

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

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Program ID / Title: AGS 244/JC Surplus Property Management

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I. Goals

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

II. Objectives and Policies

- A. Intensify training 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. Training

1. Past Year Accomplishments

- a. Introduced Donee Portal in the Surplus Property Office website for donee and donee-to-be to view available property on site.
- b. Posted Surplus Property Management Training on LMS.

2. Year One

- a. Continue educating donees on the use of the Donee Portal to upload required document and view Statement.
- b. Promote the Small Business Administration 8(a) (SBA) and Veteran-Owned Small Business (VOSB) programs.

3. Two Years
 - a. Increase contributions to zero-waste or other sustainability initiatives.
 - b. Increase multiple methods of redistribution, resale, and disposal help divert waste from landfills and extend the useful life of assets.
4. Five Years
 - a. Establish a Virtual Surplus Business Model.
 - b. Introduce “on-site disposals” of State surplus property.

B. Financial Sustainability

1. Past Year Accomplishments
 - a. FY 2023 - Acquisition Cost of Surplus Property Transferred to Donees is \$6.9 Million.
 - b. Transferred \$2,887,046.51 MREs and Drinking Water to Hawaii Foodbank at no charge.
 - c. FY 2023 - Service & Handling fee of Surplus Property Transferred to Donees is \$362,452.76.
 - d. FY 2023 Public Auction proceeds:
 - Transportation Security Administration - \$28,337.29
 - State - \$23,436.67
 - GSA - \$28,003.50
2. One Year
 - a. 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.
 - b. Explore new internet auction platforms such as “GovDeals” and “Public Surplus.”
 - c. Promote SPO Surplus Public Auction opportunities on Craigslist and social media.
3. Two 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 satisfactions.

4. Five Years
 - a. Procure a new State Surplus Property Management System to manage the State surplus property.

C. Operational Efficiencies

1. Past Year Accomplishments
 - a. Executed and implemented the Federal Surplus Property Management Software to:
 - Reach an efficient and effective donation process with the new system.
 - Streamline daily operations
 - Automatically generate GSA-required reports for compliance and utilization
2. One Year
 - a. Streamline processes and improve operational efficiencies and compliance with regards to the State Plan of Operation for the Federal Surplus Property Donation Program.
 - b. Continue to work on supplying program information on our website.
 - c. Continue the implementation of 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.
 - d. Align our accounting system to fit the program's current needs.
3. Two Years
 - a. Automate "Application for Eligibility" process.
4. Five Years
 - a. Implement virtual business model for State property to streamline operations, reduce operational expenses and provide easier access to available State surplus property inventory.

IV. Performance Measures

- A. Number of surplus property transferred to donees
- B. Amount of service fees collected for property transfers
- C. Actual donees as percentage of eligible donees