



Virginia's Real Estate & Assets
Management System

COVA Trax Web Portal User Guide

Department of General Services
Division of Real Estate & Facilities Management
Bureau of Real Estate Services



Virginia's Real Estate & Assets
Management System

COVA Trax Web Portal User Guide

Table of Contents:

COVA Trax Web Portal Summary	1-2
Land Use Plans (LUP):	
LUP User Instructions	3-11
LUP Screen Guide	12-25
Maintenance Reserve Facility Indexing (M-R FIX):	
M-R FIX Instructions	26-30
M-R FIX Screen Guide.....	31-41
Non-DGS/Agency Administered Leases (NAAL):	
NAAL User Instructions	42-47
NAAL Screen Guide	48-61

**Department of General Services
Division of Real Estate & Facilities Management
Bureau of Real Estate Services**



COVA TRAX WEB PORTAL SUMMARY

COVA Trax, the Department of General Services, Division of Real Estate & Facilities Management's 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 2020. 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 General Assembly in November as mandated by the Code of Virginia. The consolidation of real estate records into one database helps DGS better track and manage the Commonwealth's real estate portfolio.

LAND USE PLAN (LUP)

The Code of Virginia Section § 2.2-1153 requires each department, agency and institution to submit to DGS a land use plan for state-owned property it possesses or has under its control showing present and planned uses of such property. The land use plan must include ***a recommendation on whether any property should be declared surplus*** by the controlling department, agency or institution. This information is due to DGS each year by **August 31st**.

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 be at a minimum, ***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**.

Please Note: 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).



NEW UPDATES FOR THIS YEAR

This year there is an update to the portal in both areas.

For NAAL & LUP area, the Latitude & Longitude fields for existing records can now be updated if needed.

In the Property Information Section, we are now capturing last year's reported land use. Please refer to the "Property Information Section" as to the current status of the Site as determined by last year's reporting. If the designation changes from an "underutilized" or "surplus" status to an "in use" status, please provide a brief explanation for this status change in the Comments Box.

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 BRES-Info@dgs.virginia.gov

Web Portal Questions

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, August 31, 2020
- **Property Spreadsheets:** Monday, August 31, 2020
- **Non-Administered Leases:** Thursday, October 1, 2020

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 BRES-Info@dgs.virginia.gov
- **Call:** You can reach the Real Estate Coordinator during regular business hours (Monday through Friday 8:30 AM – 5:30 PM) or by leaving a message at (804) 225-4018.



Virginia's Real Estate & Assets
Management System

Land Use Plan (LUP)

User Instructions

Department of General Services
Division of Real Estate & Facilities Management
Bureau 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 BRES-info@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://covatrx.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 BRES-info@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 Plans (LUP) [or Site records, formally known as Tracts] can be viewed on the Land Use Plan Search page. You must review and update **each Site record individually** in the COVA Trax Web Portal. You can export your agency’s list of Site records into an Excel spreadsheet by clicking **Export Site Records**” to review all data before making the changes in the COVA Trax Web Portal.

Land Use Plan Search

DUE DATE:
LAND USE PLAN RESPONSES BY 8/31/2020

Name:

Agency Code: --SELECT--

Site ID:

Site To Include: --SELECT--

City:

FIPS Code: --SELECT--

Agency User Status: --SELECT--

Rec Mgmt User Status: --SELECT--

Summary - Double click row to Edit. **Export Site Records** Add New

DELETE	Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status	Rec Mgmt Status
X	07/16/20	S-015605	MRC TANGIER JETTY ACCOMACK CO	THE UPPARDS	TANGIER	ACCOMACK COUNTY - 001		
X	07/16/20	S-015604	DPS NEW CENTRAL HQ HANOVER COUNTY	STUDLEY RD	HANOVER	RICHMOND CITY - 760		
X	07/16/20	S-015603	DOF CLYDESWAY RD LEBANON RUSSELL CO	CLYDESWAY RD	LEBANON	RUSSELL COUNTY - 167		
X	07/16/20	S-000735	VSP LONG MOUNTAIN TOWER FACILITY CAMPBELL CO	RTE 24	RUSTBURG	CAMPBELL COUNTY - 031		
X	07/16/20	S-001001	VDOT COLUMBIA PIKE AHQ ARLINGTON CO	1426 COLUMBIA PIKE	ARLINGTON	ARLINGTON COUNTY - 013		
X	07/16/20	S-015594	DMA WHITE POST READINESS CENTER CLARKE CO	FEATHERBED RD	WHITE POST	CLARKE COUNTY - 043		
X	07/16/20	S-000806	VDOT ATLEE AREA HQ HANOVER CO	10267 TELEGRAPH RD	ASHLAND	HANOVER COUNTY - 085		
X	07/16/20	S-015586	VDOT HAMPTON RDS DISTRICT OFFICE SUFFOLK	7511 BURBAGE DR	SUFFOLK	SUFFOLK CITY - 800		
X	07/16/20	S-015585	DOC CENTRAL ADMIN HQ RICHMOND	6900 ATMORE DR	RICHMOND	RICHMOND CITY - 760		
X	07/16/20	S-015584	VDOT MONTVALE AHQ BEDFORD CO	1096 GOOSE CREEK VALLEY RD	MONTVALE	BEDFORD COUNTY - 019		



Use the following search features, found at the top of the **Land Use Plan Search** page, to search for a specific LUP Site record. Search fields are not case-sensitive and you can enter all or any portion of an ID or text.

- **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 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 (screenshot below) for that Site record will open for you to make your annual updates.

****If you have answered YES to structures 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 BRES-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 Longitude and Latitude fields.**



The following information must be updated in the “**From your last land use submission, please answer questions below, responses due by 8/31/2020**” section. *To avoid losing your changes, be sure to click on ‘Save’ to close the record and return to the Search page.*

- **Any New Structures Planned?:** Answer “yes” if you are planning to add new structures
- **Any New Structures Added?:** Answer “yes” if you have added new structures
- **Any Structures Demolished?:** Answer “yes” if you have demolished any structures
- **Any Structures Sold? (as part of any land disposition):** Answer “yes” if you have sold any land improved with structures
- **Number of Existing Buildings on this Site?:** Enter the number
- **Is each building 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 “Identify Building(s)” comments box and include the following information: 1) name of building, 2) size, 3) use type (i.e. office building, dormitory, storage, etc.) and 4) the amount of underutilized square footage available.*
- **Any portion of the building being used or occupied by another entity or agency?:** Answer “yes”, “no”, or “N/A”. *If yes, please identify the following in the “Identify Building(s)” comments box: 1) name of building(s), 2) Square Feet, and 3) Occupant(s). Please make sure the agreement for the occupancy is reflected in the NAAL area of the portal.*
- **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.*
- **Number of New Easements recorded from July 1, 2019 through June 30, 2020 (for existing properties):** Provide the number of new easements entered into in the last fiscal year (for the period of July 1, 2019 through June 30, 2020) - please upload the recorded deed of easement(s) in the Upload Documents section unless the transaction was managed by DGS
- **Agency Surplus Designation:** Please refer to the “Property Information Section” as to 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.*
- **Comments Box:** Please use the comments box to clarify any question that you provide a “Yes” response to in the above questions.



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.

Land Use Plan Search

DUE DATE:
LAND USE PLAN RESPONSES BY 8/31/2020

Name:

Agency Code: --SELECT--

Site ID:

Site To Include: --SELECT--

City:

FIPS Code: --SELECT--

Agency User Status: --SELECT--

Rec Mgmt User Status: --SELECT--

Summary - Double click row to Edit...

DELETE	Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status	Rec Mgmt Status
<input checked="" type="checkbox"/>	07/16/20	S-015605	MRC TANGIER JETTY ACCOMACK CO	THE UPPARDS	TANGIER	ACCOMACK COUNTY - 001		
<input checked="" type="checkbox"/>	07/16/20	S-015604	DFS NEW CENTRAL HQ HANOVER COUNTY	STUDLEY RD	HANOVER	RICHMOND CITY - 760		
<input checked="" type="checkbox"/>	07/16/20	S-015603	DOF CLYDESWAY RD LEBANON RUSSELL CO	CLYDESWAY RD	LEBANON	RUSSELL COUNTY - 167		
<input checked="" type="checkbox"/>	07/16/20	S-000735	VSP LONG MOUNTAIN TOWER FACILITY CAMPBELL CO	RTE 24	RUSTBURG	CAMPBELL COUNTY - 031		
<input checked="" type="checkbox"/>	07/16/20	S-001001	VDOT COLUMBIA PIKE AHQ ARLINGTON CO	1426 COLUMBIA PIKE	ARLINGTON	ARLINGTON COUNTY - 013		
<input checked="" type="checkbox"/>	07/16/20	S-015594	DMA WHITE POST READINESS CENTER CLARKE CO	FEATHERBED RD	WHITE POST	CLARKE COUNTY - 043		
<input checked="" type="checkbox"/>	07/16/20	S-000806	VDOT ATLEE AREA HQ HANOVER CO	10267 TELEGRAPH RD	ASHLAND	HANOVER COUNTY - 085		
<input checked="" type="checkbox"/>	07/16/20	S-015586	VDOT HAMPTON RDS DISTRICT OFFICE SUFFOLK	7511 BURBAGE DR	SUFFOLK	SUFFOLK CITY - 800		
<input checked="" type="checkbox"/>	07/16/20	S-015585	DOC CENTRAL ADMIN HQ RICHMOND	6900 ATMORE DR	RICHMOND	RICHMOND CITY - 760		
<input checked="" type="checkbox"/>	07/16/20	S-015584	VDOT MONTVALE AHQ BEDFORD CO	1096 GOOSE CREEK VALLEY RD	MONTVALE	BEDFORD COUNTY - 019		

Land Use Plan New Site - complete this section by 8/31/2020

COVA Trax ID:

Agency Code: --SELECT--

Name:

Site Address:

City:

Zip:

Number of existing buildings on this site:

Cemeteries: --SELECT--

Comments:

Site Type: --SELECT--

FIPS Code: --SELECT--

Total Acreage:

Latitude:

Longitude:

Employee Residence #:

Number of existing easements on this site:

Antenna? --SELECT--

Upload Documents - Upload related documents here (i.e. deed, ESA, PlatSurvey, Purchase Agreement, Source deeds, Title Commitment Policy etc.)

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

No file chosen



Once on the **Land Use Plan New Site** page, input the new Site information. In addition to the Site Name and location 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
- **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.
- **Antenna:** Answer “yes” or “no” as to whether there is an antenna/tower on this Site.

- 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)

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

LUP Site Plan

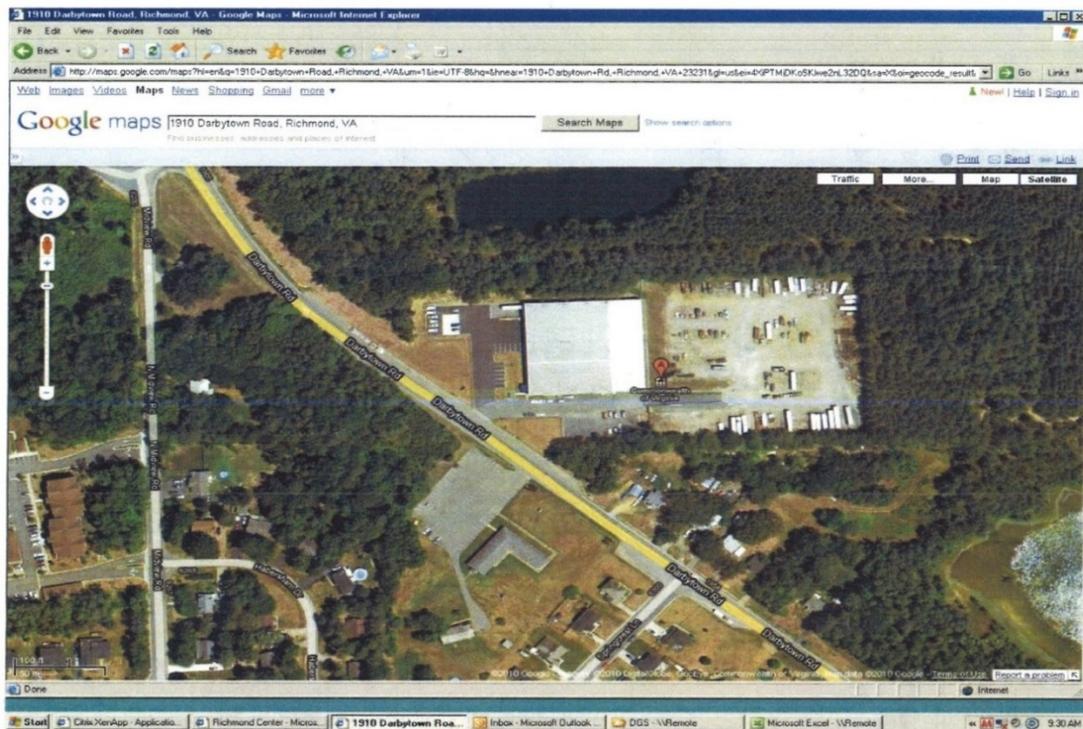
- For newly acquired property or other owned property not listed, or if **you have answered YES to structures added or demolished or land acquired or disposed, you must upload a new Site Plan.** If uncertain as to your current Site Plan on file with DGS, you can obtain a copy via email at BRES-info@dgs.virginia.gov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



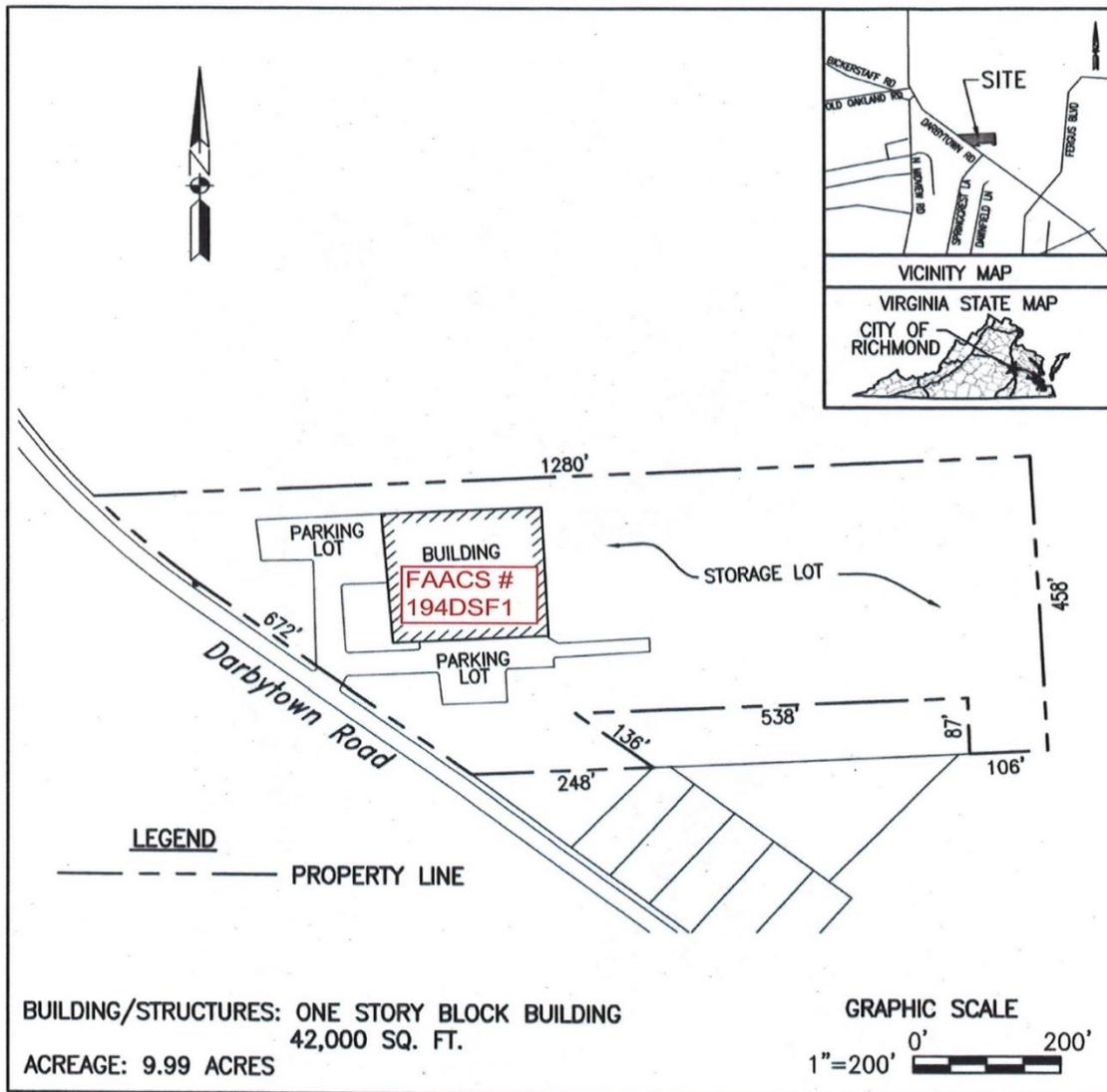


DREFM

Division of Real Estate and Facilities Management
Bureau of Real Estate Services

dgs.virginia.gov

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

DWG. NO.:
1



DREFM

Division of Real Estate and Facilities Management
Bureau of Real Estate Services

dgs.virginia.gov

Step 5: Review, verification and updating of existing Site records and adding any new Site records must be completed by close of business on Monday, August 31, 2020.

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, August 31, 2020**. 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.



DREFM

Division of Real Estate and Facilities Management
Bureau of Real Estate Services

dgs.virginia.gov



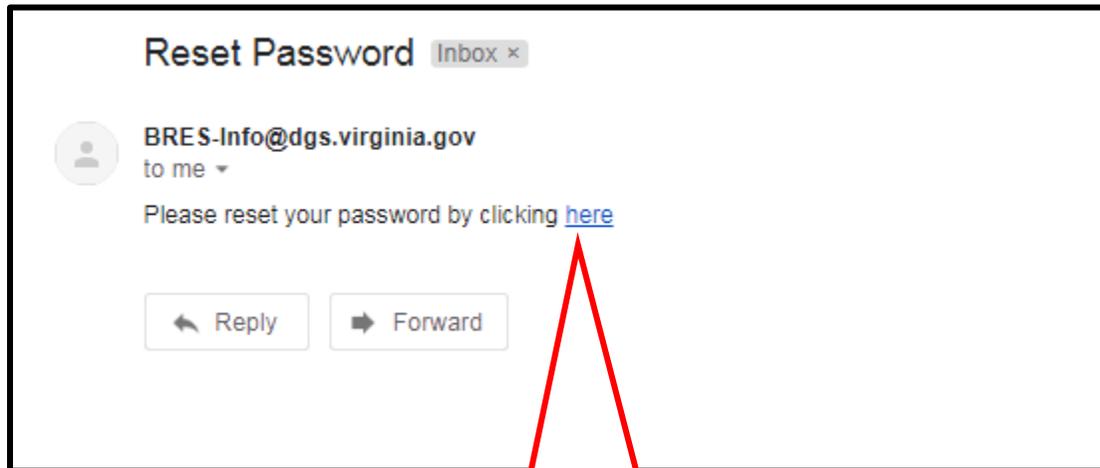
Virginia's Real Estate & Assets
Management System

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

**Department of General Services
Division of Real Estate & Facilities Management
Bureau of Real Estate Services**



User ID Email from DGS



New Users Only

You will receive an email from BRES-Info@dgs.virginia.gov to confirm your account and setup password. Click on the “**here**” link, and you will be directed to the **Reset Password** page.



Setting up Your Password

COVA Trax Web Portal Log in

Reset Password

Email:

Confirm Email:

Password:

Confirm password:

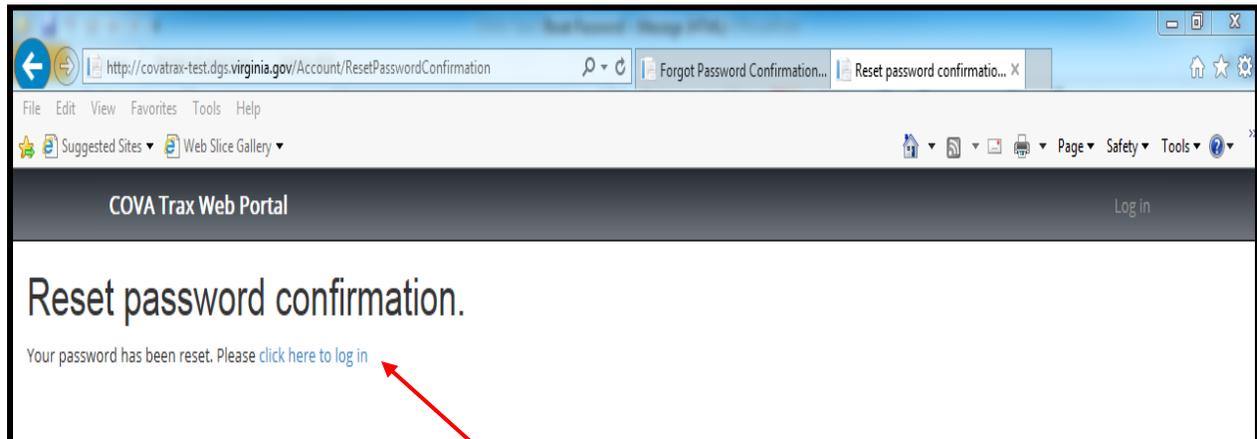
Password Policy

1. Passwords must be at least **8 characters long**.
2. Passwords must include the following 4 categories:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Special characters
3. Password must be changed every **90 days**.

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 and you can now **“Click Here to log in”** to the COVA Trax Web Portal.



DREFM

Division of Real Estate and Facilities Management
Bureau of Real Estate Services

dgs.virginia.gov

Log In Page

The screenshot shows the login interface for the COVA Trax system. It features a green login form with fields for 'User Name' and 'Password', a 'Remember me' checkbox, and a 'Login' button. A 'Forgot your password?' link is located below the form. The background includes a collage of images: a building, a color palette, a floor plan, and a landscape. The COVA Trax logo and the text 'Virginia's Real Estate & Assets Management System' are prominently displayed.

Enter your user name (your email address) and password then click **Login**

If you forget your password, Click **Forgot your password to reset it**

© 2020 - Department of General Services | COVA Trax User Guide



Land Use Plans (LUP) Welcome Page

COVA Trax Web Portal Non-DGS/Agency Administered Lease Land Use M-R FIX Help

Hello bres-info@dgs.virginia.gov! Logoff Version: 5.0.0

COVA Trax Portal

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

Land Use Plans	M-R FIX	Non-DGS/Agency Administered Lease
LUP updates due by 8/31/2020	M-R FIX Infrastructure updates due by 8/31/2020	Updates due by 10/01/2020

Select Land Use Plans

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



Search Options

COVA Trax Web Portal Non-DGS/Agency Administered Lease Land Use M-R FIX Help

Hello bres-info@dgs.virginia.gov! [Logoff](#)
Version: 5.0.0

DUE DATE:
LAND USE PLAN RESPONSES BY 8/31/2020

Name: Agency Code:

Site ID: Site To Include:

City: FIPS Code:

Agency User Status: Rec Mgmt User Sta:

[Summary](#) [Double click row to Edit...](#) [Export Site Records](#) [Add New](#)

Search by **Site Name, Site ID, City, Agency User Status, Agency Code, Site to Include** (i.e. a new or existing site), or by **FIPS Code**. ("Empty Status" are Site records that need to be reviewed and updated by the Agency and "Ready for REC Mgmt" are records that have been updated by your agency. "Submitted To CovaTrax" status indicates 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.

				City
				WARREN COUNTY - 187
07/16/20	S-001283	VDOT TROY AHQ FLUVANNA COUNTY	FORMER TROY AHQ	FLUVANNA COUNTY - 065
07/16/20	S-001114	DJJ CULPEPER FACILITY CULPEPPER CO	12240 COFFEEWOOD DR	CULPEPER COUNTY - 047
07/16/20	S-001077	DOC PETERSBURG FARM PRINCE GEORGE CO	RTE 295	PRINCE GEORGE COUNTY - 14
07/16/20	S-001006	VDOT EBL RAMP TO RT 7 EAST	TOLL BOOTH #1 EBL RAMP	FAIRFAX COUNTY - 059
07/16/20	S-000977	VDOT RT. 698	ROUTE 698	SHENANDOAH COUNTY - 171
07/16/20	S-000921	VDOT MULE GRAVEYARD STORAGE LT	RT 231 & 654	MADISON COUNTY - 113



Reviewing/Exporting Existing Sites

COVA Trax Web Portal Non-DGS/Agency Administered Lease Land Use M-R FIX Help Hello bres-info@dgs.virginia.gov Logoff Version: 5.0.0

Land Use Plan Search

DUE DATE:
LAND USE PLAN RESPONSES BY 8/31/2020

Name: Agency Code:

Site ID: Site To Include:

City: FIPS Code:

Agency User Status: Rec Mgmt User Status:

Summary Double click row to Edit. Export Site Records Add New

Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status	Rec Mgmt Status
07/16/20	S-015561	DGS HAMLET BEQUEATH APPOMATTOX CO	BURNETT'S ROAD		APPOMATTOX COUNTY - 011		
07/16/20	S-015554	DGIF HAZEL RIVER (WIN. MILLS DAM) CULPEPER -DEMO	HAZEL RIVER		CULPEPER COUNTY - 047		
07/16/20	S-015546	VDOT ROUTE 564 EXPANSION PROJECT NORFOLK	ROUTE 564		NORFOLK CITY - 710		
07/16/20	S-000977	VDOT RT. 698	MORGAN'S FORD BOAT LANDING		WARREN COUNTY - 187		
07/16/20	S-000921	VDOT MULE GRAVEYARD STORAGE LT	FORMER TROY AHQ		PLUVANNA COUNTY - 065		
07/16/20	S-000885	VDOT GARRISONVILLE STORAGE LOT STAFFORD CO	12240 COFFEEWOOD DR		CULPEPER COUNTY - 047		
07/16/20	S-000831	VDOT WHALEVILLE SUB AREA HEADQUARTERS	RTE 295		PRINCE GEORGE COUNTY - 149		
07/16/20	S-000679	VDOT BOONES MILL STORAGE AREA	TOLL BOOTH #1 EBL RAMP		FAIRFAX COUNTY - 039		
07/16/20	S-000977	VDOT RT. 698	ROUTE 698		SHEVANDOAH COUNTY - 171		
07/16/20	S-000921	VDOT MULE GRAVEYARD STORAGE LT	RT 231 & 654		MADISON COUNTY - 113		
07/16/20	S-000885	VDOT GARRISONVILLE STORAGE LOT STAFFORD CO	ROUTE 684		STAFFORD COUNTY - 179		
07/16/20	S-000831	VDOT WHALEVILLE SUB AREA HEADQUARTERS	RT 655		SUFFOLK CITY - 800		
07/16/20	S-000679	VDOT BOONES MILL STORAGE AREA	BOONES MILL		FRANKLIN COUNTY - 067		
07/16/20	S-000625	VDOT MAINTENANCE & CONSTRUCTION PROGRAM BLAND	48521 D WOODROW BIRD MEMORIAL HWY		BLAND COUNTY - 021		
07/16/20	S-015605	MRC TANGIER JETTY ACCOMACK CO	THE UPWARDS	TANGIER	ACCOMACK COUNTY - 001		
07/16/20	S-015604	DPS NEW CENTRAL HQ HANOVER COUNTY	STUDLEY RD	HANOVER	RICHMOND CITY - 760		
07/16/20	S-015603	DOF CLIDESWAY RD LEBANON RUSSELL CO	CLIDESWAY RD	LEBANON	RUSSELL COUNTY - 167		
07/16/20	S-000735	VSP LONG MOUNTAIN TOWER FACILITY CAMPBELL CO	RTE 24	RUSTBURG	CAMPBELL COUNTY - 031		
07/16/20	S-001001	VDOT COLUMBIA PIKE AHQ ARLINGTON CO	1426 COLUMBIA PIKE	ARLINGTON	ARLINGTON COUNTY - 013		
07/16/20	S-015394	DMA WHITE POST READINESS CENTER CLARKE CO	FEATHERBED RD	WHITE POST	CLARKE COUNTY - 043		

Page 1 of 43 View 1 - 20 of 845

Click here to download a complete listing of all Agency Site records

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

COVA Trax Web Portal Non-DGS/Agency Administered Lease Land Use M-R FIX Help Hello bres-info@dgs.virginia.gov Logoff Version: 5.0.0

Land Use Plan Search

DUE DATE:
LAND USE PLAN RESPONSES BY 8/31/2020

Name: Agency Code:

Site ID: Site To Include:

City: FIPS Code:

Agency User Status: Rec Mgmt User Status:

Summary Double click row to Edit. Export Site Records Add New

Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status	Rec Mgmt Status
07/16/20	S-015361	DGS HAMLET BEQUEATH APPOMATTOX CO	BURNETT'S ROAD		APPOMATTOX COUNTY - 011		
07/16/20	S-015354	DIGF HAZEL RIVER (MON. MILLS DAM) CULPEPER -DEMO	HAZEL RIVER		CULPEPER COUNTY - 047		
07/16/20	S-015346	VDOT ROUTE 564 EXPANSION PROJECT NORFOLK	ROUTE 564		NORFOLK CITY - 710		
07/16/20	S-015340	VDOT MORGAN FORD BRIDGE REALIGNMENT	MORGAN'S FORD BOAT LANDING		WARREN COUNTY - 187		
07/16/20	S-001283	VDOT TROY AHQ FLUVANNA COUNTY	FORMER TROY AHQ		FLUVANNA COUNTY - 065		
07/16/20	S-001114	DJJ CULPEPER FACILITY CULPEPER CO	12240 COFFEEWOOD DR		CULPEPER COUNTY - 047		
07/16/20	S-001077	DOC PETERSBURG FARM PRINCE GEORGE CO	RTE 295		PRINCE GEORGE COUNTY - 149		
07/16/20	S-001006	VDOT EBL RAMP TO RT 7 EAST	TOLL BOOTH #1 EBL RAMP		FAIRFAX COUNTY - 039		
07/16/20	S-000977	VDOT RT. 698	ROUTE 698		SHEVANDOAH COUNTY - 171		
07/16/20	S-000921	VDOT MULE GRAVEYARD STORAGE LT	RT 231 & 654		MADISON COUNTY - 113		
07/16/20	S-000885	VDOT GARRISONVILLE STORAGE LOT STAFFORD CO	ROUTE 684		STAFFORD COUNTY - 179		
07/16/20	S-000831	VDOT WHALEVILLE SUB AREA HEADQUARTERS	RT 655		SUFFOLK CITY - 800		
07/16/20	S-000679	VDOT BOONES MILL STORAGE AREA	BOONES MILL		FRANKLIN COUNTY - 067		
07/16/20	S-000625	VDOT MAINTENANCE & CONSTRUCTION PROGRAM BLAND	4521 D WOODROW BIRD MEMORIAL HWY		BLAND COUNTY - 021		
07/16/20	S-015605	MRC TANGIER JETTY ACCOMACK CO	THE SPARDS	TANGIER	ACCOMACK COUNTY - 001		
07/16/20	S-015604	DPS NEW CENTRAL HQ HANOVER COUNTY	STUDLEY RD	HANOVER	RICHMOND CITY - 760		
07/16/20	S-015603	DOF CLIDESWAY RD LEBANON RUSSELL CO			L COUNTY - 167		
07/16/20	S-000735	VSP LONG MOUNTAIN TOWER FACILITY CAMPBELL CO			LL COUNTY - 031		
07/16/20	S-001001	VDOT COLUMBIA PIKE AHQ ARLINGTON CO			ON COUNTY - 013		
07/16/20	S-015394	DMA WHITE POST READINESS CENTER CLARKE CO	FEATHERBED RD	WHITE POST	CLARKE COUNTY - 043		

Page 1 of 43 View 1 - 20 of 845

Double click on the Site name to open the Site record



Editing an Existing Site

COVA Trax Web Portal Non-DGS/Agency Administered Lease Land Use M-R FIX Help

Hello bres-info@dgs.virginia.gov Logoff
Version: 3.0.0

COVA Trax ID: S-000133 Name: DGS CAPITOL AREA RICHMOND CITY
 Site Address: CAPITOL SQUARE City: RICHMOND
 Zip: 23219 Total Acreage: 45.65
 FIPS Code: RICHMOND CITY - 760 Agency Code: 194
 Site Type: OFFICE Site Status: IN USE
 Longitude: -77.4336 Latitude: 37.5391

From your last land use submission, please answer questions below, responses due by 8/31/2020

Land Use Plan Instructions

If you've answered YES to structures added or demolished OR land acquired or disposed, you must upload a new Site Plan.
 If uncertain whether DGS has a current Site Plan on file, please contact DGS via email at bres-info@dgs.virginia.gov.

Any New Structures Planned? Required

Any New Structures Added? Required

Any Structures Demolished? Required

Any Structures Sold? (as part of any land disposition) Required

Number of existing buildings on this site?

Is each building fully occupied or utilized? Required

Any portion of the building being used or occupied by another entity or agency? Required

Identify Building(s)

Any land acquired? Required

Any land disposed? Required

Number of Easements recorded from July 1, 2018 through June 30, 2019, (for existing properties).

Agency Surplus Designation Required

Comments

Rcd Mgmt Status: [SUBMITTED TO COVA TRAX] 7/16/2020 3:11:49 PM by TESA.VONBURG@DGS.VIRGINIA.GOV

Upload Documents - Upload related documents here (i.e. deed, ESA, Plat Survey, Purchase Agreement, Source deeds, Title Commitment Policy etc.)

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

No file chosen

If you answered 'Yes' to Structures or Land Added or Demolished or Disposed of, you must upload a new Site Plan



Choose file(s) and Upload any supporting documents

Please remember to hit Save after making any changes or your changes will be lost



Adding a New Site

COVA Trax Web Portal Non-DGS/Agency Administered Lease Land Use M-R FIX Help Hello bres-info@dgs.virginia.gov Logoff Version: 5.0.0

Land Use Plan Search

DUE DATE:
LAND USE PLAN RESPONSES BY 8/31/2020

Name: Agency Code: --SELECT--
 Site ID: Site To Include: --SELECT--
 City: FIPS Code: --SELECT--
 Agency User Status: --SELECT-- Rec Mgmt User Status: --SELECT--

Summary - Double click row to Edit... Export Site Records **Add New**

Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status	Rec Mgmt Status
07/16/20	S-015561	DGS HAWLET BEQUEATH APPOMATTOX CO	BURNETT'S ROAD		APPOMATTOX COUNTY - 011		
07/16/20	S-015554	DGIF HAZEL RIVER (MON. MILLS DAM) CULPEPER -DEMO	HAZEL RIVER		CULPEPER COUNTY - 047		
07/16/20	S-015546	VDOT ROUTE 564 EXPANSION PROJECT NORFOLK	ROUTE 564		NORFOLK CITY - 710		
07/16/20	S-015540	VDOT MORGAN FORD BRIDGE REALIGNMENT	MORGAN'S FORD BOAT LANDING		WARREN COUNTY - 187		
07/16/20	S-001283	VDOT TROY AHQ FLUVANNA COUNTY	FORMER TROY AHQ		FLUVANNA COUNTY - 065		
07/16/20	S-001114	DJJ CULPEPER FACILITY CULPEPER CO	12240 COFFEEWOOD DR		CULPEPER COUNTY - 047		
07/16/20	S-001077	DOC PETERSBURG FARM PRINCE GEORGE CO	RTE 295		PRINCE GEORGE COUNTY - 149		
07/16/20	S-001006	VDOT EBL RAMP TO RT 7 EAST	TOLL BOOTH #1 EBL RAMP		FAIRFAX COUNTY - 059		
07/16/20	S-000977	VDOT RT. 698	ROUTE 698		SHENANDOAH COUNTY - 171		
07/16/20	S-000921	VDOT MULE GRAVEYARD STORAGE LT	RT 231 & 654		MADISON COUNTY - 113		
07/16/20	S-000885	VDOT GARRISONVILLE STORAGE LOT STAFFORD CO	ROUTE 684		STAFFORD COUNTY - 179		
07/16/20	S-000831	VDOT WHALEVILLE SUB AREA HEADQUARTERS	RT 655		SUFFOLK CITY - 800		
07/16/20	S-000679	VDOT BOONES MILL STORAGE AREA	BOONES MILL		FRANKLIN COUNTY - 067		
07/16/20	S-000625	VDOT MAINTENANCE & CONSTRUCTION PROGRAM BLAND	48521 D WOODROW BIRD MEMORIAL HWY		BLAND COUNTY - 021		
07/16/20	S-015605	MRC TANGIER JETTY ACCOMACK CO	THE UPWARDS	TANGIER	ACCOMACK COUNTY - 001		
07/16/20	S-015588			HANOVER	RICHMOND CITY - 760		
07/16/20	S-015588			LEBANON	RUSSELL COUNTY - 167		
07/16/20	S-000735	VSP LONG MOUNTAIN TOWER FACILITY CAMPBELL CO	RTE 24	RUSTBURG	CAMPBELL COUNTY - 031		
07/16/20	S-001001	VDOT COLUMBIA PIKE AHQ ARLINGTON CO	1426 COLUMBIA PIKE	ARLINGTON	ARLINGTON COUNTY - 013		
07/16/20	S-015594	DMA WHITE POST READINESS CENTER CLARKE CO	FEATHERBED RD	WHITE POST	CLARKE COUNTY - 043		

Page 1 of 43 View 1 - 20 of 845



New Site Information

COVA Trax Web Portal Non-DGS/Agency Administered Lease Land Use M-R FIX Help

Hello bres-
info@dgs.virginia.gov! Logoff
Version: 4.0.0

COVA Trax ID:

Agency Code:

Name:

Site Address:

City:

Zip:

Number of existing buildings on th:

Cemeteries:

Comments:

Site Type:

FIPS Code:

Total Acreage:

Latitude:

Longitude:

Employee Residence #:

Number of existing easements on this site:

Antenna?

Upload Documents - Upload related documents here (i.e. deed, ESA, PlatSurvey, Purchase Agreement, Source deeds, Title Commitment Policy etc.)

Site Plan is needed →
Click **Browse (Choose File)** button to select a file from your computer, and then click **Document Upload** button to upload.

Enter new Site location information
(Agency Code, Name, Address info, # of Buildings, Cemeteries, and Comments)

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

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

Enter # of existing easements on this Site

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



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, August 31, 2020 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 BRES-info@dgs.virginia.gov
- **Call:** You can reach the Real Estate Coordinator during regular business hours (Monday through Friday 8:30 AM – 5:30 PM) or by leaving a message at (804) 225-4018.



Virginia's Real Estate & Assets
Management System

Maintenance Reserve Facility Indexing (M-R FIX) User Instructions

Department of General Services
Division of Real Estate & Facilities Management
Bureau 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 BRES-info@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://covatrx.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 BRES-info@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.

M-R Fix Site Search

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

Name:

Site ID:

City:

Agency User Status:

Agency Code: 184-DGS

Site To Include:

RFS Code:

Rec Mgmt User Status:

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

Summary

Last Update Date	COVA Trax ID	Site Name	Site Address	City	RFS Code	Agency Status	Rec Mgmt Status	Info Status
07/16/20	9-012961	DGS HAVILET BEQUEATH APPROXIMAT CO	BURNETT'S ROAD		APPOXIMATON COUNTY - 011			NO
07/16/20	8-001077	DGS PETERSBURG RAIN PRINCE GEORGE CO	RTS 295		PRINCE GEORGE COUNTY - 149			NO
06/15/20	9-013549	DGS CIT COMPLEX NORTHERN VIRGINIA	2214 ROCK HILL ROAD #800	HERNDON	FAIRFAX COUNTY - 029			YES
07/16/20	9-001281	DGS FORT MONROE QUITCLASH FROM USA	FORT MONROE	HAZLETON	HAZLETON CITY - 620			NO
07/16/20	8-001211	DGS BANJAREE TREE TRUST KING WVA	RTE 678	KING WILLIAM COUNTY	KING WILLIAM COUNTY - 021			NO
07/16/20	9-001201	DGS WESTMORELAND PLAZA HENRICO CO	1937 WESTMORELAND ST	HENRICO COUNTY	HENRICO COUNTY - 087			NO
07/16/20	9-000145	DGS DARBETOWN RD SURPLUS WAREHOUSE HENRICO CO	1910 DARBETOWN RD	RICHMOND	HENRICO COUNTY - 087			NO
07/16/20	8-000144	DGS WARRENTON TRACT FAUQUIER CO	16 OF 19TH ST	WARRINGTON	FAUQUIER COUNTY - 041			NO
05/19/20	9-000142	DGS 10.789 ACRES NEWPORT NEWS	12050 JEFFERSON AVE	NEWPORT NEWS	NEWPORT NEWS CITY - 700			NO
07/16/20	9-000140	DGS LURAY DISTRICT LAB PADE CO	77 COURT LN	LURAY	PADE COUNTY - 139			NO
07/16/20	8-000138	DGS THE CARROLLTON RICHMOND CITY	1300 BLANTON AVE	RICHMOND	RICHMOND CITY - 765			NO
07/16/20	9-000137	DGS BROAD ST STATION RICHMOND CITY	2400 W LESH ST	RICHMOND	RICHMOND CITY - 760			NO
07/16/20	9-000136	DGS JAMES MONROE TORRIS RICHMOND CITY	412 S CHERRY ST	RICHMOND	RICHMOND CITY - 760			YES
07/16/20	8-000135	DGS VIRGINIA WAR MEMORIAL RICHMOND CITY	621 S BELVIDERE ST	RICHMOND	RICHMOND CITY - 760			NO
07/16/20	9-000134	DGS LEE MONUMENT RICHMOND CITY	1700 MONUMENT AVE	RICHMOND	RICHMOND CITY - 760			NO
07/16/20	9-000133	DGS CAPITOL AREA RICHMOND CITY	CAPITOL SQUARE	RICHMOND	RICHMOND CITY - 760		SUBMITTED TO COVA TRAX	YES
07/16/20	8-000131	DGS FORNER VEC HQRS RICHMOND CITY	703 E MAIN ST	RICHMOND	RICHMOND CITY - 760			YES

Page 1 of 1



Use the following search features, found at the top of the **M-R FIX Site Search** page, to search for a specific site record. Search fields are not case-sensitive and you can enter all or any portion of an ID or text.

- **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.

M-R Fix - Site Infrastructure Updates

COVA Trax ID: S000122
 Site Address: CAPITOL SQUARE
 Zip: 23218
 FIPS Code: RICHMOND CITY - 790
 Site Type: OFFICE

Name: DGS CAPITOL AREA RICHMOND CITY
 City: RICHMOND
 Total Acreage: 45.88
 Agency Code: TR6
 Site Status: IN USE

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

Comments: _____
 Nearest Major Location: RICHMOND
 Site Condition: URBAN

Category	Our Campus Has This Infrastructure	Age of System/Date Last Restored to New	Infrastructure's Quantity	Units
Water Production	NO			Gallons Per Day
Water Distribution	YES	07/01/1993	00000.00	LF of Primary Distribution
Stormwater Quality	YES	07/01/1993	46.18	Acres
Sewer Treatment	NO			Gallons Per Day
Sewer Collection	YES	07/01/1993	100000.00	LF of Primary Distribution



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.”

The following information must be updated in the “Infrastructure – Details requested for Maintenance & Reserve budgeting, responses due by 8/31/2020” section. *To avoid losing your changes, be sure to click on ‘Save’ to close the record and return to the Search page.*

****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.***

UPDATES FOR THIS YEAR

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) in the future 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 **August 31**.

Infrastructure questions within each Site record

In each Site record, in the section labeled “Infrastructure - Details requested for Maintenance & Reserve budgeting, responses due by 8/31/2020”, 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 any more information that may be of use in the ‘Comments’ box at the top.
- 4: Repeat for each existing and newly-added Site record.

*****Important Note: Click “Save” after updating each Site record or your changes will be lost.***



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 8/31/2020”**, click on the ‘Download’ link to export a spreadsheet of your agency’s listing of all improvements for each Site.

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 you select “Other” in the Primary Functional Group column, please enter a use description in the next column.
4. 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, August 31, 2020.

Please update all M-R FIX records by close of business on **Monday, August 31, 2020**.



DREFM

Division of Real Estate and Facilities Management
Bureau of Real Estate Services

dgs.virginia.gov



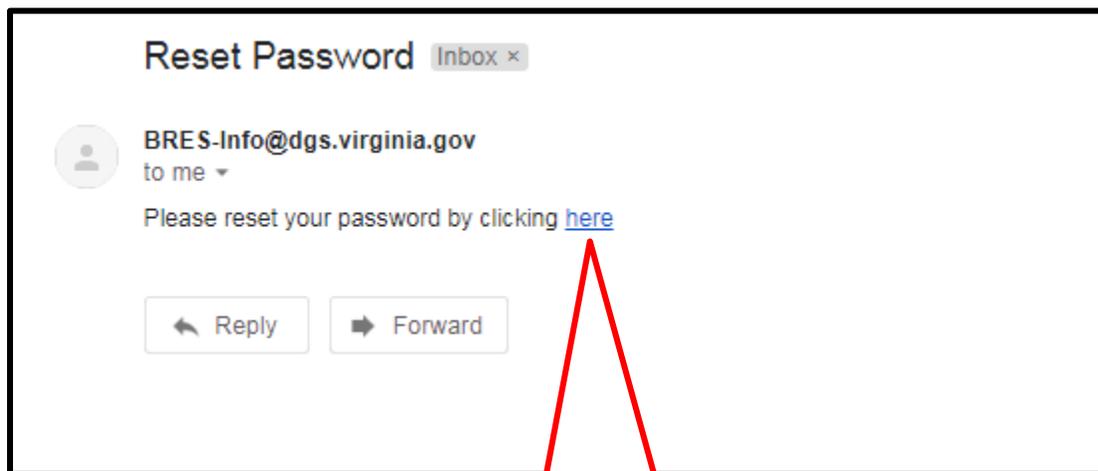
Virginia's Real Estate & Assets
Management System

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

**Department of General Services
Division of Real Estate & Facilities Management
Bureau of Real Estate Services**



User ID Email from DGS



New Users Only

You will receive an email from BRES-Info@dgs.virginia.gov to confirm your account and setup password. Click on the “**here**” link, and you will be directed to the **Reset Password** page.



Setting up Your Password

COVA Trax Web Portal Log in

Reset Password

Email:

Confirm Email:

Password:

Confirm password:

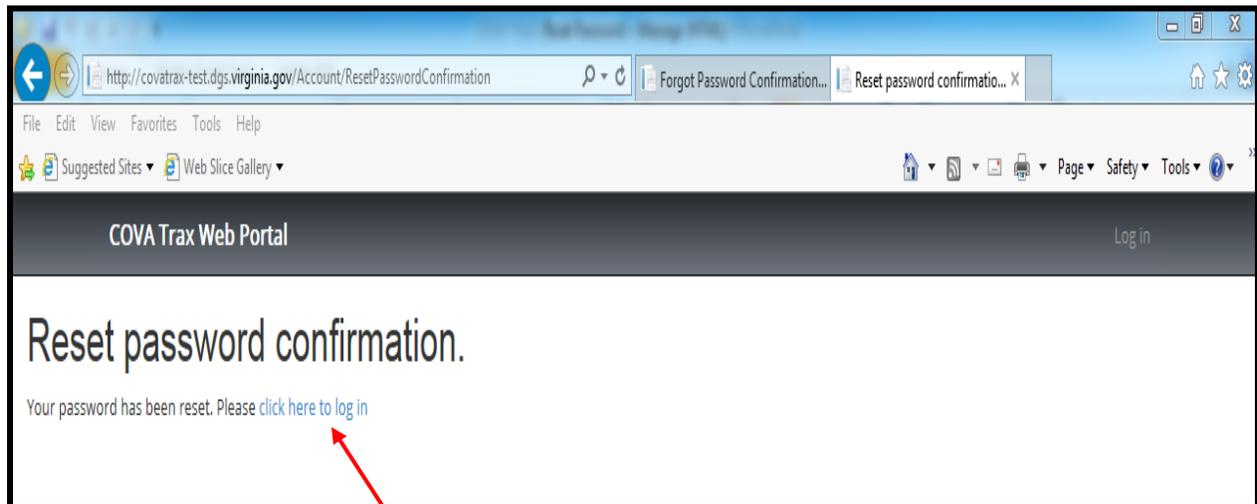
Password Policy

1. Passwords must be at least **8 characters long**.
2. Passwords must include the following 4 categories:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Special characters
3. Password must be changed every **90 days**.

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 and you can now **“Click Here to log in”** to the COVA Trax Web Portal.



DREFM

Division of Real Estate and Facilities Management
Bureau of Real Estate Services

dgs.virginia.gov

Log In Page

The screenshot shows the login interface for the COVA Trax system. It features a login form with fields for 'User Name' and 'Password', a 'Remember me' checkbox, and a 'Login' button. A 'Forgot your password?' link is located below the password field. The page also includes a banner with the COVA Trax logo and the text 'Virginia's Real Estate & Assets Management System'. The banner is divided into four quadrants: top-left shows architectural drawings, top-right shows a building facade, bottom-left shows the Virginia State Capitol building, and bottom-right shows a sunset over water. Two red callout boxes provide instructions: one points to the login form and the other points to the 'Forgot your password?' link.

Enter your user name (your email address) and password then click **Login**

If you forget your password, Click **Forgot your password** to reset it

© 2020 - Department of General Services | COVA Trax User Guide



Welcome Page

Select M-R FIX



Search Options

COVA Trax Web Portal Non-DGS/Agency Administered Lease Land Use M-R FIX Help Hello bres-info@dgs.virginia.gov Logoff Version: 5.0.0

M-R Fix Site Search

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

Name: Agency Code: 194-DGS

Site ID: Site To Include: -SELECT-

City: RPS Code: -SELECT-

Agency User Status: -SELECT- Rec Mgmt User Status: -SELECT-

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

Summary - Double click row to Edit. Export Site Records Export Infrastructure Answers

Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status	Rec Mgmt Status	Infra Status
07/16/20	S-013561	DGS HAWLET BEEHATH APPOMATXN CO	BURNETT'S ROAD	APPOMATXN COUNTY - 011				NO
07/16/20	S-010177	DGS JOHNSBURG FARM PRINCE GEORGE CO	RTE 295	PRINCE GEORGE COUNTY - 149				NO
07/16/20	S-013562	DGS HAWLET BEEHATH APPOMATXN CO	BURNETT'S ROAD	APPOMATXN COUNTY - 011				YES
07/16/20	S-000137	DGS BROAD ST STATION RICHMOND CITY	2400 W LEIGH ST	RICHMOND	RICHMOND CITY - 760			NO
07/16/20	S-000136	DGS JAMES MONROE TOMB RICHMOND CITY	412 S CHERRY ST	RICHMOND	RICHMOND CITY - 760			YES
07/16/20	S-000135	DGS VIRGINIA WAR MEMORIAL RICHMOND CITY	621 S BELVIDERE ST	RICHMOND	RICHMOND CITY - 760			NO
07/16/20	S-000134	DGS LEE MONUMENT RICHMOND CITY	1700 MONUMENT AVE	RICHMOND	RICHMOND CITY - 760			NO
07/16/20	S-000133	DGS CAPITOL AREA RICHMOND CITY	CAPITOL SQUARE	RICHMOND	RICHMOND CITY - 760		SUBMITTED TO COVA TRAX	YES
07/16/20	S-000121	DGS FORMER VEC HQTRS RICHMOND CITY	703 E MAIN ST	RICHMOND	RICHMOND CITY - 760			YES

Page 1 of 1 View 1 - 17 of 17

Search by **Site Name, Site ID, City, Agency User Status, Agency Code, Site to Include** (i.e. a new or existing site), or by **FIPS Code**. ("Empty Status" are Site records that need to be reviewed and updated by the Agency and "Ready for REC Mgmt" are records that have been updated by your agency. "Submitted To CovaTrax" status indicates 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

COVA Trax Web Portal Non-DGS/Agency Administered Lease Land Use M-R FIX Help Hello bres-info@dgs.virginia.gov Logoff Version: 5.0.0

M-R Fix Site Search

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

Name: Agency Code: 194-DGS

Site ID: Site To Include: -SELECT-

City: FIPS Code: -SELECT-

Agency User Status: -SELECT- Rec Mgmt User Status: -SELECT-

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

Summary - Double click row to Edit Export Site Records Export Infrastructure Answers

Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status	Rec Mgmt Status	Infra. Status
07/16/20	S-015361	DGS HANLET BEQUES - APPROXATON CO	BURNETT'S ROAD		APPOMATON COUNTY - 011			NO
07/16/20	S-001077	DOC PETERSBURG FARM - PRINCE GEORGE CO	RTE 295		PRINCE GEORGE COUNTY - 149			NO
06/15/20	S-015349	DGS CTT COMPLEX - NORTHERN VIRGINIA	2214 ROCK HILL ROAD #600	HERNDON	FAIRFAX COUNTY - 039			YES
			OWROE	HAMPTON	HAMPTON CITY - 650			NO
				KING WILLIAM COUNTY	KING WILLIAM COUNTY - 101			NO
			ESTMORELAND ST	HENRICO COUNTY	HENRICO COUNTY - 087			NO
07/16/20	S-000145	DGS DARBYTOWN RD SURPLUS WAREHOUSE HENRICO CO	1910 DARBYTOWN RD	RICHMOND	HENRICO COUNTY - 087			NO
07/16/20	S-000144	DGS WARRENTON TRACT FAUQUIER CO	NE OF FIFTH ST	WARRENTON	FAUQUIER COUNTY - 061			NO
05/19/20	S-000142	DGS 10.7789 ACRES NEWPORT NEWS	12050 JEFFERSON AVE	NEWPORT NEWS	NEWPORT NEWS CITY - 700			NO
07/16/20	S-000140	DGS LURAY DISTRICT LAB PAGE CO	77 COURT LN	LURAY	PAGE COUNTY - 139			NO
07/16/20	S-000138	DGS THE CARROLL RICHMOND CITY	1300 BLANTON AVE	RICHMOND	RICHMOND CITY - 760			NO
07/16/20	S-000137	DGS BROAD ST STATION RICHMOND CITY	2400 W LEIGH ST	RICHMOND	RICHMOND CITY - 760			NO
07/16/20	S-000136	DGS JAMES MONROE TOMB RICHMOND CITY	412 S CHERRY ST	RICHMOND	RICHMOND CITY - 760			YES
07/16/20	S-000135	DGS VIRGINIA WAR MEMORIAL RICHMOND CITY	621 S BELVIDERE ST	RICHMOND	RICHMOND CITY - 760			NO
07/16/20	S-000134	DGS LEE MONUMENT RICHMOND CITY	1700 MONUMENT AVE	RICHMOND	RICHMOND CITY - 760			NO
07/16/20	S-000133	DGS CAPITOL AREA RICHMOND CITY	CAPITOL SQUARE	RICHMOND	RICHMOND CITY - 760		SUBMITTED TO COVA TRAX	YES
07/16/20	S-000121	DGS FORMER VEC HQTRS RICHMOND CITY	703 E MAIN ST	RICHMOND	RICHMOND CITY - 760			YES

Page 1 of 1 View 1 - 17 of 17

Click to expand
Download/Upload Property
Spreadsheet Updates

To review your answers to the
infrastructure questions, click
here to export a complete listing

Click here to export site records



Adding/Editing Existing MR-FIX records

COVA Trax Web Portal Non DGS/Agency Administered Lease Land Use M R FIX Help Hello hana.info@dgs.virginia.gov Version: 5.0.0

M-R Fix Site Search

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

Name:

Site ID:

City:

Agency User Status:

Agency Code: 123 DMA

Site To Include:

HPS Code:

Rec Mgmt User Status:

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

Agency	Download	Upload
123 DMA	<input type="button" value="Download"/>	<input type="button" value="Upload"/>

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

Summary Double click row to Edit Export Site Records Export Infrastructure Promotes

Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status	Rec Mgmt Status	Info Status
07/16/20	S-015594	DMA WHITE POST READINESS CENTER CLARKE CO	FEATHERBED RD	WHITE POST	CLARKE COUNTY - 514			YES
07/16/20	S-001326	DMA ROANOKE READINESS CENTER BOTETOURT CO	201 STUTE DR	TROUBLE	BOTETOURT COUNTY - 033			YES
07/16/20	S-001248	DMA BLACKSTONE READINESS CENTER NOTTOWAY CO	1088 DANVILLE RD	BLACKSTONE	NOTTOWAY COUNTY - 135			YES
07/16/20	S-001130	DMA FAYFAK READINESS CENTER FAYFAK CO	5797 BRADDOCK RD	FAYFAK	FAYFAK COUNTY - 059			YES
07/16/20	S-000035	DMA WOODSTOCK READINESS CENTER SHEVANDOAH CO	541 HOOVER RD	WOODSTOCK	SHEVANDOAH COUNTY - 171			YES
07/16/20	S-000034	DMA CEDAR BLUFF READINESS CENTER TAZEWELL CO	173 BSAVONIS DR	CEDAR BLUFF	TAZEWELL COUNTY - 183			YES
07/16/20	S-000033	DMA LEVINGTON READINESS CENTER ROCKBRIDGE CO	95 HINES LN	LEVINGTON	ROCKBRIDGE COUNTY - 163			YES
07/16/20	S-000032	DMA SOUTH BOSTON READINESS CENTER HALFAY CO	702 HAMILTON BLVD	SOUTH BOSTON	HALFAY COUNTY - 083			YES
07/16/20	S-000029	DMA STANTON DHS 12 STANTON	137 CALDWAY ST	STANTON	STANTON CITY - 790			YES
07/16/20	S-000028	DMA CAMP PENDLETON SMR VA BEACH	200 RED HORSE DR AND GENERAL BOOTH BLVD	VIRGINIA BEACH	VIRGINIA BEACH CITY - 810			YES
07/16/20	S-000027	DMA WALLER DOROT ARLBERT CO	3001 WALLER RD	RICHLAND	ARLBERT COUNTY - 087			YES
07/16/20	S-000026	DMA WARRENTON READINESS CENTER RAUQUER CO	692 WATERLUTZ RD	WARRENTON	RAUQUER COUNTY - 061			YES
07/16/20	S-000025	DMA SUFFOLK READINESS CENTER SUFFOLK CITY	2761 GOODWIN BLVD	SUFFOLK	SUFFOLK CITY - 800			YES
07/16/20	S-000024	DMA STANTON READINESS CENTER STANTON CITY	500 THORNROSE AVE	STANTON	STANTON CITY - 790			YES
07/16/20	S-000023	DMA ROCKY MOUNT READINESS CENTER FRANKLIN CO	212 THAWROD RD	ROCKY MOUNT	FRANKLIN COUNTY - 067			YES
07/16/20	S-000020	DMA PULASKI READINESS CENTER PULASKI CO	RTE 11 S DRAPER HTN	PULASKI	PULASKI COUNTY - 155			YES
07/16/20	S-000015	DMA PORTSMOUTH READINESS CTR AND DHS S PORTSMOUTH	3200 CLAWFORD LN	PORTSMOUTH	PORTSMOUTH CITY - 740			YES

Double Click on the Site Name to open the M-R Fix record



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, August 31, 2020 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 BRES-info@dgs.virginia.gov
- **Call:** You can reach the Real Estate Coordinator during regular business hours (Monday through Friday 8:30 AM – 5:30 PM) or by leaving a message at (804) 225-4018.



Virginia's Real Estate & Assets
Management System

Non-DGS/Agency Administered Lease (NAAL) User Instructions

Department of General Services
Division of Real Estate & Facilities Management
Bureau 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 BRES-info@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://covatrx.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 BRES-info@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.

Non-DGS/Agency Administered Lease Search

UPDATES DUE BY 10/01/2020

Agency Code: --SELECT--
 COVA Trax ID:
 Agency User Status: --SELECT--

Property City:
 Lease Name:
 Rec Mgmt User Status: --SELECT--

Current Term Start Date: From To
 Current Term End Date:

Summary

Delete	Last Update Date	COVA Trax Id	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agency Status	Rec. Mgmt Status
X	07/09/20	L-001225	GMU	GMU 10185 EVESHAM LN RESIDENCE FAIRFAX	10185 EVESHAM LN	FAIRFAX	22030	08/01/19	07/31/20		
X	07/09/20	L-001226	GMU	GMU 10199 EVESHAM LN RESIDENCE FAIRFAX	10199 EVESHAM LN	FAIRFAX	22030	08/01/19	07/31/20		
X	07/09/20	L-001230	GMU	GMU 4031 UNIVERSITY BLVD RM 107 AND 109-112	4031 UNIVERSITY DR	FAIRFAX	22030-3409	07/01/19	06/30/22		
X	07/09/20	L-001231	GMU	GMU 4031 UNIVERSITY DR RM 113, 116, 117, 129, 130	4031 UNIVERSITY DR	FAIRFAX	22030-3409	07/01/19	06/30/20		
X	07/09/20	L-001232	GMU	GMU 50 ACRES LAND POPES HEAD RD FAIRFAX	11022 POPES HEAD RD	FAIRFAX	00000	03/02/10	03/01/22		
X	07/09/20	L-001235	GMU	GMU COMMERCE I AND II FINANCE LEASE FAIRFAX	4085 UNIVERSITY DR # 87	FAIRFAX	22030-3407	03/02/15	03/02/20		
X	07/09/20	L-001239	GMU	GMU LAND BROADLANDS SOUTH SECT 202 LOUDOUN CO	BROADLANDS SOUTH SECTION 202	LOUDOUN CO	22936	12/11/09	06/30/21		
X	07/09/20	L-001240	GMU	GMU MATHY HOUSE PRESIDENTS RESIDENCE FAIRFAX	11020 POPES HEAD RD	FAIRFAX	22030-4608	11/01/95	06/30/23		
X	07/09/20	L-001242	GMU	GMU OFFICE LEASE 108 N 8TH ST RICHMOND	108 NORTH EIGHTH ST	RICHMOND	23225	10/01/17	09/30/20		
X	07/09/20	L-001243	GMU	GMU OFFICE/RESEARCH MANASSAS	9438 INNOVATION LOOP	MANASSAS	20110	10/01/17	09/30/22		
X	07/09/20	L-001246	GMU	GMU PROCUREMENT TECH ASST PRGM RM 118-121, 125 AND 126	4031 UNIVERSITY DR	FAIRFAX	22030-3409	07/01/19	06/30/20		



Use the following search features, found at the top of the **Lease Search** page, to search for a specific NAAL record. Search fields are not case-sensitive and you can enter all or any portion of an ID or text.

- **Agency Code** - 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) – are 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.

Update an Existing Non-DGS/Agency Administered Lease - update due by 10/01/2020

COVA Trax ID: L-000724	Agency Code: 104-DGS
Tenant ID: T-000032	Property Address: 1300 E MAIN ST
Lease Name: SVA BFM SOC TYLER FLS LB-9	Property City: RICHMOND
Lease Accounting Type: RECEIVABLE	Postal Code: 23219-3830
Longitude: -77.4324	Latitude: 37.5359

Previous Fiscal Year: 2020 | Revised Fiscal Year: 2021

Previously Reported Tenant Name: SOC	Revised Tenant Name:
Previously Reported Landlord Name: DGS	Revised Landlord Name:
Previously Reported Lease Type: FULL SERVICE	Revised Lease Type: -SELECT-
Previously Reported Agreement Type: SPACE ASSIGNMENT	Revised Agreement Type: -SELECT-
Previously Reported Leased Area: 230387.00	Revised Leased Area:
Previously Reported Unit of Measurement: SQUARE FEET	Revised Unit of Measurement: -SELECT-
Previously Reported Head Count: 0	Current Head Count:
Previously Reported Annual Rent: 0.00	Current Annual Rent:
Commencement Date: 07/01/2015	Original Lease End Date: 06/30/2018
Current Commencement Date: 07/01/2019	Revised Current Commencement Date:
Current Lease End Date: 06/30/2020	Revised Current Lease End Date:
Has the lease been terminated? Yes <input type="radio"/> No <input checked="" type="radio"/>	Current Annual Rent covers: 7/1/2020 - 6/30/2021

Comments:

Upload Documents - Upload related documents here (i.e. Lease, Amendment, Option Letter etc.)

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



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 2020". 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 2021 data:**
 - If all or most of the information for Fiscal Year 2020 is the same for Fiscal Year 2021, click **"Copy"** to copy the information on the left into the boxes on the right for Fiscal Year 2021, and then make any necessary updates
 - **Current Annual Rent** must be updated for Fiscal Year 2021. Enter the annual rent cost for Fiscal Year 2021, this would be total rent due for the period of July 1, 2020 through June 30, 2021 (e.g. 7600.00 or 20346.79)
 - If the information for Fiscal Year 2021 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.)
- **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.). 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 Termination Date.**

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 that 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.

Non-DGS/Agency Administered Lease Search

UPDATES DUE BY 10/01/2020

Agency Code: --SELECT--
 COVA Trax ID:
 Agency User Status: --SELECT--
 Property City:
 Lease Name:
 Rec Mgmt User Status: --SELECT--
 Current Term Start Date: From To
 Current Term End Date: From To

Search Reset

Summary Double click row to Edit. Export Lease Records **Add New**

Delete	Last Update Date	COVA Trax Id	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agency Status	Rec. Mgmt Status
X	07/09/20	L-001225	GMU	GMU 10185 EVESHAM LN RESIDENCE FAIRFAX	10185 EVESHAM LN	FAIRFAX	22030	08/01/19	07/31/20		
X	07/09/20	L-001226	GMU	GMU 10199 EVESHAM LN RESIDENCE FAIRFAX	10199 EVESHAM LN	FAIRFAX	22030	08/01/19	07/31/20		
X	07/09/20	L-001230	GMU	GMU 4031 UNIVERSITY BLVD RM 107 AND 109-112	4031 UNIVERSITY DR	FAIRFAX	22030-3409	07/01/19	06/30/22		
X	07/09/20	L-001231	GMU	GMU 4031 UNIVERSITY DR RM 113, 115, 117, 129, 130	4031 UNIVERSITY DR	FAIRFAX	22030-3409	07/01/19	06/30/20		
X	07/09/20	L-001232	GMU	GMU 50 ACRES LAND POPE'S HEAD RD FAIRFAX	11022 POPE'S HEAD RD	FAIRFAX	00000	03/02/10	03/01/22		
X	07/09/20	L-001235	GMU	GMU COMMERCE I AND II FINANCE LEASE FAIRFAX	4085 UNIVERSITY DR # 87	FAIRFAX	22030-3407	03/02/15	03/02/30		
X	07/09/20	L-001239	GMU	GMU LAND BROADLANDS SOUTH SECT 202 LOUDOUN CO	BROADLANDS SOUTH SECTION 202	LOUDOUN CO	25936	12/11/09	06/30/21		
X	07/09/20	L-001240	GMU	GMU MATHY HOUSE PRESIDENTS RESIDENCE FAIRFAX	11020 POPE'S HEAD RD	FAIRFAX	22030-4608	11/01/95	06/30/23		
X	07/09/20	L-001242	GMU	GMU OFFICE LEASE 108 N 8TH ST RICHMOND	108 NORTH EIGHTH ST	RICHMOND	23225	10/01/17	09/30/20		
X	07/09/20	L-001243	GMU	GMU OFFICE/RESEARCH MANASSAS	9438 INNOVATION LOOP	MANASSAS	20110	10/01/17	09/30/22		
X	07/09/20	L-001246	GMU	GMU PROCUREMENT TECH ASST PRGM RM 118-121, 125 AND 126	4031 UNIVERSITY DR	FAIRFAX	22030-3409	07/01/19	06/30/20		



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** - 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 2021, this would be total rent due for the period of July 1, 2020 through June 30, 2021 (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)

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

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

Agency Code:

Lease Name:

FIPS Code:

Property Address:

City:

Zip Code:

Lease Type:

Agreement Type:

Leased Area:

Unit of Measurement:

Current Commencement Date:

Agency Lease ID:

Payable/Receivable Type:

Tenant Name:

Landlord Name:

Latitude:

Longitude:

Lease Use:

Annual Rent:

Head Count:

Current Lease End Date:

Upload Documents - Upload related documents here (i.e. Lease, Amendment, Option Letter etc.)

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



DREFM

Division of Real Estate and Facilities Management
Bureau of Real Estate Services

dgs.virginia.gov

Step 7: Review, verification and updating of existing Lease records and adding any new Lease records must be completed by close of business on Thursday, October 1, 2020.

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 **Thursday, October 1, 2020**. 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.



DREFM

Division of Real Estate and Facilities Management
Bureau of Real Estate Services

dgs.virginia.gov



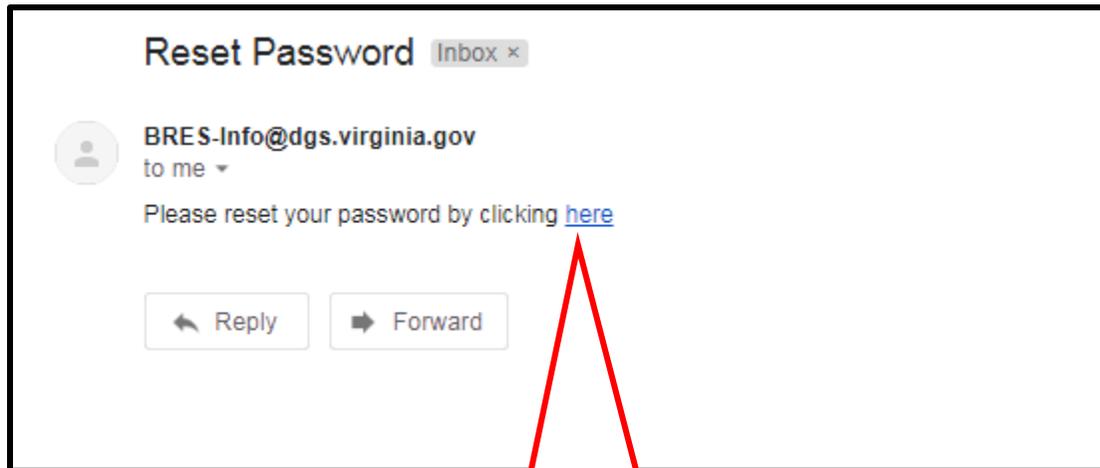
Virginia's Real Estate & Assets
Management System

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

**Department of General Services
Division of Real Estate & Facilities Management
Bureau of Real Estate Services**



User ID Email from DGS



New Users Only

You will receive an email from BRES-Info@dgs.virginia.gov to confirm your account and setup password. Click on the “**here**” link, and you will be directed to the **Reset Password** page.



Setting up Your Password

COVA Trax Web Portal Log in

Reset Password

Email:

Confirm Email:

Password:

Confirm password:

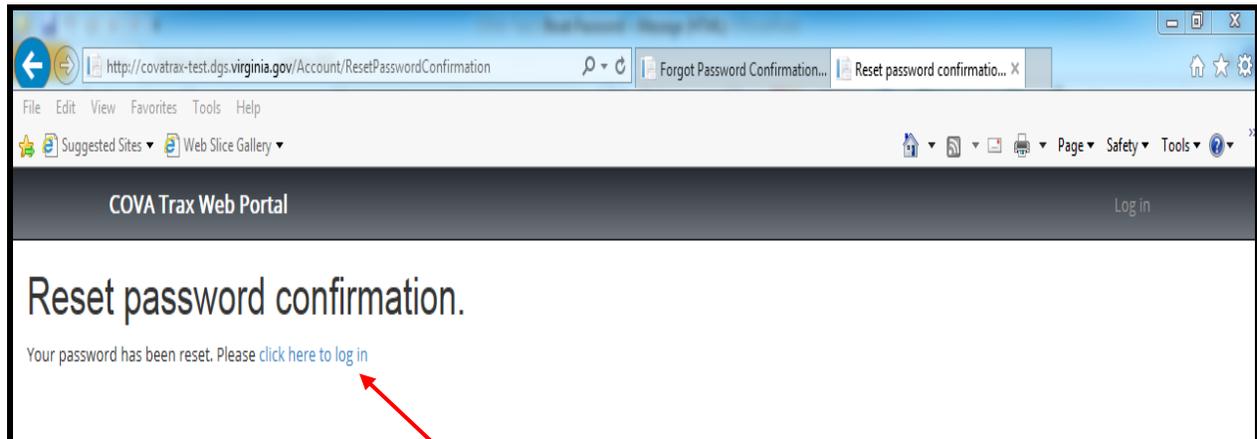
Password Policy

1. Passwords must be at least **8 characters long**.
2. Passwords must include the following 4 categories:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Special characters
3. Password must be changed every **90 days**.

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 and you can now click on the **“Click Here to log in”** link to login to the COVA Trax Web Portal.



DREFM

Division of Real Estate and Facilities Management
Bureau of Real Estate Services

dgs.virginia.gov

Log In Page

The screenshot shows the login interface for the COVA Trax system. It features a green login form with fields for 'User Name' and 'Password', a 'Remember me' checkbox, and a 'Login' button. A 'Forgot your password?' link is located below the form. The page also includes a background image of a classical building, the COVA Trax logo, and the text 'Virginia's Real Estate & Assets Management System'. Two red-bordered callout boxes provide instructions: one points to the login form and the other points to the 'Forgot your password?' link.

Enter your user name (your email address) and password then click **Login**

If you forget your password, Click **Forgot your password** to reset it

© 2020 - Department of General Services | COVA Trax User Guide



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

COVA Trax Web Portal Non-DGS/Agency Administered Lease Land Use M-R FIX Help

Hello bres-info@dgs.virginia.gov Logoff Version: 5.0.0

COVA Trax Portal

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.

Select Non-DGS/Agency Administered Lease



Search Options

Non-DGS/Agency Administered Lease Search

UPDATES DUE BY 10/01/2020

Agency Code: 194-DGS

Property City:

COVA Trax ID:

Lease Name:

Agency User Status: :SELECT:

Rec Mgmt User Status: :SELECT:

Current Term Start Date:

Current Term End Date:

Search Reset

Search by Property, City, or Lease Name

Search by COVA Trax ID

Search by Current Lease Term Start Date or End Date

Summary - Double click row to Edit... Export Lease Records Add New

Last Update Date	COVA Trax Id	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agency Status	Rec. Mgmt Status
07/16/20	L-000724	DGS	SVA DGS BPM SOC TYLER BLS LB-9	1300 E MAIN ST	RICHMOND	23219-3630	07/01/19	06/30/20		
07/16/20	L-000745	DGS	SVA DGS BPM VDOT CENTRAL HIGHWAY BLDG	1401 E BROAD ST	RICHMOND	23219	07/01/18	06/30/20		
07/16/20	L-000746	DGS	SVA DGS BPM VDOT HIGHWAY ANNEX BLDG	1401 E BROAD ST	RICHMOND	23219	07/01/18	06/30/20		
07/16/20	L-000747	DGS	SVA DGS BPM VDOT MEMORIAL HOSPITAL BLDG	1401 E BROAD ST	RICHMOND	23219	07/01/18	06/30/20		
07/16/20	L-003675	DGS	IL DGS VCUHS PARKING 9TH AND FRANKLIN STS RICHMOND	9TH AND FRANKLIN STS	RICHMOND	23219	01/01/17	12/31/21		
07/16/20	L-003652	DGS	MOU DGS CITY OF RICHMOND GOVERNOR STREET	GOVERNOR STREET FROM BROAD ST TO BANK ST	RICHMOND	23219	01/10/17	01/10/37		
07/16/20	L-003822	DGS	SVA DGS BPM HOUSE OF DELEGATES POCAHONTAS BUILDING	900 E MAIN ST	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-003820	DGS	SVA DGS BPM HOUSE APPROPRIATIONS POCAHONTAS BUILDING	900 E MAIN ST	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-003814	DGS	SVA DGS BPM SENATE FINANCE COMMITTEE POCAHONTAS BUILDING	900 E MAIN ST	RICHMOND	23219	07/01/19	06/30/20		

Agency User Status = "Empty status" are lease records that need to be reviewed and updated by the Agency; "No change needed" means Agency has reported no changes from the previous FY by copying prior year values and saving the lease record; and "Ready for REC Mgmt" are records that have been updated by your agency with at least one change and are ready for DGS Records Management review

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

Page 1 of 1 20

View 1 - 19 of 19



Reviewing/Exporting Existing Leases

Non-DGS/Agency Administered Lease Search

UPDATES DUE BY 10/01/2020

Agency Code: Property City:

COVA Trax ID: Lease Name:

Agency User Status: Rec Mgmt User Status:

Current Term Start Date: From To

Current Term End Date:

Summary - Double click row to Edit...

Last Update Date	COVA Trax Id	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agency Status	Rec. Mgmt Status
07/16/20	L-000724	DGS	SVA DGS BFM SCC TYLER FLS LB-9	1300 E MAIN ST	RICHMOND	23219-3630	07/01/19	06/30/20		
				D ST	RICHMOND	23219	07/01/18	06/30/20		
				D ST	RICHMOND	23219	07/01/18	06/30/20		
				D ST	RICHMOND	23219	07/01/18	06/30/20		
				ANKLIN STS	RICHMOND	23219	01/01/17	12/31/21		
07/16/20	L-003652	DGS	MOU DGS CITY OF RICHMOND GOVERNOR STREET	GOVERNOR STREET FROM BROAD ST TO BANK ST	RICHMOND	23219	01/10/17	01/10/17		
07/16/20	L-003822	DGS	SVA DGS BFM HOUSE OF DELEGATES POCAHONTAS BUILDING	900 E MAIN ST	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-003820	DGS	SVA DGS BFM HOUSE APPROPRIATIONS POCAHONTAS BUILDING	900 E MAIN ST	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-003814	DGS	SVA DGS BFM SENATE FINANCE COMMITTEE POCAHONTAS BUILDING	900 E MAIN ST	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-003815	DGS	SVA DGS BFM SENATE POCAHONTAS BUILDING	900 E MAIN ST	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-003819	DGS	SVA DGS BFM DLAS POCAHONTAS BUILDING	900 E MAIN ST	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-003943	DGS	IL DGS ATT/TRIOTON DGS THE CARILLON COMMUNICATIONS ANTENNA	1300 BLANTON AVE	RICHMOND	23221	06/01/04	05/31/24		
07/16/20	L-004128	DGS	DGS DCLS 3 LEVEL PARKING DECK BOND FINANCE LEASE RICHMOND	600 N 9TH ST	RICHMOND	23219-1429	07/15/01	08/25/21		
07/16/20	L-004141	DGS	IL DGS SURCT BLDG LUMOS NETWORKS INC RICHMOND	100 N 9TH ST	RICHMOND	23219	08/15/19	08/14/20		
07/16/20	L-004410	DGS	TTA DGS TO VDOT GUARD HOUSE BROAD ST RICHMOND	1401 E BROAD ST	RICHMOND	23218	12/01/18	11/30/23		
07/16/20	L-004590	DGS	SVA DGS BFM HOUSE OF DELEGATES CAPITOL BUILDING	CAPITOL SQUARE	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-004587	DGS	SVA DGS BFM DLAS POCAHONTAS BUILDING	900 E MAIN ST	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-004599	DGS	IL DGS RECONCILIATION TRIANGLE PROJECT CITY OF RICHMOND	14TH AND MAIN STS	RICHMOND	23219	10/01/06	09/30/56		
07/16/20	L-004589	DGS	SVA DGS BFM FLEET MGMT OFFICE BLDG	2400 W LEIGH ST	RICHMOND	23220	07/01/19	06/30/20		

Page 1 of 1

View 1 - 19 of 19

Click here to download a complete listing of all Agency Lease records

Screen view shows 20 records at a time. Click left or right arrows to view additional Lease records

Displays a count of total Lease records



View an Existing Lease

Non-DGS/Agency Administered Lease Search

UPDATES DUE BY 10/01/2020

Agency Code: Property City:

COVA Trax ID: Lease Name:

Agency User Status: Rec Mgmt User Status:

Current Term Start Date: From To

Current Term End Date:

Summary - Double click row to Edit.

Last Update Date	COVA Trax Id	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agency Status	Rec. Mgmt Status
07/16/20	L-000724	DGS	SVA DGS BFM SCC TYLER FLS LB-9	1300 E MAIN ST	RICHMOND	23219-3630	07/01/19	06/30/20		
07/16/20	L-000745	DGS	SVA DGS BFM VDOT CENTRAL HIGHWAY BLDG	1401 E BROAD ST	RICHMOND	23219	07/01/18	06/30/20		
07/16/20	L-000746	DGS	SVA DGS BFM VDOT HIGHWAY WINEX BLDG	1401 E BROAD ST	RICHMOND	23219	07/01/18	06/30/20		
07/16/20	L-000747	DGS	SVA DGS BFM VDOT MEMORIAL HOSPITAL BLDG	1401 E BROAD ST	RICHMOND	23219	07/01/18	06/30/20		
07/16/20	L-003675	DGS	IL DGS VCUHS PARKING 9TH AND FRANKLIN STS RICHMOND	9TH AND FRANKLIN STS	RICHMOND	23219	01/01/17	12/31/21		
07/16/20	L-003652	DGS	MOU DGS CITY OF RICHMOND GOVERNOR STREET	GOVERNOR STREET FROM BROAD ST TO BANK ST	RICHMOND	23219	01/10/17	01/10/27		
07/16/20	L-003822	DGS	SVA DGS BFM HOUSE OF DELEGATES POCAHONTAS BUILDING	900 E MAIN ST	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-003820	DGS			MD	23219	07/01/19	06/30/20		
07/16/20	L-003814	DGS			MD	23219	07/01/19	06/30/20		
07/16/20	L-003815	DGS			MD	23219	07/01/19	06/30/20		
07/16/20	L-003819	DGS	SVA DGS BFM DLAS POCAHONTAS BUILDING	900 E MAIN ST	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-003943	DGS	IL DGS ATT/TRITON DGS THE CARILLON COMMUNICATIONS ANTENNA	1300 BLANTON AVE	RICHMOND	23221	06/01/04	05/31/24		
07/16/20	L-004128	DGS	DGS DCLS 3 LEVEL PARKING DECK BOND FINANCE LEASE RICHMOND	600 N 5TH ST	RICHMOND	23219-1439	07/15/01	08/25/21		
07/16/20	L-004141	DGS	IL DGS SUPCT BLDG LUMOS NETWORKS INC RICHMOND	100 N 9TH ST	RICHMOND	23219	08/15/19	08/14/20		
07/16/20	L-004410	DGS	TTA DGS TO VDOT GUARD HOUSE BROAD ST RICHMOND	1401 E BROAD ST	RICHMOND	23218	12/01/18	11/30/23		
07/16/20	L-004390	DGS	SVA DGS BFM HOUSE OF DELEGATES CAPITOL BUILDING	CAPITOL SQUARE	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-004387	DGS	SVA DGS BFM DLS POCAHONTAS BUILDING	900 E MAIN ST	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-004399	DGS	IL DGS RECONCILIATION TRIANGLE PROJECT CITY OF RICHMOND	14TH AND MAIN STS	RICHMOND	23219	10/01/06	09/30/16		
07/16/20	L-004389	DGS	SVA DGS BFM FLEET MGMT OFFICE BLDG	2400 W LEIGH ST	RICHMOND	23220	07/01/19	06/30/20		

Page 1 of 1

View 1 - 19 of 19



Updating an Existing Lease

COVA Trax Web Portal Non-DGS/Agency Administered Lease Land Use M-R FIX Help Hello bres-info@dgs.virginia.gov! Logoff Version: 5.0.0

Update an Existing Non-DGS/Agency Administered Lease - update due by 10/01/2020

COVA Trax ID: L-000724 Agency Code: 194-DGS
 Tenant ID: T-000332 Property Address: 1300 E MAIN ST
 Lease Name: SVA DGS BFM SCC TYLER FLS LB-9 Property City: RICHMOND
 Lease Accounting Type: RECEIVABLE Postal Code: 23219-3630
 Longitude: -77.4824 Latitude: 37.5359

New Feature to update incorrect Longitude & Latitude coordinates

Previous Fiscal Year 2020 | Revised Fiscal Year 2021

Previously Reported Tenant Name: SCC Revised Tenant Name:
 Previously Reported Landlord Name: DGS Revised Landlord Name:
 Previously Reported Lease Type: FULL SERVICE Revised Lease Type: --SELECT--
 Previously Reported Agreement Type: SPACE ASSIGNMENT Revised Agreement Type: --SELECT--
 Previously Reported Leased Area: 0.00 Revised Leased Area:
 Previously Reported Unit of Measurement: SQUARE FEET Revised Unit of Measurement: --SELECT--
 Previously Reported Head Count: 0 Current Head Count:
 Previously Reported Annual Rent: 47437.00 Current Annual Rent:
 Commencement Date: 07/01/2015 Original Lease End Date: 06/30/2016
 Current Commencement Date: 07/01/2019 Revised Current Commencement Date:
 Current Lease End Date: 06/30/2020 Revised Current Lease End Date:
 Has the lease been terminated? Yes No

Comments:

Current Annual Rent covers: 7/1/2020 - 6/30/2021

Click Copy to move FY 2020 information from left to right fields. Update fields as needed for FY 2021

Enter annual rent total for 7/1/20 to 6/30/21 (e.g. 124521.78 or 12500.00)

The red icon indicates a required field. Once updated and saved, the red icon remains to show any changes and alerts DGS.

Please remember to click Save after making any changes or your changes will be lost

Upload any supporting documents (amendments, option letters, termination letters, etc.)

Upload Documents - Upload related documents here (i.e. Lease, Amendment, Option Letter etc.)

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

Copy Save Cancel



Terminating a Lease

Update an Existing Non-DGS/Agency Administered Lease - update due by 10/01/2020

COVA Trax ID: L-000724	Agency Code: 194-DGS
Tenant ID: T-000032	Property Address: 1300 E MAIN ST
Lease Name: SVA DGS BFM SCC TYLER PLS LB-9	Property City: RICHMOND
Lease Accounting Type: RECEIVABLE	Postal Code: 23219-3630
Longitude: -77.4324	Latitude: 37.5359

Previous Fiscal Year 2020 | Revised Fiscal Year 2021

Previously Reported Tenant Name: SCC	Revised Tenant Name: <input type="text"/>
Previously Reported Landlord Name: DGS	Revised Landlord Name: <input type="text"/>
Previously Reported Lease Type: FULL SERVICE	Revised Lease Type: --SELECT--
Previously Reported Agreement Type: SPACE ASSIGNMENT	Revised Agreement Type: --SELECT--
Previously Reported Leased Area: 0.00	Revised Leased Area: <input type="text"/>
Previously Reported Unit of Measurement: SQUARE FEET	Revised Unit of Measurement: --SELECT--
Previously Reported Head Count: 0	Current Head Count: <input type="text"/>
Previously Reported Annual Rent: 47437.00	Current Annual Rent: <input type="text"/>
Commencement Date: 07/01/2015	Original Lease End Date: 06/30/2016
Current Commencement Date: 07/01/2019	Revised Current Commencement Date: <input type="text"/>
Current Lease End Date: 06/30/2020	Revised Current Lease End Date: <input type="text"/>
Has the lease been terminated? Yes <input checked="" type="radio"/> No <input type="radio"/>	Lease Termination Date: <input type="text"/>
Comments: <input type="text"/>	Current Annual Rent covers: (7/1/2020 - 6/30/2021)

Copy

Save Cancel

Upload Documents - Upload related documents here (i.e. Lease, Amendment, Option Letter etc.)

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 the lease termination letter or supporting documents.

“Has the lease been terminated?” If Yes, enter lease termination date in the right column.



Adding a New Lease

Non-DGS/Agency Administered Lease Search

UPDATES DUE BY 10/01/2020

Agency Codes: Property City:

COVA Trax ID: Lease Name:

Agency User Status: Rec Mgmt User Status:

Current Term Start Date: From To

Current Term End Date:

Summary - Double click row to Edit... Export Lease Records Add New

Last Update Date	COVA Trax ID	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agency Status	Rec. Mgmt Status
07/16/20	L-000724	DGS	SVA DGS BFM SOC TYLER FLS BLDG	1300 E MAIN ST	RICHMOND	23219-3630	07/01/19	06/30/20		
07/16/20	L-000745	DGS	SVA DGS BFM VDOT CENTRAL HIGHWAY BLDG	1401 E BROAD ST	RICHMOND	23219	07/01/18	06/30/20		
07/16/20	L-000746	DGS	SVA DGS BFM VDOT HIGHWAY ANNEX BLDG	1401 E BROAD ST	RICHMOND	23219	07/01/18	06/30/20		
07/16/20	L-000747	DGS	SVA DGS BFM VDOT MEMORIAL HOSPITAL BLDG	1401 E BROAD ST	RICHMOND	23219	07/01/18	06/30/20		
07/16/20	L-003675	DGS	IL DGS VCJHS PARKING 9TH AND FRANKLIN STS RICHMOND	9TH AND FRANKLIN STS	RICHMOND	23219	01/01/17	12/31/21		
07/16/20	L-003652	DGS	WOU DGS CITY OF RICHMOND GOVERNOR STREET	GOVERNOR STREET FROM BROAD ST TO BANK ST	RICHMOND	23219	01/10/17	01/10/27		
07/16/20	L-003822	DGS	SVA DGS BFM HOUSE OF DELEGATES POCAHONTAS BUILDING	900 E MAIN ST	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-003820	DGS	SVA DGS BFM HOUSE APPROPRIATIONS POCAHONTAS BUILDING	900 E MAIN ST	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-003814	DGS	SVA DGS BFM SENATE FINANCE COMMITTEE POCAHONTAS BUILDING	900 E MAIN ST	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-003815	DGS	SVA DGS BFM SENATE POCAHONTAS BUILDING	900 E MAIN ST	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-003819	DGS	SVA DGS BFM DLAS POCAHONTAS BUILDING	900 E MAIN ST	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-003943	DGS	IL DGS ATT/TTRITON DGS THE CAPITOL COMMUNICATIONS ANTENNA	1300 BLANTON AVE	RICHMOND	23221	06/01/04	05/31/24		
07/16/20				ST	RICHMOND	23219-1439	07/15/01	08/25/21		
07/16/20				ST	RICHMOND	23219	08/15/19	08/14/20		
07/16/20	L-004410	DGS	TTA DGS TO VDOT GUARD HOUSE BROAD ST RICHMOND	1401 E BROAD ST	RICHMOND	23218	12/01/18	11/30/23		
07/16/20	L-004590	DGS	SVA DGS BFM HOUSE OF DELEGATES CAPITOL BUILDING	CAPITOL SQUARE	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-004587	DGS	SVA DGS BFM DLS POCAHONTAS BUILDING	900 E MAIN ST	RICHMOND	23219	07/01/19	06/30/20		
07/16/20	L-004599	DGS	IL DGS RECONCILIATION TRIANGLE PROJECT CITY OF RICHMOND	14TH AND MAIN STS	RICHMOND	23219	10/01/06	09/30/56		
07/16/20	L-004589	DGS	SVA DGS BFM FLEET MGMT OFFICE BLDG	2400 W LEIGH ST	RICHMOND	23220	07/01/19	06/30/20		

Click Add New to add a new lease

Page 1 of 1 View 1 - 19 of 19



Adding Lease Information

Payable Lease = agency pays rent
Receivable Lease = agency receives rent

Enter lease information

Enter Lease Type (e.g. Base Rent + Taxes + Insurance)

Enter Agreement Type (e.g. Expense Lease, Income Lease, TTA, etc.)

Click on the globe to look-up latitude/longitude (longitude should be begin with "-")

Enter Lease Use Type activity (e.g. Air Monitoring Station, Office, Retail, Park)

Current # of staff (head count) at that location (e.g. 22.25)

Enter total annual rent for 7/1/20 – 6/30/21 (e.g. 7602.79)

The screenshot shows a web form titled "New Non-DGS/Agency Administered Lease". It contains several sections of input fields:

- Agency Information:** Agency Code (dropdown: 194-DGS), Agency Lease ID (text input).
- Lease Identification:** Lease Name (text input), FIPS Code (dropdown: --SELECT--), Payable/Receivable Type (dropdown: --SELECT--).
- Location:** Property Address (text input), City (text input), Landlord Name (text input), Latitude (text input with globe icon), Longitude (text input with globe icon).
- Lease Details:** Lease Type (dropdown: --SELECT--), Agreement Type (dropdown: --SELECT--), Lease Use (dropdown: --SELECT--), Annual Rent (text input), Head Count (text input).
- Other Fields:** Tenant Name (text input), Landlord Name (text input), Leased Area (text input), Unit of Measurement (dropdown: --SELECT--), Current Lease End Date (calendar icon).
- Actions:** Save (blue button), Cancel (grey button).
- Document Upload:** A section below the form with a "Choose File" button and a "Document Upload" button.

Please remember to hit **Save** after making any changes or your changes will be lost

Upload any supporting documents (i.e. Lease, Amendments, Certificate of Lease Commencement,



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:

Thursday, October 1, 2020 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 BRES-info@dgs.virginia.gov
- **Call:** You can reach the Real Estate Coordinator during regular business hours (Monday through Friday 8:30 AM – 5:30 PM) or by leaving a message at (804) 225-4018.