BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

○ Award   ○ Contract   ● Grant

Requested Board Meeting Date: 01/07/2025

or Procurement Director Award: ☐

* = Mandatory, information must be provided

*Contractor/Vendor Name/Grantor (DBA):

The Arizona Department of Homeland Security

*Project Title/Description:

Pima County Recorder Comprehensive Disaster Recovery Assessment

*Purpose:

Pima County Office of the Recorder proposes to complete a Comprehensive Disaster Recovery Assessment and Roadmap for data recovery. Requested funds will be used to contract with a qualified data storage and recovery consultant to conduct an assessment of data storage, applications and infrastructure systems, and complete a roadmap of steps to assure business continuity for all public services including voter registration and early voting in the event of a catastrophic cyber-attack.

*Procurement Method:

The grant award did not require PCAO's review or signature

*Program Goals/Predicted Outcomes:

Our office is responsible for the voter registration database for Pima County. Additionally, we administer Early Voting that is utilized by more than 80% of voters in Pima County. Cyber-attacks targeting our data pose a catastrophic risk during critical elections. At the completion of this project we will have a comprehensive plan to ensure continuity of business in the event of a cyber-attack or other threat to our system.

*Public Benefit:

Once the analysis is complete, our office will work to implement recommended adjustments so that the voters of Pima County will experience limited interruptions of service due to cyber-attacks including data destruction, data manipulation, and encrypted data held for ransom.

*Metrics Available to Measure Performance:

The final products will be a comprehensive Disaster Recover Assessment to identify gaps. Additionally, the successful vendor will create a roadmap to fulfill those gaps including infrastructure, data maps and recommended resources.

*Retroactive:

Yes, the grant performance period began on October 1, 2024 following the award of the grant.

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED
Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____   Department Code: _____   Contract Number (i.e., 15-123): _____

Commencement Date: _____   Termination Date: _____   Prior Contract Number (Synergen/CMS): _____

☐ Expense Amount $ _____*   ☐ Revenue Amount: $ _____

*Funding Source(s) required: _____

Funding from General Fund?   ☐ Yes ☐ No   If Yes $ _____   % _____

Contract is fully or partially funded with Federal Funds?   ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified?   ☐ Yes ☐ No
If Yes, attach Risk's approval.

Vendor is using a Social Security Number?   ☐ Yes ☐ No
If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: _____   Department Code: _____   Contract Number (i.e., 15-123): _____

Amendment No.: _____   AMS Version No.: _____

Commencement Date: _____   New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

☐ Expense ☐ Revenue   ☐ Increase ☐ Decrease   Amount This Amendment: $ _____

Is there revenue included?   ☐ Yes ☐ No   If Yes $ _____

*Funding Source(s) required: _____

Funding from General Fund?   ☐ Yes ☐ No   If Yes $ _____   % _____

Grant/Amendment Information (for grants acceptance and awards)   ◉ Award ☐ Amendment

Document Type: Grant   Department Code: RE   Grant Number (i.e., 15-123): 77765

Commencement Date: 10/01/2024   Termination Date: 09/30/2025   Amendment Number: _____

☐ Match Amount: $ _____   ☒ Revenue Amount: $ 39.296.00

*All Funding Source(s) required: Department of Homeland Security/FEMA, Arizona Department of Homeland Security

*Match funding from General Fund? ☐ Yes ◉ No   If Yes $ _____   % _____

*Match funding from other sources? ☐ Yes ◉ No   If Yes $ _____   % _____
     *Funding Source: _____

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?
Pas-through Arizona Department of Homeland Security

Contact: Vanessa Grimaldo

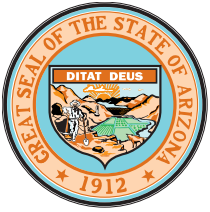Department: Recorder   Telephone: 520-724-4223

Department Director Signature: _~Mairm Cleo~_   Date: 12/17/24

Deputy County Administrator Signature: _____   Date: 12-18-2024

County Administrator Signature: _____   Date: 12-18-2024

State of Arizona
Department of Homeland Security

Governor
Katie Hobbs

Director
Kim O'Connor

September 30, 2024

Pima County Recorder Gabriella Cazares-Kelly
Pima County
130 W. Congress Street
Tucson, AZ 85701-1317

Subject: FFY 2024 Homeland Security Grant Program Award
    Subrecipient Agreement Number: **240402-02**
    Project Title: **Pima County Recorder Comprehensive Disaster Recovery Assessment**

Dear Pima County Recorder Gabriella Cazares-Kelly,

The application that your agency submitted to the Arizona Department of Homeland Security (AZDOHS) for consideration under the Homeland Security Grant Program has been awarded. The project titled "**Pima County Recorder Comprehensive Disaster Recovery Assessment**" has been **fully funded** under the 2024 State Homeland Security Grant Program for **$39,296**. The grant performance period is *October 1, 2024 to September 30, 2025*. This grant program is part of the U.S. Department of Homeland Security Grant Program and specifically is awarded under CFDA #97.067 (Catalog of Federal Domestic Assistance). The FFY 2024 federal award date as indicated in the U.S. DHS award package is 9/19/2024 with a total amount of funding of $23,885,198.00. The Federal Award Identification Number is EMW-2024-SS-05080.

To access your award documentation:
Log-in to the AZDOHS portal at https://azdohs.gov/user. A username and password was provided to you/your staff during the application phase. If you no longer have your username/password, please contact your Strategic Planner for assistance. Be advised all applications submitted on behalf of your organization, as well as associated award information, will be viewable and accessible by all authorized users associated with your organization.

<u>To establish acceptance of the award, please follow these instructions:</u>
The following action items must be downloaded, completed, signed and returned to AZDOHS. Specific information regarding the mode of submission for the following requirements is located in the portal:
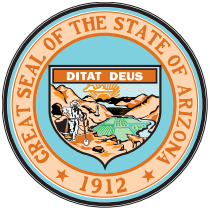
State of Arizona
Department of Homeland Security

Governor
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1. Project Administration Page - Print and sign one original Project Administration Page.
2. Two Subrecipient Agreements - Print and sign two original Subrecipient Agreements, completing section 51.
3. Environmental and Historic Preservation (EHP) required documentation, if applicable.

These items must be completed and on file at AZDOHS in order for your agency to be eligible for reimbursement. **If all documentation listed in numbers 1, 2, and 3 (if applicable), above is not signed and received by AZDOHS on or before January 31, 2025, this award is rescinded and the funds will be reallocated.**

This letter does **not** serve as authorization to obligate or begin spending funds toward this award. Obligations and expenditures cannot take place until October 1, 2024. If your project requires an Environmental and Historic Preservation (EHP) review, this must be completed, submitted and approved by FEMA/AZDOHS prior to any obligation/expenditure of funds. **If your award has been designated an EHP B and you obligate funds prior to receiving the EHP Approval from FEMA you will not be reimbursed.** Additionally, all actions associated with this project must be completed, invoiced and received by the end of the period of performance. Reimbursements are limited to approved quantities and funding thresholds. You will not be reimbursed for quantities in excess of what you have been authorized to purchase. AZDOHS reserves the right to request additional documentation at any time.

If you should have any questions, please do not hesitate to contact your Strategic Planner.

Congratulations on your Homeland Security Grant Program award.

Sincerely,

Kim O'Connor
Director

2024 State Homeland Security Grant Application

Submitted by Dorothee Harmon on February 18, 2024 - 8:08am

PROJECT ADMINISTRATION

PROJECT DESCRIPTION

Project Title: Pima County Recorder Comprehensive Disaster Recovery Assessment

Project Summary:
Pima County Office of the Recorder proposes to complete a Comprehensive Disaster Recovery Assessment and Roadmap. Requested funds will be used to contract with a qualified data storage and recovery consultant to conduct an assessment of data storage, applications and infrastructure systems, and complete a roadmap of steps to assure business continuity for all public services including voter registration, early voting, and ultimately local, state and federal elections, in the event of a catastrophic cyber attack.

Organization Name:
Pima County

COMMENTS / REVIEW

Funding Year: 2024

Performance Period: October 1, 2024 to September 30, 2025

Award Letter Date: September 20, 2024

Award Docs Return by Date: Friday, Jan. 31, 2025

Award Exp Start Date: Tuesday, Oct. 1, 2024

EHP: A

APPLICANT CONTACT

Applicant Title:
Division Manager

Applicant Name:
Dorothee Harmon

Applicant Email:
dorothee.harmon@pima.gov

Applicant Office Phone:
(520) 724-6760

Applicant Cell Phone:
(520) 576-6067

Address:
130 W. Congress Street
Tucson AZ 85701-1317

HEAD OF AGENCY CONTACT

Head of Agency Title:
Pima County Recorder

Head of Agency Name:
Gabriella Cazares-Kelly

Head of Agency Email:
gabriella.cazares-kelly@recorder.pima.gov

Head of Agency Office Phone:
(520) 724-4297

PROGRAM CONTACT

Program Contact Title:
Chief Deputy Recorder

Program Contact Name:
Marion Chubon

Program Contact Email:
marion.chubon@recorder.pima.gov

Program Contact Office Phone:
(520) 724-4321

FISCAL CONTACT

Fiscal Contact Title:
Finance Devision Manager, GMI

Fiscal Contact Name:
Erica Alloy

Fiscal Contact Email:
Erica.alloy@pima.gov

Fiscal Contact Office Phone:
(520) 724-7783

Address:
130 W. Congress Street
Tucson AZ 85701-1317

AGENCY DEMOGRAPHICS

Number of sworn personnel: 0

Specialized Team Project Supports: None

INITIATIVES

Initiatives:
Strengthen Cybersecurity Capabilities

Is this project a Law Enforcement Terrorism Prevention Activity (LETPA)?: No

Project Type: Establish/enhance cyber security program

Is this project also submitted in UASI?: No

Does this project support a National Priority Area?:
Yes

Select a National Priority Area:
Enhancing Cybersecurity

Explain how this project supports the National Priority Area you selected above.:
This project supports cybersecurity and election security by completing an assessment and security plan to protect Pima County's voter registration and early voter data from a catastrophic cyber attack.

THREAT PROFILE

1. What is the terrorism threat your area faces that will be addressed by this project?:
Cyber Attack

2. Explain how this project will assist your agency in preventing/protecting against/mitigating/responding to/recovering from all hazards events and threats including your chosen terrorism threat in question 1.:
Our office is responsible for the voter registration database for Pima County. Additionally, we administer early voting that is utilized by more than 80% of voters in Pima County. Cyber attacks targeting our data pose a catastrophic risk during critical elections. We have spent the last year and a half addressing issues in our infrastructure that were identified by the Department of Homeland Security in a complementary Risk and Vulnerability Assessment performed by CISA in 2021. We have worked closely with AZDHS to implement a suite of security applications over the last six months. We are more and more confident every day that we are doing what is needed to secure our critical infrastructure; however no system is perfect. Due to lack of resources in this niche field, we do not have a comprehensive plan to ensure continuity of business in the event of a cyber attack or other threat to our system. A comprehensive Disaster Recovery assessment will support our team in creating a roadmap for continuation of service in the event of a catastrophic cyber attack, including data destruction, data manipulation, and encrypted data held for ransom. Once we have the plan, we will be better-positioned to find resources such as time, funds, and people to address the identified gaps.

3. Mission Area > Core Capability:
- Recover › Planning

3a. Capability Target > POETE > Gap:
- Within every 1 yr, update emergency operations plans that define roles & responsibilities of 35 partner orgs involved in incident mgt across 20 jurisdictions affected, & sequence & scope of tasks needed to prevent, protect, mitigate, respond to & recover › Planning › Continuity planning

4. What resources does your agency currently have to support the capability target selected above?:
Pima County Recorder's Office will dedicate leadership time and effort (approximately 10% of Deputy Director Marion Chubon's full time equivalent) to oversee this planning effort. Pima County Recorder's Office is in the process of procuring a qualified cyber security consulting firm to conduct the Comprehensive Disaster Recovery Assessment. The Recorder's Office staff will support the assessment and planning process as needed by the consultant to provide detailed information about the Office's business processes and internal systems related to voter registration and early voting.

5. How will this project help your agency to achieve the capability target selected above?:
This project will complete a comprehensive analysis of data storage and processing systems associated with voter registration and early voting services; model potential cyber-attack scenarios and produce a road map and set of requirements ("Cyber Recovery Runbook") to assure business continuity for in the event of a cyber attack. An effective Cyber Recovery design reduces an organization's risk and attack surface, ensures that a fail-safe copy of data is always available, and provides the processes and procedures to protect and recover from these emerging cyber incidents.

6. Will your agency continue to maintain, support and sustain this capability with other funding sources if Homeland Security grant funds were no longer available?: Yes

6a. Describe how your agency will maintain this capability.:
Once the assessment is completed, the Recorder's Information Technology team, working in partnership with the State of Arizona and our Pima County IT Department will follow the road map to implement the identified needs for a continuity of service plan. The Recorder will include any remaining implementation costs in her budget for the 25/26 fiscal year.

7. Does this project support a NIMS typed resource?: No

8. Has your agency previously been awarded Homeland Security Grant Program (SHSGP, UASI and/or OPSG) funding to support this project/capability?: No

9. Is this a multi-phase project?:
No

10. Will your project benefit more than just your own agency?:
Yes

10a. List which agencies that will have a direct benefit:
Pima County Assessor, Pima County IT Department, Pima County Superior Court

10b. Describe in detail how the agencies mentioned in question 10a will benefit.:
In the event of a cyber attack, agencies within Pima County who rely on our department for critical data and services would have minimal interruption in service.

PLANNED PROJECT ACTIVITIES

PLANNED ACTIVITIES FOR QUARTER #1

Upon notification of award the Office of the Pima County Recorder will complete the procurement of a qualified data storage and recovery consultant and execute a contract, in accordance with federal, state and Pima County procurement procedures.

PLANNED ACTIVITIES FOR QUARTER #2

The consultant will complete a comprehensive base configuration for resiliency and security. This will ensure that the Recorder's systems and infrastructure are prepared to withstand any potential threats or disruptions, while also maintaining high levels of security. First, a team of experts will conduct a thorough assessment and analysis of existing systems, infrastructure, applications and data. This will include identifying potential vulnerabilities and weaknesses in the current setup. Based on the assessment, the consultant will design and configure a base configuration tailored to the Recorder's Office's specific needs and requirements. This includes configuring firewalls, backups, disaster recovery plans, and other necessary measures.

PLANNED ACTIVITIES FOR QUARTER #3

Once the base configuration has been designed and agreed upon and put in place, the Office of the Recorder will work closely with the consultant to implement it seamlessly into our systems and infrastructure. This may involve making changes to the existing setup and ensuring that all components are working together effectively. The consultant will then facilitate testing to ensure that the base configuration is functioning as expected and providing the desired level of resiliency and security. Additionally, the expert team will provide training to Recorder's staff for proper handling and maintenance of the new configuration.

PLANNED ACTIVITIES FOR QUARTER #4

We anticipate that the project will be completed by the final quarter. However, the consultant will continue to provide ongoing support for implemented solutions on an as-needed basis.

EQUIPMENT REQUEST

Equipment Item	Age/Condition of Equipment	Qty Requested	Cost Per Unit	Total Requested	Total Awarded
		0	$0	$0	$0
				$0	**$0**

Equipment Requested Total: $0

Equipment Awarded Total: $0

TRAINING REQUEST

Training Item	Backfill / Overtime	Workshops / Conferences	Trainers / Contractors / Consultants	Supplies	Travel	Total Requested	Total Awarded
	$0	$0	$0	$0	$0	$0	$0
						$0	**$0**

Training Request Total: $0

Training Award Total: $0

Does your agency have an IPP?:
No

EXERCISE REQUEST

Description	Exercise Type	Backfill / Overtime	Workshops / Conference	Contractors / Consultants	Supplies	Travel	Total Requested	Total Awarded
		$0	$0	$0	$0	$0	$0	$0
							$0	$0

Exercise Requested Total: $0

Exercise Awarded Total: $0

Does your agency have an IPP?:
No

PLANNING REQUEST

Description	Backfill and Overtime	Workshops / Conference	Staff / Contractors / Consultants	Materials	Travel	Total Requested	Total Awarded
A team of experts will conduct a strategic assessment of existing systems and infrastructure and identify any vulnerabilities and weaknesses. Based on the assessment the team will design and configure firewalls, backups, disaster recovery plans, and other necessary measures. ***Staff/Contractor/Consultant Details:*** *Base Configuration for Resiliency and Security*	$0	$0	$7,157	$0	$0	$7,157	$0
The consultant team will conduct a similar process focused on applications and data bases and configure necessary security measures. The planning process includes an initiation and discovery session, an on-site facilitated workshop and an executive question and answer session with Recorder's Office staff, as well as service tasks. ***Staff/Contractor/Consultant Details:*** *Base Configuration for Applications and Data*	$0	$0	$7,157	$0	$0	$7,157	$0
						$39,296	**$0**

Description	Backfill and Overtime	Workshops / Conference	Staff / Contractors / Consultants	Materials	Travel	Total Requested	Total Awarded
The consultant team will work with the Recorder's Office to develop a "runbook" of recovery procedures to create an air-gapped and fail-safe copy of data for the organization's mission and business critical data. ***Staff/Contractor/Consultant Details:*** *Recovery Runbook Design and Implementation*	$0	$0	$24,982	$0	$0	$24,982	$0
						$39,296	**$0**

Planning Request Total: $39,296

Planning Award Total: $0

ORGANIZATION ACTIVITY REQUEST

Description	Overtime	Operational Expenses	Staff / Contractors / Consultants	Total Requested	Total Awarded
	$0	$0	$0	$0	$0
				$0	**$0**

Organizational Activity Request Total: $0

Organizational Activity Award Total: $0

MANAGEMENT AND ADMINISTRATION

Description	Backfill / Overtime	Personnel / Contractor / Consultant	Travel	Materials	Total Requested
	$0	$0	$0	$0	$0
					$0

M&A Total Requested: $0

M&A Awarded Total: $0

PROJECT REQUEST TOTAL

Cost Category	Total Requested	Total Awarded
Equipment Total	$0	$0
Exercise Total	$0	$0
Training Total	$0	$0
Planning Total	$39,296	$0
Organization Total	$0	$0
Project Total	**$39,296**	**$0**

	M&A Amount Requested	M&A Amount Awarded
Management and Administration	$0	$0

	Indirect Costs Requested	Indirect Costs Approved
Indirect Costs	No	No

INDIRECT COSTS

Is your agency seeking indirect costs?: No

Indirect Costs Approved: No

FUNDING PRIORITIES

Can partial funding be accepted in support of this project?: No