

House District _____

Senate District _____

**THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: _____

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): _____

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dbas: Pacific Business Services, Inc.

Street Address: 1259 A'ala Street, Suite 205, Honolulu, HI 96817

Mailing Address: Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name RUSSELL P. SEENEY

Title President

Phone # 808-545-3722

Fax # 888-307-8157

e-mail RSEENEY@PBSHAWAII.COM

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

TO PROVIDE DISASTER RECOVERY (DR) AND CONTINUITY OF OPERATIONS (COOP) TRAINING CLASSES, SIMULATION TESTING, COMPLIANCE UPDATES FOR SMALLER CREDIT UNIONS IN HAWAII THAT CANNOT AFFORD A DISASTER RECOVERY TEAM IN ORDER TO BE PREPARED FOR DISASTERS AND MITIGATE THE IMPACT ON THEIR MEMBERS.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 52,926

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 52,926

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

[REDACTED SIGNATURE]

RUSSELL P. SEENEY
NAME & TITLE

1/13/2014
DATE SIGNED

Application for Grants and Subsidies

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

1. A brief description of the applicant's background;

Pacific Business Services, Inc. (PBS) is a leading full-spectrum provider of solutions for the public and private sectors in Hawaii. We are a 29-year old Hawaii-based technology firm committed to implementing high-quality solutions that provide our customers increased business performance and growth.

Our Core Competencies

Project Management - Request for proposals; infrastructure design; general, cutover and construction scheduling; network, cabling and move planning; WAN/LAN moves and facility moves.

Transition and Conversion - Preliminary Planning, Inventory & Assessment.

Rollout and Transformation Management - Pre-upgrade preparation, develop baseline configurations to meet strategic plans, purchasing and installation of hardware, network, software, licenses and interfaces, automated deployment, renovation and relocations, post rollout analysis, facility and cabling. Successful projects with minimal disruption to existing operations.

Disaster Recovery planning for small to medium size organizations, departments and their IT departments as needed.

Desktop Technical Support - Provide technical support for all lifecycle phases of a system--initial planning, installation, end-user support and troubleshooting, re-deployment and de-installation. This includes custom software design and programming.

Workflow, Information Analysis and Business Events

- Assist management with strategic planning to evolve to a Customer Focused Organization.
- Help project teams and managers initiate projects effectively.
- Conduct on-going reviews of intermediate and final project deliverables.

- Assist analysts and developers in producing analysis and design specifications.
2. **The goals and objectives related to the request;**
Smaller credit unions are an integral part of the financial infrastructure in Hawaii. Many of the larger financial institutions have staffing, teams and multiple locations to survive. Smaller credit unions do not have those capabilities. This program will provide training to help smaller credit unions survive during and after an incident.
 3. **The public purpose and need to be served;**
During a natural disaster situation such as a hurricane, earthquake or tsunami such as Fukushima, Japan in 2011 many individuals and families require access to cash or other funds needed to rebuild their homes, replace damaged cars, and other items. Disasters can also come in the form of man-made causes. Technical or computer viruses and identity theft data hacked as recently occurred with Target stores.
 4. **Describe the target population to be served; and**
Over half of the credit unions in the State of Hawaii are considered small with fewer than 10,000 members and they provide financial services to approximately 173,000 people on all islands.
 5. **Describe the geographic coverage.**
The coverage will be for The State of Hawaii. Initial plan and scope will be to protect the Island of Oahu and the Island of Maui. During subsequent years we will expand our scope to include all islands in the State of Hawaii.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. **Describe the scope of work, tasks and responsibilities;**

Pacific Business Services, Inc. (PBS) will create updated small financial institution content to include PowerPoint Handouts, DVDs, Xerox materials. During this time we will use the NCUA compliance document Information Systems and Technology (IS&T) as a template which will allow us to measure and recap results.

On a limited basis we will provide disaster simulation testing between the smaller credit unions that have similar computer technology infrastructures.

We will provide or utilize a presenter, a technician for operations and some software programming. We will also utilize a DR Technician to augment the basic classroom environment to provide real world experience or table top exercises.

Part of the training will be to learn and understand how Cloud Services can be used, new technology such as Pico Projectors, Tablet and Skype or Web Video Conference can be utilized as working tools to manage their organization during a disaster.

We will also contact DHS, FBI InfraGard, the Red Cross, Civil Defense, Hawaii Credit Union League and the Nation Credit Union Administration for tools, services, speakers, training items that can be used during the training and during incidents.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

It is estimated that we will provide 4 classes, simulation testing, compliance reviews during the year. Three on Oahu and one on Maui for the 1st year.

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

The initial plan for reviewing training effectiveness will be through post class evaluations.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

- Effectiveness will be measured based on the number of people a credit union can provide training for out of their overall staff and Board of Directors.
- We will also determine how their disaster recovery plan is structured and how it performs during real world simulations such as an electrical outage, or a hurricane watch. Even if the event doesn't happen, how did the practice simulation work and what documentation was generated to show their ability to survive.
- Finally were they able to update their NCUA Disaster Recovery Plan for their Annual Review.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Budget forms are included in this grant request.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2014.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
26,463	8,821	8,821	8,821	52,926

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014.

Currently all other funding will provided using Pacific Business Services operating cash flow. We are currently not seeking any other sources of funds.

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

We currently have no tax credits and have not been granted any tax credits.

IV. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

During the last several years we have provided basic disaster recovery training to a number of credit unions. We expect to use these pilot classes to develop the class material and formats for the new updated classes.

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. The applicant shall also describe how the facilities meet ADA requirements, as applicable.

Pacific Business Services, Inc. is located in the Hawaii USA FCU College Walk facility.

- Utilizing the HawaiiUSA Federal Credit Union Community Rooms we will have access to two different training rooms. We can set the rooms up in banquet style with round tables or in a classroom style.
- We will be able fit between 30 students up to 210 students depending on the requirements.
- Located on the first floor of our office building
- ADA parking stalls located in our parking plaza
- ADA equipped restrooms

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

The Pacific Business Services, Inc. management and instructor have attended a number of classes which are applicable to disaster planning and cybersecurity and cyber defense. This has included:

- Hawaii Credit Union League Disaster Recovery Planning class
- FBI Citizens Academy
- FBI InfraGard (cyber security outreach)
- Department of Homeland Security Disaster Planning
- Department of Homeland Security SENTINEL Cybersecurity Incident Handling and Response
- Red Cross Information Technology Emergency setup
- Hawai‘i National Guard’s Po‘oihe Cyber Range. Cyber warfare simulation

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

Pacific Business Services, Inc. is a small business with several employees. The president and owner of the company will be teaching the developing and teaching the classes. Additional support, technical skills, programming and classroom environment setup will be handled by several contractors we have worked with over many years depending on the specific requirements.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

We have no litigation at this time.

B. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

The owner of the company is a Microsoft Certified Professional, the Vice President Elect of the FBI InfraGard Hawaii Chapter and Officer of International Association of Microsoft Channel Partners Hawaii Chapter (IAMCP) and sits on the Management Team of a local Credit Union Service Organization (CUSO).

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2013 to June 30, 2014)

Applicant: ___Pacific Business Services, Inc. ___

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	38,400			
2. Payroll Taxes & Assessments	3,840			
3. Fringe Benefits	3,840			
TOTAL PERSONNEL COST	46,080			
B. OTHER CURRENT EXPENSES				
PowerPoint Handouts, DVDs, Xerox material	420			
Create updated small financial institution content	incl in labor			
Invitations, contacts	incl in labor			
Identify prospects	incl in labor			
NCUA DR IT Audit update, recap results	incl in labor			
Simulation testing	incl in labor			
Presenter	incl in labor			
Technician, software programming	incl in labor			
DR Technician	incl in labor			
Cloud Services	80			
Projector	Incl in equip			
Tablet	Incl in equip			
Airfare (Interisland, Maui)	360			
Car Rental	150			
Class room space	3,200			
Class Room Parking	126			
Internet access	240			
Skype or Web Video Conference presentation	120			
TOTAL OTHER CURRENT EXPENSES	4,696			
C. EQUIPMENT PURCHASES	2,150			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	52,926			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	52,926	Russell Seeney		
(b)		Name (Please type or print) _____ Phone _____		
(c)		Russell Seeney _____ 545-3722		
(d)		Signature of Authorized Official _____ Date _____		
TOTAL BUDGET	52,926	<div style="background-color: black; width: 200px; height: 20px; display: inline-block;"></div> 1/13/2014 Name and Title (Please type or print) Russell Seeney, President		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: __Pacific Business Services, Inc

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Tablet computer to be used for presentation and used as	2.00	\$900.00	\$ 1,800.00	
an example of disaster recovery remote access technology			\$ -	
Mini or Pico presentation projector	1	\$350.00	\$ 350.00	
portable for interisland usage			\$ -	
			\$ -	
TOTAL:	3		\$ 2,150.00	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: _Pacific Business Services, Inc.

Period: July 1, 2013 to June 30, 2014

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
Not applicable						

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**


The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

PACIFIC BUSINESS SERVICES, INC.

 (Signature) Russell P. Seeney	1/13/2014 (Date) President
(Typed Name)	(Title)