

STATE REVIEW OF OPERATIONS
UTAH STATE AGENCY FOR SURPLUS PROPERTY

REVIEW PERIOD: December 1, 2013 to December 31, 2015

GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
PERSONAL PROPERTY MANAGEMENT DIVISION

SOUTHWEST CENTRAL ZONE
Fort Worth, TX

State Agency Review Report

Submitted to the management official in charge of the state agency for surplus property:

Dan Martinez, Utah State Agency for Surplus Property, Program Manager

Submitted to the immediate supervisor of the management official named above and other officials:

Submitted to the GSA Center of Expertise for State Reviews:

Lori Marrs, Zonal U&D Branch Chief, Southwest-Central Zone, Fort Worth, TX

Submitted to the GSA Central Office:

Cynthia Gardiner, Director, Utilization and Donation Division

Review started: July 18, 2016

Review completed: July 22, 2016

GSA associates who participated in this review:

Francine D. Mortensen, Area Property Officer

GSA team leader responsible for generating this report:

Francine D. Mortensen, Area Property Officer

Tentative date of next review:

July 2020

Approved by (*signature required*):

Note: Please record full name, title, and organization/agency for any individual noted above.

**STATE AGENCY FOR SURPLUS PROPERTY
REVIEW OF OPERATIONS
INTRODUCTION**

THE LAW:

In accordance with the provisions of Public Law 94-519 and implementing regulations, the General Services Administration (GSA) is required to review the operations of each state agency for surplus property. This review was conducted to determine if the Federal surplus program was operating in accordance with PL 94-519, the Federal Management Regulations (FMR), the Donation Handbook and the agency's state plan of operation.

METHODOLOGY USED IN PREPARING THIS REPORT:

In an effort to create a consistent and effective process for performing a state agency review, each review report will include a list of standardized questions which are designed to generate findings; corresponding requirements and recommendations when applicable; and all corresponding report attachments.

The questions are stated so that most generate a "yes" or "no" answer. If not self-explanatory and explicit, the review team *will* record an explanation for each question which generates a "no" answer. Likewise, the review team *will* provide additional explanations for other answers when specifically instructed. Also, the review team is encouraged to provide explanations for questions which generate a "yes" answer. Answers recorded as a "no" will result in the review team listing an appropriate requirement or a recommendation depending on the nature and/or severity of the finding.

We trust that you will find this report easy to comprehend. All questions, suggestions and comments regarding this process are welcomed. We expect to make continuous changes to this report template. Most importantly, we hope this report will help further strengthen your agency's operation.

RECOMMENDATIONS VS. REQUIREMENTS:

Recommendations represent opinions formulated by the review team that are suggestions for improvement. In contrast, requirements are generated when the agency demonstrates that it is not in compliance with the FMR, the Donation Handbook, the agency's state plan of operation and/or GSA's implicit interpretation of any of these references. **GSA recognizes that it may take your agency several months to implement corrective actions to satisfactorily address some deficiencies noted in this report; however, within 30 days of the date of this report, your agency must submit a time phased action plan detailing your agency's efforts to address each requirement.** The agency shall provide a written summary of actions completed thus far (including any supporting documentation) and actions to be completed in the future for each requirement. **Furthermore, your agency shall submit action plans to GSA on a monthly basis until GSA has determined that all requirements have been satisfactorily addressed.** Also, state agencies are encouraged to submit all required documentation and responses to GSA electronically.

Failure to submit timely responses and implement corrective actions may impact GSA's decision to allocate property to your agency and result in the loss of future property allocations.

Please submit your corrective action plans to GSA at:

Francine D. Mortensen, APO, francine.mortensen@gsa.gov or FAX: 801-774-9681

Note: Please record full name, title, organization/agency, mailing address, phone/fax number and email address, etc. for the individual noted above.

The following is the format which your agency is required to use when responding to the initial review report and providing monthly action plan updates. If you would like a copy of this format prepared in Microsoft Excel, please contact the state review team leader.

Example:

REVIEW ELEMENT:	
PROPERTY ACCOUNTABILITY AND CONTROL	
REQUIREMENT:	
X Complete a physical inventory within the next 60 days and submit the results (with any adjustments and written explanations) to GSA within 15 days after the inventory is completed.	
ACTION(S) TAKEN STEP BY STEP:	ATTACHED SUPPORTING DOCUMENTATION:
1. The agency director instructed the warehouse supervisor to immediately conduct a complete a physical inventory, finalize the inventory report (with adjustments and written explanations), and submit the results to the director.	Copy of letter of instruction to staff supervisor.
2. The warehouse supervisor completed the inventory and forwarded the report with adjustments and explanations to the director.	Copy of the inventory report with adjustments and explanations.
3. After reviewing the report, the director instructed the warehouse supervisor to provide a copy of the inventory (with adjustments and explanations) of all discrepancies to GSA within 15 days.	Copy of the 3040 report with the inventory adjustments will be submitted to GSA at the conclusion of the next quarter.
Also, the director instructed the supervisor to record all inventory adjustments when submitting its next quarterly 3040 report to GSA.	

FUTURE STATE AGENCY REVIEWS:

The following is a summary for each review element (A-K) that denotes whether or not the agency was in **general conformance** with the applicable requirements of the FMR, the Donation Handbook, and its state plan of operation.

A review element should be considered to be **in general conformance and underlined “Yes”** if there are **no requirements** or **only a few minor requirements** listed under that element. If the element only yields a few minor requirements, the reviewer **may** underline “Yes” and add “two asterisks” as noted at the bottom of this page. An element should be considered to be **in nonconformance and underlined “No”** if there exists **at least one significant requirement** or **there exist a significant number of minor requirements**.

Review Element:	In Conformance:
A. OPERATIONAL CAPABILITIES	Yes
B. PROPERTY ACCOUNTABILITY & CONTROL *	Yes
C. FISCAL MANAGEMENT *	Yes
D. COMPLIANCE *	Yes
E. CUSTOMER RELATIONSHIPS	Yes
F. ELIGIBILITY *	Yes
G. SCREENING	Yes
H. AUDITS	Yes
I. COOPERATIVE AGREEMENTS	Yes
J. RECORDS MANAGEMENT	Yes
K. NONDISCRIMINATION ASSURANCE	Yes
L. CONCLUSION	4 yr
M. SCHEDULE OF ATTACHMENTS	- -

* Depending on the nature and/or severity of requirements that appear under any of these four review elements (B, C, D, F), GSA may conduct the next review within a two or four year time frame. This decision will be made by the review team leader and regional management when the report is finalized as noted in the “Conclusion” (L).

** This element contains only a few minor requirements; however, the state agency is considered to be in general conformance. Consequently, the reviewer has placed two asterisks (**) to the right of the underlined answer “Yes”.

SECTION I

A. OPERATIONAL CAPABILITIES

References: FMR 102-37.150-170 and Appendix B (a, b); Donation Handbook, Ch. 2, para. 3 and 13d (5)(a)(i)

QUESTIONS:

1. Does the agency have an organizational chart or listing of employees showing supervisory relationships and job titles (See Attachment A)?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

2. Based upon observations of the review team and conversations with the agency's associates, is the Federal surplus program sufficiently staffed in all areas?

<input type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	Other	Current staff is very knowledgeable in all areas. Minimal staffing levels at the SASP have placed limitations on expansion or additional program promotion.

3. Is employee training adequate to perform all duties and have the appropriate employees received formal GSA-sponsored eligibility and compliance training?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

4. Are written and accurate job descriptions readily accessible?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

5. Based upon conversations with the review team, discussions with agency management and any requirements listed in this review report, is the agency's state plan complete and without the need to be updated?

<input checked="" type="checkbox"/>	Yes	UT SASP State Plan was last updated in July 2012.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

REQUIREMENTS:

<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Secure additional resources to ensure all program areas are adequately staffed.
<input type="checkbox"/>	Ensure that persons responsible for eligibility and compliance receive formal GSA-sponsored eligibility and compliance training.
<input type="checkbox"/>	Specifically assign eligibility and compliance to one or more staff members.
<input type="checkbox"/>	Immediately initiate effort to update state plan as noted in this report and submit the changes to

<input type="checkbox"/>	GSA for approval.
<input type="checkbox"/>	Other _____

RECOMMENDATIONS:

<input type="checkbox"/>	None
<input type="checkbox"/>	Update state plan to include a current organizational chart and submit the proposed changes to GSA for approval.
<input type="checkbox"/>	Secure authority and funding to hire a new employee devoted to eligibility and compliance.
<input type="checkbox"/>	Ensure that persons responsible for eligibility and compliance receive formal GSA-sponsored eligibility and compliance training.
<input type="checkbox"/>	Secure authority and funding to attend appropriate national/regional conferences and training.
<input type="checkbox"/>	Create and distribute position descriptions to all employees.
<input type="checkbox"/>	Update state plan as noted in this report and submit the changes to GSA for approval.
<input type="checkbox"/>	Amend state plan accordingly if major or minor changes occur with the SASP's operational procedures and submit the proposed changes to GSA for approval.
<input checked="" type="checkbox"/>	Other Depending on financial position and any State imposed personnel ceiling, consideration should be given toward additional help. The present level of personnel only allows time for reactive measures rather than being proactive and having time for program promotion or expansion.

B. PROPERTY ACCOUNTABILITY AND CONTROL

References: FMR 102-37.70, 75, 245-260, 290-320, 360 and Appendix B (c, g); Donation Handbook, Ch. 1, para. 19-21 and Ch. 2, para. 12, 13d (5)(a)(ii, iv, vii), 13d (5)(b)(i) and 13d (5)(b)(i)(A)-(B)(i-ii)

QUESTIONS

1. Does property in the warehouse appear well organized with Federal property segregated from state surplus?

<input type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	Other	A warehouse or storage facility is not currently being maintained by UT SASP.

Note: If the agency does not maintain a warehouse or storage facility, proceed to question #3 and then question #10.

2. Is property adequately protected against fire, theft, vandalism and weather?

<input type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	Other	N/A

3. Are the agency's facilities free of safety hazards that may jeopardize its employees or customers?

<input type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	Other	N/A

4. Does the SASP review its inventory to identify nondonable items and is there minimal property in its warehouse or storage space which appears nondonable?

<input type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	Other	N/A

5. Has the SASP performed a physical inventory as the state plan requires and when was this last performed?

<input type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	Other	N/A

Note: If the agency has not performed a physical inventory, proceed to question #9.

6. Did the agency report the results of this inventory (along with any adjustments and explanations) to the regional office within 15 days as required?

<input type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	Other	N/A

7. Is the inventory variance acceptable?

<input type="checkbox"/>	Variance is 1% or less = No follow-up is necessary.	
<input type="checkbox"/>	Variance is 1% - 5% = Further investigation and explanation may be warranted.	
<input type="checkbox"/>	Variance is greater than 5% = In depth investigation and explanation is required.	
<input checked="" type="checkbox"/>	Other	N/A

8. Were all inventory adjustments reported on the agency's 3040 report as required?

<input type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	Other	N/A

9. Are there specific procedures implemented to provide for proper identification, receipt, and display/storage of property?

<input type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	Other	N/A

10. Are donee want lists effectively collected, distributed and utilized?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

11. Does an adequate "audit trail" exist for each item of property listed on the SF123 spreadsheet (See Attachment B).

<input checked="" type="checkbox"/>	Yes	
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<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

12. List the number of items reviewed from SF123s:

30

13. List the number of items which the agency lacked accountability or documentation for adequate audit trail purposes:

0

14. Are overages with an original acquisition cost of \$500 or more properly documented using a SF123 and submitted to GSA for approval within 30 days as required?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

15. Are shortages with an original acquisition cost of \$500 or more properly reported to GSA within 30 days as required?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

16. Are all overages, shortages and cancellations reported on the agency's 3040 report as required (regardless of the dollar amount)?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

Note: If the agency does not maintain a warehouse or storage facility, proceed to question #19.

17. Check the agency's state plan to determine if there is any reference to implementing a low dollar value (LDV) threshold for inventory. How does the agency track or control LDV items?

<input type="checkbox"/>	Items are placed into separate "stock groups" and maintained by item count.
<input type="checkbox"/>	Items are accounted for individually the same as all other items.
<input checked="" type="checkbox"/>	Other N/A

Note: If the agency's plan does not reference the existence of an accountability threshold based upon acquisition cost, proceed to question #19.

18. Does it appear that these items are being effectively tracked or controlled?

<input type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	Other	N/A

19. Does the agency follow the proper procedures for revising an item's a/c?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

20. Review the distribution documents for items donated which appear on the SF123 spreadsheet (See Attachment B). Is the agency able to ensure that only those authorized representatives are properly signing distribution documents for all donation transactions (including any “direct” donations)?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

21. If the agency does not require signatures along with the authorized representatives listing at time of application or does not verify signatures at the time which property is released, has the agency implemented sufficient procedures to ensure property is only released to those who are “authorized” to represent the donee?

<input checked="" type="checkbox"/>	Yes	At time of application UT SASP does required an authorized representatives listing with signatures be provided
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

22. If the agency “primarily” donates property to donees on a “direct” donation basis has the agency modified its state plan of operation to outline its procedures for this method of distribution?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

23. Has the agency submitted its 3040 report (preferably) electronically to GSA within 25 days after being notified by GSA that it may proceed?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

24. Do the beginning and ending inventories listed on the agency’s various 3040 reports “reasonably” coincide (variance less than 5%) with the inventories which appear on GSA’s RCS55 Report?

Provide an explanation for any answer chosen below.

<input checked="" type="checkbox"/>	Yes	Not all GSA’s RCS55 Reports are available for this time period. On the RCS55 Reports that were available the beginning and ending inventories listed by the agency on their 3040 reports did match the inventories which appear on GSA’s RCS55 Reports.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

25. Is there a reasonable and acceptable explanation as to why the dollar amounts on the above mentioned reports do not match?

<input type="checkbox"/>	Yes	
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<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	Other	N/A

REQUIREMENTS:

<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Ensure Federal surplus is kept separate from state property.
<input type="checkbox"/>	Initiate effort to secure funding to improve security and prevent potential theft and vandalism of Federal surplus.
<input type="checkbox"/>	Provide a secure storage area within the warehouse to protect highly pilferable items.
<input type="checkbox"/>	Complete a physical inventory within the next 60 days and submit the results (with any adjustments and written explanations) to GSA within 15 days after the inventory is completed.
<input type="checkbox"/>	Investigate and report to GSA why the inventory variance is poor (i.e. greater than 5%).
<input type="checkbox"/>	Ensure that inventory results are submitted to GSA within 15 days after the inventory is completed and that all adjustments required as a result of that inventory are appropriately recorded on the agency's next 3040 report.
<input type="checkbox"/>	Research and determine the status of the items that lacked accountability or documentation for adequate audit trail purposes noted in Question 13 and which appear on the SF123 spreadsheet or Attachment B.
<input type="checkbox"/>	Create written internal procedures to improve the agency's effort to account for property from receipt to issue for adequate audit trail purposes.
<input type="checkbox"/>	Overages totaling \$500 or more must be submitted on a separate SF123 to the allocating office for approval within 30 days. Submit a copy of the SF123 to the GSA region where the SASP is located if the allocating office is a different location.
<input type="checkbox"/>	Shortages totaling \$500 or more must be reported to the allocating office within 30 days. Submit a copy of the shortage report to the GSA region where the SASP is located if the allocating office is a different location.
<input type="checkbox"/>	Report all overages, shortages and cancellations regardless of dollar amount on the agency's 3040 report submission.
<input type="checkbox"/>	Pick up property allocated within required time frames. If canceling property, notify the allocating official and if the SF123 was already approved by GSA, annotate the next 3040 report.
<input type="checkbox"/>	Establish written procedures to ensure distribution documents are signed by authorized representatives for all donation transactions (including any "direct" donations).
<input type="checkbox"/>	Establish written procedures to ensure property is only released to those who are "authorized" to represent the donee in instances where the agency does not require signatures along with the authorized representatives listing at time of application or does not verify signatures at the time which property is released.
<input type="checkbox"/>	Update the agency's state plan to outline the procedures associated with donating property "directly" to donees.
<input type="checkbox"/>	Ensure that 3040 reports are submitted to GSA within 25 days of the end of the quarter and that the reports are submitted electronically (preferably).
<input type="checkbox"/>	Work with the regional GSA office to determine why the agency's beginning and ending inventory figures do not reasonably match the amounts which appear on GSA's RCS55 report. Complete any needed adjustments using the next 3040 Report.
<input type="checkbox"/>	Other

RECOMMENDATIONS:

<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Review inventory to determine if any nondonable property exists. If nondonable property is present, contact GSA Sales for the purpose of conducting a sale.
<input type="checkbox"/>	Provide the results of any future physical inventories (with any adjustments and written explanations) to GSA within 15 days.
<input type="checkbox"/>	Implement greater use of donee want lists.
<input type="checkbox"/>	Create written procedures to improve the agency's effort to account for property from receipt to issue for audit trail purposes.
<input type="checkbox"/>	Update the agency's state plan to outline the procedures associated with donating property "directly" to donees.
<input type="checkbox"/>	Work with the regional GSA office to determine why the agency's beginning and ending inventory figures do not reasonably match the amounts which appear on GSA's RCS55 report. Complete any needed adjustments using the next 3040 Report.
<input type="checkbox"/>	Other <input type="text"/>

C. FISCAL MANAGEMENT

References: FMR 102.37.55, 275-285 and Appendix B (e); Donation Handbook, Ch. 1, para. 8-9 and Ch. 2, para. 13d (5)(a)(iii-v) and 13d (5)(b)(vii).

QUESTIONS:

1. Does the state's accounting system segregate state and Federal surplus funds?

<input checked="" type="checkbox"/>	Yes	<input type="text"/>
<input type="checkbox"/>	No	<input type="text"/>
<input type="checkbox"/>	Other	<input type="text"/>

2. If the state purchases vehicles from any Federal agency including GSA, does the state only use "state" funds to pay for all program costs and expenses associated with these vehicles and deposit any revenue eventually derived from these vehicles in a "state" fund and not the "Federal" surplus fund account?

<input checked="" type="checkbox"/>	Yes	<input type="text"/>
<input type="checkbox"/>	No	<input type="text"/>
<input type="checkbox"/>	Other	<input type="text"/>

3. If the state receives "abandoned" property from the Transportation Security Agency (TSA) and the property is given to the state in lieu of abandonment (and without the use of a SF123), does the state only use "state" funds to pay for all program costs and expenses associated with these items and deposit any revenue eventually derived from TSA property in a "state" fund and not the "Federal" surplus fund account?

<input type="checkbox"/>	Yes	<input type="text"/>
<input type="checkbox"/>	No	<input type="text"/>
<input checked="" type="checkbox"/>	Other	UT SASP does not receive TSA abandoned property.

4. Since the Law Enforcement Support Organization (LESO) Program is not part of the Federal surplus program, does the state only use "state" funds to pay for all program costs and expenses

associated with LESO property and deposit any revenue eventually derived from LESO property in a “state” fund and not the “Federal” surplus fund account?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

5. Review financial documents used by the program director. Is the data adequate for use by the director in monitoring the financial viability of the agency?

<input checked="" type="checkbox"/>	Yes	Monthly financial statements are monitored by the UT SASP Director.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

6. Using a copy of any financial reports and the completed "Profit & Loss" spreadsheet (See Attachment C), review the viability of the agency. Has the agency operated at a loss or profit during the period since the last review?

<input type="checkbox"/>	Profit	
<input checked="" type="checkbox"/>	Loss	
<input type="checkbox"/>	Other	

7. Does the agency’s state plan indicate that the agency may retain funds or “profits” in reserve?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

Note: If the agency’s state plan does not provide for the establishment/maintenance of a “reserve fund”, proceed to question question #10?

8. If the agency is able to establish a reserve fund and it has funds in reserve, is the amount in reserve below the maximum allowed amount per its state plan?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

9. If the reserve is above the maximum allowable amount, what actions are being taken to correct the imbalance?

<input checked="" type="checkbox"/>	Service charge levels have been reduced.
<input type="checkbox"/>	Refunds/credits have been issued.
<input type="checkbox"/>	A capital improvement plan was established.
<input type="checkbox"/>	Nothing has been done.
<input type="checkbox"/>	Other

10. Review the "past due" account listing. Has the agency taken appropriate steps to resolve delinquent accounts?

<input type="checkbox"/>	Yes	
<input type="checkbox"/>	No	

Other UT SASP has no past due accounts at the present time.

11. What remedies does the agency use to collect old debts?

- Issue warning letters and/pr placed phone calls to delinquent donees.
- Refer to other state office (i.e. accounting, business, finance office).
- Refer to collection agencies.
- Refer to attorney general's office.
- Donees are placed on a "payment on delivery" (POD) basis.
- Temporarily defer additional property to donee until debts are paid.
- Other

12. Review the SF123 documents for analysis purposes (See Attachment B). Are all service charges within the parameters of the state plan and when the charges are not within guidelines, is there reasonable justification and documentation to explain the discrepancy?

- Yes Service and handling fees charged are within the parameters of their State Plan.
- No
- Other

13. Take a walk through the warehouse and yard. Are service charges clearly identified?

- Yes
- No
- Other UT SASP does not house Federal Surplus Property.

14. Make arrangements to view incoming service charge payments. Do all payments readily identify the donee institution or parent organization without any personal checks, personal cashier's checks, personal money orders, personal credit cards or cash accepted?

- Yes
- No
- Other No payments were received during the review period.

15. Is the agency financially self-sufficient and without any state subsidies?

- Yes
- No
- Other

16. While reviewing the agency's financial records, has the state refrained from withdrawing funds from the Federal surplus account to off-set or reimburse the state government for deficits incurred by the Federal surplus program in past years beyond what is permitted by its state plan?

- Yes
- No
- Other

17. Does it appear that overhead (i.e. warehouse/yard space, utilities, vehicle leasing, IT support, contract labor, etc.) is fairly and equitably assessed to the Federal program?

- Yes

<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

REQUIREMENTS:

<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Immediately notify appropriate state official(s) that Federal and state surplus funds must be segregated.
<input type="checkbox"/>	Ensure that Federal surplus funds are only used for expenses for the Federal surplus program.
<input type="checkbox"/>	Immediately notify the appropriate state official(s) that funds from Federal surplus cannot be used to purchase GSA Fleet vehicles. State funds must be used to purchase GSA vehicles.
<input type="checkbox"/>	Ensure the agency's accounting office segregates revenue and expenses associated with DOD's LESO program, TSA property, and GSA Fleet vehicles from GSA's Federal Surplus Property Program fund.
<input type="checkbox"/>	Obtain financial information from appropriate agency support office that can be used to monitor the financial viability of the program on a regular basis, preferably monthly. Ideally, this information would include detailed income and expense data and a monthly profit and loss statement.
<input type="checkbox"/>	Ensure that reserve funds are maintained as stipulated in the agency's state plan.
<input type="checkbox"/>	Improve agency's effort to monitor its "past due" account listing and collect old debts.
<input type="checkbox"/>	Ensure service charges are within the parameters of the agency's state plan.
<input type="checkbox"/>	Justify and document any extraordinary service charges that are above the threshold.
<input type="checkbox"/>	Ensure that service charge payments readily identify the donee institution or parent organization.
<input type="checkbox"/>	Evaluate opportunities to increase revenue and decrease expenses to reduce or eliminate the program's reliance on state subsidies.
<input type="checkbox"/>	Seek specific ways to increase program revenue and decrease program expenses.
<input type="checkbox"/>	Seek additional sources of program revenue which might be derived from expanding the agency's donee base, participating in the overseas program, serving as a property center for Federal agencies, etc.
<input type="checkbox"/>	Seek ways to reduce program costs which might be accomplished by directly donating property when possible, lowering overhead costs, improving screening methods, automating agency functions wherever possible, etc.
<input type="checkbox"/>	Immediately notify the appropriate state official(s) that funds from Federal surplus cannot be used to offset previous deficits from previous years and that funds should only be used to cover expenses associated with the Federal surplus property program.
<input type="checkbox"/>	Ensure that overhead expenses are fairly allocated to the Federal surplus program.
<input type="checkbox"/>	Other

RECOMMENDATIONS:

<input type="checkbox"/>	None
<input type="checkbox"/>	Formalize the agency's collection procedures to collect past monies due.
<input type="checkbox"/>	Increase efforts to collect monies owed from delinquent donees.
<input type="checkbox"/>	Analyze the service charge parameters of the state plan to determine if the plan should be altered to provide the agency with greater flexibility when assessing service charges.
<input type="checkbox"/>	Evaluate opportunities to increase revenue and decrease expenses to reduce or eliminate the program's reliance on state subsidies.
<input checked="" type="checkbox"/>	Seek specific ways to increase program revenue and decrease program expenses.

<input type="checkbox"/>	Seek additional sources of program revenue which might be derived from expanding the agency's donee base, participating in the overseas program, serving as a property center for Federal agencies, etc.
<input type="checkbox"/>	Seek ways to reduce program costs which might be accomplished by directly donating property when possible, lowering overhead costs, improving screening methods, automating agency functions wherever possible, etc.
<input type="checkbox"/>	Other <input type="text"/>

D. COMPLIANCE

References: FMR 102-37.205, 220, 225, 230, 235, 435-505 and Appendix B (d, f, j); Donation Handbook, Ch. 2, para. 9-10, 13b and 13d (5)(a)(ix)(a, b)

Note: The review team may generally initiate its evaluation of this review element using two slightly different strategies. The reviewer may use the SF123 spreadsheet to identify compliance items and then research whether or not compliance was properly performed on these items per the agency's state plan. Similarly, the review team may choose to simply review a sampling of the agency's compliance surveys/reports which were completed during the review period to determine if compliance was properly performed per the agency's state plan.

QUESTIONS:

1. Is the agency able to establish the beginning of a restriction period in a manner other than simply assuming the property is placed into use by a donee immediately upon receipt and by the date which appears on a signed distribution document?

<input checked="" type="checkbox"/>	Yes	<input type="text"/>
<input type="checkbox"/>	No	<input type="text"/>
<input type="checkbox"/>	Other	<input type="text"/>

2. Does the agency properly establish the actual in-use date based on the date provided by the donee on a utilization or compliance survey to determine and document the beginning of the restriction period for donated property especially for major items including those with an a/c above \$5K and items which are "directly" donated? Provide an explanation for any answer chosen below.

<input checked="" type="checkbox"/>	Yes	A utilization or compliance survey is provided by the donee to establish the actual in-use date.
<input type="checkbox"/>	No	<input type="text"/>
<input type="checkbox"/>	Other	<input type="text"/>

3. Does the agency perform compliance (survey or visit) before the end of the restriction period to verify that the property has been properly utilized during the entire restriction period especially for major items including those with an a/c above \$5K and items which are "directly" donated? Provide an explanation for any answer chosen below.

<input checked="" type="checkbox"/>	Yes	A compliance visit is performed by Utah SASP or a survey is sent to verify that item acquired by the donee have been properly utilized during the entire restriction period.
<input type="checkbox"/>	No	<input type="text"/>
<input type="checkbox"/>	Other	<input type="text"/>

4. How does the agency perform compliance checks?

<input checked="" type="checkbox"/>	Survey forms sent via regular mail.
<input checked="" type="checkbox"/>	On-site visits.
<input checked="" type="checkbox"/>	Survey forms sent via email.
<input checked="" type="checkbox"/>	Phone surveys.
<input type="checkbox"/>	Other <input type="text"/>

5. What appropriate actions are taken when problems are revealed?

<input checked="" type="checkbox"/>	On-site compliance visit scheduled.
<input checked="" type="checkbox"/>	Donee is instructed to return property.
<input checked="" type="checkbox"/>	GSA is immediately notified.
<input type="checkbox"/>	Other <input type="text"/>

6. Are there procedures in place to ensure donees only acquire items related to the purpose(s) for which the donee was determined eligible? Provide an explanation for any answer listed below.

<input checked="" type="checkbox"/>	Yes	All items requested by donees are verified to ensure they accurately reflect the mission of each agency.
<input type="checkbox"/>	No	<input type="text"/>
<input type="checkbox"/>	Other	<input type="text"/>

7. List the number of items that were reviewed to ensure compliance was performed:

<input type="text" value="3"/>	Motor vehicles
<input type="text"/>	Vessels Over 50'
<input type="text" value="3"/>	Aircraft
<input type="text" value="51"/>	Firearms
<input type="text" value="4"/>	Items not listed above with an a/c \$5K or more
<input type="text"/>	Items not listed above with an a/c less than \$5K

8. Was compliance performed properly on the above items?

<input checked="" type="checkbox"/>	Yes	<input type="text"/>
<input type="checkbox"/>	No	<input type="text"/>
<input type="checkbox"/>	Other	<input type="text"/>

Note: If the above question was answered "yes", proceed to question 10.

9. List the number of discrepancies:

<input type="text" value="0"/>

Comments and/problems encountered:

<input type="text" value="N/A"/>

Note: Suspected compliance issues shall be discussed by the review team. The review team leader shall immediately notify the GSA COE by email and/or phone when significant issues are discovered.

10. Does the agency have a system to monitor items that have perpetual restrictions or special restrictions (i.e. items with an a/c over 5K, demil, aircraft, vessels over 50' and firearms)? Provide an explanation for any answer listed below.

<input checked="" type="checkbox"/>	Yes	System generated spread sheet is utilized to monitor items that have perpetual restrictions or special restrictions.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

11. If the agency has donees with aircraft under restriction, vessels over 50' or firearms, has the agency properly performed all required compliance?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

12. Contact the appropriate PPM Center Of Expertise (COE) for eligibility and compliance issues. Has the agency been able to avoid any new compliance cases since the last review?

<input checked="" type="checkbox"/>	Yes	No new compliance cases opened during this review period.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

13. Discuss with the COE whether the agency has been able to avoid any new compliance cases created as a result of apparent poor judgment by its management or employees?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

14. Has the agency worked satisfactorily with GSA to resolve any open cases?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

15. Are compliance items clearly marked on distribution documents as to make donees aware of any additional restrictions placed on the item(s)?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

16. What, if any, special precautions are taken to notify donees of the terms and conditions and compliance requirements for property that is donated?

<input type="checkbox"/>	None
<input checked="" type="checkbox"/>	Warehouseman provides verbal reminder of all appropriate terms, conditions and restrictions.
<input checked="" type="checkbox"/>	Certification/Terms of Agreement Form included in eligibility packet.
<input checked="" type="checkbox"/>	Donees are required to sign the terms and conditions section of the distribution document.
<input checked="" type="checkbox"/>	Copy of terms, conditions and restrictions is included with each invoice handed or mailed to each donee.

<input type="checkbox"/>	Other	
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17. Is the agency adequately performing its compliance responsibilities?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

REQUIREMENTS:

<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Devise a method to establish the date when donated property is initially placed into use by a donee so the appropriate restriction period can be determined.
<input type="checkbox"/>	Update the compliance section of the state plan to include the agency’s methods used to establish the “in-use” date of property received by donees and how compliance will be performed before the end of the appropriate restriction period.
<input type="checkbox"/>	If the agency wishes to assume that all donees place property into use immediately upon receipt, then the agency must alter its distribution document to clearly communicate this assumption and place the responsibility on the donee to notify the state agency (in writing) of any exception(s) when the donee is unable to place the property into use immediately upon receipt.
<input type="checkbox"/>	Immediately notify GSA when initially encountering potential and apparent noncompliance issues.
<input type="checkbox"/>	Complete follow-up action on any compliance discrepancies noted in Questions 8 & 9.
<input type="checkbox"/>	Ensure all distribution documents are properly executed and signed in a timely manner by an authorized representative including items which are directly donated.
<input type="checkbox"/>	Ensure distribution documents that contain items with special restrictions (i.e. items with an a/c of \$5K or more, motor vehicles, aircraft, vessels over 50', perpetually restricted items, etc.) are properly annotated to remind the donee of such restrictions.
<input type="checkbox"/>	Perform and document compliance reviews of all items with an a/c of \$5K or more.
<input type="checkbox"/>	Perform and document annual compliance reviews on all restricted aircraft, firearms and vessels over 50'.
<input type="checkbox"/>	Perform at least one on-site visit during the applicable 5-year restriction period to inspect and verify the use of non-combat aircraft and vessels over 50'.
<input type="checkbox"/>	Perform annual compliance checks on all aircraft and firearms under restriction.
<input type="checkbox"/>	Create and implement a plan to address and reduce the number of compliance cases which result from poor judgment by its management and employees.
<input type="checkbox"/>	Exercise better judgment when deciding which compliance difficulties/issues should be forwarded to GSA for assistance.
<input type="checkbox"/>	Exercise better judgment while only donating property items to donees that can <i>reasonably</i> justify an <i>appropriate use or need</i> for the property.
<input type="checkbox"/>	Send employee(s) responsible for <u>compliance</u> to formal GSA eligibility and compliance training.
<input type="checkbox"/>	Devote additional resources to ensure that compliance is performed within the parameters of the agency’s state plan.
<input type="checkbox"/>	Perform compliance in accordance with the provisions of the agency's state plan.
<input type="checkbox"/>	Update the state plan to clarify the number and frequency of compliance checks to be performed.
<input type="checkbox"/>	Other

RECOMMENDATIONS:

X	None
	Alter the state plan to allow the state agency greater flexibility in performing compliance.
	Revise the agency's state plan to include additional details regarding the establishment of the "in-use" date for property received and how compliance will be performed during and/or just before the end of the appropriate restriction period.
	Send a survey to donees seeking the date property is first placed into use so that the SASP can consistently and efficiently determine the beginning of the restriction period.
	Create a utilization or "in-use" survey to ascertain whether property has been placed into use and the actual date, so that the agency can establish the beginning of the restriction period. It is suggested that the state agency complete this action within 120 days after the donee initially receives the property.
	For compliance items, the state agency may submit a secondary "end-use" survey to donees near the end of the restriction period. It is suggested that the state agency complete this action at least 30 days before the end of the restriction period.
	Create and maintain a spreadsheet or database to easily identify and track compliance items (including items which carry perpetual or special restrictions) as well as the agency's efforts to perform compliance. <i>Ideally, the following information should be collected: Donee name/I.D. number, invoice/distribution document number, item description, a/c, date donated, date placed into use, applicable restriction period, date compliance was performed, the manner in which compliance was performed (mail survey, phone survey, on-site check, etc.), results of check, any additional notes, etc.</i>
	Create and maintain a log of items approved for cannibalization or secondary use.
	While it may be economically feasible to complete utilization surveys through the mail, it is suggested that the agency perform on-site checks whenever possible.
	Consider using email en lieu of mail surveys when performing compliance unless the agency requires a signature.
	All distribution documents should be stamped or annotated with any additional or extended restrictions when applicable.
	All distribution documents could be stamped with a note to remind donees that the period of restriction only begins after the property is placed into use.
	Other

E. CUSTOMER RELATIONSHIPS

References: FMR 102-37.60, 130, 205, 260, 265 and Appendix B (h, k); Donation Handbook, Ch. 2, para. 13d (5)(a)(viii), 13d (5)(b)(ii), 13d (5)(b)(vi) and 13d (5)(b)(iii-iv).

QUESTIONS:

1. The review team shall make a concerted effort to complete at least 3-5 donee visits prior to, during, or after the review. Also, the team shall make a concerted effort to interview approximately 5-10 donees. If the state agency maintains a warehouse facility, consideration should be given to interviewing donees who visit the warehouse during the review. If the agency does not have a warehouse, consideration should be given to interviewing donees over the phone.

List the number of donee visits completed by the review team:

3

List the donee organizations which were visited:

Richfield Police Department, Pleasant Grove Police Department, Grantsville Police Department

List the number of donee organizations which were interviewed at the facility:

0

List the donee organizations which were interviewed at the facility:

List the number of donee organizations which were interviewed over the phone:

4

List the donee organizations which were interviewed over the phone:

Hildale City, Spring City, Wasatch County, Western Sky Aviation Warbird Museum

2. Are donees generally satisfied with the program and agency personnel?

<input checked="" type="checkbox"/>	Yes	All donees contacted were very pleased with the service they received from UT SASP
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

3. Are donees aware of the restrictions placed upon donated property and the consequences for misuse?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

4. List any donee organization(s) which revealed significant findings and/or problems (i.e. property not being properly utilized, complaints about GSAXcess, unreasonable service charges, discourteous treatment, unresponsiveness to customer concerns, lack of available property, discriminatory behavior, etc.):

Donee(s) interviewed:

Donees visited/phoned expressed their appreciation for the assistance provided by UT SASP.

Note: Suspected compliance issues shall be discussed by the review team. The review team leader shall immediately notify the COE in writing by email and by phone when significant issues are discovered.

5. Has the state agency maintained positive working relationships with the PPM offices, other SASPs, and military/civilian holding agencies?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

6. Record the following figures:

29	Approx. number of eligible donees on file.
5	Approx. number of donees actively participating or those who have received property within the past year.

7. After assembling and reviewing the 3040 spreadsheet, determine the percentages of property donated to the following (See Attachment D):

23%	Nonprofits
77%	Public Agencies

8. If the above numbers reflect an inequity, has the agency made a concerted effort to correct the imbalance? Provide an explanation for any answer listed below.

<input type="checkbox"/>	Yes	
X	No	
<input type="checkbox"/>	Other	

9. What marketing efforts does the SASP utilize to retain and attract new customers?

<input type="checkbox"/>	Flyers	
<input type="checkbox"/>	Newsletters	
X	Website	
<input type="checkbox"/>	Other social media	
X	Email or other electronic notification	
<input type="checkbox"/>	TV, radio or newspaper	
<input type="checkbox"/>	Conferences and seminars	
<input type="checkbox"/>	Donee advisory body	
<input type="checkbox"/>	Other	

10. If the agency utilizes the internet to market its program (i.e. website, emails, Twitter, Facebook, etc.), briefly review such content. Is the information appropriate, correct and current?

<input checked="" type="checkbox"/>	Yes	Information on website is appropriate, correct and current.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

11. If required by its state plan, is an advisory body utilized?

<input type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
X	Other	UT SASP state plan does not require them to use an advisory body.

12. Is the agency actively marketing its program to potential donees or existing donees, especially those not participating?

<input type="checkbox"/>	Yes	
X	No	
<input type="checkbox"/>	Other	

13. Is the agency sufficiently serving its current and potential customer base whether the agency has a warehouse facility or the agency uses a “direct donation” business model?

<input type="checkbox"/>	Yes	
<input checked="" type="checkbox"/>	No	
<input type="checkbox"/>	Other	

14. Is the agency's overall effort to promote the program and fairly distribute property effective?

<input type="checkbox"/>	Yes	
<input checked="" type="checkbox"/>	No	
<input type="checkbox"/>	Other	

REQUIREMENTS:

<input type="checkbox"/>	None	
<input type="checkbox"/>	Create and implement a plan to improve donee awareness of the restrictions placed upon property and the consequences for misuse.	
<input type="checkbox"/>	Increase effort to promote the surplus program to non-profit donee types including potential new applicants and those already eligible, but not participating.	
<input type="checkbox"/>	Develop a method, tool or report to monitor the dispersion of property between nonprofits and public agencies.	
<input checked="" type="checkbox"/>	Increase awareness of available property among eligible non-profits.	
<input type="checkbox"/>	Update the agency's website to ensure program information is current.	
<input type="checkbox"/>	Establish and utilize an advisory body as required by the agency's state plan.	
<input type="checkbox"/>	Adhere to all state plan provisions that ensure fair and equitable distribution of surplus.	
<input checked="" type="checkbox"/>	Other	Elevate the awareness of available surplus to all donees

RECOMMENDATIONS:

<input type="checkbox"/>	None
<input type="checkbox"/>	Develop a formal marketing plan to increase the number of participating donees especially nonprofits.
<input type="checkbox"/>	Create a greater awareness of available property among donee types who have historically received a lesser share of donated property.
<input checked="" type="checkbox"/>	Market the program to donees already eligible, but not participating.
<input type="checkbox"/>	Implement greater use of technology via the internet (website, emails, Twitter, Face book, etc.) to increase awareness of the donation program especially among non-profits.
<input type="checkbox"/>	Establish a website to promote the program and to provide general program information, obtain an eligibility application, display items in inventory, emphasize compliance requirements, advertise success stories, etc.
<input type="checkbox"/>	Update eligibility application to include email donee email addresses for use in marketing.
<input type="checkbox"/>	Issue promotional material on a scheduled basis including newsletters, coupons and special notices.
<input type="checkbox"/>	Conduct open houses and local or regional meetings to promote the SASP.
<input type="checkbox"/>	Set up a historical file to record promotions utilized.
<input type="checkbox"/>	Create a customer survey to be completed by donees exiting the warehouse to obtain basic customer feedback for improving the agency's operation.
<input type="checkbox"/>	Consider participating in county and state fairs to promote the program to potentially eligible public agencies and nonprofits.
<input type="checkbox"/>	Survey nonprofits to determine how the agency may better serve them.
<input type="checkbox"/>	Encourage donees to submit prioritized want lists and circulate among staff screeners. Special

	requests can be referred to GSA.
	Encourage donees to screen property using GSAXcess.
	Distribute listings of property to homeless and needy providers to stimulate the amount of property donated to such activities.
	Market to targeted donee types, particularly nonprofits, as opposed to conducting mass mailings.
	Encourage direct pickups by donees.
	Stress the importance of "selective" screening to all agency screeners. This may be accomplished by requiring all screeners to regularly review donee want lists.
	Seek potential cooperative agreements with other state agencies to service donees in remote parts of the state.
	Work with GSA to initiate a cooperative agreement to store excess for Federal agencies.
	Improve attendance at regional, zonal and national PPM conferences to keep abreast of current issues, discuss problems and share ideas for improvement.
	Other <input type="text"/>

F. ELIGIBILITY

References: FMR 102-37.380-430 and Appendix B (i) and C; Donation Handbook, Ch. 1, para. 5; Ch. 2, para 13d (5)(a)(vi) and 13d (5)(b)(ii).

QUESTIONS:

1. The review team shall make a concerted effort to review approximately 50 eligibility applications. Specifically, the team should concentrate on selecting the files of donees who have received property, especially those which are most active. This determination can be made by seeking statistical data from the SASP and then choosing the names of the donees the team wishes to review.

Briefly describe the thought process used by the review team when selecting which eligibility files to review:

2. List the number of eligibility files reviewed (See Attachment E):

1	Nonprofits
27	Public Agencies
	Quasi-Public Agencies
	Service Educational Activities (SEAs)
	Small Business Administration Activities (SBAs)
1	Other <input type="text" value="Museum"/>
29	Total number of files reviewed

3. List the number of files that have any documentation that is insufficient or not present as annotated on Attachment E:

4. Is the agency able to readily determine which files have annual licenses, accreditation, approvals, grants, etc. that expire in any given month? Provide an explanation for any answer chosen below.

<input checked="" type="checkbox"/>	Yes	UT SASP is able to access this information electronically.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

5. Is the agency able to easily identify and separate active files (those currently participating or with property under restriction) from inactive files?

<input checked="" type="checkbox"/>	Yes	Active file are separated from inactive files.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

6. Does the agency properly annotate eligibility files that have been reviewed and updated to include all appropriate documentation?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

7. Does the agency maintain its eligibility files in a systematic and organized manner?

<input checked="" type="checkbox"/>	Yes	Eligibility files are maintained alphabetical by donee name
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

8. Does the agency make accurate decisions when approving eligibility applications?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

9. Does the agency effectively and efficiently process eligibility updates?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

10. Contact the appropriate center of expertise (COE) for eligibility and compliance. Does the agency provide the COE with a written opinion/critique along with supporting documentation when seeking assistance in making an eligibility determination?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

11. Is the eligibility function adequately staffed?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

REQUIREMENTS:

	None
X	Rectify all files annotated in Attachment E where the required information is insufficient/not present and/or needs updating. Provide a summary of action(s) taken for each file.
	Files for nursing homes, clinics, etc. whose eligibility depends on annual licensing must be updated each year.
	Files for volunteer fire department & rescue squads must be updated annually.
	When a donee loses its licensing, accreditation, approval, etc., the agency shall terminate its eligibility, seek the return of all property under restriction and immediately notify GSA.
	Place each donee in "inactive" status until each incomplete file is updated with all appropriate documents.
	Ensure that eligibility applications are annotated (i.e. initialed, signed, dated, etc.) to document that a file has been updated and is “ok” or “re-approved”.
	Devote additional resources to ensure that eligibility determinations and updates are effectively and efficiently processed.
	Establish SOPs to ensure eligibility applications and updates are effectively and efficiently processed in a timely manner.
	Provide the COE with a written opinion/critique along with supporting documentation when seeking assistance in making an eligibility determination.
	Send employee(s) responsible for <i>eligibility</i> to formal GSA eligibility and compliance training.
	Other

RECOMMENDATIONS:

X	None
	Separate active files from those which are inactive.
	Adopt a policy of reviewing eligibility files for donees that are currently obtaining property.
	Purge old and outdated information from eligibility file folders which is unnecessary.
	Purge inactive donees files held beyond the agency’s record retention period after ensuring these donees do not have property which is under restriction.
	Distribute new applications to donees needing updates to ensure the file is thoroughly updated.
	Design a form letter detailing specific documentation needed to process application for a nonprofit and a public agency.
	Establish comprehensive checklist to verify information needed for eligibility file updates.
	Establish a database for monitoring eligibility files to track expiration dates of licensing, accreditation, grants, etc.
	Establish a suspense update file to ensure all follow-up action is completed in a timely manner.
	Obtain information to establish the legitimacy of programs not easily or widely recognized.
	Obtain all available official state directories to determine who is recognized, licensed, accredited, approved, chartered, etc., by such appropriate governing bodies as State Fire Marshal, Board of Regents, Board of Education/Health, etc.
	Other

G. SCREENING

References: FMR 102-37.45 and 175-200; Donation Handbook, Ch. 1, para. 22 and Ch. 2, para. 7 and 13d (5)(b)(v).

QUESTIONS:

1. Does the agency utilize all available avenues to screen and secure property, (i.e. participate in the overseas program, screen outside region, use GSAXcess, use donee screeners, establish screening alliances with other SASPs, etc.)?

<input checked="" type="checkbox"/>	Yes	All available avenues to screen and secure property are utilized by UT SASP.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

2. In the opinion of the home state APO, is the agency devoting sufficient attention to acquiring donable civilian agency surplus?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

3. Review the agency's distribution target percentage since the last review (See Attachment D). What is the average percentage during that period?

9%

4. Do these figures represent a positive change since the last review?

<input type="checkbox"/>	Yes	
<input checked="" type="checkbox"/>	No	The distributions target percentage during the last review as 15%.
<input type="checkbox"/>	Other	

5. Is the agency considered an "over" state (above 86%)?

<input type="checkbox"/>	Yes	
<input checked="" type="checkbox"/>	No	
<input type="checkbox"/>	Other	

Note: If the agency is an "over" state, proceed to question #8.

6. If less than 86%, can the reason for the lower distribution percentage be pinpointed? Provide an explanation for any answer listed below.

<input checked="" type="checkbox"/>	Yes	Lack of donee participation in program.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

7. Has the agency exhausted all efforts to improve its distribution percentage? Provide an explanation for any answer listed below.

<input type="checkbox"/>	Yes	
<input checked="" type="checkbox"/>	No	Should be promoting surplus program to non-participating donees and eligible non-profit organizations.
<input type="checkbox"/>	Other	

8. Other than using historical knowledge of property desired by donees, does the SASP actually utilize “want lists” when searching for property?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

9. In what manner are the lists collected, distributed and utilized by agency personnel?

<input type="checkbox"/>	Want list form included with invoices.
<input checked="" type="checkbox"/>	Want list request included with eligibility application packet.
<input type="checkbox"/>	Individual donee want lists combined into master donee want list which is distributed to all agency screeners.
<input type="checkbox"/>	Agency screeners use master donee want list at physical screenings and while searching GSAXcess.
<input type="checkbox"/>	Wants lists can be posted by donees on the agency’s webpage.
<input type="checkbox"/>	Want lists are shared among agency screeners and warehouse personnel.
<input checked="" type="checkbox"/>	Other <input type="text" value="Email"/>

10. Since screener’s card are no longer required when viewing and/or picking up property, has the agency begun to retrieve all issued cards either proactively or as they expire?

<input type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	Other	No screener cards have been issued.

11. Does the SASP maintain a log of all individuals authorized to screen property including their names, addresses, telephone numbers, qualifications to screen, and any additional identifying information? This log shall include those donees that are authorized to screen property physically and electronically.

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

12. Does it appear that the agency and its screeners are sufficiently trained to screen and pick up property?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

13. Review the agency's donation rate percentage since the last review (See Attachment D). What is the average percentage during that period?

14. Do any trends exist with respect to the donation rate? Provide an explanation for any answer listed below.

<input checked="" type="checkbox"/>	Yes	UT SASP using direct donee pick up.
<input type="checkbox"/>	No	

Other

15. Is the agency at or above the satisfactory performance level of 75%?

<input checked="" type="checkbox"/>	Yes	<input type="text"/>
<input type="checkbox"/>	No	<input type="text"/>
<input type="checkbox"/>	Other	<input type="text"/>

REQUIREMENTS:

<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Develop method for improving distribution target percentage especially since this can negatively impact the agency's allocation of property.
<input type="checkbox"/>	Obtain and review GSA's RCS 41 report and monitor its distribution percentage so that it can effectively compete with other state agencies for property.
<input type="checkbox"/>	Retrieve screener's cards and forward the cards to the appropriate regional office for destruction.
<input type="checkbox"/>	Develop method for improving donation rate percentage especially since this can negatively impact the agency's allocation of property.
<input type="checkbox"/>	Other <input type="text"/>

RECOMMENDATIONS:

<input type="checkbox"/>	Aggressively pursue additional opportunities to screen and secure property, (i.e. participate in the overseas program, screen outside region, use GSAXcess, use donee screeners, establish screening alliances with other SASPs, etc.)?
<input checked="" type="checkbox"/>	Pursue additional opportunities to acquire both civilian and military agency property.
<input type="checkbox"/>	Aggressively pursue all available property nationwide.
<input type="checkbox"/>	Aggressively screen DOD/RCP property via GSAXcess.
<input type="checkbox"/>	Initiate communication with home state APO to determine the availability of donable civilian agency surplus.
<input type="checkbox"/>	Develop method for improving distribution target percentage especially since this can negatively impact the agency's allocation of property.
<input type="checkbox"/>	Obtain and review GSA's RCS 41 report and monitor its distribution percentage so that it can effectively compete with other state agencies for property.
<input type="checkbox"/>	Increase usage and improve circulation of want lists by staff.
<input type="checkbox"/>	Establish a want list "drop box" conspicuously displayed near the warehouse entrance.
<input type="checkbox"/>	Retrieve screener's cards and forward the cards to the appropriate regional office for destruction.
<input type="checkbox"/>	Maintain a log of individuals authorized to screen property physically and electronically including their names, addresses, telephone numbers, qualifications to screen, and any additional identifying information.
<input type="checkbox"/>	Develop method for improving donation rate percentage especially since this can negatively impact the agency's allocation of property.
<input checked="" type="checkbox"/>	Actively promote the use of electronic screening by donees.
<input type="checkbox"/>	Develop SOPs for employees and donees to use when screening property using GSAXcess.
<input type="checkbox"/>	Stress to staffers who are responsible for electronic screening to remain vigilant while searching for property, perhaps requiring GSAXcess to be screened at least every other day.
<input type="checkbox"/>	Other <input type="text"/>

H. AUDITS

References: FMR 102-37.345-355 and Appendix B (I); OMB Circular A-128 and A-133; Donation Handbook, Ch. 2, para. 13d (5)(a)(xii) and para. 14.

QUESTIONS:

1. Have there been any audits of any type performed since the last review (including any under the Single Audit Act)? Provide an explanation for any answer listed below.

<input checked="" type="checkbox"/>	Yes	An internal agency audit was conducted April 2016 and State of Utah Comprehensive Annual Financial Report was completed June 2016.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

Note: If no audits were performed, proceed to question #6.

Type:

Date:

2. Was a copy of any audit report(s) provided to the regional office within 30 days of receipt of the auditor's final copy?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

3. Was the audit(s) a comprehensive program/operational audit or was it simply just a financial audit?

<input checked="" type="checkbox"/>	Yes	Internal agency audit was a comprehensive program/operational audit.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

4. If the audit(s) which was performed was simply a financial audit, did the audit sufficiently meet the requirements for audits as stated in the audit section of the agency's state plan?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

5. If there were any significant findings requiring corrective action, has the agency rectified all concerns/problems?

<input type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	Other	No significant findings requiring corrective action were found

6. Was the review team able to view or secure evidence that the state's Federal Surplus Property Program (program number 39.003) was listed in the total Federal financial assistance figure for the state in accordance with the Single Audit Act and OMB circular A-133?

<input type="checkbox"/>	Yes	
<input checked="" type="checkbox"/>	No	
<input type="checkbox"/>	Other	

7. Has the state met the requirements for audits as outlined in its state plan?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

8. Did the SASP provide a plan of action to GSA satisfactorily addressing all requirements outlined in the last GSA issued review report?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

9. Has the SASP implemented corrective actions aimed at preventing the problems re-occurring?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

REQUIREMENTS:

<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Ensure the state accounts for the Federal Surplus Property Program and is compliant with the Single Audit Act.
<input type="checkbox"/>	Ensure the Federal surplus program is audited as required by the agency's state plan.
<input type="checkbox"/>	Provide responsible state management officials and state offices with written notification of the appropriate audit requirements as stipulated in the agency's state plan.
<input type="checkbox"/>	Submit a copy of any required audit report to GSA within 30 days of receipt of the final copy.
<input type="checkbox"/>	Ensure that all recommendations noted in any state audit(s) are implemented to prevent such problems from occurring.
<input type="checkbox"/>	Update state plan to reflect the state auditor's interpretation of the frequency for which the audits should be performed as required by state and Federal law.
<input type="checkbox"/>	Since it appears that the same type(s) of problems have re-occurred since the last GSA state agency review, implement sufficient controls to ensure that the agency fully implements its corrective action plans, so that similar findings or problems do not re-surface during the next GSA review.
<input type="checkbox"/>	Other

RECOMMENDATIONS:

<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Assign the responsibility of coordinating and documenting the state agency for surplus property program's responses (action plans) to state audit reports and GSA state review reports to one individual.
<input type="checkbox"/>	Other

I. COOPERATIVE AGREEMENTS

References: FMR 102-37.205, 265, 270, 290, 305, 325-340 and Appendix B (m); Donation Handbook, Ch. 2, para. 6, 13d (5)(a)(xii)

QUESTIONS:

1. For what purposes has the SASP entered into cooperative agreements?

<input checked="" type="checkbox"/>	Obtaining Federal surplus for agency use.
<input type="checkbox"/>	Selling nondonable property with GSA's assistance.
<input type="checkbox"/>	Sharing donees with another SASP.
<input type="checkbox"/>	Warehousing Federal excess.
<input type="checkbox"/>	Other <input type="text"/>

2. If the SASP has an agreement to warehouse Federal excess, is it being utilized?

<input type="checkbox"/>	Yes	<input type="text"/>
<input checked="" type="checkbox"/>	No	<input type="text"/>
<input type="checkbox"/>	Other	<input type="text"/>

Note: If the agency does not have a cooperative agreement to use property or has a cooperative agreement to use property, but is not using property, proceed to question #6.

3. If the SASP has an agreement to utilize surplus for state agency use, is the agency using property?

<input type="checkbox"/>	Yes	<input type="text"/>
<input type="checkbox"/>	No	<input type="text"/>
<input checked="" type="checkbox"/>	Other	N/A

4. If the agency is utilizing surplus, has a listing been forwarded to GSA for approval?

<input type="checkbox"/>	Yes	<input type="text"/>
<input type="checkbox"/>	No	<input type="text"/>
<input checked="" type="checkbox"/>	Other	N/A

5. Are the items reasonable for agency use?

<input type="checkbox"/>	Yes	<input type="text"/>
<input type="checkbox"/>	No	<input type="text"/>
<input checked="" type="checkbox"/>	Other	N/A

6. If the SASP has an agreement to sell nondonable property with GSA's assistance, is it being utilized?

<input type="checkbox"/>	Yes	<input type="text"/>
<input checked="" type="checkbox"/>	No	<input type="text"/>
<input type="checkbox"/>	Other	<input type="text"/>

7. Have any sales with GSA's assistance taken place since the last review?

<input type="checkbox"/>	Yes	<input type="text"/>
<input checked="" type="checkbox"/>	No	<input type="text"/>
<input type="checkbox"/>	Other	<input type="text"/>

8. If yes, please complete the GSA Sales Summary (See Attachment F). List the total number of each type of sale, the number of items sold and the amount reimbursed to the SASP:

Type	# of lots	Amount SASP
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	of sale	sold	Reimbursement
Live Auction		N/A	N/A
GSAAuctions		N/A	N/A
Sealed Bid		N/A	N/A
Other		N/A	N/A

9. If the state agency is donating property to Small Business Administration (SBA) 8(a) contractors, has it executed the required Memorandum of Agreement (MOA) with GSA and SBA?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

REQUIREMENTS:

<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Maintain a separate listing of all property selected for Federal program use and provide a copy to GSA for approval prior to use.
<input type="checkbox"/>	All requests of property for Federal program use must be provided to the appropriate regional office for approval prior to use.
<input type="checkbox"/>	Execute the required MOA with GSA and SBA.
<input type="checkbox"/>	Other

RECOMMENDATIONS:

<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Maintain a separate listing of all property selected for Federal program use and provide a copy to GSA for approval prior to use.
<input type="checkbox"/>	Establish a cooperative agreement with GSA to utilize surplus for Federal program operation.
<input type="checkbox"/>	Establish a cooperative agreement to warehouse Federal excess.
<input type="checkbox"/>	Establish a cooperative agreement with GSA to sell nondonable property.
<input type="checkbox"/>	Establish cooperative agreements with other states agencies to service donees in remote parts of the state.
<input type="checkbox"/>	Other

J. RECORDS MANAGEMENT

References: FMR 102-37.190, 220-240 and Appendix B (o, p); Donation Handbook, Ch.2, para. 13d (5)(a)(xiv).

QUESTIONS:

1. What is the record retention policy for the state agency?

<input checked="" type="checkbox"/>	Official agency records (SF123s, warehouse issue sheets, invoices, etc.) retained for no less than three years.
<input checked="" type="checkbox"/>	Records for items with special or extended restrictions retained for one year beyond the expiration of the restriction period.
<input type="checkbox"/>	Records for items in noncompliance status retained for one year after the case is closed.
<input type="checkbox"/>	Other

2. Does the agency maintain its files for items that have perpetual restrictions or other special restrictions (i.e. items with a/c over \$5K, gamma goats, aircraft, vehicles, vessels, etc.) to prevent these records from being handled along with "normal" donation documents?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

3. Are all appropriate records available for the prescribed time frames?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

4. Is compliance data effectively generated and maintained?

<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

5. The state agency has which of the following available:

<input checked="" type="checkbox"/>	FMR
<input checked="" type="checkbox"/>	Donation Handbook
<input checked="" type="checkbox"/>	Cooperative Agreements
<input checked="" type="checkbox"/>	Miscellaneous GSA policy letters and memoranda
<input checked="" type="checkbox"/>	40 U. S. C. § 549
<input checked="" type="checkbox"/>	Current State Plan
<input checked="" type="checkbox"/>	Drug Free Workplace Certifications
<input type="checkbox"/>	Other

REQUIREMENTS:

<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Initiate action to retain records in accordance with the agency's state plan and all GSA requirements.
<input type="checkbox"/>	Update the state plan to reflect the allowable record retention parameters as listed in the FMR.
<input type="checkbox"/>	Other

RECOMMENDATIONS:

<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Acquire all appropriate references listed above which were unavailable.
<input type="checkbox"/>	Assemble a compliance case log to record detailed information referencing and summarizing significant events, phone conversations, letters received/distributed and information requested by the regional office, office of the inspector general, etc.
<input type="checkbox"/>	Establish a binder where various memoranda from GSA could be kept and easily accessible to all state agency personnel.
<input type="checkbox"/>	Other

K. NONDISCRIMINATION ASSURANCE

References: FMR 102.37.205 (f); Title VI of the Civil Rights Act; Donation Handbook, Ch. 1, para. 24 and Ch. 2, para. 13d (5)(a)(xiii).

RESERVED- Managed in conjunction with the GSA’s Office of Civil Rights (OCR) survey.

QUESTIONS:

1. Record any follow-up actions completed by the review team as requested by OCR:

No follow-up was requested.

2. Does it appear that the state agency has been compliant with requests made by OCR?

Yes

L. CONCLUSION

Note: The team leader shall re-examine the nature and/or severity of any findings, requirements and recommendations which appear in this report before answering the following four questions.

QUESTIONS:

1. After re-examining the “Property Accountability & Control” element, does the agency appear to be having inventory control and accountability problems? Provide an explanation for either answer listed below.

<input type="checkbox"/>	Yes	
<input checked="" type="checkbox"/>	No	UT SASP has no inventory control or accountability problems.

2. After re-examining the “Fiscal Management” element, do any financial inconsistencies or situations exist which might have a detrimental effect on the donation program? Provide an explanation for either answer listed below.

<input type="checkbox"/>	Yes	
<input checked="" type="checkbox"/>	No	UT SASP has no problem with Fiscal Management element

3. After re-examining the “Eligibility” element, does the agency appear to be having problems with its eligibility files? Provide an explanation for either answer listed below.

<input type="checkbox"/>	Yes	
<input checked="" type="checkbox"/>	No	Minor problems were found but are being corrected.

4. After re-examining the “Compliance” element, does the agency appear to be having problems with donee compliance? Provide an explanation for either answer listed below.

<input type="checkbox"/>	Yes	
<input checked="" type="checkbox"/>	No	Utah SASP has no problem with compliance element.

Note: If the response to any one of the above four questions is “yes”, the next review should be scheduled in two years or sooner. If the answers to all four questions were “no”, the next scheduled review shall be performed in four years.

5. The next scheduled review will occur in two or four years? Provide an explanation for any answer listed below.

<input type="checkbox"/>	Two	
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<input checked="" type="checkbox"/>	Four	No reoccurring issues.
<input type="checkbox"/>	Other	

6. After reviewing the requirements and corrective actions taken by the state agency in response to the previous state agency review report, has the agency corrected all significant deficiencies without the same issues basically re-appearing? Provide an explanation for any answer listed below.

<input checked="" type="checkbox"/>	Yes	Utah SASP has corrected all significant deficiencies found on previous SASP review without the same issues re-appearing.
<input type="checkbox"/>	No	
<input type="checkbox"/>	Other	

M. SCHEDULE OF ATTACHMENTS:

Attachment A	“Organization Chart or Listing”
Attachment B	“SF123” spreadsheet
Attachment C	"Profit & Loss" statement
Attachment D	“3040 Report” spreadsheet
Attachment E	“Eligibility Grid”
Attachment F	“Non-Donable Sales Summary”
Attachment G	“Other or miscellaneous” (used only if needed)