



Gary R. Herbert  
*Governor*  
Spencer J. Cox  
*Lieutenant Governor*

Kent Beers  
*Director*  
Dan Martinez  
*Program Manager*  
*State Coordinator LESO Program*

**State of Utah**  
**Department of Administrative Services**  
Division of Purchasing & General  
Services  
3150 State Office Building  
Salt Lake City, UT 84114

Utah State Agency for Surplus  
447 West 13800 South  
Draper, UT. 84020

November 2, 2016

General Services Administration  
Southwest Central Zone  
Federal Acquisition Service  
Personal Property Management Division  
819 Taylor ST  
Fort Worth, TX 76102-6124


Dear Ms. Mortenson:

This letter is in response to the audit file received October 19, 2016 for the compliance review conducted the week of July 18, 2016.

Utah State Agency for Surplus Property (USASP) appreciates the review and is in agreement that all review elements are in conformance. USASP has addressed the requirements of review element "E" Customer Relationships and "F" Eligibility.

USASP looks forward to the next compliance review to be conducted in 2020.

Respectfully,

  
Program Manager Surplus Property  
Dan R Martinez

**REVIEW ELEMENT:**

E. CUSTOMER RELATIONSHIPS

**REQUIREMENTS:**

Increase awareness of available property among eligible non-profits.  
Other - Elevate the awareness of available surplus to all donees

**ACTION TAKEN STEP BY STEP:**

Continue sending a minimum of quarterly notification out to increase the awareness of available property to all eligible donees.  
Encourage electronic screening in GSA excess to promote awareness of all available property being offered to eligible donees in the Federal Donation Program by email and or phone.

**SUPPORTING DOCUMENTATION ATTACHED:**

N/A

**REVIEW ELEMENT:**

**F. ELIGIBILITY**

**REQUIREMENTS:**

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.

**ACTION TAKEN STEP BY STEP:**

Upon request, the one donee Utah Humanities Council has chosen not to provide the updated NEH compliance letter.  
Donee is no longer eligible for the donation program.

**SUPPORTING DOCUMENTATION ATTACHED:**

File Review Element F



Dan Martinez <danmartinez@utah.gov>

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## RE: Federal Approval Letter needs update

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Megan Van Frank <vanfrank@utahhumanities.org>

Wed, Nov 2, 2016 at 2:30 PM

To: Loretta Potter <lpotter@utah.gov>

Cc: Dan Martinez <danmartinez@utah.gov>, Cynthia Buckingham <buckingham@utahhumanities.org>

Hello Ms Potter,

Thank you for your correspondence. We initially applied for this status with a particular purpose in mind – to reallocate the components of a defunct Smithsonian exhibition to other museums around Utah as exhibit furniture to support their education activities. This was at the suggestion of the Smithsonian and has been implemented easily in other states. But since recipients of federal property in Utah are not allowed to disassemble or redistribute property received by this means, eligibility did not allow us to meet this goal. Therefore, we are content to let our eligibility slide. Thank you for following up.

Sincerely,

Megan van Frank

Megan van Frank | History & Museum Programs | Utah Humanities

202 W 300 N, Salt Lake City, UT 84103 | office [801.359.9670](tel:801.359.9670)

Website | Facebook | Twitter | [vanfrank@utahhumanities.org](mailto:vanfrank@utahhumanities.org)



**From:** Loretta Potter [<mailto:lpotter@utah.gov>]

**Sent:** Wednesday, November 02, 2016 11:41 AM

**To:** Cynthia Buckingham; Megan Van Frank

**Cc:** Dan Martinez

**Subject:** Fwd: Federal Approval Letter needs update

Requested the updated National Endowment partnership letter on Oct 28. Please respond ASAP with emailed letter or call if there is a problem. Thank you

----- Forwarded message -----

From: **Loretta Potter** <[lpotter@utah.gov](mailto:lpotter@utah.gov)>

Date: Fri, Oct 28, 2016 at 8:46 AM

Subject: Federal Approval Letter needs update

To: C Buck <[buckingham@utahhumanities.org](mailto:buckingham@utahhumanities.org)>, Megan Van Frank <[vanfrank@utahhumanities.org](mailto:vanfrank@utahhumanities.org)>

Cc: Dan Martinez <[danmartinez@utah.gov](mailto:danmartinez@utah.gov)>

Please refer to the attachment dated 2014. I am required to have an updated letter for your eligibility file.

If you could please send as soon as you can your most current approval letter. GSA is requesting an update per the recent audit of our eligibility accounts.

Thank you and if you have any questions please get with me.

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Loretta Potter

State Point of Contact 1033

[801-619-7218](tel:801-619-7218) phone

[801-619-7229](tel:801-619-7229) fax

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Loretta Potter

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