

DEPARTMENT OF GENERAL SERVICES

COMBINED REAL ESTATE REPORT

November 15, 2021
Revised 12/31/2021

**Department of General Services
Combined Real Estate Report**

Introduction

This report is provided in compliance with Section 4-8.01e of Chapter 552, 2021 Virginia Acts of the General Assembly, which provides:

e. Utilization of State Owned and Leased Real Property:

1. By November 15 of each year, the Department of General Services (DGS) shall consolidate the reporting requirements of § 2.2-1131.1 and § 2.2-1153 of the Code of Virginia into a single report eliminating the individual reports required by § 2.2-1131.1 and § 2.2-1153 of the Code of Virginia. This report shall be submitted to the Governor and the General Assembly and include: (i) information on the implementation and effectiveness of the program established pursuant to subsection A of § 2.2-1131.1; (ii) a listing of real property leases that are in effect for the current year, the agency executing the lease, the amount of space leased and the annual cost of the lease; and (iii) a report on DGS's findings and recommendations under the provisions of § 2.2-1153, and recommendations for any actions that may be required by the Governor and the General Assembly to identify and dispose of property not being efficiently and effectively utilized.

Summary of Savings and Income during the respective Periods:

Lease Savings and Surplus Real Estate Sales Revenue	November 1, 2019 to October 31, 2020	November 1, 2020 to October 31, 2021
Lease Savings	\$1,007,565	\$20,701,460
Lease Administration Savings	\$24,538	\$43,040
Surplus Real Estate Sales Revenue	<u>\$48,850,000</u>	<u>\$4,392,012</u>
TOTAL SAVINGS/INCOME/PENDING INCOME	\$49,882,103	\$25,136,512
Surplus Property Transactions – Current Status	Transactions in Progress	Estimated Value
Surplus Real Estate Properties Under Contract (receipt of gross revenue upon closing)	2	\$5,800,000
Surplus Real Estate Properties Currently Being Negotiated for Sale	1	\$16,750,000
Surplus Properties Listed for Sale	1	\$40,000

Lease savings throughout this report are divided between cost savings and cost avoidance.

Cost savings are defined as the reduced occupancy costs typically attributable to renegotiation of existing rents, reconfiguration of space to reduce rented areas, collocation efficiencies achieved, income received from leasing underutilized space and relocating from leased to owned properties, when that is the most economical choice. These savings reduce the real cost of doing business for the occupying agency.

Cost avoidance is typically attributable to improved economic terms through value added in negotiations. Examples of cost avoidance include the Landlord's agreement to pay a larger share of the cost of tenant improvements and/or the Landlord's agreement to pay for furnishings and equipment ordinarily paid by the tenant.

The combined report for 2021 follows.

1. DGS, Division of Real Estate and Facilities Management, Bureau of Real Estate Services (BRES) Status

Virginia Code § 2.2-1131.1 requires an annual report on the progress of DGS' efforts to establish performance standards for the acquisition, lease and disposition of real property and for the management and utilization of such property at the individual agency and statewide levels to maximize the use of the Commonwealth's inventory of properties.

- **Productivity:** For Fiscal Year 2021, BRES generated 271 recommendations for real estate transactions. This is an increase of 19.9% when compared to the same time period for Fiscal Year 2020.
- **Lease Administration:** BRES is currently responsible for administering 546 leases with combined annual rental obligations of \$74,665,505. In addition to ensuring that rental payments are made on time and in the correct amounts, BRES identifies and corrects billing errors related to annual rent escalations and applicable operations and maintenance expenses, saving agencies \$43,040 during the past year. Exhibits A-1 and A-2 are a complete list of the current expense leases and the income leases administered by BRES. BRES also administers the 127 agreements for the private entity and agency occupied spaces on the Capitol Campus with combined annual rental obligations of \$33,175,392.
- **COVA Trax:** Attached (as Exhibit C), please find an executive summary that can be shared with agencies to introduce them to the COVA Trax system and to provide guidance in reviewing available system modules and user roles.

DGS successfully completed the implementation of a new module in order to comply with revised accounting standards for lease agreements as set forth in Statement No. 87 of the Governmental Accounting Standards Board (GASB 87), effective July 1, 2021 (adoption date.) The new module, called Lease Compliance, streamlines the process to calculate initial and re-measured asset and liability valuations using data already in the system such as option terms and current plus future rent streams. DGS has gone live with the module, created initial measurements for all DGS-administered long-term leases in effect as of the adoption date and will be using COVA Trax reports available within this module and the Financial Management module for annual ACFR reporting to the Department of Accounts (DOA.)

This year DGS has completed multiple mapping projects using data in COVA Trax and ArcGIS resources from Esri. Using a combination of latitude and longitude coordinates and property address data in COVA Trax DGS has produced a public, interactive ArcGIS application that has been deployed and posted on the DGS website (the COVA Trax MapApp.) The map offers optional layers to visualize location and basic data as to Commonwealth owned and leased property and is continuing to evolve as we examine opportunities for additional layers.

<https://dgs.virginia.gov/real-estate/cova-trax/cova-trax-interactive-map/>

Other applications built include maps of the Capitol grounds to allow DGS to visually track ongoing maintenance and new construction projects and for the Department of Capitol Police (DCP) to use as a resource for incident response management.

VDEM has again used COVA Trax data to collect details on COOP alternative locations for owned buildings and this year used our data for a mapping project on the Chesapeake Bay area Watershed. The output of both projects are being reviewed as potential additional layers to include with the COVA Trax MapApp.

- **Maintenance Reserve Funds:** In 2017, the DGS Division of Engineering and Building (DEB) identified a new method of allocating maintenance reserve funds based on the life expectancy of critical systems since last restored to new, internally named M-R FIX. DGS continues to annually collect data from the agencies for owned Sites and buildings, through online surveys and spreadsheets. The responses provided are used to produce a Relative Age of the asset and a number representing shares of the maintenance reserve fund. Per communications from the Department of Planning and Budget (DPB) in October 2021, agency responses received through 2021 will be used to develop 2022-2024 maintenance reserve distributions.
- In 2019, DGS expanded the data request to include survey questions in order to compile Commonwealth wide data for 2018 Executive Orders 24(EO24) and 45 (EO45.) The responses received through 2020 have been shared with the Special Assistant to the Governor for Coastal Adaptation and Protection and also the Department of Conservation and Recreation (DCR.) Following a high-level review of the received responses to-date, DCR recommended a few modifications to the questions; these changes were put in place in 2021.
- **Real Estate Records:** To meet the requirements of Virginia Code § 2.2-1136, as amended by the 2011 Session of the General Assembly, DGS was to complete an inventory of all real property owned by Commonwealth departments, agencies and institutions by January 1, 2012. Excluded from this requirement are the Virginia Department of Transportation (VDOT) and the Department of Rail and Public Transportation (DRPT) Rights of Way. DGS annually updates the inventory through a web portal to confirm with the owning/occupying agency that the information is current and correct. A current inventory of state owned real estate is posted on the DGS website.

<https://dgs.virginia.gov/real-estate/virginia-owned-real-estate/inventory-of-state-owned-real-estate/>

- **Real Estate Marketing Notifications:** To meet the requirements of Virginia Code § 2.2-1156, as amended by the 2016 Session of the General Assembly, DGS created a report from eVA, the Commonwealth's electronic procurement system, and its Virginia Business Opportunities (VBO) website, that includes current leasing opportunities and offerings of surplus real property. This report is also available weekly by electronic subscription. There are currently 65 email subscribers for the report. The DGS website also contains a link to the VBO website filtered to the current listings as described herein.

<https://dgs.virginia.gov/real-estate/updates/SubscribeToReport/>

- **DGS Strategic Planning:** DGS manages the real estate of the Commonwealth as a portfolio reaching across agencies. Using information on the current cost and utilization of the facilities tracked by COVA Trax, DGS identifies usage with local market conditions and attempts to match surplus owned and leased properties with the space requirement needs of executive branch agencies and potential collocation from

multiple agencies. This provides greater buying power in the real estate markets throughout the Commonwealth and creates other efficiency opportunities that may be obtained through long-range planning and occupant agency cooperation. Effective tactical space planning and portfolio strategic planning efforts are an on-going task for DGS, utilizing the resources of the Commonwealth's commercial real estate broker to maximize our efforts. DGS also evaluates the lease portfolio to uncover opportunities to renew multiple leases simultaneously that share the same landlord to enhance the Commonwealth's negotiating power. This past year DGS collaborated with 1) VDEM and VDH in response to the emergency needs related to the COVID-19 pandemic 2) VEC in support of the increase in unemployment insurance claims and administrative needs 3) with VITA to plan for the relocation of their headquarters from the CESC into a leased facility and 4) with several executive branch agencies in support of planning for future space needs in light of modified telework policies and the continuation of the delivery of their services.

- **Space Utilization:** DGS continues to advocate a more prudent use of owned and leased space. DGS is utilizing the COVA Trax Space Module to centralize the Capitol District Computer Aided Design (CAD) information to accurately track space occupancy, use, common areas and building efficiency. DGS strives to utilize current real estate designs, technology and delivery methods of services from client agencies, as their budgets permit. DGS implemented revised space guidelines, effective as of February 1, 2018, to provide clearer definition, flexibility and examples in support of varying agency space needs. While DGS has been successful in reducing the square foot per person metric for the Commonwealth, additional strategies being recommended to our client agencies. These strategies include electronic and on-line solutions in the delivering of agency services, increased teleworking for employees and a more creative use of space through hoteling or other shared uses by staff.

Implementing new efficient approaches to agency space utilization is dependent upon the agency missions, services provided to the public, agency leadership and available funding. DGS is in a position to make recommendations; however, DGS does not have the authority over an agency's operation and funding to implement the recommendations. Due to the impacts of COVID-19 and agency's adaptation of telework policies in determining how services will be provided, DGS is adapting to assist and respond to the various agency service delivery models in both owned and leased facilities and providing the needed support. DGS is working and planning with agencies on Capitol Square as daily occupancy counts have drop from pre-pandemic amount of 8,000 to 12,000 a day to currently around 2,000 a day. DGS is also working collaborating with the Department of Social Service (DSS) and the Department of Aging and Rehabilitative Services (DARS) to continue to reduce the size of leased field office as the term of those leases expire. Reductions in square footage of spaces is being shaped by the shift in the respective business models to emphasize and facilitate teleworking for staff, the digitization of files, improved on-line systems and the cooperation with local service provider offices to utilize local existing spaces.

2. Lease Report

Lease savings and cost avoidance during the period amounted to \$20,701,460. Since 2005, active portfolio management has produced aggregate cost savings of \$124,090,706 and cost avoidances of \$49,330,419, for a combined savings of \$173,421,125.

Cost avoidance is largely driven by internal agency operational changes from advancing technologies, changing work place practices and updating agency service delivery models. These changes impact space size requirements, cost and locations in serving constituents and prospects for collocations in respective marketplaces in the Commonwealth. In light of COVID-19, the future of office and retail spaces remains uncertain and will likely trend downward with associated telework and modified in-office programs. DGS Bureau of Real Estate Services has been in existence for 17 years and the majority of Commonwealth lease terms are less than ten (10)

years. DGS has had the opportunity to review and renegotiate the entire DGS administered lease portfolio. As agencies redefine their service distribution strategies and flexible work strategies for employees, DGS will take an active role managing the lease portfolio to take advantage of market rate trends in reduced rates, mid-term refurbishment, turnkey furnishings, one-time move expenses, additional tenant improvement allowances and improving the legal terms of the lease.

Under Section 4-8.01e of the Appropriations Act (the Act), DGS is to provide a listing of real property leases that are in effect for the current year for agencies with leases not under the DGS lease administration program. The report is prepared from information provided by agencies, departments and institutions. The Act specifically requires the controlling agency to report to DGS the amount of square feet occupied, the number of employees and contractors working in the space (the “headcounts”) and the cost of the lease. In many cases, square footage may not be relevant (tower leases, boat ramps, parking lots, etc.), and in other cases it may not be specified in the lease documents for non-administered and delegated leases sent to DGS or reported on the annual lease report. Additionally, headcounts may not represent true utilization of the space, if the space is a warehouse, classroom or ground lease. There are 893 non-administered expense leases listed on Exhibit A-3 and 435 non-administered income leases listed on Exhibit A-4. There are also 77 non-administered Temporary Transfer Agreements for inter-agency shared use of owned space on Exhibit A-5.

In 2016, DGS created a web portal for agencies to verify and update their agency information in COVA Trax. Once again, DGS had 100% response. The portal was revised in 2020 to include additional data fields for agencies to confirm or provide latitude and longitude coordinates on both owned and leased property. In 2021, the portal was updated to add additional survey questions in the M-R FIX area in order to gather the number and type of electric car charging stations on owned sites.

During the period, DGS supported income lease transactions that generated \$725,030 in annual rental income for non-telecommunication leases and \$15,000 in one time payments and \$114,494 in annual rental income for telecommunication leases, for Executive Branch agencies. Once the lease is negotiated and executed, each agency is responsible for administering and collecting the income from their tenants/occupants/users. Consolidating the administration of the income leases with DGS would be beneficial for lease compliance, consistent lease administration and ensure the collection of rents from occupants.

3. Surplus Property

Virginia Code §2.2-1153 requires agencies to notify DGS when state-owned real estate, under their control, is not being used to full capacity or is not required for programs of the department, agency or institution. The statute also requires the land-owning agencies to annually submit land use plans to DGS by September 1st of each year, and DGS is then required to provide a report to the Governor and the General Assembly setting forth the Departments' findings. **Exhibit B** sets forth the categories of property declared surplus, potential surplus property identified by the agency and/or DGS, and facilities identified by the agency to be underutilized. Properties declared surplus are properties that are under contract to be sold, properties listed, properties declared surplus by the agency, properties authorized to be sold or conveyed by the General Assembly and properties that are surplus to the agency and reverting to their former owners. Potential surplus property identified by the agency and/or DGS are properties that will be further reviewed by DGS and the agency to determine further action. Facilities identified by the agency and/or DGS to be underutilized will be further analyzed by DGS and the agency to determine the best way to maximize the uses of the facilities. If DGS has sufficient historical data to identify property that has not been in use for several years, DGS will contact the owning agencies to encourage the agencies to declare the property surplus for use by another agency, locality or advertise the property for sale. The summary report is also shared with Virginia Economic Development Authority to assist in promoting opportunities within the Commonwealth.

Sales Activities: During the period, DGS has received proceeds of \$4,327,012 from the sales of six the following surplus property sales. The surplus properties sold were DWR Northlake, a 25 acres portion of the Elko Tract, DJJ Natural Bridge Correctional Facility, DOC/VDOT Haymarket, VDOT Brown Store Area Headquarters, DOC Pulaski Correctional Facility and DGS Pembroke.

There are two (2) properties currently under contract, a third property that is currently under negotiations with an offeror, and a fourth that is listed with DGS's contracted commercial real estate broker. The diversity of the properties for sale or under contract range from a former DWR boat landing site, to a 346 +/- acre portion of the DBHDS Eastern State Hospital campus in James City County.

4. Legislative Activities

<u>Item / Bill #</u>	<u>Ch. / Effective</u>	<u>Summary</u>	<u>Status</u>
HB 2057 - Office of the Chief Medical Examiner; central office and facilities.	Ch. 168 – effective 7/1/19	Removes the requirement that the central office and facilities of the Office of the Chief Medical Examiner (OCME) be located in the City of Richmond.	The Department of Forensic Science (DFS) purchased property in Hanover County for relocation of the DFS operation and for the OCME.
SB 1509 - Southwestern Virginia Training Center; disposition of property in Carroll County.	Ch. 610 – effective 7/1/19 Item 310 II Effective 7/1/20	II. Notwithstanding the provisions of Acts of Assembly Chapter 610 of the 2019 Session or any other provision of law, the Department of General Services is hereby authorized to sell, pursuant to § 2.2-1156, certain real property in Carroll County outside the town of Hillsdale on which the former Southwestern Virginia Training Center was situated, subject to the following conditions: (1) the sale price shall be, at a minimum, an amount sufficient to fully cover any debt or other financial obligations currently on the property; (2) the purchaser shall be responsible for all transactional expenses associated with the transfer of the property; and (3) the sale shall be made to a health care company that agrees to use the property for the provision of health care services for a minimum of five years established through a deed restriction.	The property is under contract with a prospective health care purchaser.
SB 1515 - Property conveyance; Department of Behavioral Health and Developmental Services.	Ch. 678 – effective 7/1/19 Item 77e	Authorizes the Commonwealth to transfer a portion of property previously used as the Southwestern Virginia Mental Health Institute to the Mount Rogers Community Services Board and a portion of such property currently being leased to Smyth County to the County. Item 77e corrects the tax map number.	DGS is working with Smyth County on this conveyance and it should occur prior to the end of 2021. Mount Rogers property was transferred.

Item 310	Appropriations Act	The Department of Behavioral Health and Developmental Services shall lease 25 acres of land at Eastern State Hospital to Hope Family Village Corporation for one dollar for the development of a village of residence and common areas to create a culture of self-care and neighborly support for families and their loved ones impacted by serious mental illness. The department shall work with the Hope Family Village Corporation to identify a 25-acre plot of land that is suitable for the project.	DGS is working with Hope Family Village Corporation and the potential purchaser for an agreed 25 acre site & required site improvements
Item C-13.10	Appropriations Act	At such time as the Virginia Alcoholic Beverage Control Authority (Authority) determines that the Alcoholic Beverage Control Central Office and Warehouse located at 2901 & 2919 Hermitage Road in the City of Richmond, Virginia, consisting of approximately 20 acres /- of land and improvements (Property), is no longer required for Authority purposes, it shall offer to sell the Property to Virginia Commonwealth University (VCU) prior to offering the Property for sale to any other public or private agency or entity or individual. B. The Department of General Services (DGS), working on behalf of and in consultation with the Authority, shall determine fair market value for sale of the property. Such valuation will be determined by DGS obtaining two independent appraisals prepared according to prevailing professional standards and practices and performed by appraisers licensed by the Commonwealth of Virginia as Certified General Real Property Appraisers, who must meet the competency provisions of the Uniform Standards of Professional Appraisal Practice.	DGS obtained the appraisals and provided them to the Authority and VCU.
Item C-51.50	Appropriations Act	Pursuant to projects authorized and funded in paragraphs B and E.1 of Item C-39.40 of Chapter 1 of the 2014 Special Session I, Virginia Acts of Assembly, the General Assembly appropriated funds to the Department of General Services (DGS) for Capitol Complex Infrastructure and Security construction projects. Project work includes improvements and safety and security enhancements to be constructed or installed within the right-of-way of North 9th Street (between the area north of where Bank Street intersects North 9th Street and south of where North 9th Street intersects East Broad Street) and within the right-of-way of East Broad Street	Deeds of Easements for the GAB Tunnel, the GAB Vault, the 9 th Street Sidewalks, and the Broad Street Sidewalks are recorded and complete.

		(between the area from where the western right-of-way line of North 9th Street intersects East Broad Street to where the western right-of-way line of Governor Street intersects East Broad Street), which rights-of-way are owned by the City of Richmond (City), and more specifically as determined by the DGS project team and in collaboration with the City with respect to such rights-of-way. Accordingly, the City and DGS shall enter into a deed of easement or other proper instruments, in such form approved by the Offices of the City Attorney and of the Commonwealth Office of the Attorney General, whereby the City, without charge to the Commonwealth, shall grant to DGS, as agent of the Commonwealth, where mutually agreeable across, over, under and above the referenced right-of-way of North 9th Street and East Broad Street, (a) the perpetual and irrevocable right, privilege and easement to construct, install, use, operate, inspect, maintain, repair, replace, rebuild, improve, alter and remove (i) any construction or installation contracted for by DGS either as part of the referenced construction projects or at any time with respect to safety and security enhancements around the perimeter of Capitol Square deemed appropriate by DGS and (ii) all equipment, accessories, utilities and appurtenances necessary to support such construction projects and such incorporation of safety and security enhancements, (b) the perpetual and irrevocable right, privilege and easement to inspect, maintain, repair, replace and rebuild the sidewalks and elements thereof (but not traffic control devices and signage or street lighting located thereupon) of the referenced right-of-way of North 9th Street and East Broad Street and (c) any necessary or appropriate temporary construction easements, upon terms approved by the Mayor of Richmond and the Governor (pursuant to § 2.2-1149, Code of Virginia); approval by Richmond City Council shall not be required.	
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Item 4-5.11	Appropriations Act	<p>In order to implement and maintain traffic and pedestrian operational safety and security enhancements and secure the seat of government, the Commonwealth Transportation Board shall, not later than January 1, 2020, add to the state primary highway system, pursuant to § 33.2-314, Code of Virginia, those portions of the rights-of-way located in the City of Richmond identified as Bank Street from 9th Street to 14th Street, 10th Street from Main Street to Bank Street, 12th Street from Main Street to Bank Street, and Governor Street from Main Street to Bank Street and, pursuant to the responsibilities of the Department of General Services (DGS) (§ 2.2-1129) and the Division of Capitol Police (DCP) (§ 30-34.2:1), DGS and DCP shall control those rights-of-way and pedestrian and vehicular traffic thereon. The rights-of-way so transferred shall be in addition to the 50 miles per year authorized to be transferred under § 33.2-314(A). The City of Richmond shall transfer fee ownership of the rights-of-way identified in this section to DGS by deed or other instrument, as determined by DGS.</p>	<p>Control of the rights-of-way has been passed to DGS and such rights-of-way have been added to the state primary highway system.</p> <p>The City of Richmond is in the process of transferring fee simple ownership of the rights-of-way to DGS with completion of the transaction expected right after the first of the year.</p>
Item C-68.50	Appropriations Act	<p>F.1/ Upon certification from the Virginia Economic Development Partnership that an agreement has been reached with the Economic Development Authority and Rolls-Royce Crosspointe LLC, the Department of General Services is hereby authorized \$12,120,000 the first year from bond proceeds of the Virginia Public Building Authority to provide funds for the acquisition of the Commonwealth Center for Advanced Manufacturing (CCAM).</p>	<p>DGS has begun due diligence on the property, engaged in discussions with the appropriate grant holders at the property regarding a release of the grants, received a release of the ROFO on the property from Rolls-Royce, discussed a release of the property from the Rolls-Royce Declaration, and begun drafting leases for the tenants of the property, all in anticipation of moving toward acquisition of the property.</p>

HB 2208 – An Act to direct the Department of General Services to remove the statue of Harry F. Byrd, Sr., from Capitol Square	Ch. 197 – effective 3/18/21	§ 1. That the Department of General Services (the Department) shall remove the statue of former Virginia Governor and U.S. Senator Harry F. Byrd, Sr., from Capitol Square. The Department shall provide for transportation and storage of the statue in the Department's facilities until such time as the General Assembly determines and directs the statue's final disposition.	Statue removed and stored
Item 479.20	Appropriations Act	\$500,000 to the Department of General Services (194) for legal and real estate transaction support for agencies that own property to support broadband expansion.	Allocated the \$500,000 to the next fiscal year to allow for legislation to expand Commonwealth authority to grant broadband easements

5. Division of Real Estate and Facilities Management Internal Actions:

- **Website/Web Portal:** DGS continues to revise and update our current website to provide easy access to information and guidance to our customers. As stated earlier, DGS is working with other DGS teams to improve the web portal to ease agency reporting and capture more details, as well as developing a new overall website to better communicate and showcase the DGS services available. The current DGS website can be accessed at:
<https://dgs.virginia.gov/division-of-real-estate-and-facilities-management/>
- **Forms and Manual Updates:** The project to review and update, in conjunction with the Office of the Attorney General (OAG), all of the transactional real estate forms continues as the context of transactions relate to various forms. While all of the forms are kept current with respect to current practices and changes in law, focus was placed on developing an updated easements form for the benefit of others. As time allows, progress has been made towards finalizing a comprehensive Real Estate Management Policy & Procedures Manual. Chapters 1: Introduction and Chapter 2: Acquisition by Lease, Chapter 3: Fee Acquisition and Chapter 4: Surplus Real Property are complete. The balance of the Manual is scheduled for completion by the end of June 2022.
- **Fee Acquisitions and Conservation:** DGS assisted agencies in twenty-five (25) real estate acquisitions obtaining 4,034 acres, including eighteen (18) of those acquisitions resulted in placing 3,993 acres into conservation as state parks, natural area preserves, state forests or wildlife management areas. In the coming year, DGS is supporting the acquisition of 180 parcels comprising 8,884 acres on Virginia's Eastern Shore for Wildlife Management Areas managed by DWR.
- **Chesapeake Bay - Water Implementation Plan:** During late 2020 and early 2021, at the direction of the Governor's Conservation Cabinet, DGS participated in a multi-agency working group to develop the State Lands Watershed Implementation Plan (SWIP). The goal and purpose of the SWIP is to achieve significant reductions in nonpoint source nutrient and sediment pollution originating from the lands and activities of all state agencies located within the Chesapeake Bay Watershed

Area. Development of the SWIP concluded with the Governor's Executive Directive in June of 2021, ordering the Secretary of Natural Resources in partnership with the Secretary of Administration, Secretary of Public Safety and Homeland Security, and the Conservation Cabinet to ensure that the SWIP is implemented by all executive branch agencies, public institutions of higher education, and other state governmental entities that own or manage land within the Chesapeake Bay watershed. Going forward, DGS will continue to provide support of the SWIP through ongoing maintenance of the SWIP mapping platform for the approximately 445,830 acres owned by 55 different state agencies and institutions.

- **Special Projects:** DGS has special projects underway for better utilization of Commonwealth real estate to include telecommunications and broadband access, an update to the Virginia State Capitol Master Plan, and the residential housing portfolio analysis. DGS supported tenant agency expansion of the Virginia Lottery, Department of Education and the Office of the Attorney General by reconfiguring and up fitting underutilized space. DGS is actively assisting agencies as they develop their return to the office plan following the COVID-19 pandemic including space planning and reconfiguration of existing space.

DGS continued to provide support to the Virginia Women's Monument Commission for the installation of the new monument on historic Capitol Square, Voice from the Garden. DGS also assisted with the Dr. Martin Luther King Jr. Memorial Commission Emancipation Proclamation & Freedom Monument installation on Brown's Island in the City of Richmond and the removal of the Harry Byrd statue from Capitol Square and the Robert E. Lee statue from Monument Avenue.

This past year, DGS worked with the Virginia Film Office to provide office space that served as a local production headquarters as well as filming locations throughout Capitol Square for the Hulu limited series, Dopesick.

As a result of construction activities and an aging infrastructure, Capitol Square has been plagued with costly utility damage and service interruptions. Consequently, DGS identified the need to conduct a comprehensive inventory and mapping of all active utility lines within and surrounding Capitol Square. As of October of 2021, utility mapping was completed for the area west of Governor Street (except for the GAB site which was still under construction). The second phase of this mapping covering the area east of Governor Street, will be scheduled after ongoing construction projects in that area have been completed. This mapping will be a cost effective and useful tool for future utility planning and damage avoidance.

Referenced Code of Virginia Sections:

§ 2.2–1129. Division of Engineering and Buildings.

- A. Within the Department shall be established the Division of Engineering and Buildings (the "Division"), which shall exercise the powers and duties described in this article.
- B. The Division shall have charge of all public buildings, grounds and all other property at the seat of government not placed in the charge of others, and shall protect such properties from depredations and injury.
- C. The Division shall have custody, control, and supervision of the Virginia War Memorial Carillon.

- D. To execute the duties imposed by this article, the Division may obtain information and assistance from other state agencies and institutions.

§ 2.2-1131.1. Establishment of performance standards for the use of property.

- A. The Department shall establish performance standards for the acquisition, lease and disposition of property and for the management and utilization of such property at the individual agency and statewide levels to maximize the use of property for which it is held. For the purposes of this section, "property" means the same as that term is defined in § 2.2-1147.
- B. The head of each state agency or institution shall ensure that property assets held by the agency on behalf of the Commonwealth are managed in accordance with the standards set by the Department. Public institutions of higher education in the Commonwealth that have delegated authority to manage aspects of their real property usage and have signed a memorandum of understanding with the Secretary of Administration related to such delegated authority shall be deemed in compliance with the standards set by the Department as long as they abide by the terms of the memorandum of understanding. Standards established in accordance with the memorandum of understanding shall be reported to the Department by October 1 of each year.
- C. The Department may take appropriate actions, including assuring compliance with the standards set by the Department and entering into leasing arrangements or other contracts, to ensure that asset usage by each state agency is proper and cost effective.
- D. No later than November 30 of each year, the Department shall report to the Governor and the General Assembly on the implementation and effectiveness of this program.

§ 2.2-1136. Review of easements; maintenance of records; notification when lease or other agreement for branch office to terminate; report.

- A. The Department shall review all deeds, leases, and contractual agreements with utilities to serve state institutions or agencies that require the approval of the Governor, as well as all easements and rights-of-way granted by institutions and agencies to public and private utilities.
- B. The Department shall be responsible for the maintenance of records relating to property as defined in § 2.2-1147 and any other real property used or occupied by lease, license, permit, or other agreement by any state department, agency, or institution, except records relating to (i) real estate or rights-of-way acquired by the Department of Transportation for the construction of highways; (ii) ungranted shores of the sea, marsh, and meadowlands as defined in § 28.2-1500; or (iii) real estate or rights-of-way acquired by the Department of Rail and Public Transportation for the construction of railway lines or rail or public transportation facilities or the retention of rail corridors for public purposes. The Department may have such boundary, topographic, and other maps prepared as may be necessary.
- C. The Department shall develop the criteria for and conduct an annual inventory of all real property referred to in subsection B for which it is responsible. Such inventory with respect to owned property shall be reviewed by the Department in developing recommendations pursuant to subsection A of § 2.2-1153. All state departments, agencies, and institutions shall cooperate with the Department and provide such data and documents as may be required to develop and maintain the records and inventory required by this section.

- D. The Department shall make the inventory referred to in subsection C available on the Department's website. The description of the inventory shall include parcel identification consistent with national spatial data standards in addition to a street address as available and reported to the Department by departments, agencies, and institutions and shall include the date upon which the use or occupancy, if used or occupied by lease, license, permit, or other agreement, of the inventoried property is to terminate pursuant to the lease, license, permit, or other agreement therefor.
- E. The Department shall provide a quarterly report, in electronic form, to the General Assembly that includes renewal and termination dates for inventoried property pursuant to the lease, license, permit, or other agreement administered by the Department. Such information shall include property that serves as a branch office of a state agency. The report shall include all such renewals and terminations scheduled to occur within 90 days of the report date. The report shall be submitted as provided in the procedures of the Division of Legislative Automated Systems for the processing of legislative documents and reports and shall be posted on the General Assembly's website. As used in this subsection, "branch office" means an office of a state agency other than its main office that assists the state agency in carrying out its statutory mission, including providing access to government services and programs.

§ 2.2-1149. Department to review proposed acquisitions of real property; approval by the Governor; exceptions.

Notwithstanding any provision of law to the contrary, no state department, agency or institution shall acquire real property by gift, lease, purchase or any other means or use or occupy real property without following the guidelines adopted by the Department and obtaining the prior approval of the Governor. The Department shall review every proposed acquisition of real property by gift, lease, purchase or any other means and every proposed use or occupancy of real property by any department, agency or institution of the Commonwealth and recommend either approval or disapproval of the transactions to the Governor based on cost, demonstrated need, and compliance with the Department's guidelines.

The provisions of this section shall not apply to the:

- 1. Acquisition of real property for open space preservations pursuant to the purposes of § 10.1-1800 and subdivision A 4 of § 10.1-2204, if it does not require as a condition of acceptance, an appropriation of any state funds for the continued maintenance of such property;
- 2. Acquisition of easements pursuant to the purposes of §§ 10.1-1020 and 10.1-1021 or §§ 10.1-1700, 10.1-1702, and 10.1-1702;
- 3. Acquisition through the temporary lease or donation of real property for a period of six months or less duration;
- 4. Acquisition of easements by public institutions of higher education provided that the particular institution meets the conditions prescribed in subsection A of § 23.1-1002;

5. Entering into an operating/income lease or a capital lease by a public institution of higher education, for real property to be used for academic purposes, or for real property owned by the institution or a foundation related to the institution to be used for non-academic purposes, in accordance with the institution's land use plan pursuant to § 2.2-1153 provided that (i) the capital lease does not constitute tax-supported debt of the Commonwealth, (ii) the institution meets the conditions prescribed in subsection A of § 23.1-1002, and (iii) for purposes of entering into a capital lease, the institution shall have in effect a signed memorandum of understanding with the Secretary of Administration regarding participation in the nongeneral fund decentralization program as set forth in the appropriation act. For the purposes of this subdivision, an operating/income lease or a capital lease shall be determined using generally accepted accounting principles;
6. Acquisition of real property for the construction, improvement or maintenance of highways and transportation facilities and purposes incidental thereto by the Department of Transportation; however, acquisitions of real property by the Department of Transportation for office space, district offices, residencies, area headquarters, or correctional facilities shall be subject to the Department's review and the Governor's approval;
7. Acquisition of real estate or rights-of-way for the construction, improvement, or maintenance of railway lines or rail or public transportation facilities or the retention of rail corridors for public purposes associated with the efforts of the Department of Rail and Public Transportation; however, acquisitions of real estate or rights-of-way by the Department of Rail and Public Transportation for office space or district offices shall be subject to review by the Department and the approval of the Governor; or
8. Acquisition of real property to be held in trust for the benefit of a state-recognized Indian tribe, provided that such property is (i) annexed into the existing reservation of such tribe and (ii) located within a one-mile radius of the boundary of such reservation. However, these acquisitions of real estate shall be subject to the review of the Office of the Attorney General and the approval by the Governor.

§ 2.2-1153. State agencies and institutions to notify Department of property not used or required.

- A. Whenever any department, agency or institution of state government possesses or has under its control state-owned or leased property that is not being used to full capacity or is not required for the programs of the department, agency or institution, it shall so notify the Department. Such notification shall be in a form and manner prescribed by the Department. Each department, agency and institution shall submit to the Department a land use plan for state-owned property it possesses or has under its control showing present and planned uses of such property. Such plan shall be approved by the cognizant board or governing body of the department, agency or institution holding title to or otherwise controlling the state-owned property or the agency head in the absence of a board or governing body, with a recommendation on whether any property should be declared surplus by the department, agency or institution. Development of such land use plans shall be based on guidelines promulgated by the Department. The guidelines shall provide that each land use plan shall be updated and copies provided to the Department by September 1 of each year. The Department may exempt properties that are held and used for conservation purposes from the requirements of this section. The Department shall review the land use plans, the records and inventory required pursuant to subsections B and C of § 2.2-1136 and such other information as may be necessary and determine whether the property or any portion thereof should be declared surplus to the needs of the Commonwealth. By October 1 of each year, the Department shall provide a report to the Chairmen of the House Committee on Appropriations and the Senate Committee on Finance and Appropriations setting forth the Department's findings, the sale or marketing of properties identified pursuant to this section, and recommending any actions that may be required by the Governor and the General Assembly to identify and dispose of property not being efficiently and effectively utilized. The

Department shall provide a listing of surplus properties on the Department's website. The description of surplus property shall include parcel identification consistent with national spatial data standards in addition to a street address.

Until permanent disposition of the property determined to be surplus is effected, the property shall continue to be maintained by the department, agency or institution possessing or controlling it, unless upon the recommendation of the Department, the Governor authorizes the transfer of the property to the possession or control of the Department. In this event, the department, agency or institution formerly possessing or controlling the property shall have no further interest in it.

- B. The Department shall establish criteria for ascertaining whether property under the control of a department, agency or institution should be classified as "surplus" to its current or proposed needs. Such criteria shall provide that the cognizant board or governing body, if any, of the department, agency or institution holding the title to or otherwise controlling the state-owned property, or the agency head in the absence of a board or governing body, shall approve the designation of the property as surplus.
- C. Notwithstanding the provisions of subsection A:
 - 1. The property known as College Woods, which includes Lake Matoaka and is possessed and controlled by a college founded in 1693, regardless of whether such property has been declared surplus pursuant to this section, shall not be transferred or disposed of without the approval of the board of visitors of such college by a two-thirds vote of all board members at a regularly scheduled board meeting. The General Assembly shall also approve the disposal or transfer.
 - 2. Surplus real property valued at less than \$5 million that is possessed and controlled by a public institution of higher education may be sold by such institution, provided that (i) at least 45 days prior to executing a contract for the sale of such property, the institution gives written notification to the Governor and the Chairmen of the House Committee on Appropriations and the Senate Committee on Finance and Appropriations; and (ii) the Governor may postpone the sale at any time up to 10 days prior to the proposed date of sale. Such sale may be effected by public auction, sealed bids, or by marketing through one or more Virginia licensed real estate brokers after satisfying the public notice provisions of subsection D of § 2.2-1156. The terms of all negotiations resulting in such sale shall be public information. The public institution of higher education may retain the proceeds from the sale of such property if the property was acquired by nongeneral funds. If the institution originally acquired the property through a mix of general and nongeneral funds, 50 percent of the proceeds shall be distributed to the institution and 50 percent shall be distributed to the State Park Conservation Resources Fund established under subsection A of § 10.1-202. The authority of a public institution of higher education to sell surplus real property described under this subdivision or to retain any proceeds from the sale of such property shall be subject to the institution meeting the conditions prescribed in subsection A of § 23.1-1002 and § 23.1-1019 (regardless of whether or not the institution has been granted any authority under Article 4 (§ 23.1-1004 et seq.) of Chapter 10 of Title 23.1).

§ 2.2-1156. Sale or lease of surplus property and excess building space.

- A. The Department shall identify real property assets that are surplus to the current and reasonably anticipated future needs of the Commonwealth and may dispose of surplus assets as provided in this section, except when a department, agency or institution notifies the Department of a need for property that has been declared surplus, and the Department finds that stated need to be valid and best satisfied by the use of the property.

- B. After it determines the property to be surplus to the needs of the Commonwealth and that such property should be sold, the Department shall request the written opinion of the Secretary of Natural and Historic Resources as to whether the property is a significant component of the Commonwealth's natural or historic resources, and if so how those resources should be protected in the sale of the property. The Secretary of Natural and Historic Resources shall provide this review within 15 business days of receipt of full information from the Department. Within 120 days of receipt of the Secretary's review, the Department shall, with the prior written approval of the Governor, proceed to sell the property.
- C. Upon receipt of the Secretary's review under subsection B and prior to offering the surplus property for sale to the public, the Department shall notify the chief administrative officer of the locality within which the property is located as well as any economic development entity for such locality of the pending disposition of such property. The chief administrative officer or local economic development entity shall have up to 180 days from the date of such notification to submit a proposal to the Department for the use by the locality or the local economic development entity of such property in conjunction with a bona fide economic development activity. The Department shall review such proposal, and if the Department determines that such proposal is viable and could benefit the Commonwealth, the Department may negotiate with the chief administrative officer or the local economic development entity for the sale of such property to the locality or economic development entity. If no agreement is reached between the Department and the chief administrative officer or the local economic development entity for the sale of the property, or if no proposal for the use of the property is submitted to the Department by the chief administrative officer or the local economic development entity within 180 days of notification of the pending disposition of the property, the Department may proceed to dispose of the property as provided in this section.
- D. If the surplus property is not disposed of pursuant to subsection C, the sale shall be by public auction, or sealed bids, or by marketing through one or more real estate brokers licensed by the Commonwealth. Notice of the date, time and place of sale, if by public auction or sealed bids shall be given by advertisement in at least two newspapers published and having general circulation in the Commonwealth, at least one of which shall have general circulation in the county or city in which the property to be sold is located. At least 30 days shall elapse between publication of the notice and the auction or the date on which sealed bids will be opened.
- E. In instances where the appraised value of property proposed to be sold is determined to be a nominal amount or an amount insufficient to warrant statewide advertisement, but in no event in excess of \$250,000, the notice of sale may be placed in only one newspaper having general circulation in the county or city in which the property to be sold is located.
- F. The Department may reject any and all bids or offers when, in the opinion of the Department, the price is inadequate in relation to the value of the property, the proposed terms are unacceptable, or if a need has been found for the property.
- G. In lieu of the sale of any such property, or in the event the Department determines there is space within a building owned by the Commonwealth or any space leased by the Commonwealth in excess of current and reasonably anticipated needs, the Department may, with the approval of the Governor, lease or sublease such property or space to any responsible person, firm or corporation on such terms as shall be approved by the Governor, provided, however, that the authority herein to sublease space leased by the Commonwealth shall be subject to the terms of the original lease. The Department may with the approval of the Governor permit charitable organizations exempt from taxation under § 501(c)(3) of the Internal Revenue Code that provide addiction recovery services to lease or sublease such property or space at cost and on such terms as shall be approved by the Governor, provided such use is deemed appropriate.

The Department shall post reports from the Commonwealth's statewide electronic procurement system, known as eVA, on the Department's website. The report shall include, at a minimum, current leasing opportunities and sales of surplus real property posted on the eVA's Virginia Business Opportunities website. Such reports shall also be made available by electronic subscription. The provisions of this section requiring disposition of property through the medium of sealed bids, public auction, or marketing through licensed real estate brokers shall not apply to any lease thereof, although such procedures may be followed in the discretion of the Department.

- H. The deed, lease, or sublease conveying the property or excess space shall be executed in the name of the Commonwealth and shall be in a form approved by the Attorney General. Notwithstanding any law to the contrary and notwithstanding how title to the property was acquired, the deed or lease may be executed on behalf of the Commonwealth by the Director of the Department or his designee, and such action shall not create a cloud on the title to the property. The terms of the sale, lease, or sublease shall be subject to the written approval of the Governor.
- I. An exception to sale by sealed bids, public auction, or listing the property with a licensed real estate broker may be granted by the Governor if the property is landlocked and inaccessible from a public road or highway. In such cases, the Department shall notify all adjacent landowners of the Commonwealth's desire to dispose of the property. After the notice has been given, the Department may begin negotiations for the sale of the property with each interested adjacent landowner. The Department, with the approval of the Governor, may accept any offer that it deems to be fair and adequate consideration for the property. In all cases, the offer shall be the best offer made by any adjacent landowner. The terms of all negotiations shall be public information.
- J. Subject to any law to the contrary, 50 percent of the proceeds from all sales or leases, or from the conveyance of any interest in property under the provisions of this article, above the costs of the transaction, which costs shall include fees or commissions, if any, negotiated with and paid to auctioneers or real estate brokers, shall be paid into the State Park Acquisition and Development Fund, so long as the sales or leases pertain to general fund agencies or the property involved was originally acquired through the general fund, except as provided in Chapter 180 of the Acts of Assembly of 1966. The remaining 50 percent of proceeds involving general fund sales or leases, less a pro rata share of any costs of the transactions, shall be deposited in the general fund of the state treasury. The Department of Planning and Budget shall develop guidelines that allow, with the approval of the Governor, any portion of the deposit in the general fund to be credited to the agency, department or institution having control of the property at the time it was determined surplus to the Commonwealth's needs. Any amounts so credited to an agency, department or institution may be used, upon appropriation, to supplement maintenance reserve funds or capital project appropriations, or for the acquisition, construction or improvement of real property or facilities. Net proceeds from sales or leases of special fund agency properties or property acquired through a gift for a specific purpose shall be retained by the agency or used in accordance with the original terms of the gift. Notwithstanding the foregoing, income from leases or subleases above the cost of the transaction shall first be applied to rent under the original lease and to the cost of maintenance and operation of the property. The remaining funds shall be distributed as provided herein.
- K. When the Department deems it to be in the best interests of the Commonwealth, it may, with the approval of the Governor, authorize the department, institution or agency in possession or control of the property to dispose of surplus property in accordance with the procedures set forth in this section.

Exhibit A-2
Income Leases Administered by DGS/OREFM
(Sorted by Agency)

Tenant/Agency	COVA Trax Lease ID	Lease Name	Property Address	Property Address Line 2	Property City	Property State	Property ZIP Code	Property County/City	Original Lease Start	Current Term Start	Current Term End	Leased Area	UOM	Current Annual Rent	Current Annual Rent/SF	Lease Type	Head Count	Lease/Unit Use Type
OAG 141	L-003505	SA BFM OAG 9TH ST OFFICE BLDG ALL FLRS	202 N 9TH ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2016	7/1/2019	6/30/2022	140,767.00	SF	\$2,246,641.32	\$15.96	FULL SERVICE	OFFICE	
OSIG 147	L-000722	SA BFM OSIG MONROE FL 7	101 N 14TH ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	8,879.00	SF	\$141,708.84	\$15.96	FULL SERVICE	OFFICE	
S.B. BALLARD CONSTRUCTION COMPANY	L-004816	IL DGS BFM S.B. BALLARD CONSTRUCTION RICHMOND	800 E MAIN ST		RICHMOND	VA	23298	RICHMOND CITY - 760	7/25/2014	10/1/2019	3/31/2025	830.00	SF	\$1,156,544.40	\$15.96	FULL SERVICE	OFFICE	
SCHEID 245	L-000225	SA BFM SCHIEDER CONSTRUCTION 3RD AND 10TH FLOORS	101 N 14TH ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	8/1/2019	6/30/2022	2,115.00	SF	\$335,844.40	\$15.96	FULL SERVICE	OFFICE	
SOC 168	L-004164	SA BFM GOV SECRETARY OF COMMONWEALTH 4TH FL PHB	11TH AND CAPITOL STS		RICHMOND	VA	23219	RICHMOND CITY - 760	11/13/2018	7/1/2019	6/30/2022	1,229.00	SF	\$19,614.84	\$15.96	FULL SERVICE	OFFICE	
SOC 168	L-004365	SA BFM GOV SECRETARY OF COMMONWEALTH 4TH FL PHB	11TH AND CAPITOL STS		RICHMOND	VA	23219	RICHMOND CITY - 760	11/13/2018	7/1/2019	6/30/2022	5,771.00	SF	\$92,105.16	\$15.96	FULL SERVICE	OFFICE	
SUPCT 111	L-000728	SA BFM SUPCT SUPREME COURT FL 5 AND PARKING LEVEL	100 N 9TH ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	3,142.00	SF	\$36,078.68	\$12.12	FULL SERVICE	OFFICE	
SUPCT 111	L-000729	SA BFM SUPCT SUPREME COURT FL 5 1-7 BSMT AND SUB-BSTM	100 N 9TH ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	141,986.00	SF	\$2,014,745.20	\$14.19	FULL SERVICE	OFFICE	
TAX 161	L-000731	SA BFM TAX WESTMORELAND BLDG	1957 WESTMORELAND ST		HENRICO	VA	23230	HENRICO COUNTY - 087	7/1/2015	7/1/2019	6/30/2022	98,534.00	SF	\$1,575,986.64	\$15.96	FULL SERVICE	OFFICE	
TAX 161	L-000732	SA BFM TAX WESTMORELAND BLDG 1ST 2ND 3RD FLOORS	600 E MAIN ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	109,626.00	SF	\$1,749,630.96	\$15.96	FULL SERVICE	OFFICE	
TD 162	L-000732	SA BFM TREASURY DEPT CENTER 1ST 2ND 3RD FLOORS AND STORAGE	101 N 14TH ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2022	6/30/2023	4,522.00	SF	\$67,000.00	\$15.96	FULL SERVICE	OFFICE	
TELOCOVE	L-001417	IL DGS MAIN STREET CENTRE TELCOVE LEVEL 1 COM	600 E MAIN ST		RICHMOND	VA	23219	RICHMOND CITY - 760	6/26/2004	7/1/2019	6/30/2024	50.00	SF	\$5,726.78	\$174.54	TRIPLE NET	TOWER/ANTENNA	
T-MOBILE NORTHEAST LLC	L-004411	IL DGS BFM T-MOBILE ANTENNA EQUIP ROOFTOP- 8TH FL	1111 E BROAD ST		RICHMOND	VA	23219	RICHMOND CITY - 760	2/8/2019	2/8/2020	2/7/2029	0.00	SF	\$0.00		FULL SERVICE	TOWER/ANTENNA	
VACU VIRGINIA CREDIT UNION	L-001426	IL DGS MONROE BLDG LOBBY VACU ATM MACHINE RICHMOND	101 N 14TH ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2000	7/1/2021	6/30/2022	2,262.00	SF	\$36,101.52	\$15.96	FULL SERVICE	RETAIL	
VACU VIRGINIA CREDIT UNION	L-004289	IL DGS PATRICK HENRY BLDG LOBBY VACU ATM MACHINE RICHMOND	12TH AND E BROAD STS LOBBY		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	141,986.00	SF	\$2,014,745.20	\$14.19	FULL SERVICE	OTHER	
VACU VIRGINIA CREDIT UNION	L-004290	IL DGS MAIN STREET CENTRE BLDG LOBBY VACU ATM MACHINE RICHMOND	600 E MAIN ST LOBBY ATM		RICHMOND	VA	23219	RICHMOND CITY - 760	12/15/2018	12/15/2018	11/30/2023	6.00	SF	\$0.00		FULL SERVICE	OTHER	
VAL 172	L-003817	SA BFM VALLEY CENTER 1ST 2ND 3RD FLOORS	FLRS 1, 7, 12, 18, 19 AND 22		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	109,626.00	SF	\$1,749,630.96	\$15.96	FULL SERVICE	OFFICE	
VAL 172	L-003818	SA BFM VAIRICA LOTTERY EXTRAS WiFi CHARGES ONLY VMS	600 E MAIN ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	109,626.00	SF	\$1,749,630.96	\$15.96	FULL SERVICE	OFFICE	
VAMAC INC	L-004701	IL DGS BFM VAMAC PARKING WESTMORELAND BLDG	1957 WESTMORELAND ST		HENRICO	VA	23230	HENRICO COUNTY - 087	10/1/2011	10/1/2019	9/20/2026	6,400.00	SF	\$0.00		FULL SERVICE	OFFICE	
VBPD 608	L-000733	SA BFM VBPD WASHINGTON FL 7	1100 BANK ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	4,633.00	SF	\$73,942.68	\$15.96	FULL SERVICE	OFFICE	
VCA 148	L-003821	SA BFM VA COMMISSION FOR THE ARTS MAIN STREET CENTRE	600 E MAIN ST	SUITE 306	RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2017	7/1/2019	6/30/2022	2,914.00	SF	\$46,597.44	\$15.96	FULL SERVICE	OFFICE	
VCSC 166	L-000735	SA BFM VCSC SUPREME COURT FL 5	100 N 9TH ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	3,211.00	SF	\$51,247.56	\$15.96	FULL SERVICE	OFFICE	
VCUAD 236	L-000739	SA BFM VCUS POCAHONTAS 1ST FL EAST AND BASEMENT EAST AND WEST	900 E MAIN ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	14,789.00	SF	\$214,630.80	\$14.51	FULL SERVICE	OFFICE	
VCURSA	L-003649	IL DGS AFRICAN FRANKLIN STS	101 N 14TH ST		RICHMOND	VA	23219	RICHMOND CITY - 760	12/15/2018	12/15/2018	11/30/2023	0.00	SF	\$0.00		FULL SERVICE	OFFICE	
VOADS 301	L-004140	SA BFM VOADS 3 OLIVER HILL AND FRANKLIN STS	100 GOVERNOR ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	1,077,78.00	SF	\$1,540,511.28	\$13.78	FULL SERVICE	OFFICE	
VOADS 301	L-004127	SA BFM VOADS AT DGS DCL BLDG RICHMOND	600 N 5TH ST	DCLS AT VA BIOTECH PARK	RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	1,077,78.00	SF	\$1,540,511.28	\$13.78	FULL SERVICE	OFFICE	
VOH 601	L-000743	SA BFM VOH JAMES MONROE BLDG 15TH FL	101 N 14TH ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	13,821.00	SF	\$220,583.16	\$15.96	FULL SERVICE	OFFICE	
VOH 601	L-004249	SA BFM VOH MONROE SERVICE LEVEL	101 N 14TH ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	6,189.00	SF	\$90,189.16	\$14.57	FULL SERVICE	OFFICE	
VOH 601	L-000742	SA BFM VOH JAMES MADISON FLOORS LB - 13TH	109 GOVERNOR ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	160,213.00	SF	\$250,478.20	\$15.63	FULL SERVICE	OFFICE	
VOH 601	L-004484	SA BFM VOH 400 E CARY ST OFFICE LA	400 E CARY ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	35,888.00	SF	\$587,860.88	\$18.38	FULL SERVICE	OFFICE	
VOIOT 501	L-000748	SA BFM VOIOT MONROE 19TH FLOOR	101 N 14TH ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	12,502.00	SF	\$1,199,531.92	\$15.96	FULL SERVICE	OFFICE	
VOIOT 501	L-004110	IL DGS TO VOIOT GUARDIAN 1ST 2ND 3RD FLOORS	101 N 14TH ST		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	1,000.00	SF	\$0.00		FULL SERVICE	PARKING/MOTOR POOL/LOT	
VERIZON VIRGINIA LLC	L-014145	IL DGS ROACHCINTAS BLDG 10120N VIRGINIA LLC	900 E MAIN ST		RICHMOND	VA	23219	RICHMOND CITY - 760	3/1/1987	3/1/2017	1/21/2026	205.00	SF	\$2,124.49	\$11.82	TRIPLE NET	OTHER	
VITA 136	L-001445	SA BFM PATRICK HENRY BLDG VITA STE 2016 AND BASEMENT STORAGE	11TH AND CAPITOL STS 2ND FL		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2018	7/1/2019	6/30/2022	1,890.00	SF	\$30,154.40	\$15.96	FULL SERVICE	OFFICE	
VPRA 522	L-004858	SA BFM VPRA MAIN STREET CENTER 21ST FLOOR	600 E MAIN ST SUITE 2125		RICHMOND	VA	23219	RICHMOND CITY - 760	4/19/2021	4/19/2021	6/30/2022	2,268.00	SF	\$36,197.28	\$15.96	FULL SERVICE	OFFICE	
VSCC 142	L-000751	SA BFM VSCC PATRICK HENRY RMS B034 B034A B035 AND B036	11TH AND CAPITOL STS		RICHMOND	VA	23219	RICHMOND CITY - 760	7/1/2015	7/1/2019	6/30/2022	1,770.00	SF	\$28,249.20	\$15.96	FULL SERVICE	OFFICE	

Exhibit A-3
Non-DGS/Agency Administered Expense Leases
(Sorted by Agency)

Agency	COVA Trax Lease ID	Leasee Name	Property Address	Property Address Line 2	Property City	Property State	Property Country	Property ZIP Code	Property County/City	Original Lease Start	Current Term Start	Current Term End	Leased Area	UOM	Current Annual Rent	Current Annual Rent/SF	Lease Type	Head Count	Leasee/Unit Use Type
VWC 191	L-040450	VWC 3800 ELECTRIC RD ROANOKE	3800 ELECTRIC RD STE 200		ROANOKE	VA	USA	24018	ROANOKE COUNTY - 161	8/1/2018	8/31/2028		6,522.00	SF	\$123,390.00	\$22.35	FULL SERVICE	6	OFFICE
VWC 191	L-053651	VWC REGIONAL OFFICE PEMBROKE OFFICE PARK VA BEACH	2811 INDEPENDENCE BLVD STE 310		VIRGINIA BEACH	VA	USA	23652	VIRGINIA BEACH CITY - 810	8/1/2017	8/31/2027		7,118.00	SF	\$131,683.00	\$18.50	FULL SERVICE	10	OFFICE

EXHIBIT B
Surplus Property
as of 9/1/21

Property Declared Surplus

Managing Agency	Site Name	Address	City	Acreage	Site/Campus Type	County/City (FIPS Code)	Status
Behavioral Health & Developmental Services, Dept of (DBHDS) -720	DBHDS Eastern State Hospital James City Co	4601 Ironbound Rd	Williamsburg	500.04	Hospital	James City County - 095	Property Listed for Sale (346.25 Acre Portion) of which 79.56 acres are Under Contract
Department of Motor Vehicles (DMV) -154	Eastern State Hospital	4601 Ironbound Rd	Williamsburg	4.05	Office	James City County - 095	Property Listed for Sale
Wildlife Resources, Dept of (DWR) -403	DWR Smoot Landing Nelson Co.	Smoot Track	Nelson	8.00	Land	Nelson County- 125	Property Listed for Sale
Department of Conservation and Recreation - 199	Ruble House	168 Creekside Drive	Lancaster	0.880	Residence	Lancaster County-103	Declared Surplus
Agriculture and Consumer Services, Dept of (VDACS)-301	Eastern Shore Farmer's Market	18491 and 18513 Garey Road	Melfa	68.96	Other	Accomack County - 001	Chapter 552 (2021) § 3-1.01. FF "The Department of General Services, with the support of the Department of Agriculture and Consumer Services, is authorized to sell, for such consideration the Governor may approve, a portion of the Eastern Shore Farmers Market, including the Market Office Building at 18491 Garey Road and the Produce Warehouse at 18513 Garey Road, Melfa, Virginia 23410. The Department of Agriculture and Consumer Services , with the Recommendation of the Department of General Services is authorized to grant any easement necessary to facilitate the sale of this portion of the Eastern Shore Farmer's Market. Notwithstanding the provisions of § 2.2-1156, Code of Virginia, the proceeds from the sale shall first be applied toward remediation options under federal tax law of any tax- exempt outstanding bonds on the property. After deduction for expenses incurred by the Department of Agriculture and Consumer Services, any proceeds that remain shall be deposited to the general fund. Any convenience shall be approved by the Governor in a manner set forth in § 2.2-1150, Code of Virginia.
Corrections, Dept of (DOC) -701	DOC Brunswick Work Center Brunswick Co	1147 Planters Rd	Lawrenceville	764.79	Correctional Facility	Brunswick County - 025	Chapter 552 (2021) § 3-1.01.U.1. "The Brunswick Correctional Center operated by the Department of Corrections shall be sold. The Commonwealth may enter into negotiations with (1) the Virginia Tobacco Indemnification and Community Revitalization Commission, (2) regional local governments, and (3) regional industrial development authorities for the purchase of this property as an economic development site." 2. Notwithstanding the provisions of § 2.2-1156, Code of Virginia or any other provisions of law, the proceeds of the sale of the Brunswick Correctional Center shall be paid to the general fund.
Corrections, Dept of (DOC) -702	DOC Coffeewood CC Culpeper Co	12352 Coffeewood Dr	Mitchells	702.96	Correctional Facility	Culpeper County - 047	Chapter 552 (2021) Item 402. F "The Commonwealth of Virginia shall convey 45 acres (more or less) of property, being a portion of Culpeper County Tax Map No. 75, parcel 32, lying in the Cedar Mountain Magisterial District of Culpeper County, Virginia, in consideration of the County's construction of water capacity and service line(s) adequate to serve the needs of the Department of Corrections' Coffeewood Facility and the Department of Juvenile Justice's Culpeper Juvenile Correctional Facility (hereinafter "the facilities"). The cost of the water improvements necessary to serve the facilities, including an eight-inch water service line, and including engineering and land/easement acquisition costs, shall be paid by the Commonwealth, less and except (i) the value of the property for the jail conveyed by the Commonwealth to the County (\$150,382.00, based on valuation by the Culpeper County Assessor), and (ii) the cost of increasing the size of the water service line from eight inches to twelve inches, in order to accommodate planned county needs."
Corrections, Dept of (DOC) -701	DOC White Post Diversion Detention Center DOC Pulaski Correctional Center	201 Ray of Hope Ln Morgans Cut Road	White Post Pulaski	40.76 51.21	Correctional Facility	Clarke Country-043 Pulaski County -155	Chapter 552 (2021) § 3-1.01. AA "The Department of General Services is authorized to dispose of the following property currently owned by the Department of Corrections in he manner it deems to be in the best interests of the Commonwealth: Pulaski Correctional Center and White Post Detention and Diversion Center. Such disposal may include sale or transfer to other agencies or to local government entities. Notwithstanding the provisions of § 2.2-1156, Code of Virginia, the proceeds from the sale of all or any part of the properties shall be deposited into the general fund ."

EXHIBIT B
Surplus Property
as of 9/1/21

Property Declared Surplus (continued)

Managing Agency	Site Name	Address	City	Acreage	Site/Campus Type	County/City (FIPS Code)	Status
Behavioral Health & Developmental Services, Dept of (DBHDS) -720	DBHDS SW VA Mental Health Institute Smyth Co	340 Bagley Circle	Marion	18.13	Medical	Smyth County-173	<p>Chapter 678 (2019) § 1. The Commonwealth, with approval of the Governor pursuant to § 2.2-1150 of the Code of Virginia, is hereby authorized to convey to the Mount Roger's Community Services Board, upon such terms and conditions as may be agreed to by the parties, a parcel of land consisting of approximately 7.095 acres (a portion of Tax Map Parcel 221-130-1) in the northeast corner of the campus, previously used by the Department of Behavioral Health and Developmental Services as the Southwestern Virginia Mental Health Institute. The conveyance shall be made without consideration.</p> <p>§ 2. The Commonwealth , with approval of the Governor pursuant to § 2.2-1150 of the Code of Virginia , is hereby authorized to convey to Smyth County, upon such terms and conditions as may be agreed to by the parties, a parcel of land consisting of approximately 3.76 acres (a portion of Tax Map Parcel 221-130-1), containing a building and supporting parking currently leased to Smyth County. The terms of such conveyance shall include the provision of heating to the building by the Commonwealth for no more than two years at the current market price for such services. The conveyance shall be made without consideration.</p> <p>§ 3. The conveyance shall be made in a form approved by the Attorney General. The appropriate officials of the Commonwealth are hereby authorized to prepare, execute, and deliver such deed and other documents as may be necessary to accomplish the conveyance.</p>
Behavioral Health & Developmental Services, Dept of (DBHDS) -720	DBHDS SW VA Training Center Carroll Co	160 Training Center Rd	Hillsville	93.71	Training Center	Carroll County -035	Chapter 552 (2021) Item 320 AA. Notwithstanding the provisions of the Acts of Assembly, Chapter 610, of the 2019. Session or any other provision of law, the Department of General Services is hereby authorized to sell, pursuant to § 2.2-1156, certain real property in Carroll County outside the town of Hillsville on which the former Southwestern Virginia Training Center was situated, subject to the following conditions: (1) the sale price shall be, at a minimum, an amount sufficient to fully cover any debt or other financial obligations currently on the property; (2) the purchaser shall be responsible for all transactional expenses associated with the transfer of the property; and (3) the sale shall be made to a health care company that agrees to use the property for the provision of health care services for a minimum of five years established through a deed restriction.

EXHIBIT B
Surplus Property
as of 9/1/21

Property Declared Surplus (continued)

Managing Agency	Site Name	Address	City	Acreage	Site/Campus Type	County/City (FIPS Code)	Status
Emergency Management, Dept of (DEM) -127	DEM Cheatham Annex York Co	Cheatham Annex	Yorktown	429.95	Vacant land	York County - 199	<p>Chapter 552 (2021) 4-5.10 e. Notwithstanding any provision of law to the contrary, the Commonwealth of Virginia shall begin the process to convey, as is and pursuant to § 2.2-1150, approximately 432 acres of land located within County of York, Virginia, known as Tax Parcel 12-00-00-003 (the Property) to the Eastern Virginia Regional Industrial Facility Authority, or any of its members, subsidiaries or affiliates (hereinafter referred to Authority) for an amount not to exceed \$1,350,000. The Commonwealth of Virginia shall provide to the Authority copies of the two most recent state appraisals for 150-200 acres for the parcel, and in no case shall the transaction price per acre exceed the average of the two most recent state appraisals. The Authority shall have the right to waive the appraisal requirement. The Authority shall reimburse the Commonwealth of Virginia, at property closing, for the appraisals and other Commonwealth of Virginia costs to prepare and execute the conveyance documents. The conveyance of the Property should occur no later than December 31, 2020, but may occur earlier if requested by the Authority. The Authority and its designees shall have the right to enter the Property and to perform due diligence and design studies and activities prior to the conveyance. The Authority shall have the right to file applications and related documents seeking land, zoning and use entitlements, and the Commonwealth is authorized to execute such documents as may be required for such purposes, but without incurring obligations on the Commonwealth by such execution.</p> <p>1. The Authority is authorized to convey the property rights for portions of the Property conveyed by the Commonwealth in paragraph e., to one or more operators of one or more utility scale solar facilities, or to lease the property rights to such an operator or operators, for an amount as agreed by the Authority and such operator(s).</p> <p>2. Any remaining Property at the site shall be subject to a deed restriction created in the Commonwealth of Virginia and Authority property sale described herein to restrict the use of such property by the Authority to any non-residential use, as determined by the Authority.</p>
Transportation, Dept of (VDOT) -501	VDOT Lexington AHQ Rockbridge Co	626 Waddell Street	Lexington	6.81	Transportation	Rockbridge-163	<p>Chapter 552 (2021) Item 453 L. 1. At such time as the Virginia Department of Transportation (VDOT) determines that the VDOT Residency office, on five acres, at 626 Waddell Street, in the City of Lexington is no longer required for VDOT's purposes, it shall offer to transfer the property to the City of Lexington prior to offering the property for transfer or sale to any other public or private agency or entity or individual, on such terms and conditions as provided below.</p> <p>2. The Virginia Department of Transportation and the City of Lexington shall each obtain a separate appraisal of the property, each performed by an appraiser licensed by the Commonwealth of Virginia as Certified General Real Property Appraisers, who must meet the competency provisions of the Uniform Standards of Professional Appraisal Practice</p> <p>3. VDOT shall offer the property to the City of Lexington at a value which shall be determined by averaging the values from the two appraisals obtained in L2. above. Any other conditions of the transfer shall be based on usual and customary terms for such intergovernmental transfers.</p> <p>4. If the Virginia Department of Transportation and the City of Lexington cannot agree on the terms of the transfer of the property, VDOT may transfer or sell the property to any other public or private agency or entity or individual on such terms as it determines are in the best interest of the Virginia Department of Transportation, however it will present those terms to the City of Lexington for its consideration prior to finalizing any transfer or sale to any other party.</p>
Transportation, Dept of (VDOT) -501	VDOT Marshall Storage Area Fauquier Co	Frost St	Marshall	3.8	Transportation	Fauquier County - 061	VDOT is authorized by H1627 (2013) to exchange the property. Property is currently under an agreement for exchange.

EXHIBIT B
Surplus Property
as of 9/1/21

Potential Surplus Property Identified by the Agency and/or DGS - to be declared surplus

Managing Agency	Site Name	Address	City	Acreage	Site/Campus Type	County/City (FIPS Code)	Status
General Services, Dept of (DGS) -194	DGS Warrenton Tract Fauquier Co	NE of Fifth Street	Warrenton	0.18	Vacant Land	Fauquier County - 061	Surplus - Entirety
General Services, Dept of (DGS) -194	DGS Pembroke Hampton	2359 W. Pembroke	Hampton	0.34	Vacant Land	Hampton City - 650	Surplus - Entirety
General Services, Dept of (DGS) -194	DGS Dewey	Dewey Avenue	Hampton	3.26	Vacant Land	Hampton City - 650	Surplus - Entirety
Transportation, Dept of (VDOT) -501	VDOT Skippers Sub AHQ	Rte 301	Greenville	2.49	Transportation	Greenville County-081	Surplus - Entirety
Transportation, Dept of (VDOT) -501	VDOT Alleghany Chemical Storage Lot	Rtes 11 and 641	Christiansburg	1.63	Transportation	Montgomery County - 121	Surplus - Entirety
University of Virginia (UVA/AD) -207	UVA Scully Prop Surplus Albemarle Co.	Off Route 29 South	Albemarle County	1.00	Higher Education	Albemarle County-003	Surplus - Entirety
Virginia Polytechnic Institute and State University (VPI&SU) -208	VPI&SU Saltville, Smyth Co	1333 East Main Street	Saltville	64.08	Higher Education	Smyth County - 173	Surplus - Entirety
Virginia Commonwealth University -236	VCU Hanover Farm Ashland	12207 Cheroy Road	Ashland	88.67	Other	Hanover County-085	Underutilized

Potential Surplus Property Identified by the Agency and/or DGS - to be evaluated for surplus

Managing Agency	Site Name	Address	City	Acreage	Site/Campus Type	County/City (FIPS Code)	To Be Evaluated for Surplus
Corrections, Dept of (DOC) -701	DOC State Farm Complex Goochland	Rte 6	Goochland	1151.74	Correctional Facility	Goochland County - 075	Surplus-Entirety
Forestry, Dept of (DOF) -411	DOF Rockbridge Office	312 South Main Street St	Lexington	2.12	Office	Rockbridge County -163	Surplus-Entirety
Virginia Museum Of Natural History (VMNH) -942	Virginia Museum of Natural History	21 Starling Avenue	Martinsville	3.68	Educational	Martinsville-690	Surplus-Entirety
Juvenile Justice, Dept of (DJJ) -777	DJJ Barrett Juvenile CC Hanover Co.	11391 Barrett Center Road	Mechanicsville	185.04	Special Use	Hanover County-085	Surplus - Entirety
Marine Resources Commission (MRC) -402	MRC Newport News Tract Newport News	630 Lucas Creek Road	Newport News	2.10	Other	Newport News City-700	Surplus - Entirety
Marine Resources Commission (MRC) -402	MRC Gloucester Property Gloucester Co.	Rte 17	Gloucester	3.88	Other	Gloucester County - 073	Surplus - Entirety
Marine Resources Commission (MRC) -402	MRC Cape Story by the Sea Virginia Beach	Sandlewood Road	Virginia Beach	0.16	Other	Virginia Beach City-810	Surplus - Entirety
Marine Resources Commission (MRC) -403	MRC Tangier Jetty Accomack Co	The Upards	Tangier	1.75	Other	Accomack-001	Surplus - Entirety
Military Affairs, Dept of (DMA) -123	DMA Martinsville Readiness Center Martinsville	31 Commonwealth Blvd W	Martinsville	8.04	Other	Martinsville City- 690	Surplus-Entirety
Behavioral Health & Developmental Services, Dept of (DBHDS) -720	DBHDS Central VA Training Ctr Amherst Co	521 Colony Road	Madison Heights	342.89	Training Center	Amherst County-009	Surplus- Entirety
Transportation, Dept of (VDOT) -501	VDOT Meadow Road Complex	Ponderosa Drive	Henrico County	125.60	Transportation	Henrico County - 087	Surplus-Entirety
Behavioral Health & Developmental Services, Dept of (DBHDS) -720	DBHDS Central State Hospital Petersburg	26317 W. Washington St	Petersburg	565.95	Other	Dinwiddie County - 053	Surplus-Portion
Aging and Rehabilitative Services, Dept of (DARS) -262	DARS WWRC Rehab Center Augusta Co	243 Woodrow Wilson Avenue	Fishersville	222.11	Vocational Training Center & Hospital	Augusta County - 015	Surplus - 96.25 Acre Portion
Virginia Community College System -260	VCCS Rappahannock CC Warsaw Campus Richmond Co	52 Campus Drive	Warsaw	117.31	Campus	Richmond County-159	Surplus - Portion
Virginia Community College System -261	VCCS Rappahannock CC Glenns Campus Gloucester	12745 Collage Drive	Glenns	118.31	Campus	Gloucester County-073	Surplus - Portion

EXHIBIT B
Surplus Property
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Facilities Identified by the Agency and/or DGS to Be Underutilized

Managing Agency	Site Name	Address	City	Acreage	Site/Campus Type	County/City (FIPS Code)	To be Evaluated for Use of Underutilized Portions by Other Agencies
Corrections, Dept of (DOC) -701	DOC Dinwiddie CU #27 Dinwiddie Co	13510 Cox Rd	Dinwiddie	185.04	Correctional Facility	Dinwiddie County - 053	Underutilized
Wildlife Resources, Dept of (DWR) -403	DWR Goodall Public Fishing Highland Co.	Goodall Fishing Access	Highland County	1.96	Other	Highland County-091	Underutilized
Forestry, Dept of (DOF) -411	DOF Regional Office Charlottesville Albemarle Co	470 George Dean Drive	Charlottesville	13.37	Office	Albemarle County-003	Underutilized

Exhibit C



DREFM

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

dgs.virginia.gov



Virginia's Real Estate & Assets
Management System

Introducing COVA Trax

The Commonwealth of Virginia's broad real estate portfolio includes over 2,000 leases, 442,000 acres of land and 9,000 owned buildings and structures through the state. Now there is a centralized system that agencies can use to keep track of it all. It's called COVA Trax.

What is COVA Trax?

COVA Trax is the Department of General Services, Division of Real Estate and Facilities Management's (DREFM) web-based, integrated workplace management system (IWMS). It is used to administer executive branch leases and efficiently maintain an inventory of the commonwealth's owned and leased real estate. COVA Trax is a commercial off-the-shelf (COTS) software system from Trimble Real Estate & Workplace Solutions, a business unit of Trimble Inc. It is marketed as Manhattan IWMS by Trimble but has been rebranded for Virginia as "COVA Trax," with COVA representing the commonwealth and Trax being a play on words for a common real estate term (tracts) and for its purpose (tracks information).

COVA Trax is a "software as a service" (SaaS) application, so the system and data are hosted by the vendor. The benefit of a SaaS application is that there are no infrastructure expenses for the commonwealth to host the application, the

 data or routine backups. In addition, patches and version upgrades are all handled by the vendor. COVA Trax does not require commonwealth network/VPN access. Annual audits include a review of the vendor's ISMS Report and ISO Certificate to ensure our data are secure. Additionally, row level security (RLS) restricts access to records so that users only see records for their agency and not records stored for other agencies

What does COVA Trax do?

COVA Trax maintains and stores real estate and associated asset records in a single, centralized, cloud-based location.

The system employs a series of user-friendly, standardized forms for data entry and data viewing. Four modules are available to agencies—Portfolio Management, Space Management, Fixed Assets and Sustainability. Users simply can view data or use the data to prepare different reports to suit their real estate and asset management needs. For ease of use, COVA Trax employs a modern, web-based, user interface and has a docking tab feature that allows users to keep multiple windows open simultaneously.



How is COVA Trax different from the COVA Trax Web Portal?

In 2016, the COVA Trax Web Portal was made available to agency users to streamline reporting requirements to the Department of General Services (DGS) by enabling them to review, update and add real estate records directly into the portal while COVA Trax was being implemented. It allowed for more consistent and accurate reporting to the General Assembly, while reducing everyone's administrative duties.

The portal is just one component of the overall COVA Trax workplace management system and was built and deployed shortly after the implementation of the Portfolio Management module.

Some of the key benefits of switching to COVA Trax are listed in the table below. There is a potential cost advantage associated with switching to COVA Trax because agencies will not need to purchase and maintain their own systems and the cost to use COVA Trax is based on the number and type of users, not on the number of records. In addition, COVA Trax assists agencies in complying with the latest Government Accounting Standards Board (GASB) standard for leases.

The COVA Trax Portal	COVA Trax
<ul style="list-style-type: none"> • Is available only for a few months each year. • Provides a one-time snapshot of real estate records. • Does not permanently retain data. • Provides canned reports with limited flexibility. • Provides only a list of lease and site records. • Does not include leases administered by DGS. 	<ul style="list-style-type: none"> • Is available 365/24/7. • Is a real-time system. • Archives data and consolidates records in a central location. • Has enhanced reporting capabilities with customization. • Is built around easy-to-use data entry forms. • Includes fields that restrict input values to prevent errors. • Has modules for a broad range of data capture on the commonwealth's real estate records.

COVA Trax Modules

Portfolio Management Module

This is the system's core module that includes:

- The inventory and details of the commonwealth's owned and leased real estate, stored as site and deed records, property records with unit management, and lease management records including tenants and vendors.
- Lease administration used by DGS to manage our leases on behalf of executive branch agencies, including critical date management.
- Document storage of electronic files, scanned copies of complete lease agreements, deeds, etc.
- The Financial Management Module that includes a general ledger and allows for processing of monthly payables and receivables.
- M-R FIX, a function that produces the relative age of a building and calculates the amount of maintenance reserve funds (M-R) needed to restore the capital asset, allowing maintenance reserve funding to be distributed based on actual inventory needs.

Sustainability Module

This module is designed to help users reduce their utility footprint. The module:

- Links meter records to building records in the Portfolio Management Module.
- Captures information related to energy management transactions, e.g., estimates, accruals, actual consumption.
- Allows users to enter or upload detailed consumption data for monthly electricity, water or natural gas utilities with the name of the vendor, the rate schedule and the unit of measure.
- Captures emission factor values for emissions such as carbon dioxide, methane and nitrous oxide.
- Facilitates Eco-Governance Management for all buildings, using comparative analysis.
- Provides unlimited monthly data storage of consumption data.

Asset Management Module

The Asset Management Module helps users track and manage asset inventory such as furniture and equipment, motor vehicles and museum artifacts and fine arts. The module:

- Links asset records to building records in the Portfolio Management Module.
- Allows users to view and modify asset records and describe and note the disposition of assets.
- Enables users to generate reports, store important documents (e.g., appraisals and photographs) and query on asset data.

Space Management Module

This module enables users to designate how workplace resources are used so that they can optimize their building infrastructure and usage. It enables users to:

- Upload and modify CAD drawings and associate them to building records in the Portfolio Management Module.
- Run reports and query on building and floor information.
- Assign spaces to personnel, outline and flag conference rooms and shared workspaces, and show where special needs personnel sit for emergency management purposes.
- Access and review critical information such as building measurements, zone locations, space types and human resource occupancy information.
- Store .dwg files.

In 2018, the Department of Real Estate and Facilities Management (DREFM) received the First Place Project Excellence Award at the 7th Annual VITA Project Management Summit for the implementation of COVA Trax.

For more information, contact DREFM at bres-info@dgs.virginia.gov.



Virginia's Real Estate & Assets Management System

A Guide to COVA Trax

An Overview of Virginia's Real Estate & Assets Management System

Commonwealth of Virginia

Division of Real Estate and Facilities Management
Bureau of Real Estate Services – dgs.virginia.gov



DEPARTMENT OF
GENERAL SERVICES

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COVA Trax for the Commonwealth

In June 2004, the governor issued Executive Order 75 to establish a unified and fully integrated real estate portfolio management system for the agencies and institutions of the executive department, based on the following enterprise-wide goals:

- Increase collocation and bargaining power,
- Decrease total and per-person space allocations,
- Reduce total costs,
- Maintain agency security and operational needs, and
- Augment or maintain agency functional space and real property services.

COVA Trax is a fully integrated and unified real estate portfolio system that achieves these goals. The Department of General Services (DGS) began using COVA Trax in 2016. DGS uses COVA Trax for lease administration and managing accounts payable and receivable billings for more than 500 leases within the commonwealth's executive branch. In addition, DGS uses COVA Trax to manage and track lease terms by working with agencies as leases are coming near term expiration and evaluating agencies' current and future needs.

DGS also uses COVA Trax to maintain an inventory of the real estate that the commonwealth owns and leases, as mandated by the Virginia General Assembly. The system consists of several modules.

Portfolio Management – This is the system's core module. The module:

- Houses the commonwealth's inventory of owned and leased real estate
- Includes full functionality for lease administration, including a general ledger for processing monthly payables and receivables
- Has tools for reporting, including system and custom grids (similar to spreadsheets), and an ad-hoc report writer with grids available across multiple modules
- Includes an added-on maintenance reserve function module (M-R FIX) used to calculate the amount of maintenance reserve funds needed to restore aged building and site infrastructure systems

Fixed Assets – This module is used to track details of non-real estate assets and flag their physical location by linking asset records to building records housed in the Portfolio Management Module inventory.

Space Management – This module enables users to designate how workplace resources are utilized so they can optimize their building infrastructure. This module is where details about the size, occupancy and type of specific spaces are maintained for properties in the Portfolio Management Module inventory. The module has a drawing console that allows users to work with CAD drawings of building layouts.

Sustainability – This module is designed for energy management and helps users reduce their utility footprint. The module has meter records for utilities, such as electricity, that link to building records in the Portfolio Management Module inventory.

COVA Trax vs. the COVA Trax Portal

The General Assembly requires that commonwealth agencies report the status and current details of the leases they administer (i.e., non-DGS/agency administered leases - NAAL) to DGS on an annual basis. Agencies also must report on any changes in owned sites and the identification of any potential surplus opportunities in land use plans. To fulfill the mandate, DGS established a process that involved sending every agency a spreadsheet listing what was in the DGS database. Agencies reviewed and updated their spreadsheets to note where changes or additions had occurred and then sent the spreadsheets back to DGS. This was a very time-consuming process for both DGS and the agencies.

To allow for reporting through a more user-friendly format while the COVA Trax system implementation continued, DGS built a web-based portal that interfaces with COVA Trax and called it the COVA Trax Web Portal. Agencies review and update their existing real estate records and add new records via the portal. All of the portal updates are merged into the COVA Trax system for presentation in a summary report to the General Assembly in November.

Since the COVA Trax implementation began, agencies have had access only to the portal. Now, DGS is making several COVA Trax modules available to Commonwealth agencies.

COVA Trax for Agencies

COVA Trax is a centralized system that agencies now can use to view their real estate records and associated documents. Depending on permissions, some users may be able to create and edit their own agency records. Documents available for viewing, downloading and upload include leases, deeds, appraisals, photographs, and invoices such as electricity bills, etc.

Agencies that elect to use COVA Trax will be given access to the Portfolio Management Module to include its reporting capabilities. Advanced permissions could include access to a general ledger for full lease administration functionality. Agencies also can choose access to the Sustainability, Space Management and Fixed Asset Modules.

Benefits include the following:

- Agencies that choose to use COVA Trax no longer have to set up and maintain spreadsheets for real estate records or worry that those records could be lost.
- Agencies looking for a better way to maintain their real estate records do not have to go through the normal procurement process to acquire their own system. COVA Trax is ready for use now.
- COVA Trax is already set up to assist agencies in complying with the latest Government Accounting Standards Board (GASB) 87 financial reporting standard for leases.
- The vendor handles all patches and updates to keep the system current.
- The cost for using COVA Trax is based on the number and type of users, not on the number of records.
- In 2014, a State Property Data Maintenance Work Group concluded that consolidation of real estate and other systems collecting the same set of data would result in operational and accuracy efficiencies in addition to cost savings. Opening up COVA Trax for use by other agencies will help in taking steps forward to meet this goal.

COVA Trax uses a simple form for viewing and data entry, with a format and features that are consistent across all record types and most modules. An example is shown below. Forms also can contain a menu tree (visible upon opening a record) that will navigate users to more information stored in separate but linked forms such as latitude and longitude coordinates, recorded book and page details for deeds and scanned documents. The added-on M-R FIX module also is located in the tree menu with site and property records.

Forms can be used to search for records by entering partial or full search values in most any field. For example, users can search for records in a particular city or search by combining city and status. Many of the fields use searchable dropdown menus, identified by the magnifying glass icon located on the right side of the field. Standard values have been established for various fields such as site status (e.g., in use, surplus, sold).

Because users may want to view multiple records at once, the system includes a ‘docking’ tab feature that enables multiple windows to be open at the same time.

DGS provides user guides for each module.

Permission Icons

Permissions are reflected through icons. Disabled functionality will display in gray and a “not allowed” symbol will appear when the user hovers over the icon.

	Search		Copy		Zoom
	Clear form		Print		Report Wizard
	Add		Delete		Mail Merge

Additional Information

This document provides detailed information about the COVA Trax modules in the sections entitled Portfolio Management Module, Space Management Module, Sustainability Module and Asset Management Module.

If you have questions or want more information after reviewing this document, please contact the Division of Real Estate and Facilities Management (DREFM) at bres-info@dgs.virginia.gov.

Types of Users

DGS offers three user types.

Read-Only User – This user has the following capabilities:

- View records
- Access grids to run reports
- Export data to Excel
- Download electronic files (e.g., deeds, leases)

Hybrid User – This user has all of the Read-Only User capabilities and the following additional capabilities:

- Enter select data directly into COVA Trax
- Enter and edit data within certain forms and/or data fields (e.g., M-R FIX data forms)

User with Write Permissions – This user has all of the capabilities listed above and the following additional capabilities:

- Maintain their agency's inventory of property and lease records
- Use selected modules to maintain additional records for their agency
- Upload electronic files to store with record types
- Administer leases

Each user has a unique username and password. Multiple users can access the system at the same time.

Portfolio Management Module

This is the main module of COVA Trax. The inventory and details of the commonwealth's owned and leased real estate are entered to and stored in this module. This module includes the following:

- Site, deed, property and unit management records
- Tenant and vendor management records
- Lease management records

Users can view various reports available through a dropdown menu and can export data from this module. Users also can find links to switch to the other modules (Sustainability, Assets, Space Management.)

A Lease Compliance module for GASB 87 is included in the Portfolio Management Module.

Core Functions

When a user logs in to this module, the following top navigation menu appears.



- **Site Management** – This feature is used to establish and update information about land owned by the commonwealth. Users enter an ID to review site details, such as the occupying or managing agency name, site address and region location, whether the site is owned or leased, and acreage. There are also fields to indicate whether any antennas or cemeteries exist on the site. Annual land use plan (LUP) submissions from agencies are uploaded into a site record. M-R FIX values for site infrastructure systems are stored here in a separately linked form. Users can enter mapping coordinates (latitude and longitude) with a site or property record.

Example of a Site Management Form

A screenshot of a "Site Management" form within the COVA Trax application. The form is titled "Site Management". On the left, there is a sidebar with icons for Main Page, Legacy IDs, and a tree view of "Sites" under "DGS CAPITOL AREA RICHMOND". The main area contains fields for "CURRENT" site information: Site ID (S-000133), Site Name (DGS CAPITOL AREA RICHMOND CITY), COVA GL ID (COV_DGS), COVA GL Name (COMMONWEALTH OF VIRGINIA / DGS), Site Type (OFFICE), Agency (DGS_194), Region (R-760), Address (CAPITOL SQUARE), Address Line 2, City (RICHMOND), State (VA), Country (USA), ZIP Code (23219), # Residential Blk (0), Any Cemeteries? (NO), Any Antennas? (NO), Total Site SF (1,988,514.00), Total Site Acreage (45.65), and Status (IN USE). There are also sections for "Site Comments" and "Any Infrastructure Systems".

- **Deed Management** – Information about deeds for owned sites is entered here and linked to a site record. Deed type, acres included in the purchase or sale, deed date and recorded date are stored here along with a deed name. The actual deeds are scanned and uploaded into COVA Trax, as well.
- **Property Management** – Here, users view building records and other improvements (e.g., towers) that are located on owned or leased sites. M-R FIX spreadsheet data for building systems is stored here in a separately linked form. Additional information entered with a property record includes the following:
 - Address, including region location
 - Managing or occupying agency
 - Property type
 - Owned or leased
 - Gross property area
 - Area unit of measure
 - Status (i.e., demolished, future use, in use, lease expired, sold, surplus – entirety or portion, underutilized, VDOT right of way)

Example of a Property Management Form

The screenshot shows the 'Property Management' screen in COVA Trax. On the left, there's a navigation sidebar with icons for Main Page, Legacy IDs, and various property-related modules like Units, Pay Leases, Rec. Leases, Documents, Map Info, Property Contacts, and Additional Details. The main area is titled 'Property' and shows a record for 'DGS CAPITOL COMPLEX WASHING'. The record details include:

- CURRENT** section:
 - Property ID: P-003751
 - COVA GL ID: COV_DGS
 - Site: S-000133
 - Region: R-760
 - Agency: DGS_194
 - Address: 1100 BANK ST
 - Address 2:
 - City: RICHMOND
 - State: VA
 - Country: USA
 - ZIP Code: 23219
 - Congress Dist.:
 - Gross Prop Area: 122,980.00
 - Unit of Measure: SF
 - Description:
- Property Name**: DGS CAPITOL COMPLEX WASHINGTON BUILDING
- COVA GL Name**: COMMONWEALTH OF VIRGINIA / DGS
- Energy Improvement Pro**: (Search icon)
- Property Type**: * OFC (Search icon)
- Owned vs Leased**: * OWNED (Search icon)
- CO2 Approved Date**: (Calendar icon)
- CO2 Amount**: (Search icon)
- Land Value**: (Search icon)
- Improv/Bldg Value**: (Search icon)
- Category**: (Search icon)
- Year Built**: (Search icon)
- Date Sold**: (Calendar icon)
- Status**: * IN USE (Search icon)

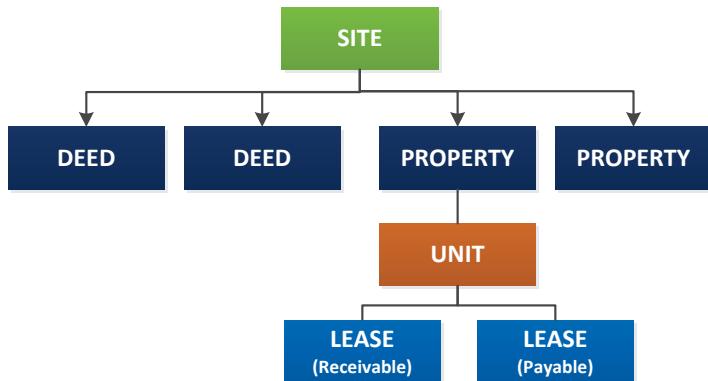
- **Unit Management** – When building occupancy includes multiple units (floors, suites), data about each unit are entered and viewed in the Unit Management form. These records are linked to Property Management records. Unit records also are linked to lease records and the area displayed on a lease record is the sum of area values within each linked unit record.
- **Lease Management** – All lease information is entered in the Lease Management form. This includes information such as whether it is a payable or receivable lease, the start and end dates

of the original and current lease terms, possession date, and total area calculated from the linked unit records. In fiscal year 2022, when GASB 87 takes effect, users will be able to view asset and liability measurements calculated pursuant to this new standard.

Example of a Lease Form

COVA Trax Records Organization

There is a specific organization among records stored in COVA Trax. The general organization starts with the site, under which deed and property records are attached. Leased property does not need to be linked to a site. Unit records are located under property records. Lease records (receivables and payables) are found under unit records.



M-R FIX

M-R FIX is a function that produces the relative age of a building or site and calculates the amount of maintenance reserve funds (M-R) needed to restore the capital asset, allowing maintenance reserve funding to be distributed based on inventory needs. It is accessed through the left-hand navigation menu tree with a site and property record.

M-R FIX can determine the relative age and calculate the amount of maintenance reserve funding needed for the site infrastructure by factoring and quantifying the following systems:

- Sewer collection
- Hot water / steam production and distribution
- Chilled water production and distribution
- Roads – primary
- Roads – secondary and service
- Parking

The relative age for a building is a composite value that reflects the weighted age of the building, considering the life expectancy of all building systems. M-R FIX calculates the amount of maintenance reserve funds needed to restore a building by factoring the following data:

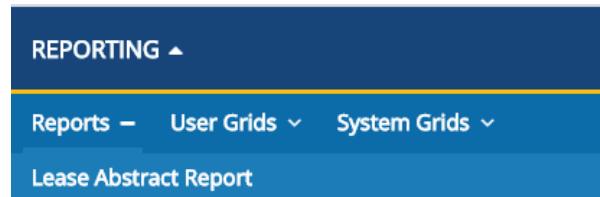
- Square footage
- Construction type
- Number of floors
- Building historic era
- Location
- Primary and secondary functional use
- Age of major systems (since restored to new condition)

M-R FIX uses construction cost data that is updated annually for these systems to make the calculations based on the specific attributes.

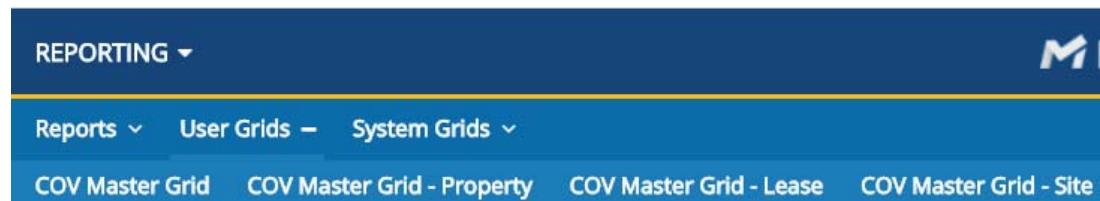
Reporting

This module includes robust reporting that provides access to a set of standardized and custom grids and the ability to create customized reports for export, using a report wizard. Most reporting within COVA Trax is presented in a grid view very similar to Excel, with fields in column headers and records in rows below the column headers.

The following menu provides access to reporting options. As shown, the Reports menu item has been selected to reveal a standard report available to all users.



User Grids – These are grids custom built for our environment. The COV Master Grid is a custom grid that pulls in all site records, all property records joined to each site and all lease records joined to each property. The other three are variations of the same grid but with a different focus on the main set of records. Another custom grid displays Critical Dates to track important, upcoming dates such as lease expirations.



System Grids – These are grids with no customization and typically contain all records from one table in the database. Because some tables hold more than one record type, one grid can contain multiple record types.

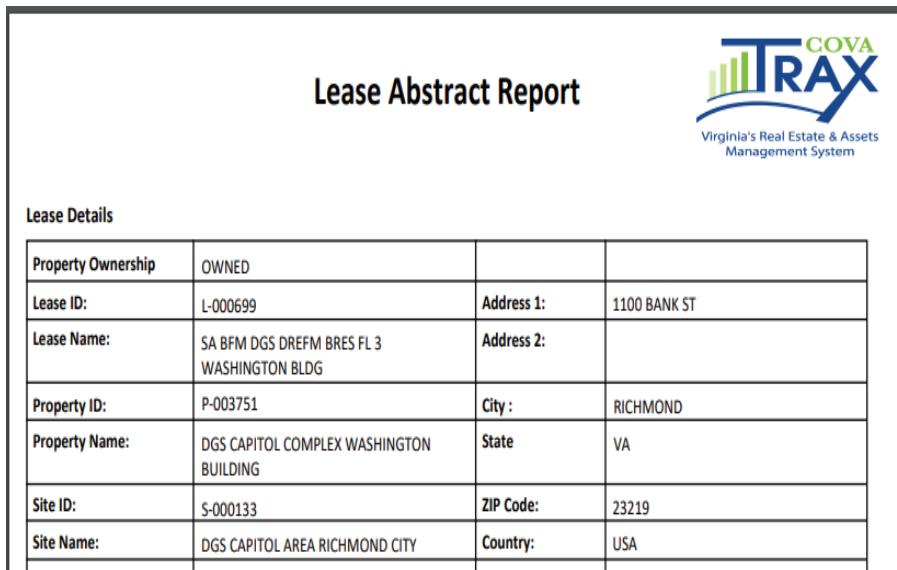


The screenshot shows a top navigation bar with 'REPORTING' and 'Manhattan' logo. Below it is a secondary navigation bar with 'Reports', 'User Grids', and 'System Grids'. A third row contains links for 'Property / Site Grid', 'Property / Site Map Grid', 'Deed / Unit Grid', 'Legal Entity / Tenant Grid', 'Vendor Grid', 'Lease Summary Grid', 'Lease Grid', and 'Contacts Grid'. The main content area displays a table titled 'Lease Abstract Report' with columns for Lease Details, including Property Ownership, Lease ID, Lease Name, Property ID, Property Name, Site ID, and Site Name, along with their respective values.

The system includes a feature to modify the format of grids to suit individual user preferences. For example, users can hide fields and relocate columns to their preferred sort order. The grids can be exported to Microsoft Excel or as an HTML file to print from a browser window.

There is also an ad hoc reporting tool called the Report Wizard. To use this to create custom reports, users select the form that contains the information needed for the report and then select the fields in the form to include.

Example of a Report



The screenshot shows a 'Lease Abstract Report' page. At the top right is the COVA TRAX logo with the tagline 'Virginia's Real Estate & Assets Management System'. The main section is titled 'Lease Details' and contains a table with the following data:

Property Ownership	OWNED		
Lease ID:	L-000699	Address 1:	1100 BANK ST
Lease Name:	SA BFM DGS DREFM BRES FL 3 WASHINGTON BLDG	Address 2:	
Property ID:	P-003751	City :	RICHMOND
Property Name:	DGS CAPITOL COMPLEX WASHINGTON BUILDING	State	VA
Site ID:	S-000133	ZIP Code:	23219
Site Name:	DGS CAPITOL AREA RICHMOND CITY	Country:	USA

Accounting

The system contains a general ledger that DGS uses to process and post monthly payables and receivables. From the Accounting menu, users in executive branch agencies will have the option to view past Accounts Receivable billings (by tenant) and/or Accounts Payable charges (by vendor) through inquiry forms. The same data can be viewed within the individual Lease records. Advanced users with lease administration permissions will see additional menu items.



The screenshot shows the 'ACCOUNTING' menu with two main options: 'Accounts Payable' and 'Accounts Receivable'. Under 'Accounts Payable', there are links for 'Tenant Inquiry' and 'Vendor Inquiry'.

Sustainability Module

This module captures information related to energy management transactions (e.g., estimates, accruals, actual consumption) to help agencies reduce their utility footprints. Unlimited monthly storage of consumption data is available in this module. In addition, the module captures emission factor values for emissions such as carbon dioxide, methane and nitrous oxide. Combined, these functions facilitate Eco-Governance Management for all buildings, using comparative analysis.

The Department of Mines, Minerals and Energy is the primary user of this application. Features of this module allow them to create key performance indicators (KPIs) for upper management.

Core Functions

When a user logs in to this module, the following top navigation menu appears.



- **Meter Management** – This screen captures information about the type of energy consumed (e.g., electricity), the unit of measure used to monitor consumption, the vendor, rate schedule and billing rate. A numeric meter key is assigned to each meter, along with a meter reference number. Each meter is linked to a building record in the Portfolio Management Module. Meters do not have to be physical meter devices. They can be created as ‘virtual’ meters that are used as collection points for recording and analyzing consumption against a building.

Example of a Meter Management Form

A screenshot of a "Meter Management" form within a web application. The form is titled "Meter Management" and includes sections for "Main Page" and "Meter Usage".

- Property:** P-003751, Total Sq. Ft.: 122980.00
- Meter Key:** 70, Meter Ref: 4936395005
- Consumption Type:** ELECTRICITY-MONTHLY, Measured in UoM: KWH
- Vendor:** DOMINION, Reported in UoM: KWH
- Billing Rate:** 6VA, Billing Rate: 135.00

Below these fields, there are sections for "Name on Account" (VIRGINIA, COMMONWLTH OF) and "Name Overflow" (DIVISION OF ENGINEERING & BUILDINGS). There is also a "Description" field and a "Dtl" section at the bottom containing a table with columns for Dtl, Meter Reference, Meter Type, From Date, To Date, Inactive, Emission Factors, and Description. The table shows one row with the value "003751_4936_EI" in the Dtl column.

- **Consumption Line Entry** – Actual monthly consumption of electricity, water or natural gas is entered, saved and archived in this portion of the Sustainability Module. It also is linked to a meter record. Data can be entered manually, via upload, or through an interface established with the vendor’s records. Examples of data captured in the module include the date the meter

was read, the consumption time period, consumption amount, and the amount type (e.g., accrual, actual, budget, estimate).

Example of a Consumption Line Entry Form

The screenshot shows the 'Consumption Line Entry' form. Key fields include:

- Line ID:** P-003751
- Status:** SUBMITTED
- Property ID:** P-003751
- Property Name:** DGS CAPITOL COMPLEX WASHINGTON
- Meter Key:** 70
- Meter Ref:** 4936395005
- Consumption Type:** ELECTRICITY-MONTHLY
- Consumption From:** 04-30-2020
- Consumption To:** 06-01-2020
- Amount Type:** Actual
- Consumption Amt:** 91,200.00
- Consumption UoM:** KWH
- Cons. Amt (Std UoM):** 91,200.00
- Cons. Std UoM:** KWH
- Update Date:** 08-07-2020
- Batch Grid:** 183
- Entry Method:** Spreadsheet Upload
- Update User:** tberry
- On-Peak KW:** 176.40
- Off-Peak KW:** 171.20
- Max Measured KW:** 176.40
- Distribution KW:** 251.00
- Power Supply Base KW:** 217.00
- On-Peak KWH:** 38,018.00
- Off-Peak KWH:** 53,182.00
- Total KWH:** 91,200.00
- Inv Line Net Amt:** 6037.25
- Inv Gross Amt:** 6037.25
- Inv Line Tax Amt:** 0.00
- Currency:** USD
- Bill Days:** 32
- Monthly Load Factor:** (empty)

Buttons at the bottom include: Main Page, Submit, View Allocations, and View Log.

- Consumption Line Entries Grid** – This is a comprehensive report of consumption presented in a spreadsheet format. It includes several fields, such as the amount type, building ID, consumption time period, supplier name, total usage based on the unit of measure (e.g., kilowatt hours, on and off peak), meter number and many more.

Example of a Consumption Line Entries Grid

Type	Building ID	Consumption To	Consumption Amt	Inv Gross Amt	Supplier Text Ref	Total KWH	On Peak KW	Off Peak KW	Document Date	Document ID
ACTUAL	P-003751	06-01-2020	91,200.00	6,037.25	DOMINION	91,200.00	176.40	171.20	06-01-2020	JUN2020
ACTUAL	P-003751	06-30-2020	86,100.00	5,638.88	DOMINION	86,100.00	186.70	185.20	06-30-2020	JUN2020
ACTUAL	P-003751	03-01-2020	103,800.00	7,324.34	DOMINION	103,800.00	248.40	160.20	03-01-2020	MAR2020
ACTUAL	P-003751	03-31-2020	95,400.00	6,802.04	DOMINION	95,400.00	242.60	163.60	03-31-2020	MAR2020
ACTUAL	P-003751	01-01-2020	102,900.00	7,292.38	DOMINION	102,900.00	245.90	154.80	01-01-2020	JAN2020
ACTUAL	P-003751	12-01-2019	116,700.00	8,006.30	DOMINION	116,700.00	246.80	170.10	12-01-2019	DEC2019

- Energy Consumption Report** – This function produces an energy consumption report.

Asset Management Module

The Asset Management Module helps users track and manage non-real estate asset inventories such as furniture and equipment, motor vehicles, museum artifacts and fine arts. The module allows users to easily view and modify asset records, describe assets and note the disposition of assets.

Core Functions

When a user logs in to this module, a top navigation menu appears. The forms that appear on the menu are customized to the agency. In the example below, the menu has been customized with forms for DREFM.



All assets are recorded in a main form containing the minimum basic details of an asset: asset name, where it is located by linking it to a record in the Portfolio Management Module, when it was acquired, quantity and cost.

A screenshot of a custom form interface for asset management. The form is organized into two columns. The left column contains fields for Asset Name (with an asterisk), Acquisition Cost (with an asterisk), and three dropdown menus for Property ID, Property Name, and Unit ID. It also includes fields for Unit Name and Disposition Status. The right column contains fields for Asset ID (Internal) (with an asterisk), Depreciation Policy (with an asterisk), and three dropdown menus for Serial Number, eVA PO#, Asset Code, Asset Class, and FA or Maint Asset (with an asterisk). Each input field includes a small search icon to its right.

A Custom forms feature, linked to the main asset form, is where an agency can capture whatever additional date, text and numerical attributes needed.

This module enables users to generate reports, store important documents (e.g., appraisals), upload photographs of assets and query on asset data.

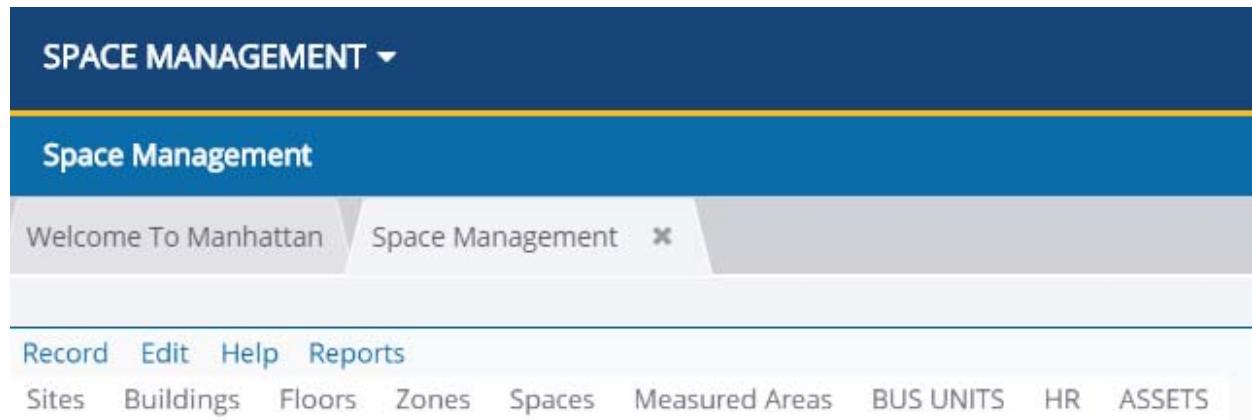
Space Management Module

The COVA Trax Space Management Module is a software platform that tracks building, floor and space layout plans and CAD drawings. The module is designed for use by space managers, land and property acquisition management agents and transaction managers.

The Space Management Module helps users designate how workplace resources are used so that they can optimize their building infrastructure and space assignments. Users can create and maintain records of spaces within buildings. Suggested uses include displaying emergency management information (e.g., designating fire exits and fire extinguisher locations) and showing specific seat assignments by person or role. The system also allows users to modify and review CAD Drawings, run reports, store original .dwg files and other related documents, and query on building and floor information. The module will also calculate a breakdown of square footage by actual vs. useable and calculated rentable with proportionate shares of floor and/or building measured areas.

Core Functions

When a user logs in to this module, the following top navigation menu appears.



The top menu includes the types of functions commonly seen in many computer applications.

- The **Record** Menu enables users to set up a new record, duplicate or delete a record. From this submenu, users can also print, import or export a document.
- The **Edit** menu contains the usual undo, cut, copy, paste and clear functions.
- By selecting the **Help** menu, the user gains access to explanations of various features in this module.
- The **Reports** function enables users to create, run, copy, edit and upload reports. Frequently used reports can be saved in a “Favorites” area, and folders can be set up to store reports.

The bottom menu includes functions that are used to describe the space in a top-down organization, starting with the site and zooming in to measured areas within the building that sits on the site.

- **Sites** – Sites entered in the Portfolio Management Module are displayed in this module. Site parameters such as acreage, status, owned vs. leased and site name can be viewed via an Information form and are updated in real time as records are modified in the Portfolio Management Module.

- **Buildings** – Property records from the Portfolio Management Module are available in this module, and, if joined to a Site record, that connection will be visible in this module as well. Similar to a Site record, parameters from the Property record, such as status and owned vs. leased and property name, can be viewed via an Information form and are updated in real time.
- **Floors** – Within a building, a user can add or delete floors and designate a number or name for each floor.
- **Zones** – These are areas within a floor identified by zone type (e.g., occupancy, shared space) and a zone description (e.g., the agency occupying the zone).
- **Spaces** – Spaces reside within zones and are identified by the type of space (e.g., office, cubicle workstation, break room, computer lab, conference room) and the space function (e.g., office, production).
- **Measured Areas** – These are areas not associated with a particular occupant (e.g., building or floor common area); however, the square footage is allocated among all floor and/or building occupants.

Additional menu items enable users to record and maintain information about how spaces are used, who is using them and what assets are located within specified spaces.

- **Business Units** – This function, which is maintained by DREFM, defines the Virginia state government organizational hierarchy (branch, secretariat, agency, division, bureau). The business unit structure cannot be edited by agencies. However, agency users can assign a building to a business unit (e.g., a specific agency).
- **HR (Human Resources)** – In COVA Trax, a human resource is defined as any employee or person connected with a company. Users can assign employee names to floors in buildings and include other information such as job titles and employee numbers. Users can manipulate space assignments through the HR records and can update HR records through a Drawing Console.
- **Assets** – This function allows users to search for non-fixed assets (e.g. fire extinguishers) associated with a given space and categorize and classify the assets.

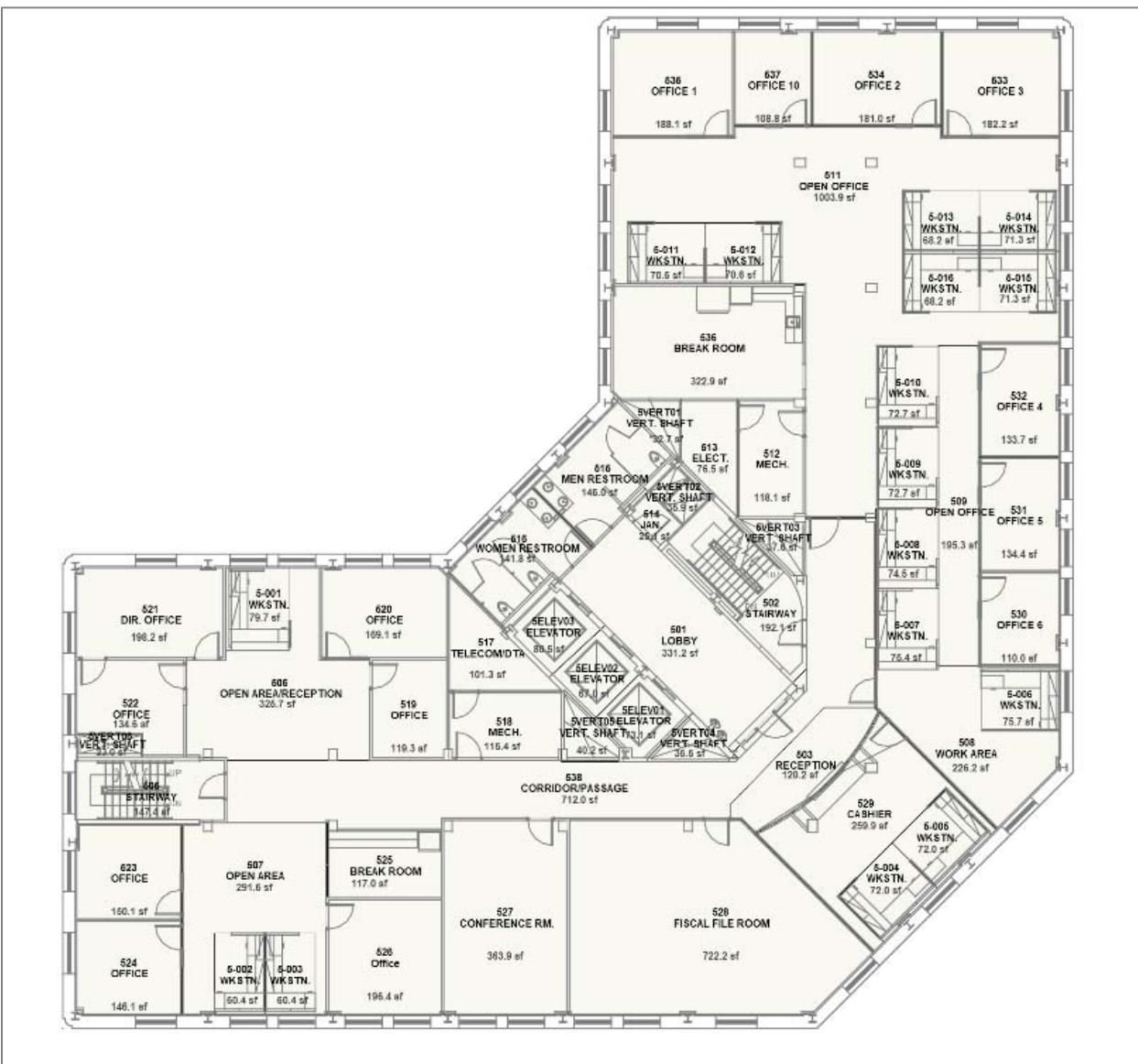
The Drawing Console

The Drawing Console enables users to work with editable entities in CAD drawings that make up their floor plans. Entities are lines, shapes or text on a floor plan. Editable entities define space on a floor plan and can include polygons and associated labels. These entities may appear on the drawings using pre-defined system colors.

Users can change the data in a drawing or change the polylines that appear on the floor plans. For example, a user can draw or modify space, zone and area boundaries on a floor plan and place an asset (e.g., a chair) in the drawing or move an asset to a different location. Proposed changes can be highlighted for easy review and approval.

To access the drawing console, users select the “Floors” menu and the “Search” button and then select the particular floor of interest. A message will pop up if there is no drawing associated with the selected floor. An example of floor plan is below.

Space Module Floor Plan Example



COVA Trax Technical Overview

COVA Trax is a commercial off-the-shelf (COTS) software system from Trimble Real Estate & Workplace Solutions, a business unit of Trimble Inc. It is marketed as Manhattan IWMS by Trimble, but it has been rebranded for Virginia as “COVA Trax,” with COVA representing the commonwealth and Trax being a play on words for a common real estate term (tracts) and for what it does (tracks information).

COVA Trax is a “software as a service” (SaaS) application, which means the system and data are hosted by the vendor. The benefit of a SaaS application is that there are no infrastructure expenses for the commonwealth to host the application, the data or routine backups. In addition, the vendor handles all patches and version upgrades. COVA Trax does not require commonwealth network/VPN access.

Security

COVA Trax has several security features.

- To preserve data, the system creates routine backups as well as an offsite monthly back up of the entire database.
- Row level security (RLS) restricts access to records so that users see records for their agency only. This feature also ensures that users with higher permissions cannot modify records outside of their agency.
- COVA Trax follows standard VITA guidelines with minimum password requirements, session terminations after 30 minutes of inactivity and new password requirements every 90 days.
- Annual audits include a review of the vendor’s ISMS Report and ISO Certificate to ensure the data are secure.