



Grant Management and Recovery Division
Civix EM Grants Open Space Verification

APPLICANT JOB AID

January 2026

Property of Virginia Department of Emergency Management

Version 1.0

Feature Overview

FEMA mandates that Applicants report on all properties acquired through the Hazard Mitigation Assistance (HMA) grants category **every three years**. The **Open Space Verification Report** helps to ensure that designated land aligns with established standards, benefiting current and future generations.

The Open Space Verification Report allows organizations to:

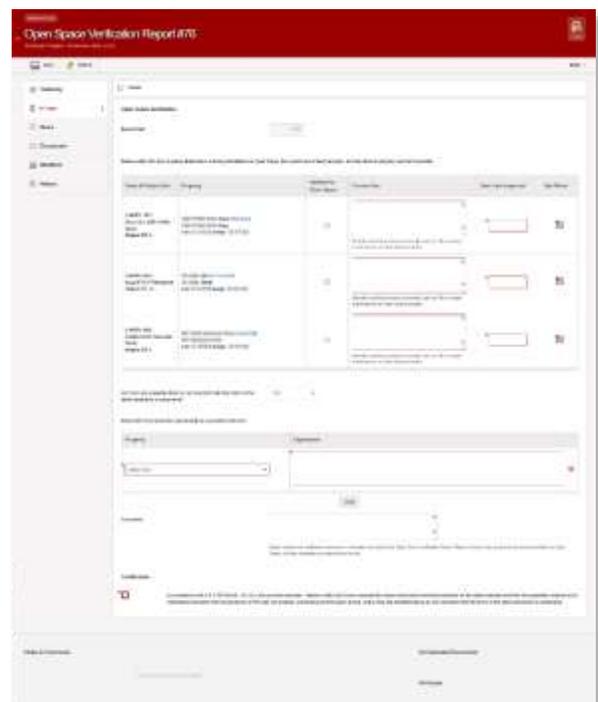
- **Confirm** all properties listed meet the open space requirements,
- **Report** if any properties are either missing, or incorrectly listed as open space, and
- **Document** inspection dates for each property.

The Open Space Verification Form

The **form** allows you to:

- Describe how each property is currently being used
- Upload a recent site photo
- Verify inspection dates and open space compliance
- Flag missing or misclassified properties

Note: In the **Property** cell of the Open Space properties table, the red (**View/Edit**) text is linked to the corresponding **Grant Application Worksheet** which will open in new window.



The screenshot displays the 'Open Space Verification Report #705' web application. The interface features a red header bar with the report title. Below the header, there is a navigation sidebar on the left and a main content area. The main content area includes a table with columns for 'Property', 'Status', 'Inspection Date', and 'Compliance'. The 'Property' column contains detailed information for each property, including a red 'View/Edit' link. Below the table, there are several form fields and buttons for data entry and submission. The overall layout is clean and professional, typical of a government or organizational reporting tool.

Completing the Open Space Verification Form

1. For each property listed in the table:
 - a. **Verified as Open Space:** Check the box if the property is being maintained in accordance with the open space requirements.
 - b. **Current Use:** Describe how the property is currently being used (e.g., natural habitat, recreational trail).
 - c. **Date Last Inspected:** Enter the date of the most recent inspection.
 - d. **Site Photo:** Upload a recent photo of the site using the upload icon. There are two ways to add a file:
 - **Drag and drop** your photo file into the white upload area,
 - Click **Choose Files...** to browse and select the file from your device.

Open Space Verification Report #76
Routing in Progress, Submission (Step 1 of 3)

Save Submit

Summary Form Notes Documents Workflow History

Form

Open Space Verification

Report Year: 2023

Please verify that each property listed below is being maintained as Open Space, the current use of each property, and the date the property was last inspected.

Grant & Project Info	Property	Verified As Open Space	Current Use	Date Last Inspected	Site Photo
(HMGPI) 1874 December 2009 Winter Storm Project F#: 8	2880 Poudre Park Road (View/Edit) 2880 Poudre Park Road Lat: 37° 17' 22.00" Long: -95° 57' 58.00"	<input type="checkbox"/>	<div style="border: 1px solid red; height: 40px;"></div> <small>Describe what the property is currently used as if it is no longer maintained as an Open Space property.</small>	<input type="text"/>	
(HMGPI) 4042 August 2011 Earthquake Project F#: 12	46 Willow Street (View/Edit) 46 Willow Street Lat: 37° 16' 56.00" Long: -95° 57' 58.00"	<input type="checkbox"/>	<div style="border: 1px solid red; height: 40px;"></div> <small>Describe what the property is currently used as if it is no longer maintained as an Open Space property.</small>	<input type="text"/>	

Repeat this process for each property listed.

2. If a property is **not consistent** with the terms of the grant:
 - a. Select **Yes** from the dropdown in the section labeled **Are there any properties that are not consistent...?**
 - b. A new table will appear. Use the **Property** dropdown to choose the affected parcel.
 - c. Provide a clear explanation of the issue in the **Explanation** textbox.
 - d. Click **Add** to include additional properties as needed.

3. In the **Comments** section:

- a. Flag any properties that appear on the list but **should not** be classified as open space.
- b. Identify any properties that **should be listed** but are missing.

4. **Certify the report**

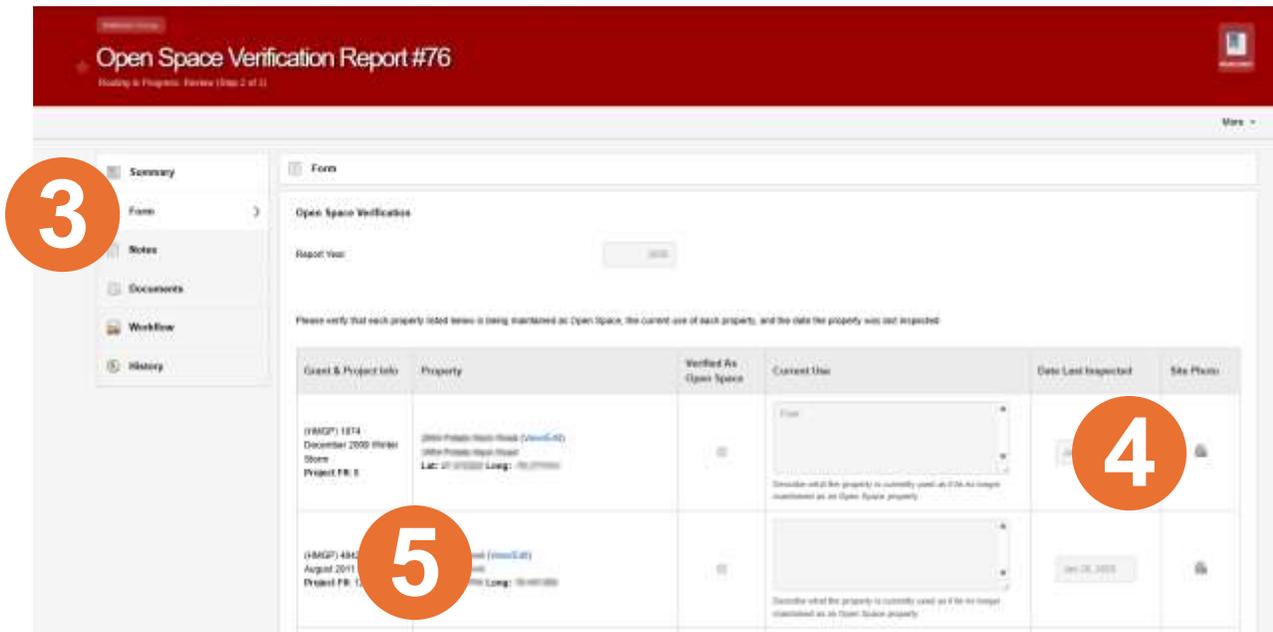
- a. Check the box on the left to confirm you have inspected the properties and that the information provided is accurate.
- b. Review the certification statement to ensure it aligns with your inspection findings.

5. Click **Save** in the action bar located along the top of the form to return later or **Submit** to send it to VDEM for review.

Viewing Open Space Verification Reports

Access your organization’s **Open Space Verification Reports** from the **Accounts** tab in the left navigation bar of the **Applicant** page.

3. Click the **Form** tab on the left navigation bar to see the report details.



4. To view site-specific photos, click the corresponding icon in the **Site Photo** column. All uploaded photos are also available on the **Documents** tab.
5. In the **Property** cell of the Open Space properties table, the red **(View/Edit)** text is linked to the corresponding **Grant Application Worksheet** which will open in new window.