

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
ANNUAL REPORT ON GOALS, OBJECTIVES AND POLICIES

January 2023

Program ID / Title: AGS 244/Surplus Property Management

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I. Goals

To effectively and efficiently provide customers (donees) with surplus property items and continue to be fiscally solvent with revenues equaling or exceeding expenditures.

II. Objectives and Policies

- A. Intensify training available to eligible and participating donees to enable interaction with the entire spectrum of program features and to improve donees' opportunities to obtain needed items.
- B. Maintain the programs' financial sustainability through increased promotion and marketing of surplus property, utilization, and donation programs and inform eligible and participating donees about the opportunities to purchase a wide variety of surplus property at significantly reduced prices.
- C. Streamline processes and improve operational efficiencies and compliance with the State Plan of Operation for the Federal Surplus Property Donation Program.

III. Action Plan with Timetable

- A. Intensify training available to eligible and participating donees to enable interaction with the entire spectrum of program features and to improve donees' opportunities to obtain needed items.

1. Past Year Accomplishments

- a. Completed Surplus Property Management on-demand online training workshop that will be posted on the Learning Management System (LMS).
- b. Transferred \$873,672 Meal, Ready-To-Eat (MREs) to Hawaii Foodbank at no charge.
- c. Learned best practices to support Surplus operations.

2. Year One
 - a. Continue to educate donees about using the Federal Surplus Software Donee Portal.
 - b. Continue to stay current with federal requirements and learn best practices to support Surplus operations.
 - c. Post Surplus Property Management training on LMS.
 3. Two Years
 - a. Continue to research business environments for opportunities to promote the Surplus Property Program to potential donees. Examples include increased communication with eligible, non-participating donees such as the Small Business Administration 8(a) Business Development program and Service-Disabled Veteran-Owned Small Business.
 4. Five Years
 - a. Increase contributions to zero-waste or other sustainability initiatives. Multiple methods of redistribution, resale, and disposal help divert waste from landfills and extend the useful life of assets.
- B. Maintain program's financial sustainability through increased promotion and marketing of the surplus property, utilization, and donation programs, and educating donees on the availability of and variety surplus property available to them at significantly reduced prices.
1. Past Year Accomplishments
 - a. FY 2022 - Acquisition Cost of Surplus Property Transferred to Donees is \$3.6 Million (including \$873,672 MREs to Hawaii Foodbank at no charge).
 - b. FY 2022 - Service & Handling fee of Surplus Property Transferred to Donees is \$309,933.
 - c. FY 2022 Public Auction proceeds:
 - Transportation Security Administration - \$22,217.06
 - State - \$34,408.08
 2. One Year
 - a. Continue to use of social media to promote the online Surplus Public Auction and Surplus program
 - b. Educate and implement the Veterans Small Business Enhancement Act of 2018 with Veteran-Owned Small Businesses that are interested in participating.

3. Two Years
 - a. Explore new internet auction platforms such as “GovDeals” and “Public Surplus.”
 - b. Promote SPO Surplus Public Auction opportunity on Craigslist and social media.
 4. Five Years
 - a. Extend the useful life of assets and generate revenue by exploring multiple methods of disposal including but not limited to counter sales, online auction, and web surplus.
 - b. Monitor and adjust the program’s website to improve customer satisfaction.
- C. Streamline processes and improve operational efficiencies and compliance with regards to the State Plan of Operation for the Federal Surplus Property Donation Program.
1. Past Year Accomplishments
 - a. Year one: Executed and implemented the Federal Surplus Property Management Software to:
 - Reached an efficient and effective donation process with the new system.
 - Streamlined daily operations
 - Automatically generated GSA-required reports for compliance and utilization
 - b. Updated State Plan of Operation
 2. One Year
 - a. Execute and implement the Federal Surplus Property Management Software to:
 - Reach an efficient and effective donation process with the new system.
 - Streamline daily operation.
 - Automatically generate GSA required reports for compliance and utilization.
 - b. Continue to update State Plan of Operation
 - c. Continue to work on supplying program information on our website.
 3. Two Years
 - a. Implement new accounting system.

4. Five Years
 - a. Automate new and renew “Application for Eligibility” process.

- IV. Performance Measures
 - A. Surplus transferred to donees
 - B. Ratio of service fee over property transfer value
 - C. Actual donees as percentage of eligible donees