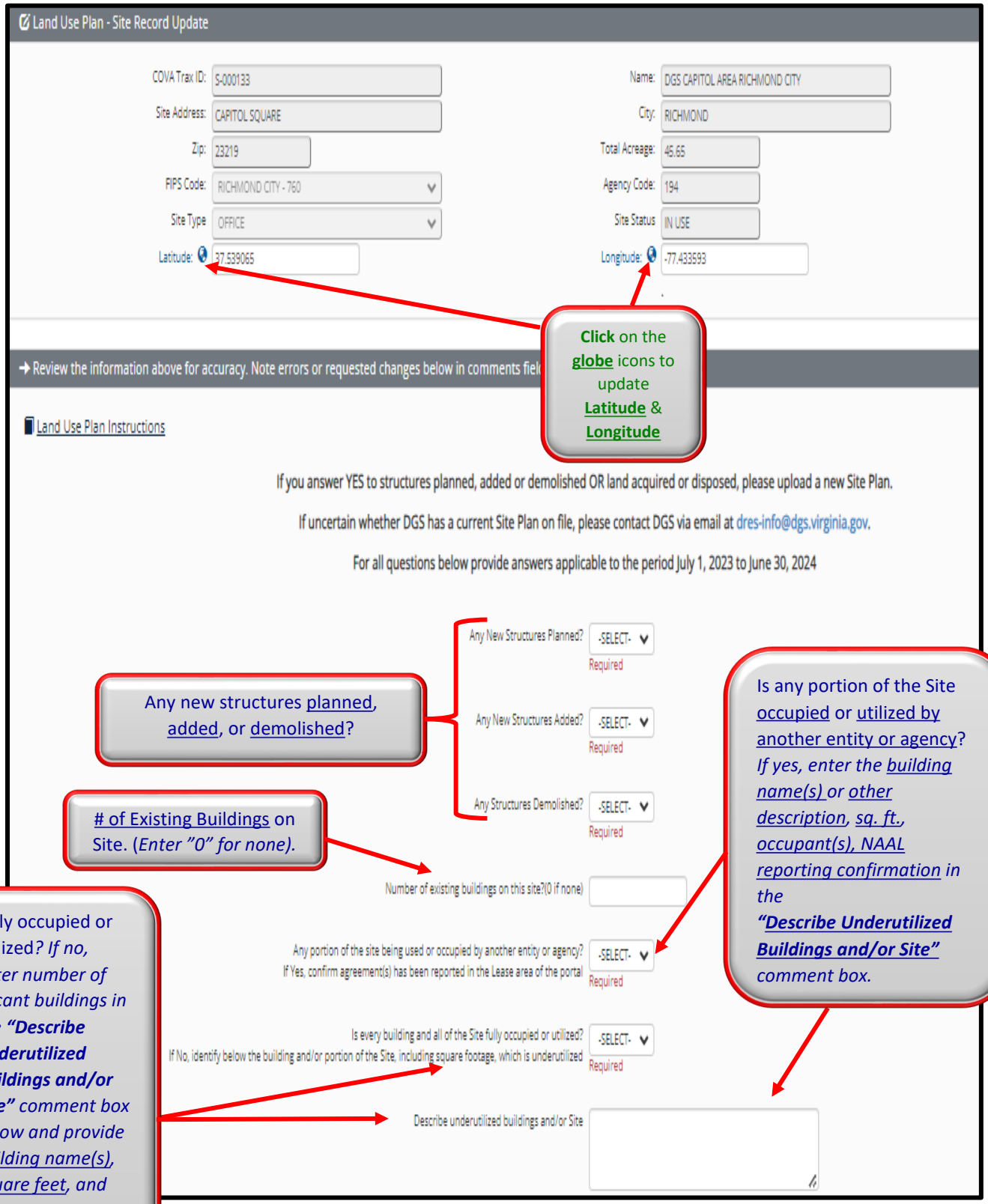
The screen shows 20 records at a time. **Click** on the left or right arrows to view more records.

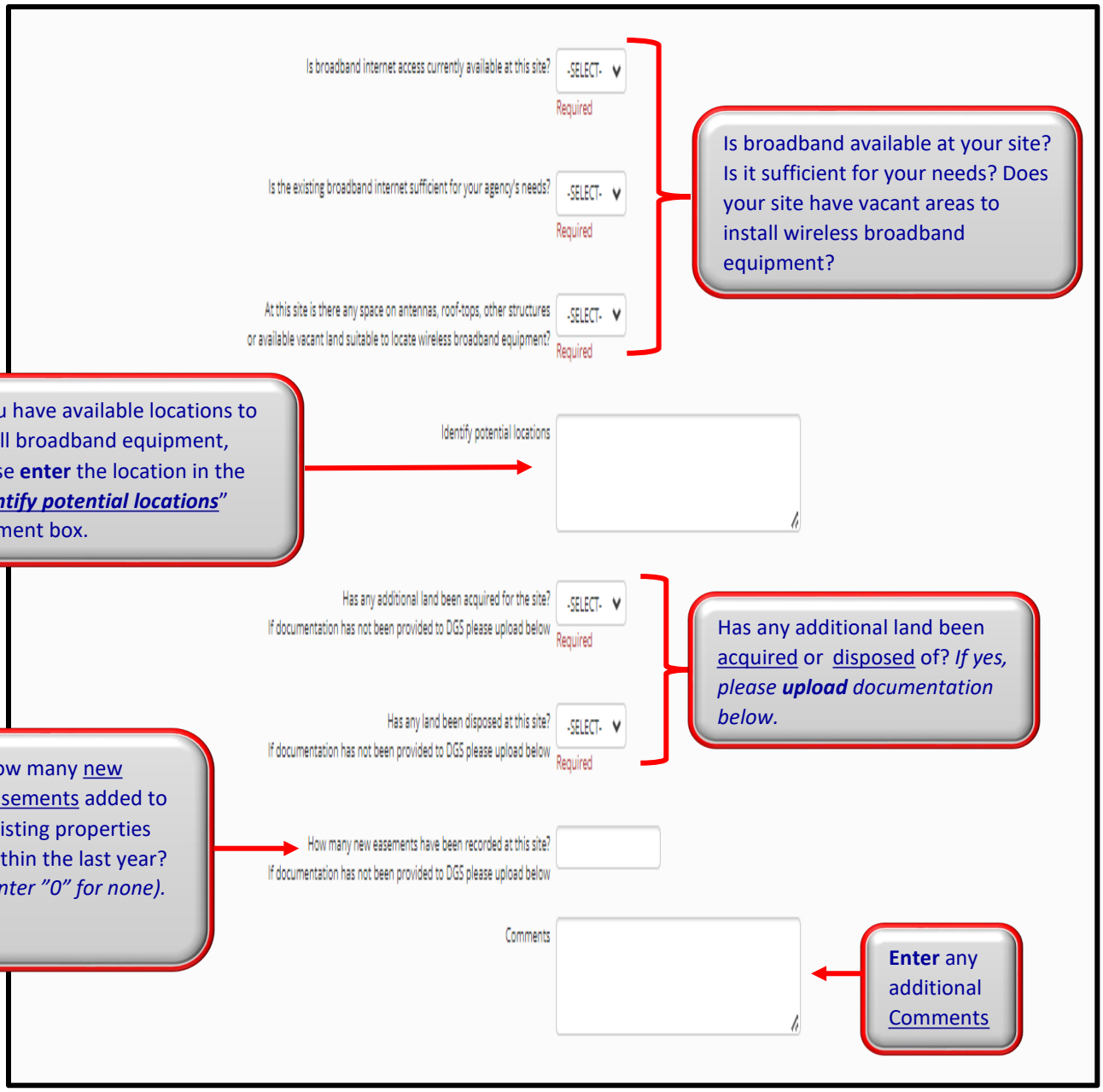
Displays a count of total site records

Editing an Existing Site Record



Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status
06/20/25	S-015641	DMA DEFENSE SUPPLY CTR RICHMOND ENCLAVE AND CSMS	8000 JEFFERSON DAVIS HWY	RICHMOND	CHESTERFIELD COUNTY - 041	
06/20/25	S-017446	DGS CCAM PROPERTY PRINCE GEORGE CO	5520 WEST QUAKER ROAD	PRINCE GEORGE	PRINCE GEORGE COUNTY - 149	
06/20/25	S-017443	DEQ DEEP CREEK PARK CHESAPEAKE	437 GEORGE WASHINGTON HWY S	CHESAPEAKE	CHESAPEAKE CITY - 550	
06/20/25	S-000639	VDOT WYTHEVILLE RESIDENCY COMPLEX WYTHE CO	2843 CHAPMAN RD	WYTHEVILLE	WYTHE COUNTY - 197	READY FOR REC MGMT
06/20/25	S-000646	VDOT JONESVILLE STORAGE LOT	RT. A58 .25 MILES EAST RT. 648	JONESVILLE	LEE COUNTY - 105	READY FOR REC MGMT
06/20/25	S-015679	ODU HEALTH SCIENCE ACADEMIC NORFOLK	1019 W 41ST ST	NORFOLK	NORFOLK CITY - 710	READY FOR REC MGMT
06/20/25	S-015678	UMW EAGLE HOUSING FREDERICKSBURG	1109 & 1153 EMANCIPATION HIGHWAY	FREDERICKSBURG	FREDERICKSBURG CITY - 630	READY FOR REC MGMT
06/20/25	S-015677	IALR CMA DANVILLE	211 SLAYTON AVE	DANVILLE	PITTSYLVANIA COUNTY - 143	READY FOR REC MGMT
06/20/25	S-0156			BLACKSBURG	TOWN OF BLACKSBURG (MONTGOMERY CTY)	READY FOR REC MGMT
06/20/25	S-0156			SANDSTON	HENRICO COUNTY - 087	
06/20/25	S-0156			SUSSEX COUNTY	SUSSEX COUNTY - 183	READY FOR REC MGMT
06/20/25	S-015669			SCOTT COUNTY	SCOTT COUNTY - 169	READY FOR REC MGMT
06/20/25	S-015663	VDOT CENTRAL OFFICE LOCKWOOD HANOVER	9120 LOCKWOOD BOULEVARD	MECHANICSVILLE	HANOVER COUNTY - 085	READY FOR REC MGMT
06/20/25	S-015661	SMV NORTHERN VIRGINIA SCIENCE CENTER STERLING	KNOWLEDGE DRIVE	STERLING	LOUDOUN COUNTY - 107	READY FOR REC MGMT
06/20/25	S-015659	DMV EMPORIA CSC EMPORIA	103 COMMONWEALTH BOULEVARD	EMPORIA	EMPORIA CITY - 595	
06/20/25	S-015657	VDOT HAMPTON ROADS DISTRICT OFFICE SUFFOLK	108 INDUSTRIAL DRIVE	SUFFOLK	SUFFOLK CITY - 800	READY FOR REC MGMT
06/20/25	S-015645	UVA BOARS HEAD SPORTS CLUB ALBEMARLE	BOARS HEAD DR	CHARLOTTESVILLE	ALBEMARLE COUNTY - 003	READY FOR REC MGMT
06/20/25	S-015636	IALR RAPID LAUNCH DANVILLE	232 SLAYTON AVE	DANVILLE	PITTSYLVANIA COUNTY - 143	READY FOR REC MGMT
06/20/25	S-015635	IALR SENTEC DANVILLE	228 SLAYTON AVE	DANVILLE	PITTSYLVANIA COUNTY - 143	READY FOR REC MGMT
06/20/25	S-015634	IALR MAIN SLAYTON AVE DANVILLE	150 SLAYTON AVE	DANVILLE	PITTSYLVANIA COUNTY - 143	READY FOR REC MGMT


Land Use Plan - Site Record Update
COVA Trax ID: S-000133
Site Address: CAPITOL SQUARE
Zip: 23219
FIPS Code: RICHMOND CITY - 760
Site Type: OFFICE
Latitude: 37.539065
Name: DGS CAPITOL AREA RICHMOND CITY
City: RICHMOND
Total Acreage: 45.65
Agency Code: 194
Site Status: IN USE
Longitude: -77.433593
Click on the globe icons to update Latitude & Longitude
Review the information above for accuracy. Note errors or requested changes below in comments fiel
Land Use Plan Instructions
If you answer YES to structures planned, added or demolished OR land acquired or disposed, please upload a new Site Plan.
If uncertain whether DGS has a current Site Plan on file, please contact DGS via email at dres-info@dgs.virginia.gov.
For all questions below provide answers applicable to the period July 1, 2023 to June 30, 2024
Any New Structures Planned? -SELECT- Required
Any New Structures Added? -SELECT- Required
Any Structures Demolished? -SELECT- Required
Any new structures planned, added, or demolished?
# of Existing Buildings on Site. (Enter "0" for none).
Number of existing buildings on this site?(0 if none)
Any portion of the site being used or occupied by another entity or agency? If Yes, confirm agreement(s) has been reported in the Lease area of the portal -SELECT- Required
Is every building and all of the Site fully occupied or utilized? If No, identify below the building and/or portion of the Site, including square footage, which is underutilized -SELECT- Required
Describe underutilized buildings and/or Site
Is any portion of the Site occupied or utilized by another entity or agency? If yes, enter the building name(s) or other description, sq. ft., occupant(s), NAAL reporting confirmation in the "Describe Underutilized Buildings and/or Site" comment box.
Fully occupied or utilized? If no, enter number of vacant buildings in the "Describe Underutilized Buildings and/or Site" comment box below and provide building name(s), square feet, and use type.



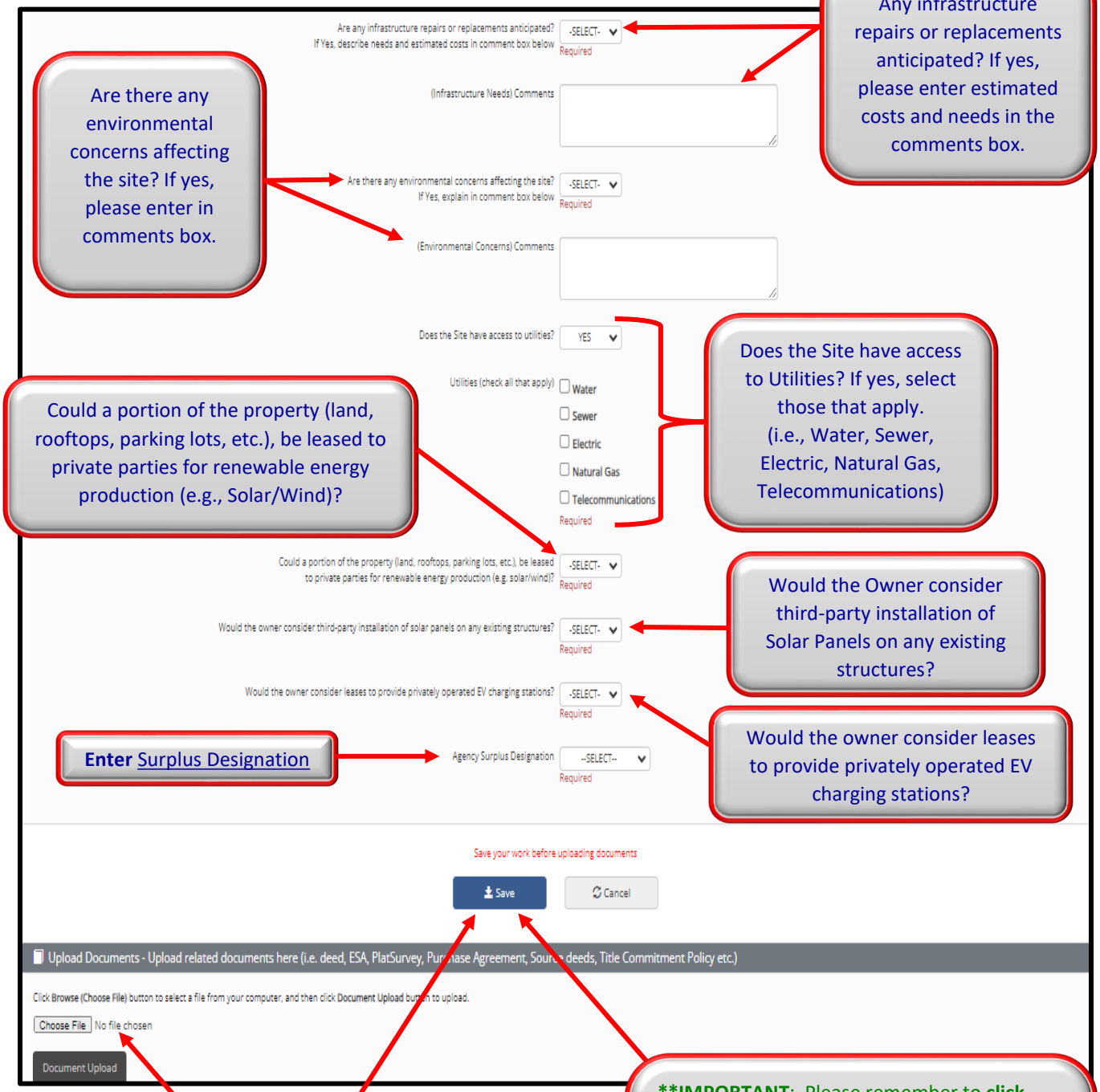
Is broadband available at your site? Is it sufficient for your needs? Does your site have vacant areas to install wireless broadband equipment?

If you have available locations to install broadband equipment, please **enter** the location in the "***Identify potential locations***" comment box.

Has any additional land been acquired or disposed of? *If yes, please **upload** documentation below.*

How many new easements added to existing properties within the last year? *(Enter "0" for none).*

Enter any additional Comments



Any infrastructure repairs or replacements anticipated? If yes, please enter estimated costs and needs in the comments box.

Are there any environmental concerns affecting the site? If yes, please enter in comments box.

Does the Site have access to Utilities? If yes, select those that apply. (i.e., Water, Sewer, Electric, Natural Gas, Telecommunications)

Could a portion of the property (land, rooftops, parking lots, etc.), be leased to private parties for renewable energy production (e.g., Solar/Wind)?

Would the Owner consider third-party installation of Solar Panels on any existing structures?

Would the owner consider leases to provide privately operated EV charging stations?

Enter Surplus Designation

Upload your documents: Step 1: Save your work first before Uploading. Step 2: Click "Choose File". Step 3: Click "Document Upload".

****IMPORTANT**: Please remember to **click SAVE** after making any changes and **BEFORE** uploading documents or else your changes will be lost. After clicking **SAVE**, you will be redirected to the previous SEARCH/SUMMARY screen. **Reopen** your site record and then **Upload** your documents.

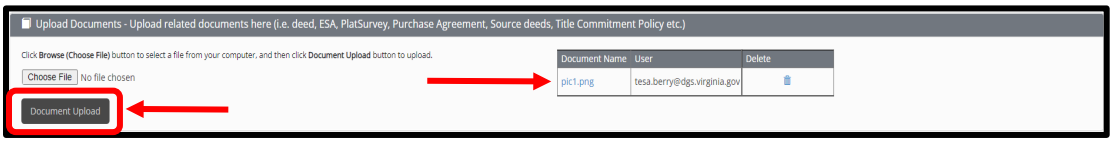
Steps for Uploading a Document:

1. Once you have **saved** and **reopened** your site record, **click** on "**Choose File**" at the bottom of screen.

2. **Navigate** to the folder on your computer where the file is saved.

3. **Click** on the file. The **file name** will appear next to the "**Choose File**" button.

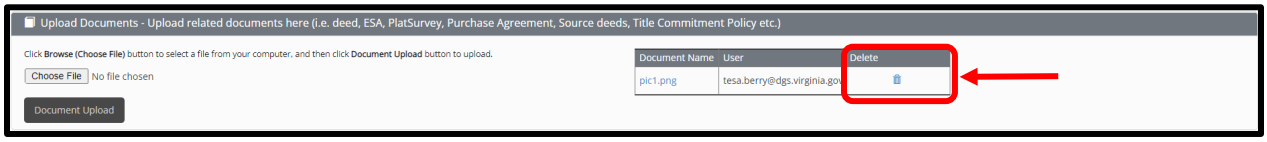
4. **Click** on the "**Document Upload**" button below the "Choose File" button. The **document name** and **username** will appear at the bottom right side of the screen.



*Note: When clicking on the "**Document Upload**" button, this action will automatically take you to the top of the screen. Scroll down to the bottom to return to the Upload Documents section.

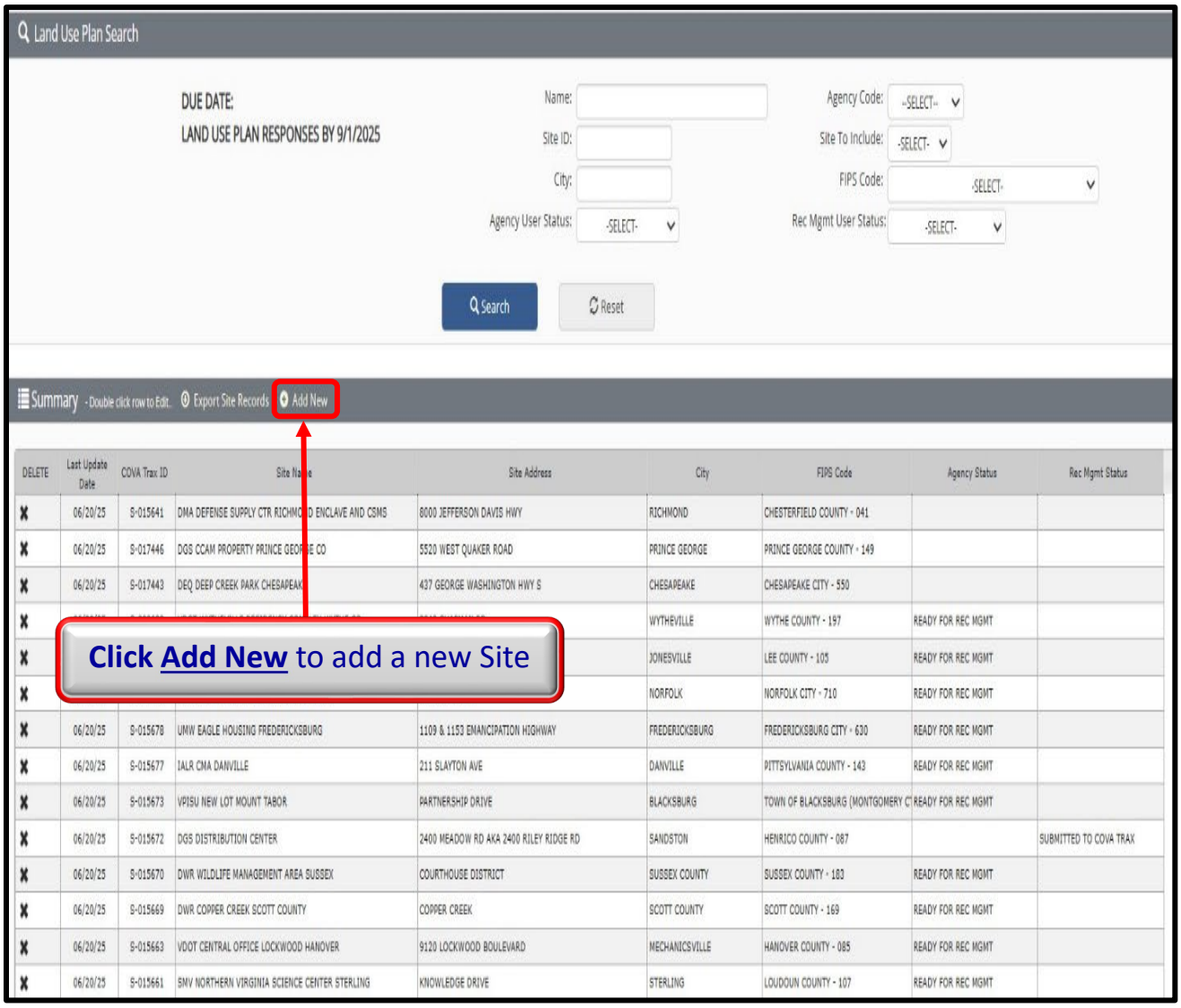
Steps for Deleting an Uploaded Document:

To **delete** your uploaded file, **click** on the **trash can** icon.



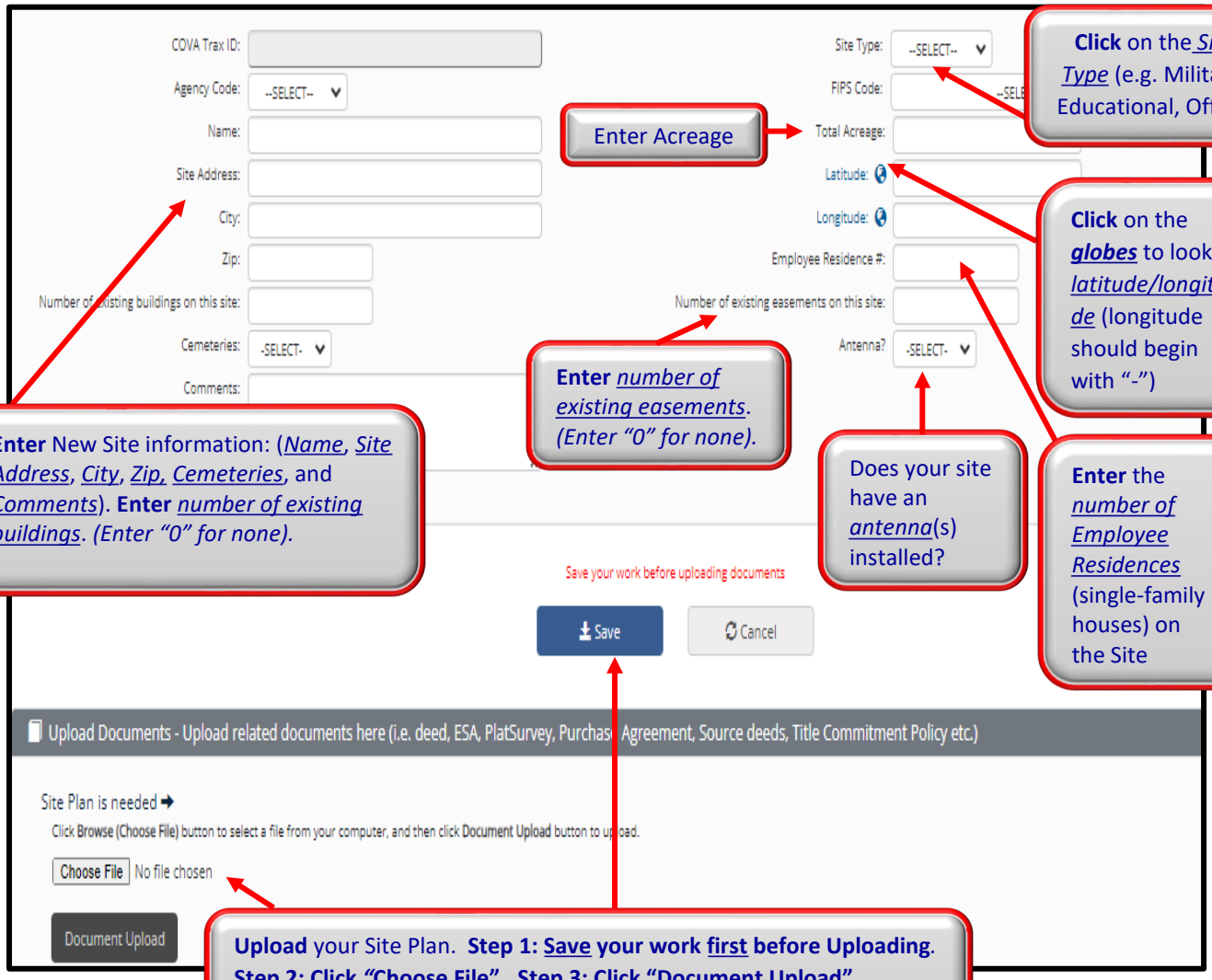
You will be prompted with a popup window that asks if you are sure you want to delete. **Click** "**OK**". Your file should no longer be displayed at the bottom right side of screen.

Adding a New Site



DELETE	Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status	Rec Mgmt Status
✘	06/20/25	S-015641	DMA DEFENSE SUPPLY CTR RICHMOND ENCLAVE AND CSMS	8000 JEFFERSON DAVIS HWY	RICHMOND	CHESTERFIELD COUNTY - 041		
✘	06/20/25	S-017446	DGS CCAM PROPERTY PRINCE GEORGE CO	5520 WEST QUAKER ROAD	PRINCE GEORGE	PRINCE GEORGE COUNTY - 149		
✘	06/20/25	S-017443	DEQ DEEP CREEK PARK CHESAPEAKE	437 GEORGE WASHINGTON HWY S	CHESAPEAKE	CHESAPEAKE CITY - 550		
✘					WYTHEVILLE	WYTHE COUNTY - 197	READY FOR REC MGMT	
✘					JONESVILLE	LEE COUNTY - 105	READY FOR REC MGMT	
✘					NORFOLK	NORFOLK CITY - 710	READY FOR REC MGMT	
✘	06/20/25	S-015678	UMW EAGLE HOUSING FREDERICKSBURG	1109 & 1153 EMANCIPATION HIGHWAY	FREDERICKSBURG	FREDERICKSBURG CITY - 630	READY FOR REC MGMT	
✘	06/20/25	S-015677	IALR CMA DANVILLE	211 SLAYTON AVE	DANVILLE	PITTSYLVANIA COUNTY - 143	READY FOR REC MGMT	
✘	06/20/25	S-015673	VPISU NEW LOT MOUNT TABOR	PARTNERSHIP DRIVE	BLACKSBURG	TOWN OF BLACKSBURG (MONTGOMERY C	READY FOR REC MGMT	
✘	06/20/25	S-015672	DGS DISTRIBUTION CENTER	2400 MEADOW RD AKA 2400 RILEY RIDGE RD	SANDSTON	HENRICO COUNTY - 087		SUBMITTED TO COVA TRAX
✘	06/20/25	S-015670	DWR WILDLIFE MANAGEMENT AREA SUSSEX	COURTHOUSE DISTRICT	SUSSEX COUNTY	SUSSEX COUNTY - 183	READY FOR REC MGMT	
✘	06/20/25	S-015669	DWR COPPER CREEK SCOTT COUNTY	COPPER CREEK	SCOTT COUNTY	SCOTT COUNTY - 169	READY FOR REC MGMT	
✘	06/20/25	S-015663	VDOT CENTRAL OFFICE LOCKWOOD HANOVER	9120 LOCKWOOD BOULEVARD	MECHANICSVILLE	HANOVER COUNTY - 085	READY FOR REC MGMT	
✘	06/20/25	S-015661	SMV NORTHERN VIRGINIA SCIENCE CENTER STERLING	KNOWLEDGE DRIVE	STERLING	LOUDOUN COUNTY - 107	READY FOR REC MGMT	

New Site Information



Click on the *Site Type* (e.g. Military, Educational, Office)

Enter Acreage

Click on the ***globes*** to lookup *latitude/longitude* (longitude should begin with "-")

Enter New Site information: (*Name*, *Site Address*, *City*, *Zip*, *Cemeteries*, and *Comments*). **Enter** *number of existing buildings*. *(Enter "0" for none).*

Enter *number of existing easements*. *(Enter "0" for none).*

Does your site have an *antenna*(s) installed?

Enter the *number of Employee Residences* (single-family houses) on the Site

Upload your Site Plan. **Step 1: Save your work first before Uploading. Step 2: Click "Choose File". Step 3: Click "Document Upload".** (See instructions on Page 27 for more detail).

Contact and Additional Training Resource Information

DGS appreciates your agency using the COVA Trax Web Portal to submit your required LUP annual report by the deadline: Monday, September 1, 2025 by close of business.

For additional help using the COVA Trax Web Portal for the LUP annual reporting:

- **Email**: At any time send your questions to DRES-info@dgs.virginia.gov
- **Call**: You can reach the Records Manager during regular business hours (Monday through Friday 8:30 AM-5:00 PM) or by leaving a message at (804) 225-4018.

COVA TRAX

Virginia's Real Estate & Assets Management System

Maintenance Reserve Facility Indexing (M-R FIX)

User Instructions

Department of General Services
Division of Real Estate Services

COVA Trax Web Portal
Maintenance Reserve Facility Indexing (M-R FIX)
Agency User Instructions

Step 1: Log in

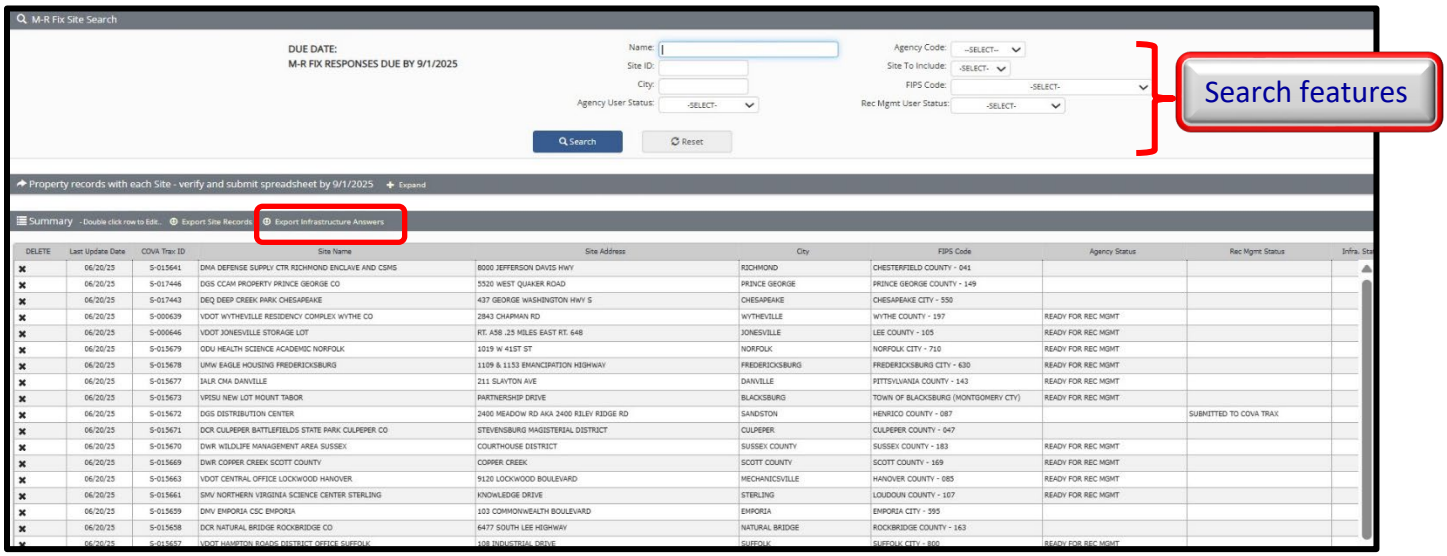
New Users:
You will receive an email from DRES-info-server@dgs.virginia.gov with the link to the COVA Trax Web Portal, which will prompt you to set up your password. Your user name is your email address. Once you have keyed in your password, click "**Reset**."

Existing Users:
You will not receive an email this year. Please use the same login credentials as last year.
Here is the link to the website: https://covatrax.dgs.virginia.gov/Account/Login
Your user name is your email address. At the Login Screen, if you do not remember your password click on "**Forget Your Password?"** to reset. Enter your email address and hit **Submit**. You will receive an email from DRES-info-server@dgs.virginia.gov with a link to reset your password.

Step 2: Select "M-R FIX" on the COVA Trax Portal Welcome Page

Step 3: Review your agency's list of existing M-R FIX Site records

A listing of your agency's M-R FIX site records can be viewed on the **M-R FIX Site Search** page. You must review and update **each M-R FIX record individually** in the COVA Trax Web Portal**.** You can export your agency's list of M-R FIX records into an Excel spreadsheet by **clicking "Export Site Records"** to review all data before making the changes in the COVA Trax Web Portal. Once you have finished making your updates, you can "**Export Infrastructure Answers"** for future reference.

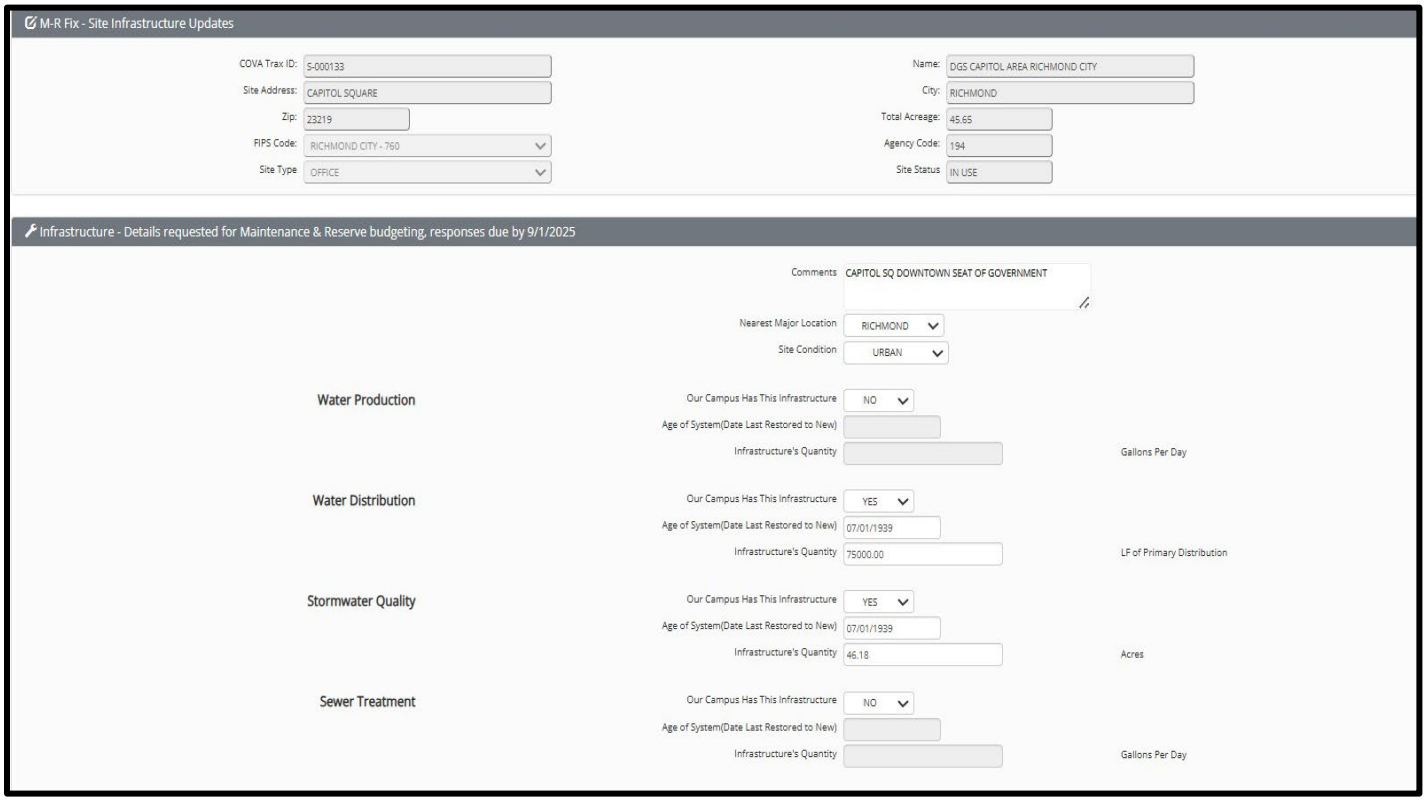


Use the following **Search** fields found at the top of the **M-R FIX Site Search** page to search or filter on your agency's site record. Search fields are not case-sensitive and you can enter all or any portion of an ID or text. To clear Search field criteria, click on the **Reset** button.

- **Name** - COVA Trax Site record name
- **Site ID** - unique ID for the Site record assigned by COVA Trax (e.g. S-000001)
- **City** - city where owned Site is located
- **Agency User Status** - - you can search two (2) ways using this field:
    - Empty Status – Site records that need to be reviewed and updated by the Agency
    - Ready For Rec Mgmt. - means the agency updated the Site record and it is ready for DGS Records Management review
- **Agency Code** - State agency code based on the ownership of the property
- **Site to Include** - use this function to sort by "new" or "existing" Site records
- **FIPS Code** - Federal Information Processing Standard Code (FIPS) or Region/Locality code
- **Rec Mgmt User Status** - utilized by DGS only

Click "**Search**" to retrieve the M-R FIX records or "**Reset**" to clear the fields and start a new search.

From the **M-R FIX Search** page, double click on the Site Name listed in the search grid to view an individual Site record. The **M-R FIX - Site Record Update** page (screenshot below) for that Site record will open for you to make your annual updates.



Step 4: Update your agency's list of existing M-R FIX Site records

You will notice you cannot make changes in the top section titled "**M-R FIX – Site Infrastructure Updates**."

M-R Fix Site records must be updated in the "**Infrastructure – Details requested for Maintenance & Reserve budgeting, responses due by 9/1/2025**" section. Responses are due by September 1, 2025.

*To avoid losing your changes, be sure to **click** on **'Save'** to close the record and return to the Search page. **Reopen** your record to make any additional changes.*

Important Note: If there are no changes, please make sure you OPEN the record and click SAVE so that DGS knows that you have reviewed the record.

ADDITIONAL INSTRUCTIONS

This year we continue to ask agencies to provide additional information in regards to state-owned property and the infrastructure systems at each Site. We are also requesting that agencies assist in verifying records in our system of improvements on each Site and to answers questions regarding date of construction and the age of building systems. Agency responses will be stored in COVA Trax and will be used by DGS' Bureau of Capital Outlay Management (BCOM) for a new method of determining agency allocations of maintenance reserve funds.

The infrastructure questions will display and export within each Site record. Previous answers will be saved to the form. See below for instructions.

A spreadsheet listing improvements (aka Property records) on each Site for each property can be found on the M-R FIX Site Search Summary screen (there will be a link to download and a link to upload when completed.) We are asking Site Infrastructure questions and Property spreadsheets be completed by **September 1**.

Infrastructure questions within each Site record

In each Site record, in the section labeled **"Infrastructure - Details requested for Maintenance & Reserve budgeting, responses due by 9/1/2025"**, complete the following:

1: Select from the pick lists the Nearest Major Location to the Site and the Site Condition.

2: Review the list of infrastructure types. If the infrastructure type does not exist for the Site, select "No" for the Our Campus Has This Infrastructure question and leave the other two (2) questions blank. For Age of System, please use the following instructions to determine what date to enter here: Using institutional records and knowledge enter the **date**, e.g. (07/01/1998) that reflects the actual age or the average age of system as a whole. For example, for the average age: if half the system is 30 years old, and the other half is 10 years old, enter a date that is 20 years ago.

3: Provide the total, combined count of the 3 different Charger types at all electric vehicle charging stations on the site. If none, please enter 0.

4: Provide any more information that may be of use in the 'Comments' box at the top.

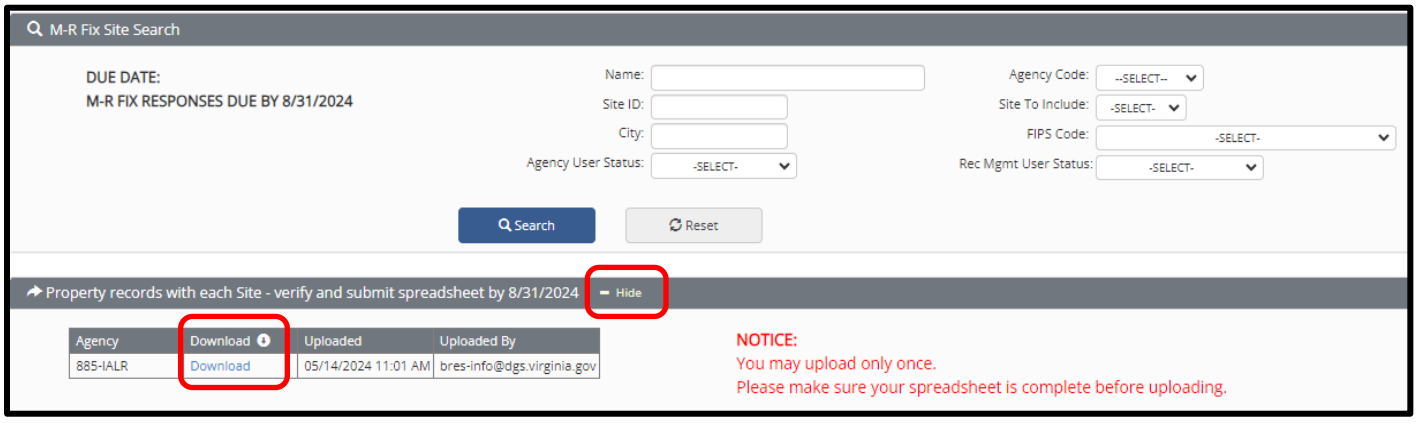
5: Repeat for each existing and newly-added Site record.

***Important:** To avoid losing your work, make sure to "**SAVE**" before uploading any documents. After you **click** "**SAVE**", you will be redirected to the SEARCH/ SUMMARY screen. Reopen your M-R Fix site record to make additional changes and/or **UPLOAD** documents.

Step 5: Reviewing and updating spreadsheet listing improvements (aka Property records) on each Site

At the **M-R FIX Site Search** page, in the middle section labeled **"Property records with each Site - verify and submit spreadsheet by 9/1/2025"**, click on the '**Download**' link to export a spreadsheet of your agency's listing of all improvements for each Site.

Note: If you do not see your download file, click the Expand/Hide button.



Open the file in Excel and provide values/responses for all highlighted columns.

Please note the following:

1. This report includes a listing of all improvements on the property. If it is a Building and the Primary Functional [use] Group selected does not equal "Other", please answer the "Age of System" for all systems listed in the Building Systems columns.

2. If there is only 1 functional use for the building, select the use in the Primary Functional Group column and skip the column for Secondary Functional Group.

3. If Use Group is "Office Building" or "Storage -Warehouse" (SF≥2,000), please provide a head count (employees plus contractors).

4. If you select “Other” in the Primary Functional Group column, please enter a use description in the next column.

5. For “Age of System”, please use the following instructions to determine what date to enter here: Using institutional records and knowledge, enter the **date**, e.g. (07/01/1998) that reflects the actual age or the average age of system as a whole. For example, for the average age: if half the system is 30 years old, and the other half is 10 years old, enter a date that is 20 years ago.

Once you complete the updates in the Excel spreadsheet, you can upload the completed spreadsheet back into the portal by returning to the M-R FIX Site Search page and click on the **‘Upload’** link.

Step 6: Review, verification and updating of existing M-R FIX records must be completed by close of business on Monday, September 1, 2025.

Please update all M-R FIX records by close of business on **Monday, September 1, 2025.**

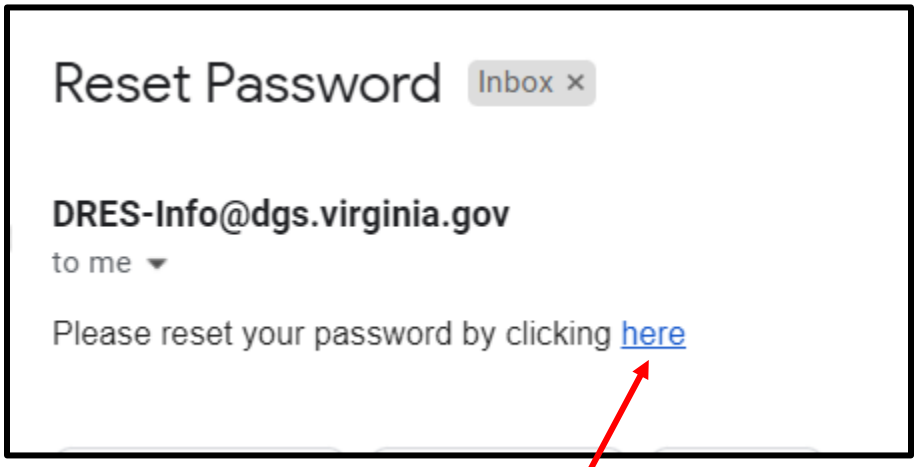
COVA TRAX

Virginia's Real Estate & Assets Management System

COVA Trax Web Portal Maintenance Reserve Facility Indexing (M-R FIX) Screen Guide

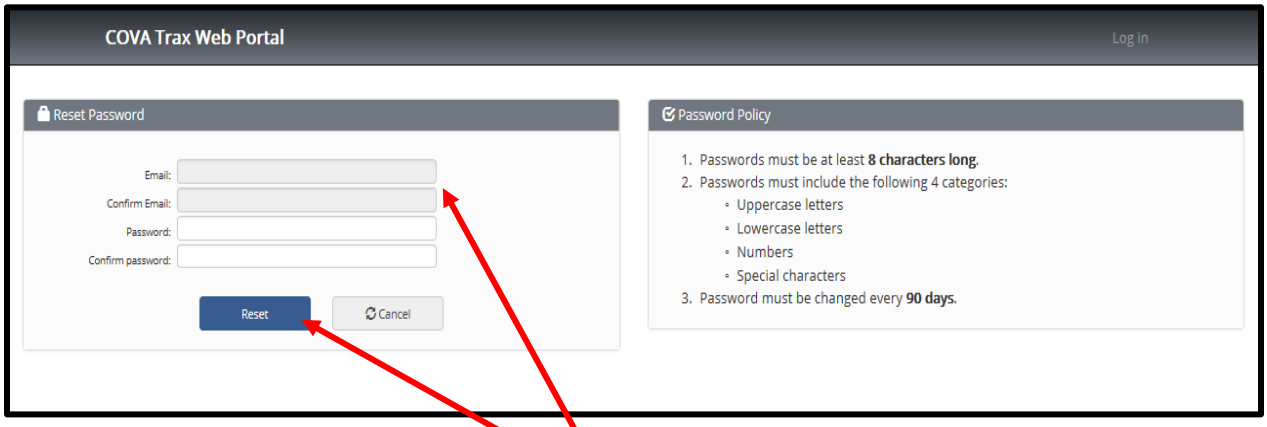
Department of General Services
Division of Real Estate Services

User ID Email from DGS



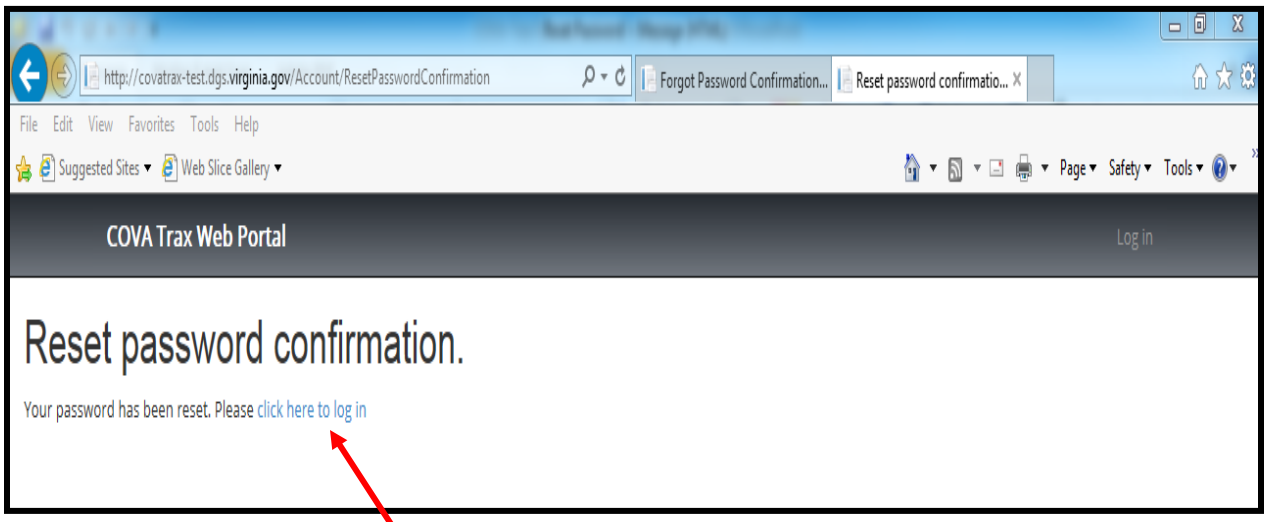
New Users Only
You will receive an email from DRES-Info-Server@dgs.virginia.gov to confirm your account and setup a password. **Click** on the **"here"** link, and you will be directed to the **Reset Password** page.

Setting up Your Password



Please **enter** your email address twice; then setup your new password and re-enter your new password; then **hit** the "**Reset**" button. You will then be directed to the **Reset Password Confirmation** page.

Password Confirmation

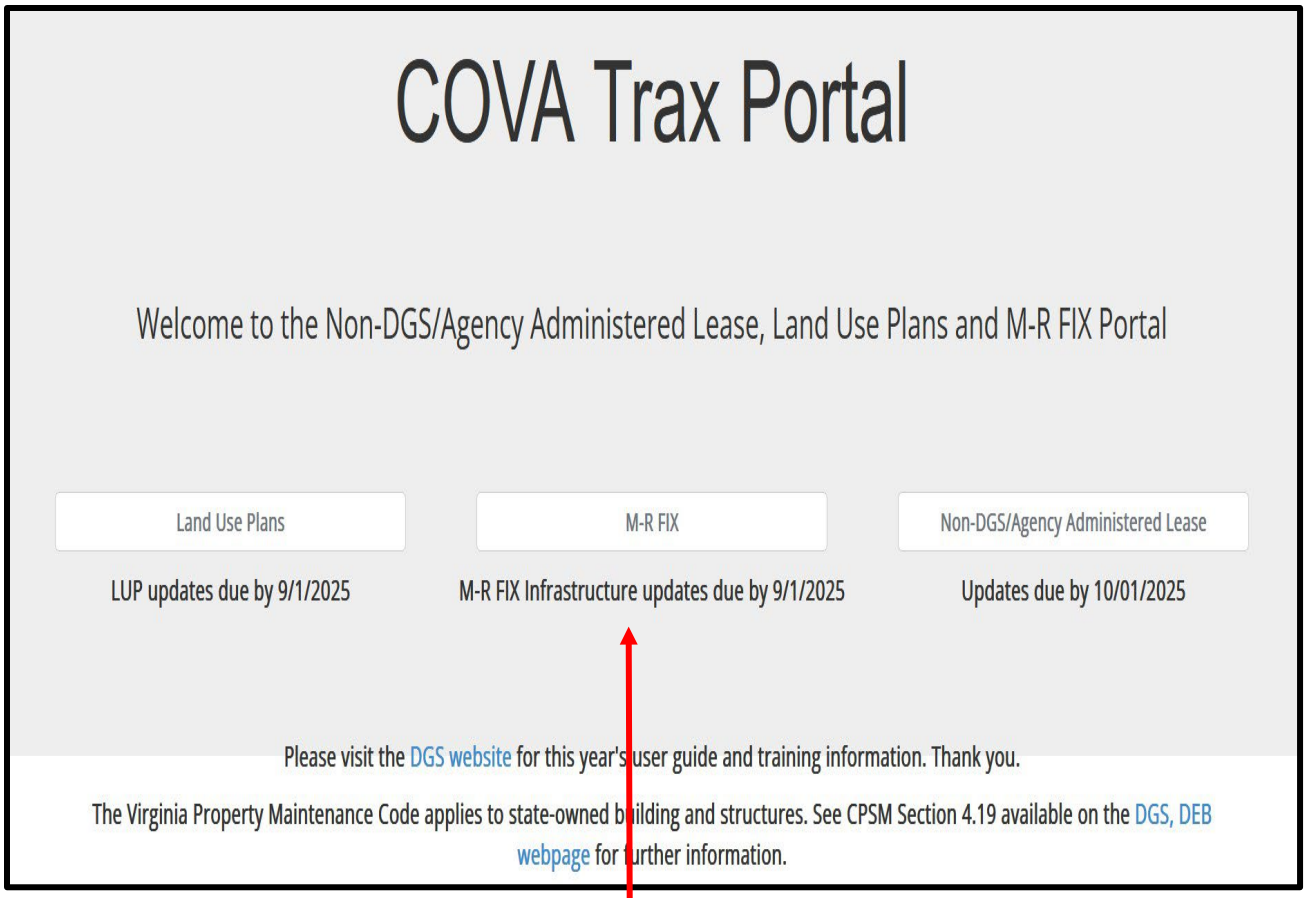


Your password has been set up. Now you can login to the COVA Trax Web Portal by **clicking** on the "**click here to log in**" link.

Log In Page

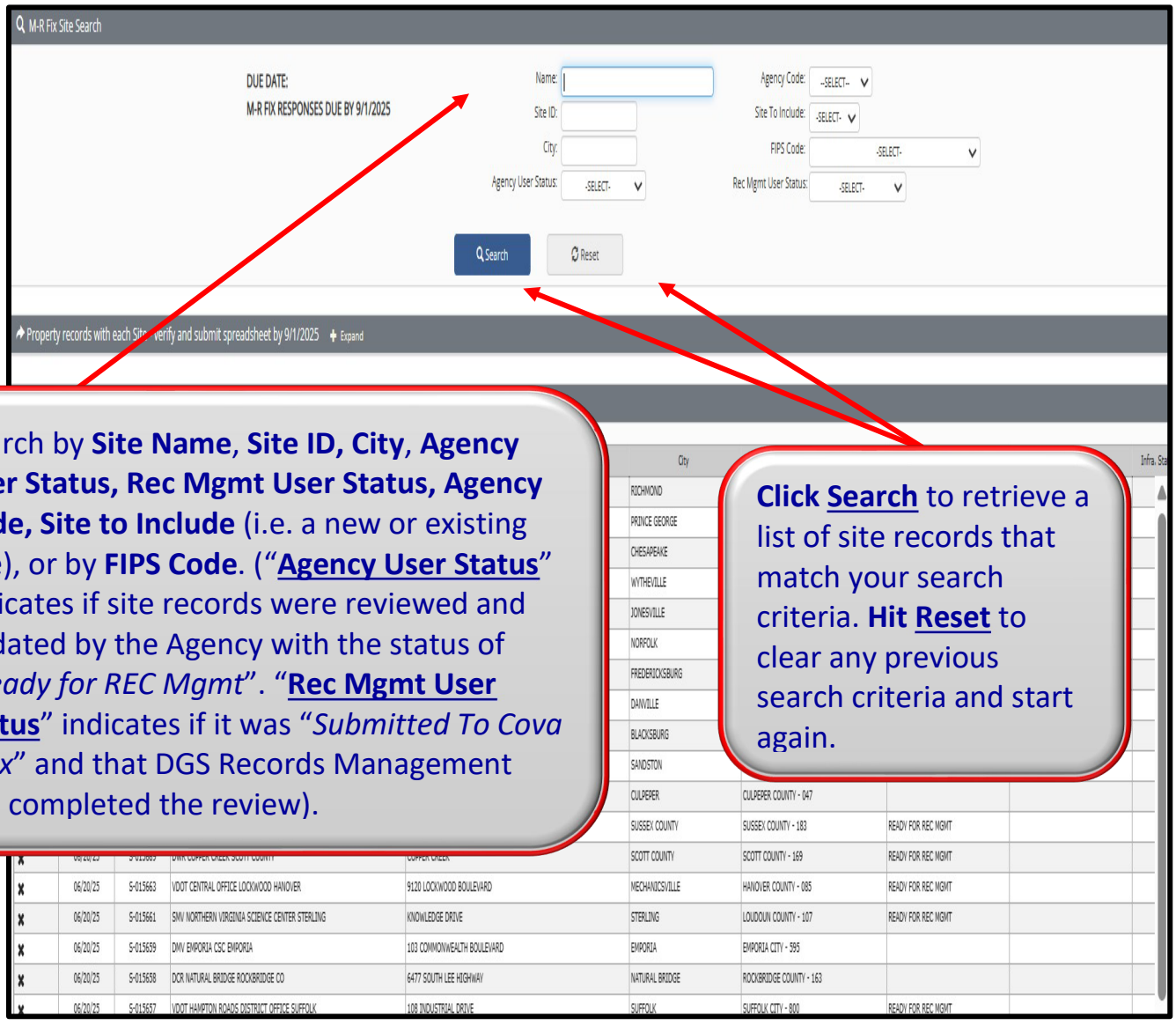
COVA Trax Web Portal
An official website of the Commonwealth of Virginia Here's how you know
Find a Commonwealth Resource
Enter your Username (your email address) and password, then click Login
Name:
Password:
I'm not a robot
Login
Forgot your password?
COVA TRAX
Virginia's Real Estate & Assets Management System
MANHATTAN
If you forget your password, Click "Forgot your password" to reset it
© 2025 - Department of General Services | COVA Trax User Guide

Welcome Page



Select **M-R FIX**

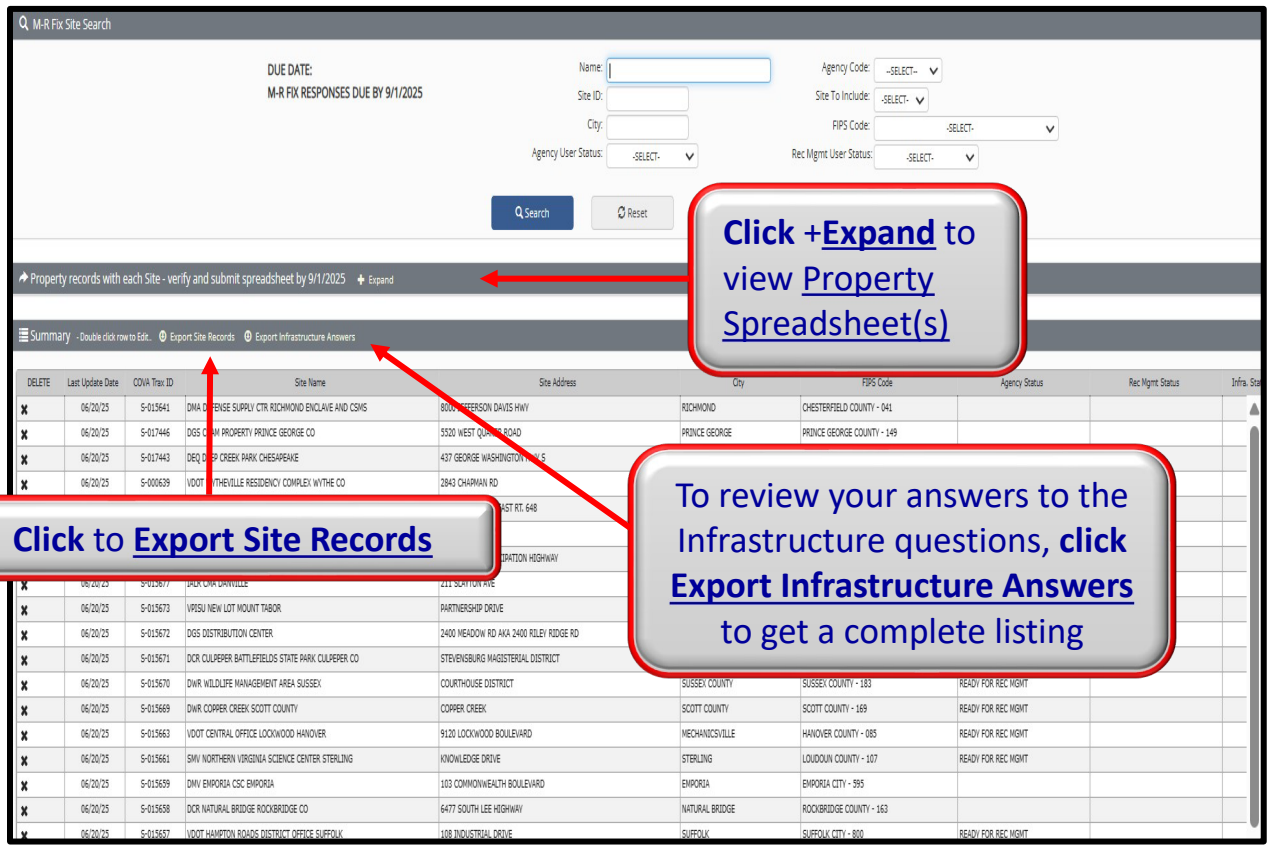
Search Options



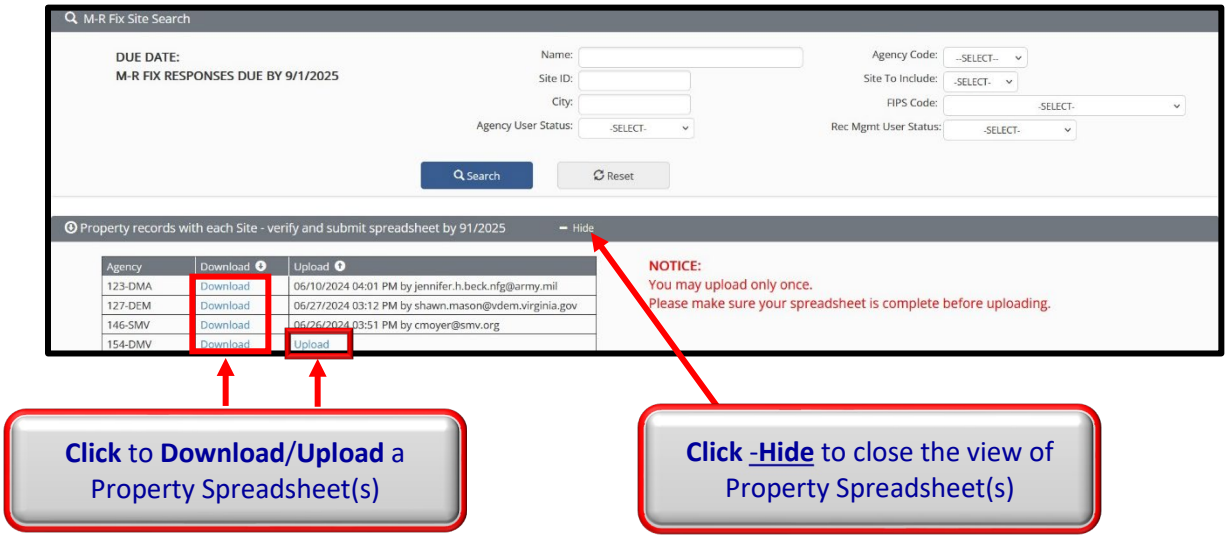
Search by **Site Name**, **Site ID, City**, **Agency User Status, Rec Mgmt User Status, Agency Code, Site to Include** (i.e. a new or existing site), or by **FIPS Code**. ("**Agency User Status**" indicates if site records were reviewed and updated by the Agency with the status of "*Ready for REC Mgmt*". "**Rec Mgmt User Status**" indicates if it was "*Submitted To Cova Trax*" and that DGS Records Management has completed the review).

Click Search to retrieve a list of site records that match your search criteria. **Hit Reset** to clear any previous search criteria and start again.

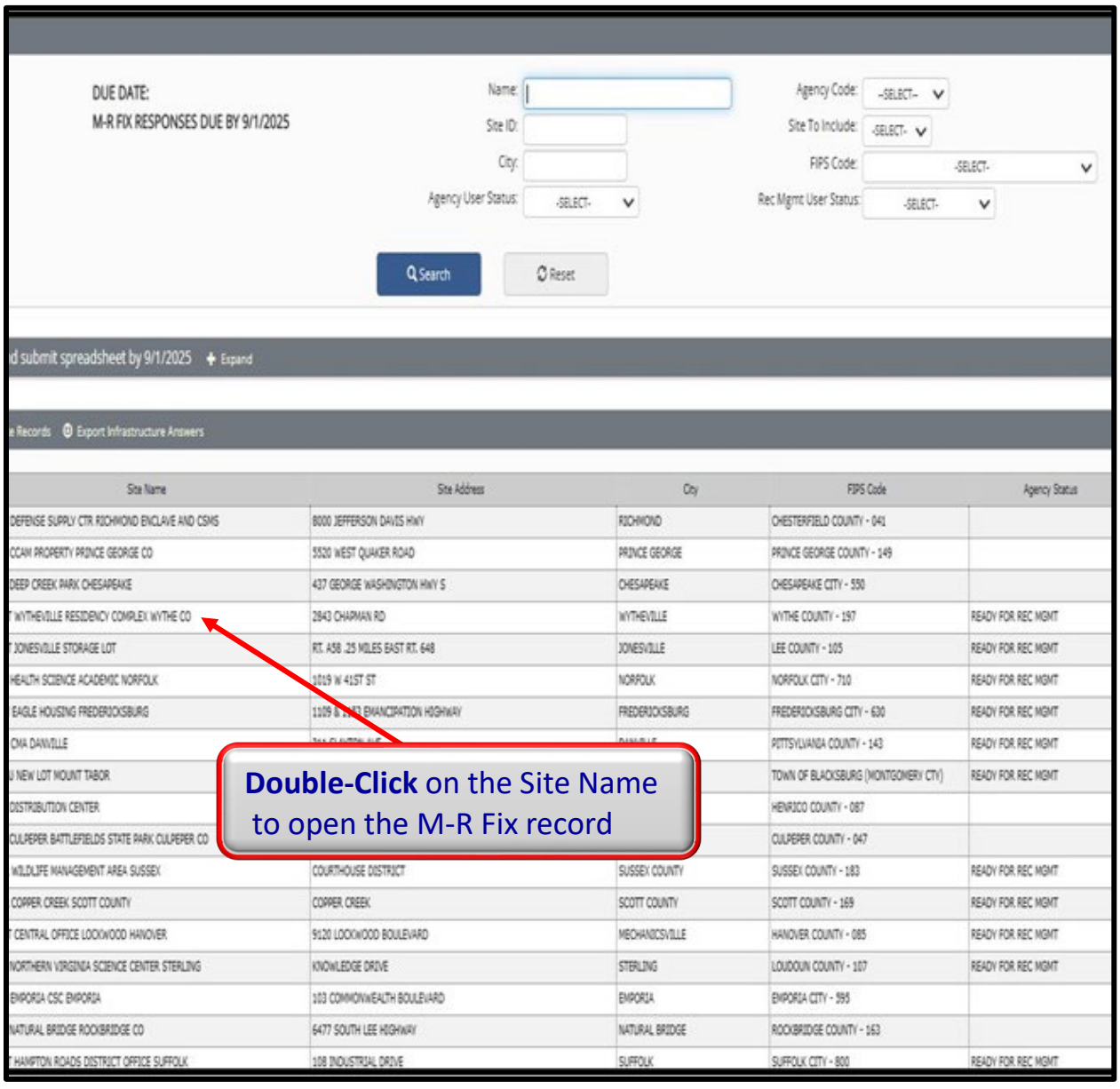
Reviewing/Exporting Existing MR-FIX records



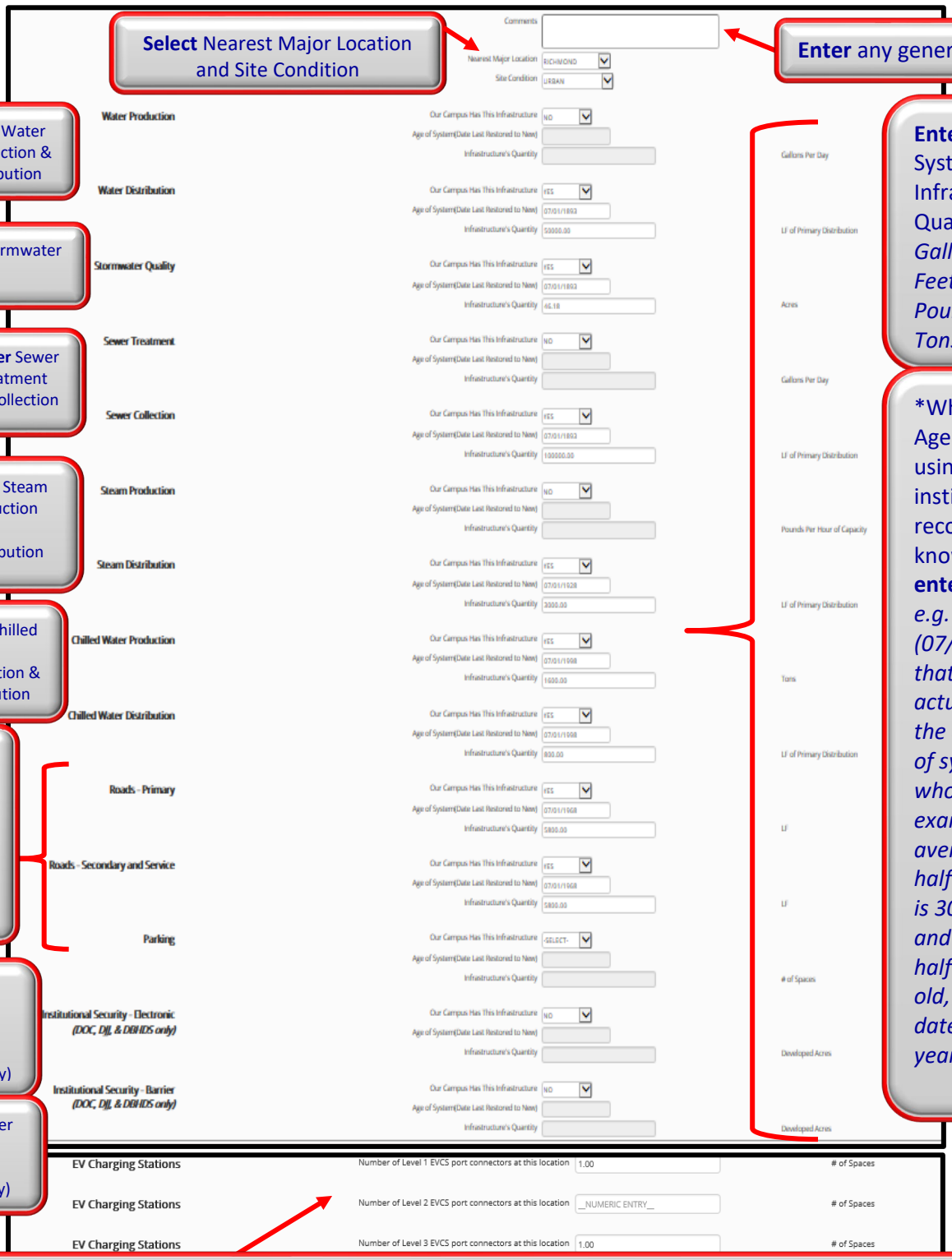
➢ **Expanded** Property Record Spreadsheet(s)



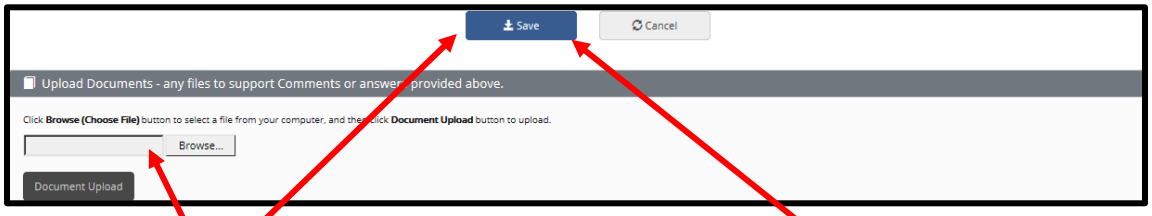
Adding/Editing Existing MR-FIX records



Adding/Editing a M-R FIX record



Upload Supporting Documents



Upload your documents:
Step 1: Save your work first before Uploading.
Step 2: Click "Choose File".
Step 3: Click "Document Upload".

Please remember to **click SAVE** after making any changes and **before** uploading documents or else your changes will be lost

Steps for Uploading a Document

Upload a Document:

1. Once you have **saved** and reopened your M-R Fix site record, **click** on "**Choose File**" at the bottom of screen.

2. **Navigate** to the folder on your computer where the file is saved.

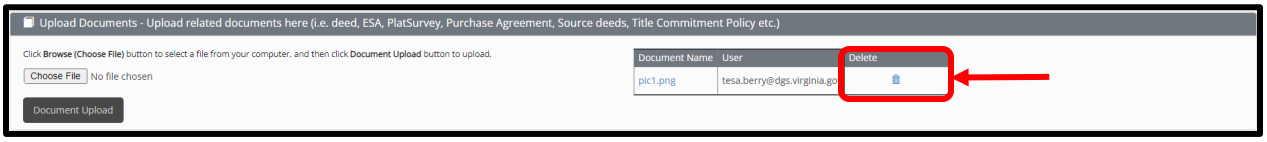
3. **Click** on the file. The **file name** will appear next to the "**Choose File**" button.

4. **Click** on the "**Document Upload**" button below the Choose File button. The **document name** and **user name** will appear at the bottom right side of the screen.

Note: When clicking on the "Document Upload" button, this action will automatically take you to the top of the screen. Scroll down to the bottom to return to the Upload Documents section.

Delete a Document:

1. To **delete** your uploaded file, **click** on the **trash can** icon.



2. You will be prompted with a popup window that asks if you are sure you want to delete. **Click** "**OK**". Your file should no longer be displayed at the bottom right side of screen.

Contact and Additional Training Resource Information

DGS appreciates your agency using the COVA Trax Web Portal to submit your required Maintenance Reserve (M-R FIX) annual report by the deadline: **Monday, September 1, 2025 by close of business.**

For additional help using the COVA Trax Web Portal for the M-R FIX annual reporting:

- **Email**: At any time send your questions to DRES-info@dgs.virginia.gov
- **Call**: You can reach the Records Manager during regular business hours (Monday through Friday 8:30 AM – 5:00 PM) or by leaving a message at (804) 225-4018.
- Specific questions seeking guidance on how to answer M-R FIX survey questions or how to answer the Executive Order 24 questions for NEW buildings on the Property Records spreadsheet should be sent to Ron Semel at ronald.semel@dgs.virginia.gov.

COVA TRAX

Virginia's Real Estate & Assets Management System

Non-DGS/Agency Administered Lease (NAAL)

User Instructions

Department of General Services
Division of Real Estate Services

COVA Trax Web Portal
Non-DGS/Agency Administered Lease (NAAL)
Agency User Instructions

Step 1: Log in

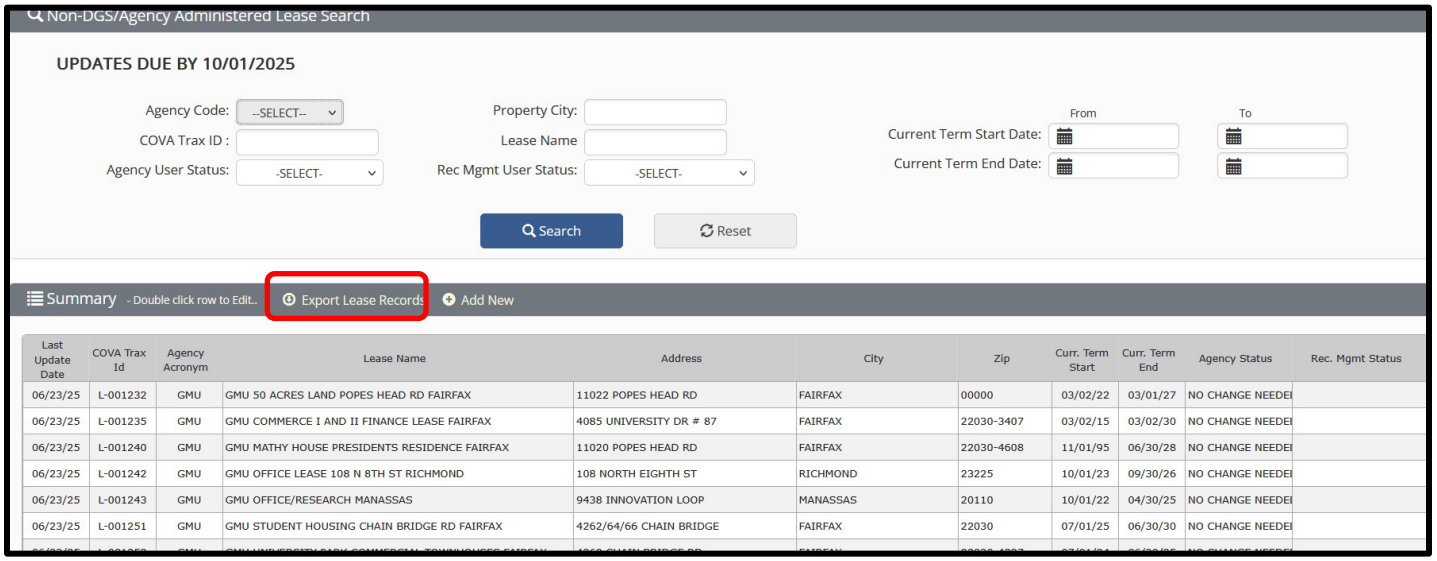
New Users:
You will receive an email from DRES-info-server@dgs.virginia.gov with the link to the COVA Trax Web Portal, which will prompt you to set up your password. Your user name is your email address. Once you have keyed in your password, click "**Reset**."

Existing Users:
You will not receive an email this year. Please use the same login credentials as last year.
Here is the link to the website: https://covatrax.dgs.virginia.gov/Account/Login
Your user name is your email address. At the Login Screen, if you do not remember your password click on "**Forget Your Password?"** to reset. Enter your email address and hit **Submit**. You will receive an email from DRES-info-server@dgs.virginia.gov with a link to reset your password.

Step 2: Select "Non-DGS/Agency Administered Lease" on the COVA Trax Web Portal Welcome Page

Step 3: Review your agency's list of existing NAALs

A listing of your agency's existing NAALs can be viewed on the **Non-DGS/Agency Administered Lease Search** page. You must review and update **each lease record individually** in the COVA Trax Web Portal. You can export your agency's list of NAAL records into an Excel spreadsheet by clicking "**Export Lease Records**" to review all data before making the changes in the COVA Trax Web Portal.



Last Update Date	COVA Trax Id	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agency Status	Rec. Mgmt Status
06/23/25	L-001232	GMU	GMU 50 ACRES LAND POPES HEAD RD FAIRFAX	11022 POPES HEAD RD	FAIRFAX	00000	03/02/22	03/01/27	NO CHANGE NEEDEI	
06/23/25	L-001235	GMU	GMU COMMERCE I AND II FINANCE LEASE FAIRFAX	4085 UNIVERSITY DR # 87	FAIRFAX	22030-3407	03/02/15	03/02/30	NO CHANGE NEEDEI	
06/23/25	L-001240	GMU	GMU MATHY HOUSE PRESIDENTS RESIDENCE FAIRFAX	11020 POPES HEAD RD	FAIRFAX	22030-4608	11/01/95	06/30/28	NO CHANGE NEEDEI	
06/23/25	L-001242	GMU	GMU OFFICE LEASE 108 N 8TH ST RICHMOND	108 NORTH EIGHTH ST	RICHMOND	23225	10/01/23	09/30/26	NO CHANGE NEEDEI	
06/23/25	L-001243	GMU	GMU OFFICE/RESEARCH MANASSAS	9438 INNOVATION LOOP	MANASSAS	20110	10/01/22	04/30/25	NO CHANGE NEEDEI	
06/23/25	L-001251	GMU	GMU STUDENT HOUSING CHAIN BRIDGE RD FAIRFAX	4262/64/66 CHAIN BRIDGE	FAIRFAX	22030	07/01/25	06/30/30	NO CHANGE NEEDEI	

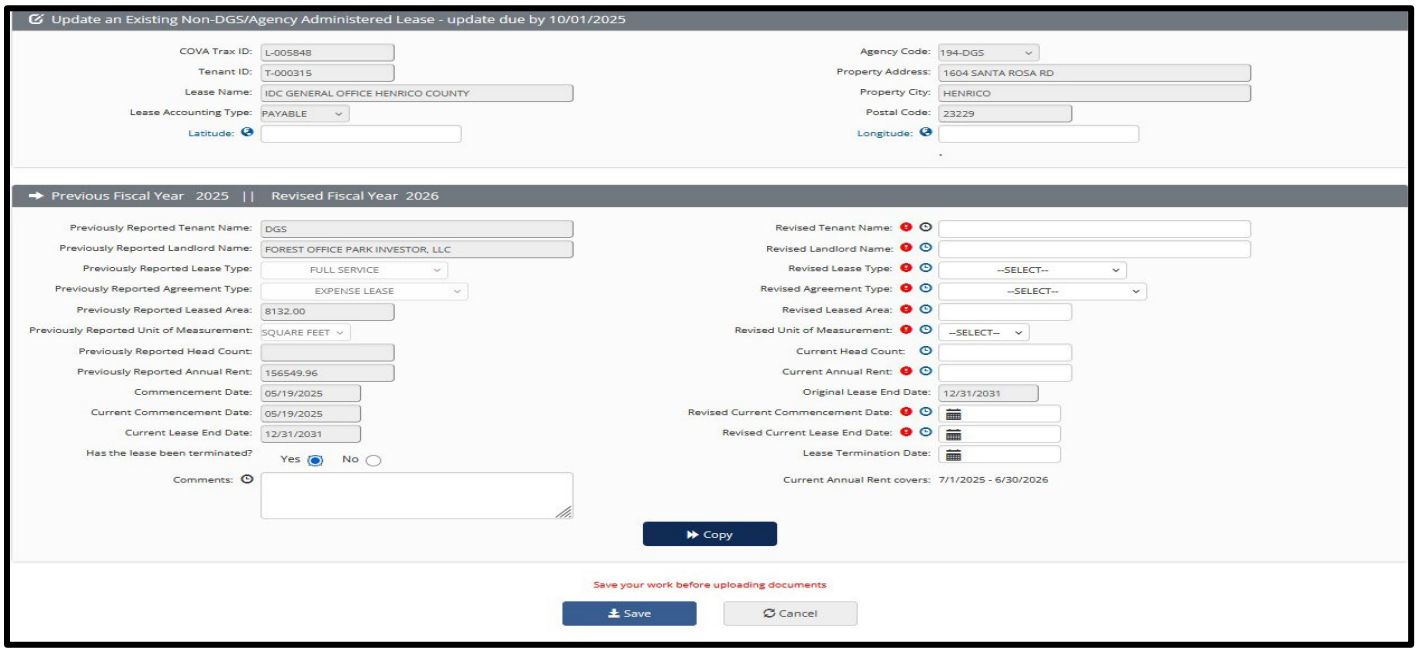
Use the following **Search** fields, found at the top of the **Lease Search** page, to search or filter on your agency's NALL record. Search fields are not case-sensitive and you can enter all or any portion of an ID or text. To clear Search field criteria, click on the **Reset** button.

- **Agency Code –** State Agency code
- **COVA Trax ID:** Unique ID for the Lease record assigned by our COVA Trax system (e.g. L-000001)
- **Agency User Status -** you can search three (3) ways using this field:
  - Empty Status – Lease records that need to be reviewed and updated by the Agency
  - No change needed – means agency user opened the record, copied the values from the previous year to the current year and saved the record (i.e. no change in lease terms)
  - Ready for REC MGMT (Records Management) – records that have been updated by your agency with at least one (1) change and are ready for DGS Records Management review
- **Property City:** City where leased property is located
- **Lease Name:** Name of Lease
- **Rec Mgmt User Status** - utilized by DGS only
- **Current Term Start Date and End Date:** Enter the date or choose the start and end date on the drop-down calendar of the lease you are trying to locate

Click "**Search**" to retrieve the Lease records or "**Reset**" to clear the fields and start a new search.

Step 4: Review, verify and update each of your agency's NAAL record(s)

From the **Lease Search** page, double click on the Lease Name in the summary grid to view an individual Lease record. The **Update an Existing Non-DGS/Agency Administered Lease** page (screenshot below) for that Lease record will open for you to make your annual updates.



You will notice on the **Update an Existing Non-DGS/Agency Administered Lease** page that you cannot make changes in the shaded fields in the top section and also in the middle section in the left column titled "Previous Fiscal Year 2025". The following information must be updated. *To avoid losing your changes, be sure to click on '**Save**' to close the record and return to the Search page.*

- **Fiscal Year 2026 data:**
  - If all or most of the information for Fiscal Year 2025 is the same for Fiscal Year 2026, click "**Copy**" to copy the information on the left into the boxes on the right for Fiscal Year 2026, and then make any necessary updates.
  - **Current Annual Rent** must be updated for Fiscal Year 2026. Enter the annual rent cost for Fiscal Year 2026, this would be total rent due for the period of July 1, 2025 through June 30, 2026 (e.g. 7600.00 or 20346.79).
  - If the information for Fiscal Year 2026 has changed dramatically, simply key in the new information in the right column of the middle section. Upload any supporting documents (amendments, option letters, etc.) ***(For instructions on Uploading a Document, see page 57).***
- **Lease termination information:** If the lease has been terminated, please answer the question "**Has the lease been terminated**?" question located on the left side of the middle section. When you click in the "**Yes**" radio button a box will appear on the right side titled, "**Lease Termination Date**." Enter the lease termination date or choose the date from the drop-down calendar. On the bottom of the page in the "**Upload Documents**" section, please upload the corresponding document (i.e. termination letter, etc.). ***(For instructions on Uploading a Document, see page 57).***

  - Please do not change the "**Revised Current Commencement Date**."

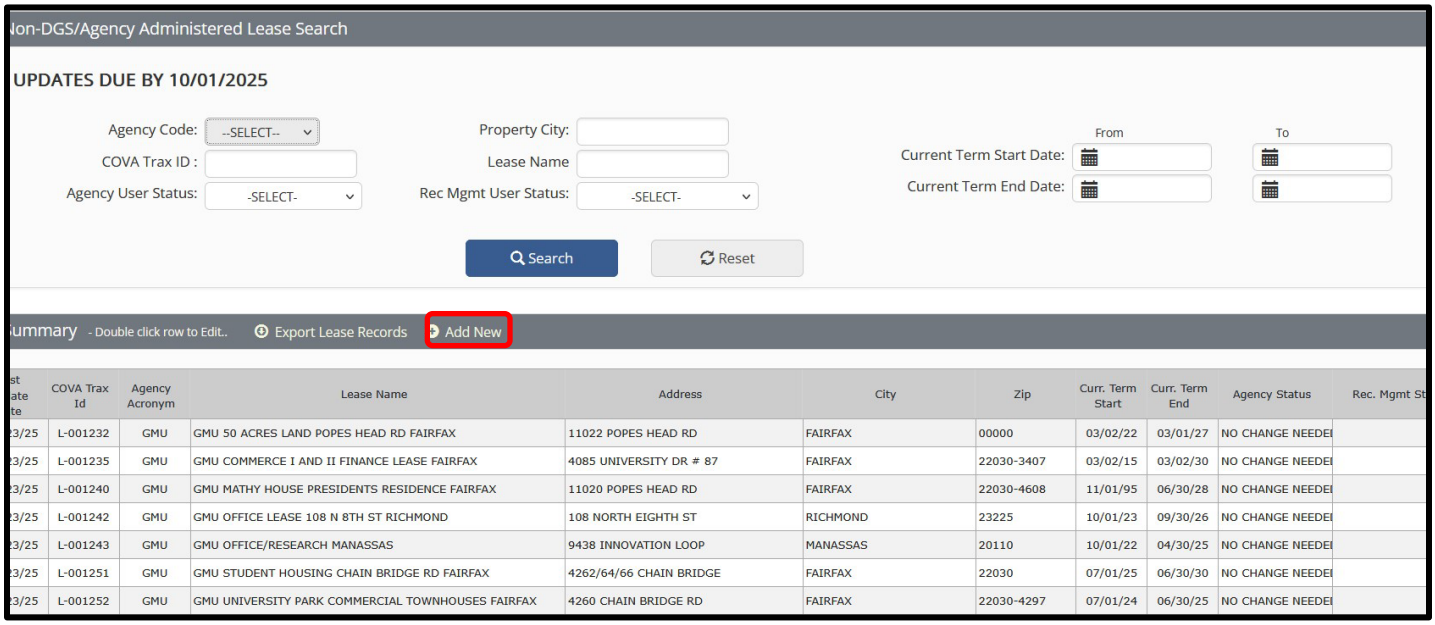
  Note: Please do not zero out existing information when terminating a lease. You only need to update the "Lease Termination Date".

***Important:** To avoid losing your work, make sure to "**SAVE**" before uploading any documents. After you **click** "**SAVE**", you will be redirected to the SEARCH/ SUMMARY screen. Reopen your lease record to make additional changes and/or **UPLOAD** documents.

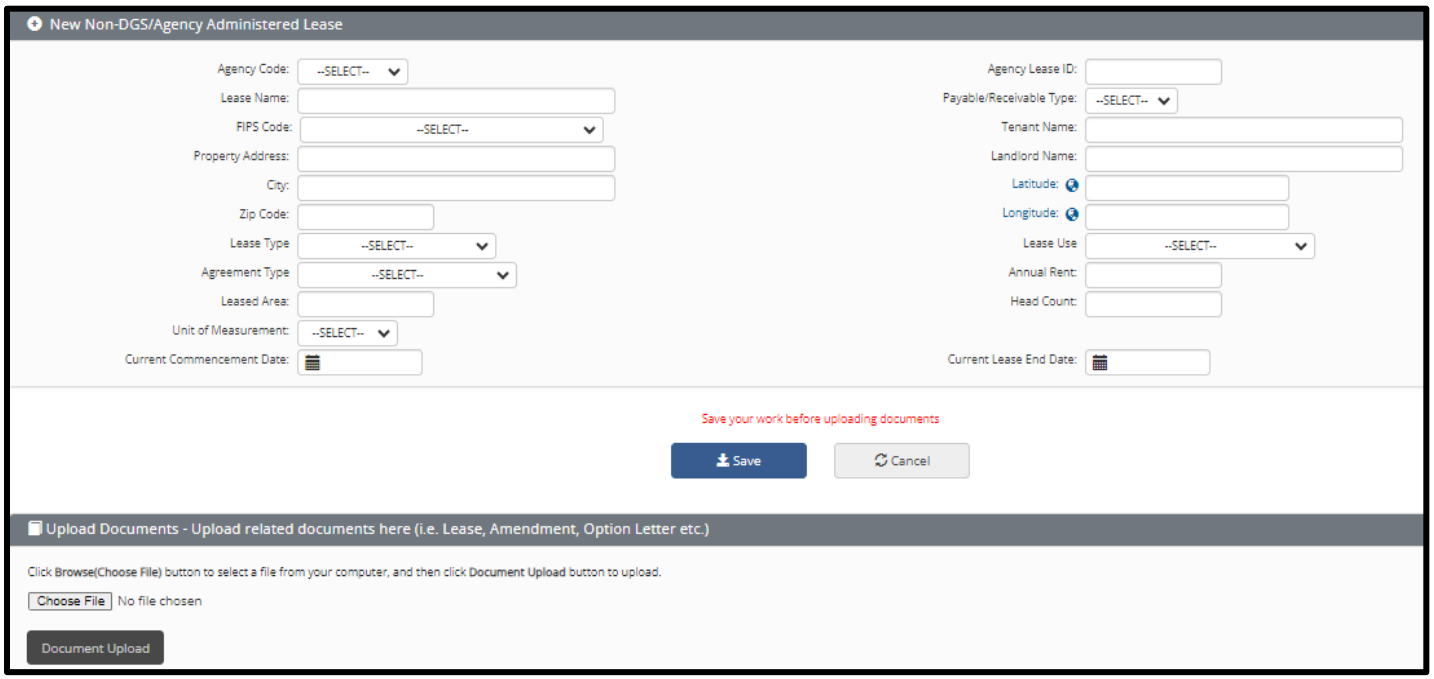
Step 5: Repeat step 4 for each NAAL record listed for your Agency

Step 6: Add new NAAL

If a lease is not listed on your agency's grid, this means the lease record does not exist in COVA Trax and must be added by your agency. If you need to add a new lease, click on "**Add New**" on the Lease Search page.



Once on the **New Non-DGS/Agency Administered Lease** page (screenshot below), input the new lease information.



In addition to the leased property location information, please include the following:

- **Agency Code –** State Agency Code
- **FIPS Code:** Federal Information Processing Standard Code (FIPS) or Region/Locality code
- **Lease Type:** Types of charges included in the Lease such as Base Rent, Taxes, and Insurance
- **Agreement Type:** Type of contract binding the lease, (e.g. Expense Lease, Income Lease, Temporary Transfer Agreement, License/Use Agreement, etc.)
- **Leased Area:** Enter the total square feet or acres (acre is for leased land)
- **Unit of Measurement:** Enter the leased area unit of measure. Options are Square Feet or Acre (acre is for leased land)
- **Agency Lease ID:** Internal agency lease number
- **Payable/Receivable Type:** If your agency occupies the space and pays the rent for this new lease, choose "**Payable**" or if another party occupies the space and your agency receives rent for this new lease, choose "**Receivable**".
- **Latitude/Longitude:** If unknown, click on the globe beside "Latitude" or "Longitude" - this takes you to an external website (www.latlong.net) where you will enter the property address and click "Find" to identify those coordinates - copy and paste them into the COVA Trax Web Portal
  - **Note: Longitude should be a negative number (-)**
- **Lease Use:** Describes the type of lease activity such as Air Monitoring Station, Office, Retail, or State Park
- **Annual Rent:** Enter the annual rent cost for Fiscal Year 2026, this would be total rent due for the period of July 1, 2025 through June 30, 2026 (e.g. 7600.00 or 20346.79)
- **Head Count:** This information, which is required by Code, refers to the actual current population in the leased space and does not need to be a whole number if you have part-time employees in addition to full-time employees (e.g. 22.25)

*****It is important that you click "Save" after entering each new NAAL record or your changes will be lost.***

➢ Be sure to attach any documents for the new NAAL in the "**Upload Documents**" section (e.g., lease, license/use agreement, amendments, etc.)

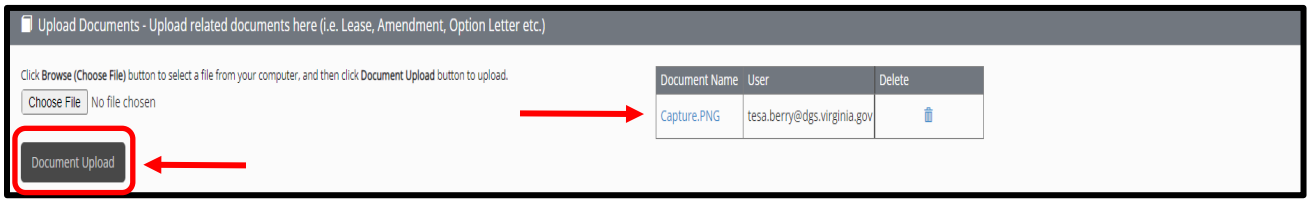
*****Important:*** To avoid losing your work, make sure to "**SAVE**" before uploading any documents. After you click "**SAVE**", you will be redirected to the SEARCH/ SUMMARY screen. Reopen your lease record to make additional changes and/or a **UPLOAD** documents.

Step 7: Upload or Delete Documents

Upload a Document:

1. Once you have **saved** and **reopened** your lease record, **click** on "***Choose File***" at the bottom of screen.
2. **Navigate** to the folder on your computer where the file is saved.
   Click on the file. The **file name** will appear next to the "***Choose File***" button.

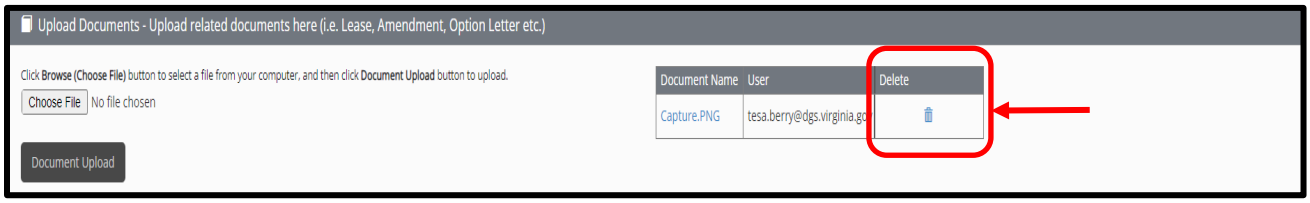
3. **Click** on the "***Document Upload"*** button below the "*Choose File*" button. The **document name** and **username** will appear at the bottom right side of the screen.



Note: When clicking on the "Document Upload" button, this action will automatically take you to the top of the screen. Scroll down to the bottom to return to the Upload Documents section.

Delete a Document:

1. To **delete** your uploaded file, **click** on the **trash can** icon.



2. You will be prompted with a popup window that asks if you are sure you want to delete. **Click** "***OK***". Your file should no longer be displayed at the bottom right side of screen.

Step 8: Review, verification and updating of existing Lease records and adding any new Lease records must be completed by close of business on Wednesday, October 1, 2025.

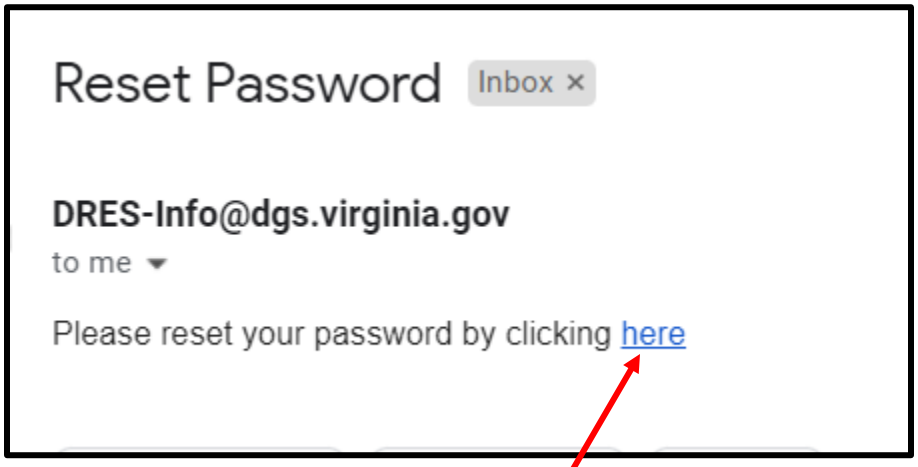
DGS must set a deadline in order to complete the mandatory reporting due to the requirements of the General Assembly. Please update all lease records by close of business on **Wednesday, October 1, 2025.** After that time, the COVA Trax Web Portal NAAL access will be closed. DGS is required to report on behalf of all agencies; therefore, non-responses will be noted in the report.

COVA TRAX
Virginia's Real Estate & Assets Management System

COVA Trax Web Portal
Non-DGS/Agency Administered Lease (NAAL)
Screen Guide

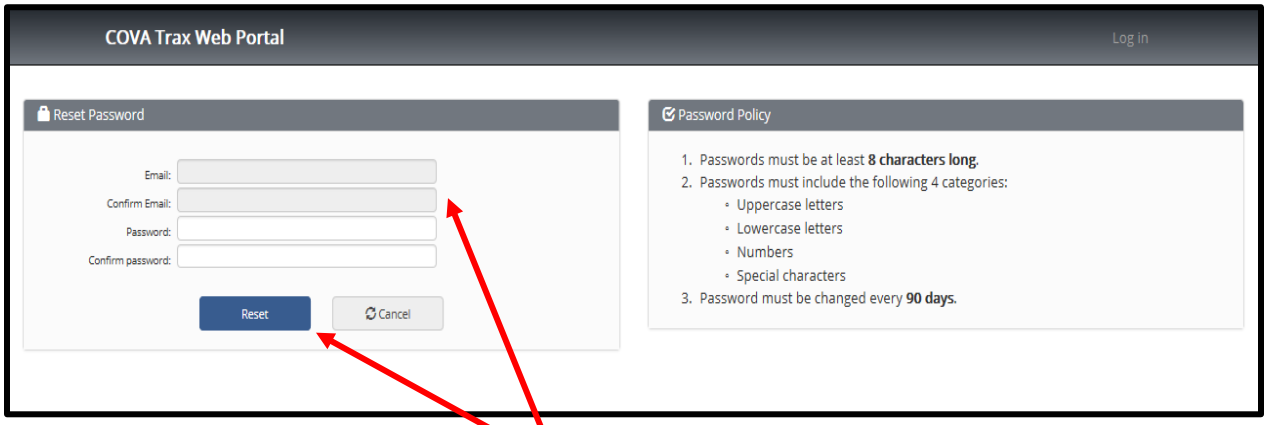
Department of General Services
Division of Real Estate Services

User ID Email from DGS



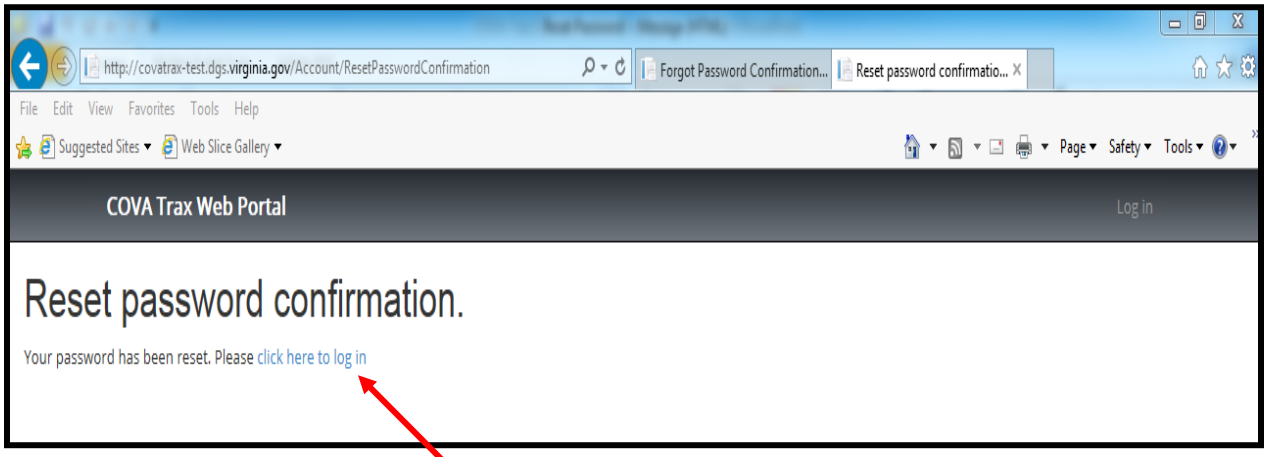
New Users Only
You will receive an email from DRES-Info-Server@dgs.virginia.gov to confirm your account and setup a password. **Click** on the **"here"** link, and you will be directed to the **Reset Password** page.

Setting up Your Password



Please **enter** your email address twice; then setup your new password and re-enter your new password; then **hit** the "**Reset**" button. You will then be directed to the **Reset Password Confirmation** page.

Password Confirmation

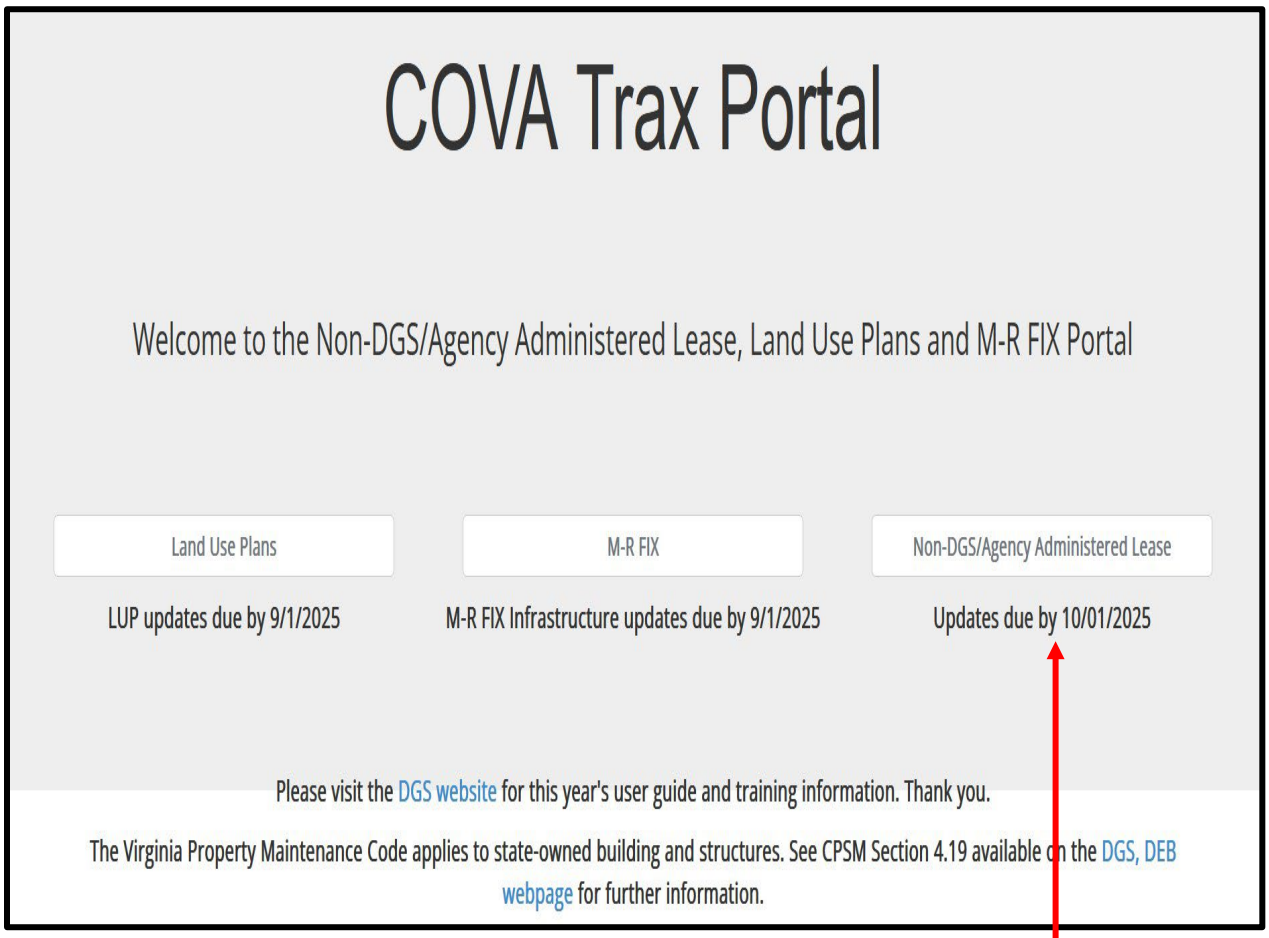


Your password has been set up. Now you can login to the COVA Trax Web Portal by **clicking** on the "**click here to log in**" link.

Log In Page

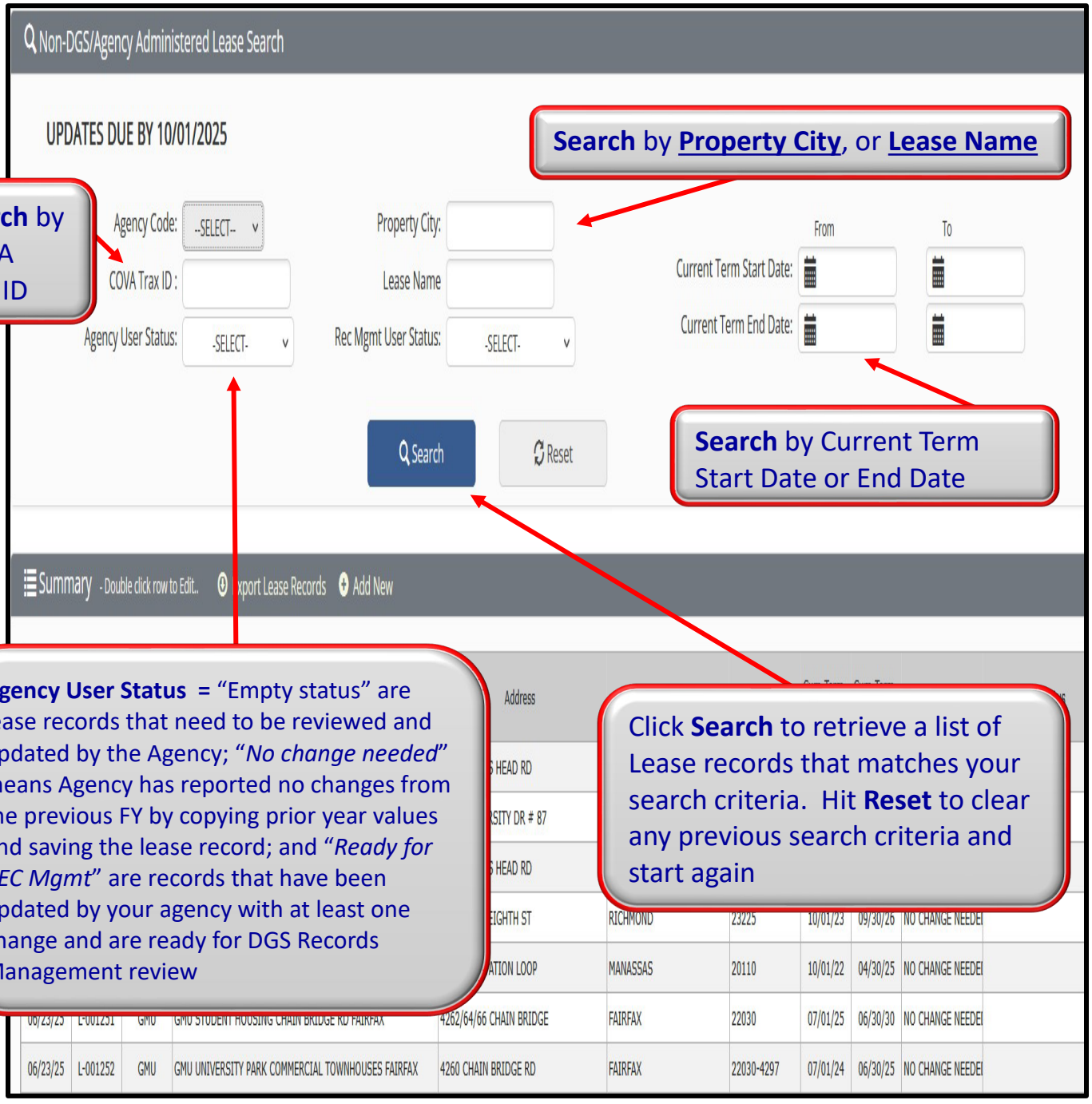
COVA Trax Web Portal
An official website of the Commonwealth of Virginia Here's how you know
Find a Commonwealth Resource
Enter your Username (your email address) and Password then click Login
Name:
Password:
I'm not a robot
Login
Forgot your password?
If you forget your password, Click "Forgot your password" to reset it
COVA TRAX
Virginia's Real Estate & Assets Management System
MANHATTAN
© 2025 - Department of General Services | COVA Trax User Guide

Non-DGS/Agency Administered Lease (NAAL) Welcome Page

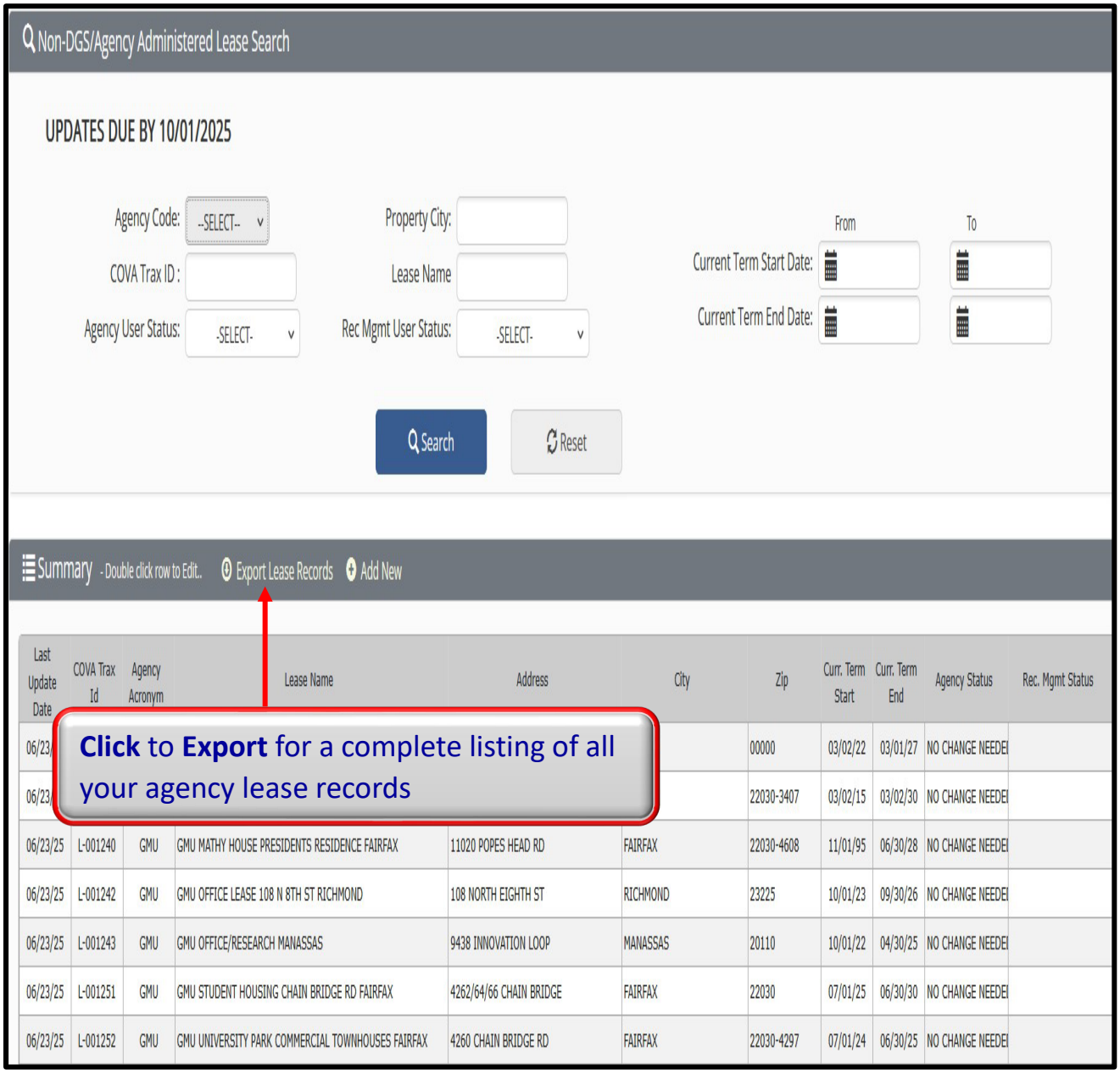


Select Non-DGS/Agency Administered Lease

Search Options

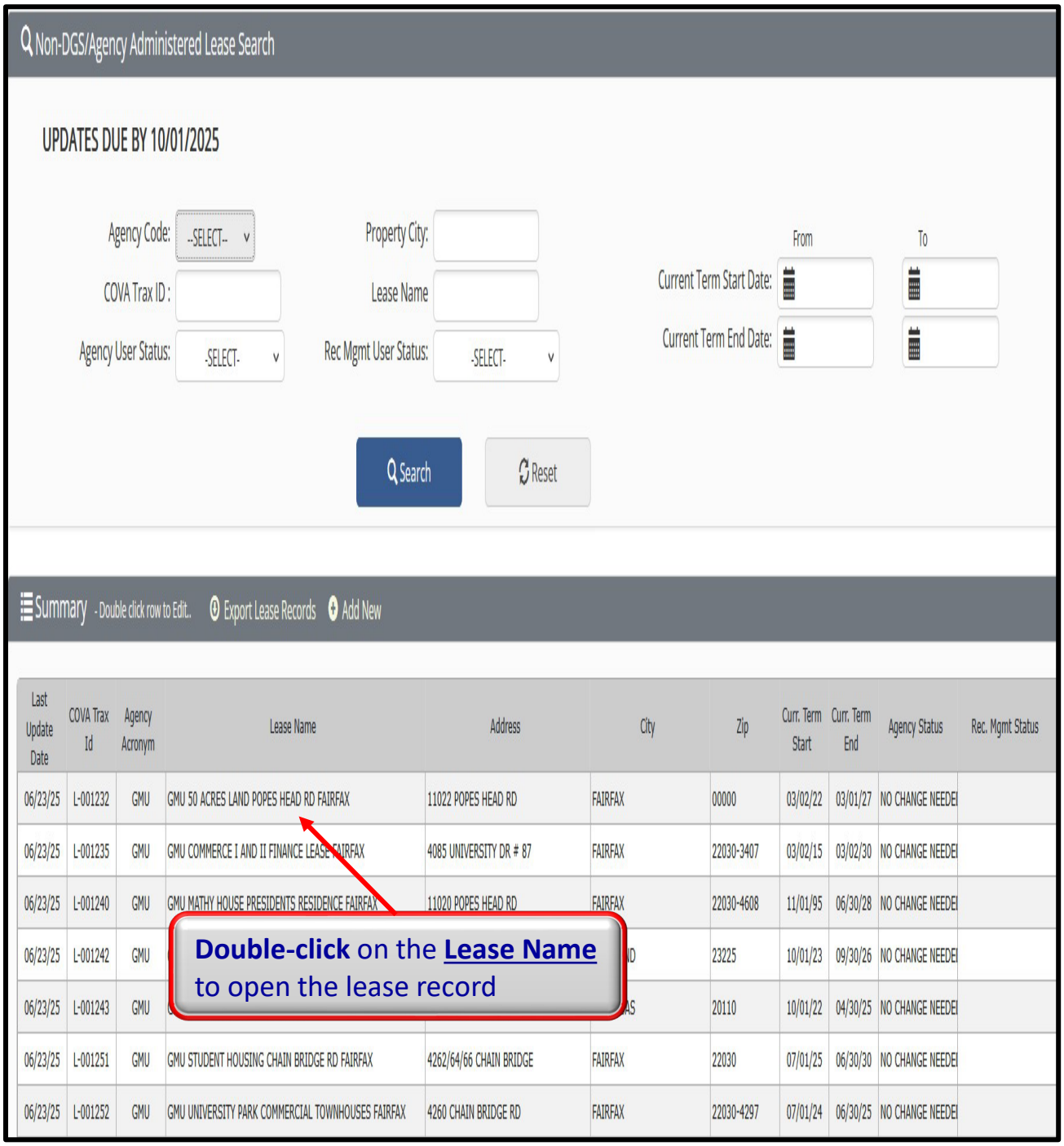


Reviewing/Exporting Existing Leases



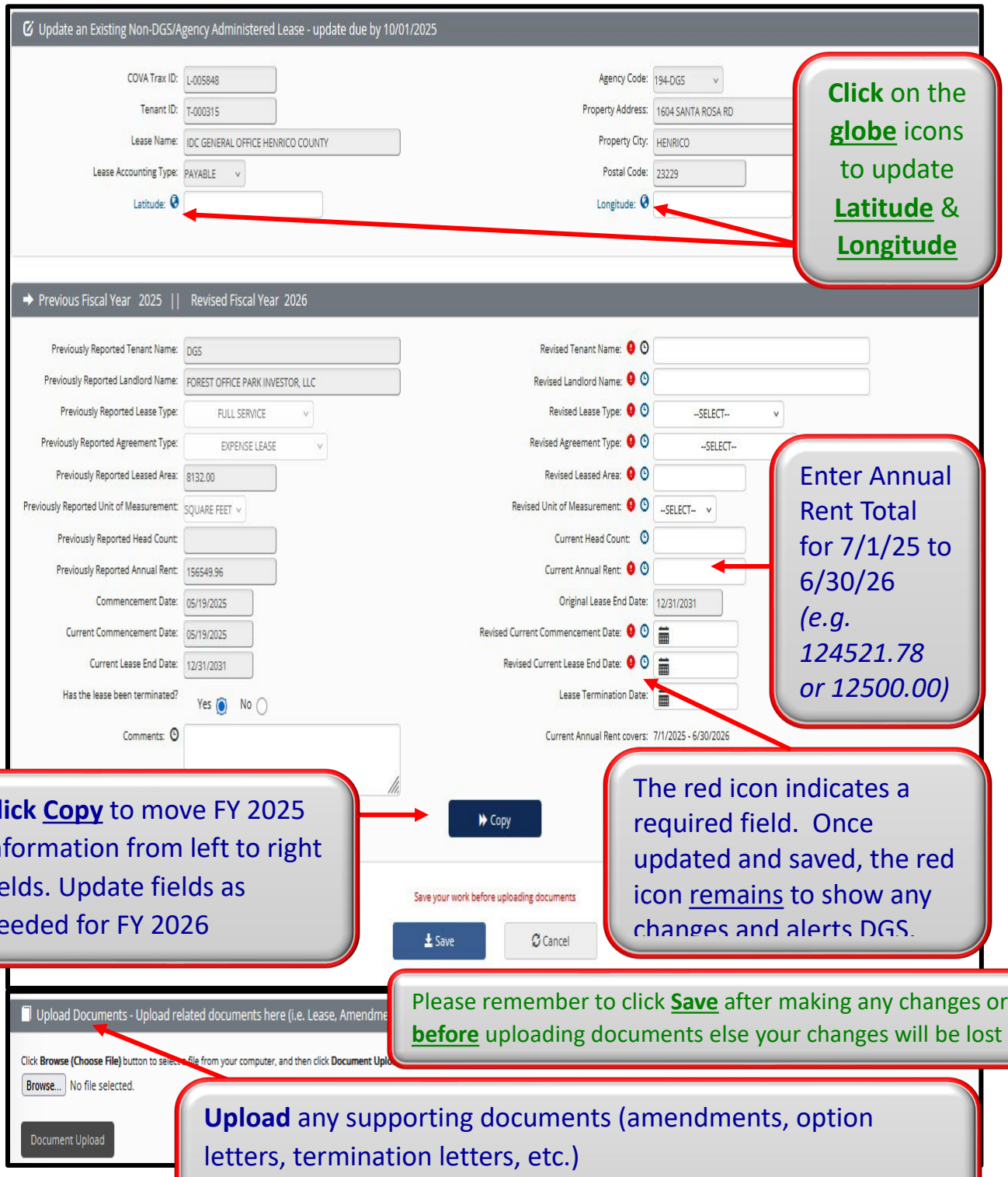
Last Update Date	COVA Trax Id	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agency Status	Rec. Mgmt Status
06/23						00000	03/02/22	03/01/27	NO CHANGE NEEDEI	
06/23						22030-3407	03/02/15	03/02/30	NO CHANGE NEEDEI	
06/23/25	L-001240	GMU	GMU MATHY HOUSE PRESIDENTS RESIDENCE FAIRFAX	11020 POPES HEAD RD	FAIRFAX	22030-4608	11/01/95	06/30/28	NO CHANGE NEEDEI	
06/23/25	L-001242	GMU	GMU OFFICE LEASE 108 N 8TH ST RICHMOND	108 NORTH EIGHTH ST	RICHMOND	23225	10/01/23	09/30/26	NO CHANGE NEEDEI	
06/23/25	L-001243	GMU	GMU OFFICE/RESEARCH MANASSAS	9438 INNOVATION LOOP	MANASSAS	20110	10/01/22	04/30/25	NO CHANGE NEEDEI	
06/23/25	L-001251	GMU	GMU STUDENT HOUSING CHAIN BRIDGE RD FAIRFAX	4262/64/66 CHAIN BRIDGE	FAIRFAX	22030	07/01/25	06/30/30	NO CHANGE NEEDEI	
06/23/25	L-001252	GMU	GMU UNIVERSITY PARK COMMERCIAL TOWNHOUSES FAIRFAX	4260 CHAIN BRIDGE RD	FAIRFAX	22030-4297	07/01/24	06/30/25	NO CHANGE NEEDEI	

View an Existing Lease

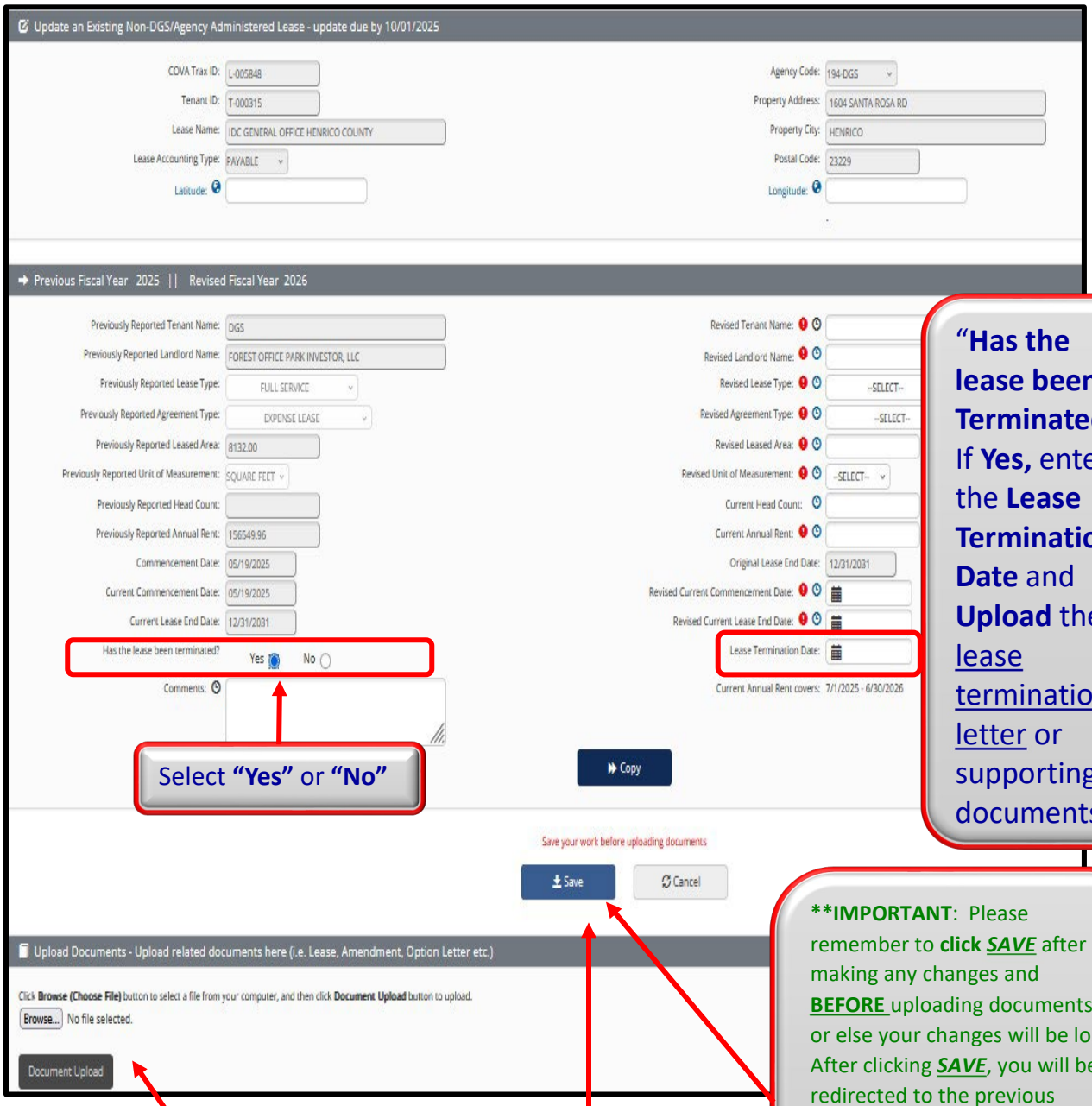


Last Update Date	COVA Trax Id	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agency Status	Rec. Mgmt Status
06/23/25	L-001232	GMU	GMU 50 ACRES LAND POPES HEAD RD FAIRFAX	11022 POPES HEAD RD	FAIRFAX	00000	03/02/22	03/01/27	NO CHANGE NEEDEI	
06/23/25	L-001235	GMU	GMU COMMERCE I AND II FINANCE LEASE FAIRFAX	4085 UNIVERSITY DR # 87	FAIRFAX	22030-3407	03/02/15	03/02/30	NO CHANGE NEEDEI	
06/23/25	L-001240	GMU	GMU MATHY HOUSE PRESIDENTS RESIDENCE FAIRFAX	11020 POPES HEAD RD	FAIRFAX	22030-4608	11/01/95	06/30/28	NO CHANGE NEEDEI	
06/23/25	L-001242	GMU			ND	23225	10/01/23	09/30/26	NO CHANGE NEEDEI	
06/23/25	L-001243	GMU			AS	20110	10/01/22	04/30/25	NO CHANGE NEEDEI	
06/23/25	L-001251	GMU	GMU STUDENT HOUSING CHAIN BRIDGE RD FAIRFAX	4262/64/66 CHAIN BRIDGE	FAIRFAX	22030	07/01/25	06/30/30	NO CHANGE NEEDEI	
06/23/25	L-001252	GMU	GMU UNIVERSITY PARK COMMERCIAL TOWNHOUSES FAIRFAX	4260 CHAIN BRIDGE RD	FAIRFAX	22030-4297	07/01/24	06/30/25	NO CHANGE NEEDEI	

Updating an Existing Lease



Terminating a Lease



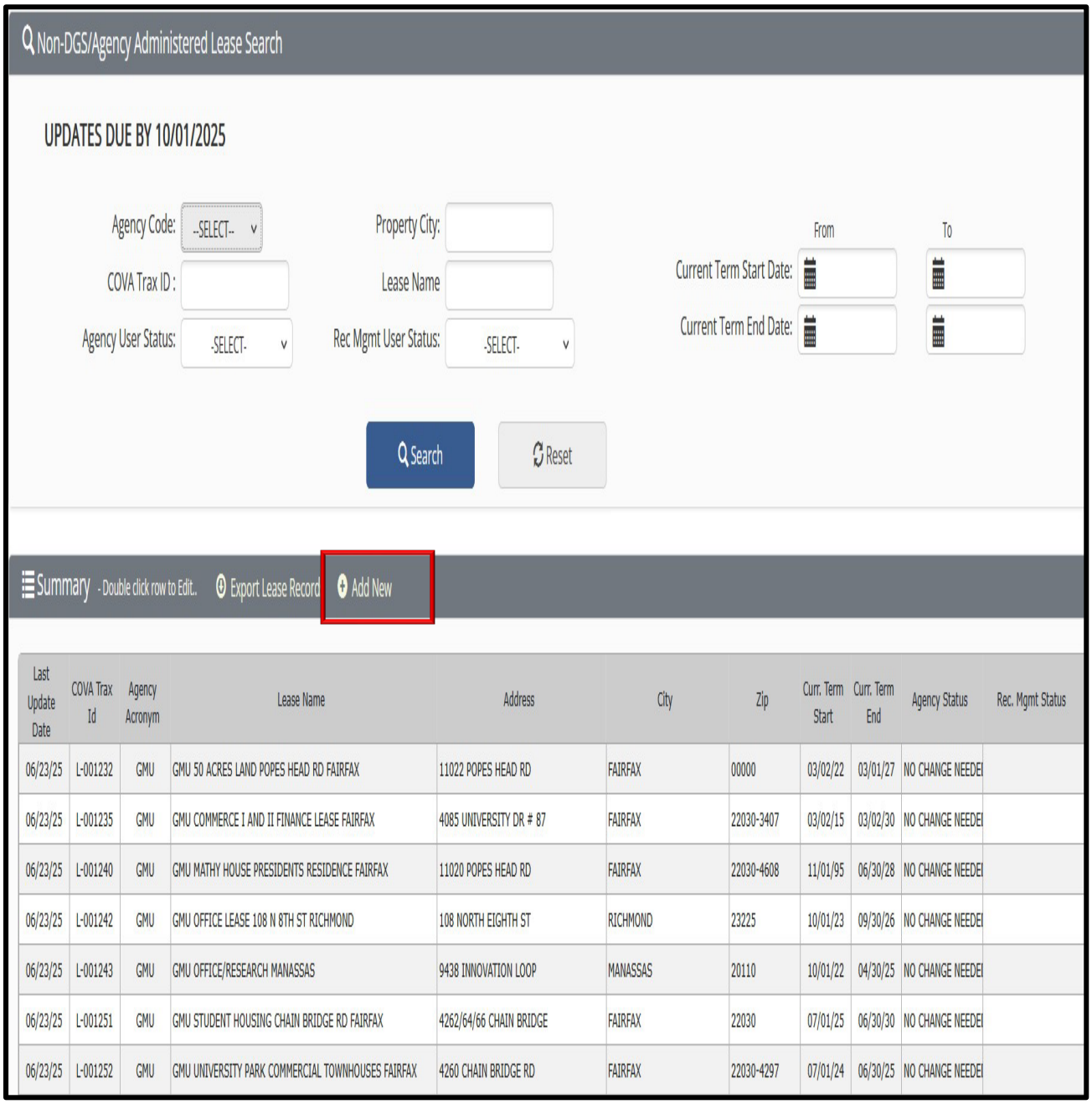
Select **"Yes"** or **"No"**

"Has the lease been Terminated?" If **Yes,** enter the **Lease Termination Date** and **Upload** the lease termination letter or supporting documents.

****IMPORTANT**: Please remember to **click *SAVE*** after making any changes and **BEFORE** uploading documents or else your changes will be lost. After clicking ***SAVE***, you will be redirected to the previous SEARCH/SUMMARY screen. Reopen your lease record and then ***Upload your documents***.

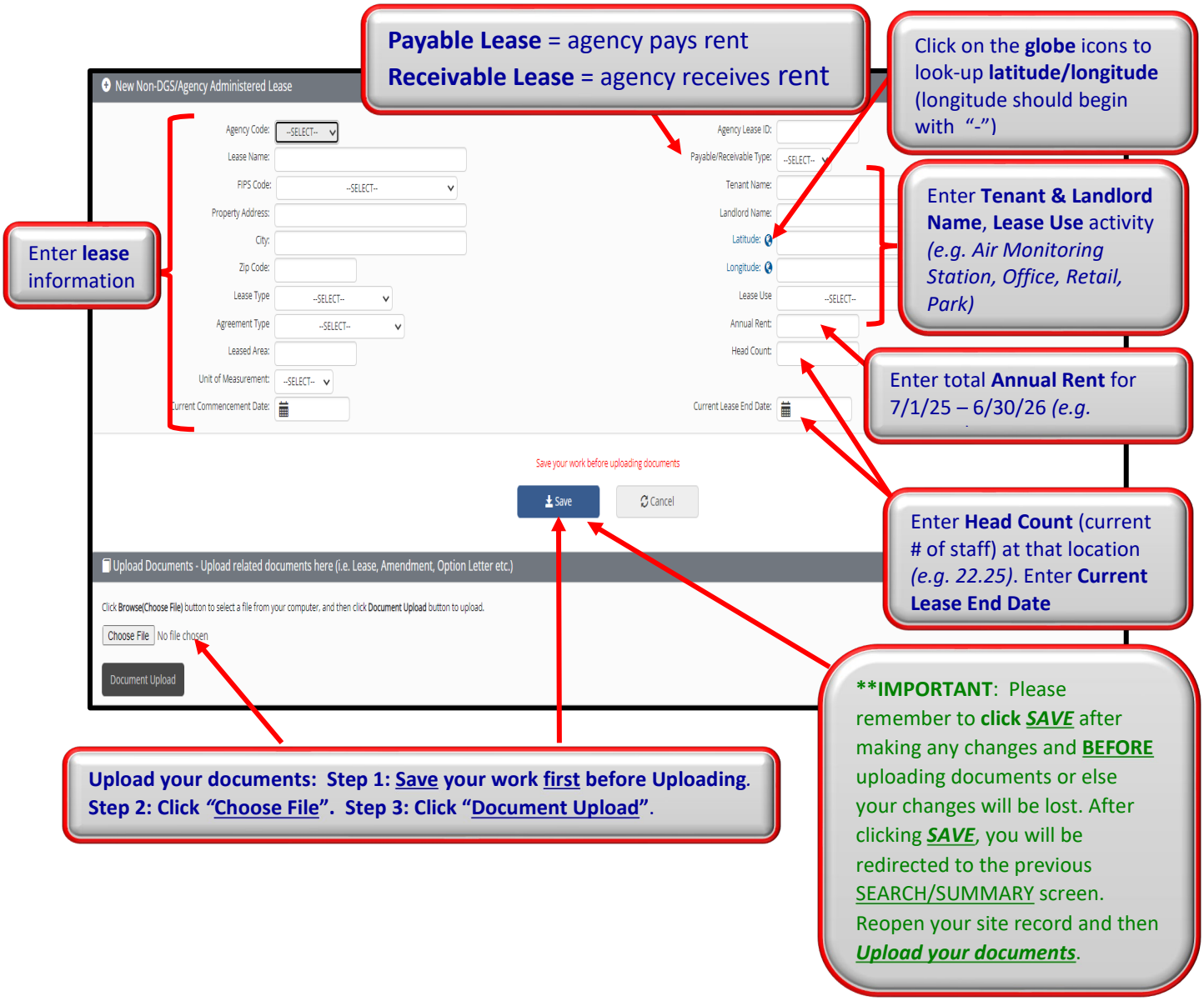
Upload your documents: Step 1: Save your work first before Uploading. Step 2: Click "Choose File". Step 3: Click "Document Upload".

Adding a New Lease



Last Update Date	COVA Trax Id	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agency Status	Rec. Mgmt Status
06/23/25	L-001232	GMU	GMU 50 ACRES LAND POPES HEAD RD FAIRFAX	11022 POPES HEAD RD	FAIRFAX	00000	03/02/22	03/01/27	NO CHANGE NEEDEI	
06/23/25	L-001235	GMU	GMU COMMERCE I AND II FINANCE LEASE FAIRFAX	4085 UNIVERSITY DR # 87	FAIRFAX	22030-3407	03/02/15	03/02/30	NO CHANGE NEEDEI	
06/23/25	L-001240	GMU	GMU MATHY HOUSE PRESIDENTS RESIDENCE FAIRFAX	11020 POPES HEAD RD	FAIRFAX	22030-4608	11/01/95	06/30/28	NO CHANGE NEEDEI	
06/23/25	L-001242	GMU	GMU OFFICE LEASE 108 N 8TH ST RICHMOND	108 NORTH EIGHTH ST	RICHMOND	23225	10/01/23	09/30/26	NO CHANGE NEEDEI	
06/23/25	L-001243	GMU	GMU OFFICE/RESEARCH MANASSAS	9438 INNOVATION LOOP	MANASSAS	20110	10/01/22	04/30/25	NO CHANGE NEEDEI	
06/23/25	L-001251	GMU	GMU STUDENT HOUSING CHAIN BRIDGE RD FAIRFAX	4262/64/66 CHAIN BRIDGE	FAIRFAX	22030	07/01/25	06/30/30	NO CHANGE NEEDEI	
06/23/25	L-001252	GMU	GMU UNIVERSITY PARK COMMERCIAL TOWNHOUSES FAIRFAX	4260 CHAIN BRIDGE RD	FAIRFAX	22030-4297	07/01/24	06/30/25	NO CHANGE NEEDEI	

Adding Lease Information



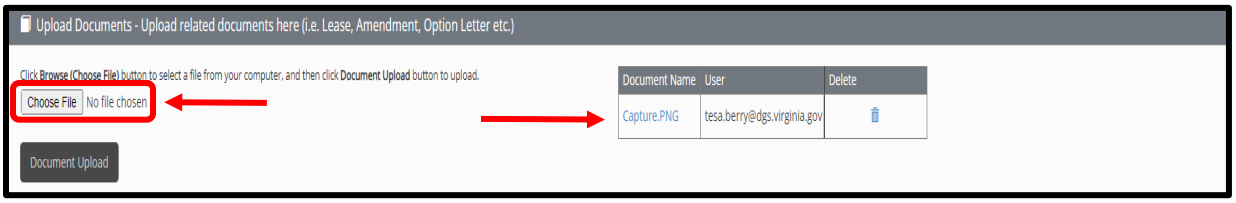
Upload or Delete Documents

Upload a Document:

1. Once you have **saved** and **reopened** your lease record, **click** on "**Choose File**" at the bottom of screen.

2. **Navigate** to the folder on your computer where the file is saved. **Click** on the file. The **file name** will appear next to the **"**Choose File**"** button.

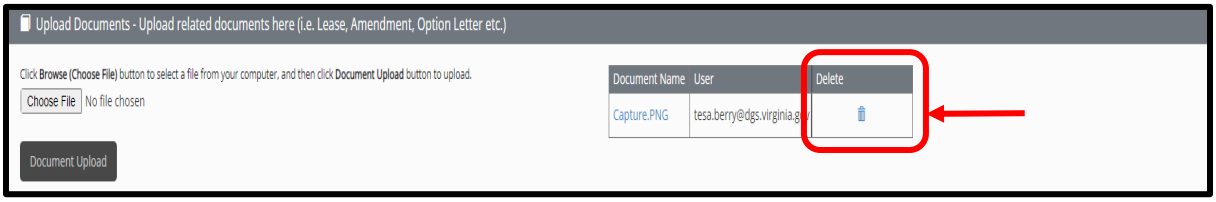
3. **Click** on the "**Document Upload**" button below the "Choose File" button. The **document name** and **user name** will appear at the bottom right side of the screen.



Note: When clicking on the "Document Upload" button, this action will automatically take you to the top of the screen. Scroll down to the bottom to return to the Upload Documents section.

Delete a Document:

1. To **delete** your uploaded file, **click** on the **trash can** icon.



2. You will be prompted with a popup window that asks if you are sure you want to delete. **Click** "**OK**". Your file should no longer be displayed at the bottom right side of screen.

Contact and Additional Training Resource Information

DGS appreciates your agency using the COVA Trax Web Portal to submit your required NAAL annual report by the deadline:
Wednesday, October 1, 2025 by close of business.

For additional help using the COVA Trax Web Portal for the NAAL annual reporting:

- **Email**: At any time send your questions to DRES-info@dgs.virginia.gov
- **Call**: You can reach the Records Manager during regular business hours (Monday through Friday 8:30 AM – 5:00 PM) or by leaving a message at (804) 225-4018.