



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 10/15/24

* = Mandatory, information must be provided

or Procurement Director Award: ☐

***Contractor/Vendor Name/Grantor (DBA):**

Arizona Department of Homeland Security

***Project Title/Description:**

Amendment to 2023/2024 Elections Department and Recorder's Office Elections Security Grant

***Purpose:**

Amendment to Grant Number 69933. The period of performance for the original grant began on October 1, 2023, and ends on September 30, 2024. This amendment will extend the grant deadline from September 30, 2024 to December 31, 2024 to allow for all work to be completed. Additionally, due to some parts of the project coming in under budget, the grant has been modified to allow the Elections Department to allocate the remaining funds to increase security by purchasing port blockers. The amendment will not affect the total funds in the grant.

***Procurement Method:**

The grant award amendment was reviewed by PCAO, but their signature is not required.

***Program Goals/Predicted Outcomes:**

The goal of the program is to provide funding for enhanced physical security at shared Elections and Recorder building. Once work is completed, the shared Elections/Recorders building will have enhanced security features that will contribute to more secure elections.

***Public Benefit:**

The enhanced security features made possible by this grant will allow for increased physical security of the Elections/Recorder's building, contributing to more secure elections and increase public confidence in the elections process.

***Metrics Available to Measure Performance:**

The project will be completed when all scheduled work is finished. Quarterly programmatic reports have been and will continue to be submitted to the Arizona Department of Homeland Security detailing the current status of the project, including work completed and anticipated activities. At this point, most of the originally scheduled work has been completed.

***Retroactive:**

Yes. The original grant was set to terminate on September 30, 2024. The amendment will extend the deadline for work to be completed from September 30, 2024 to December 31, 2024. If this award was not accepted, the Elections Department would be unable to spend all eligible funds from the original grant, and it may be more difficult to be approved for future related grants.

GMT Approves
9/27/24
(RU)

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

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 Amendment Department Code: EL Grant Number (i.e., 15-123): 69933
Commencement Date: 10/1/23 Termination Date: 12/31/2024 Amendment Number: 1
☐ Match Amount: \$ _____ ☐ Revenue Amount: \$ N/A

***All Funding Source(s) required:** Federal – Department of Homeland Security/State – 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)?**
Passed through: State – Arizona Department of Homeland Security

Contact: Jeremy George

Department: Elections

Telephone: 520-724-6867

Department Director Signature: _____

Date: 9/20/24

Deputy County Administrator Signature: _____

Date: 9-27-24

County Administrator Signature: _____

Date: 9/26/24

SUBRECIPIENT AGREEMENT Amendment #1
23-AZDOHS-HSGP-230401-02
Between
The Arizona Department of Homeland Security
And
Pima County
UEI # JBMBVGUK5LF1

WHEREAS, A.R.S. § 41-4254 charges the Arizona Department of Homeland Security (AZDOHS) with the responsibility of administering funds.

Pursuant to Section 15 of the Subrecipient Agreement between the Arizona Department of Homeland Security and the Subrecipient the following section of the above referenced Subrecipient Agreement is hereby amended as follows:

2. PERIOD OF PERFORMANCE

This Agreement shall become effective on **October 1, 2023** and shall terminate on **September 30, 2024**.

SHALL BE CHANGED TO READ:

This Agreement shall become effective on **October 1, 2023** and shall terminate on **December 31, 2024**.

All other terms of the original Subrecipient Agreement remain effective.

In Witness Whereof, the parties have set their hands to this AMENDMENT as of the day and year herein indicated and agree that all parties are obligated to follow all terms and conditions of the original Subrecipient Agreement and are liable for all funds received by the AZDOHS.

IN WITNESS WHEREOF

The parties hereto agree to execute this Amendment.

FOR AND BEHALF OF THE
Pima County

FOR AND BEHALF OF THE
Arizona Department of Homeland Security

Authorized Signature

Susan Dzbanko, Deputy Director

Print Name & Title Above

Date

Date

(Please be sure to complete and mail two original documents to the Arizona Department of Homeland Security.)

Any unauthorized changes to this document will result in termination of this award.

Project Extension Request Form

Arizona Department of Homeland Security

Subrecipient Information

Subrecipient Agreement Number:	230401-02
Date of Request:	8/29/2024
Agency:	Pima County
Point of Contact:	Jeremy George
Email:	jeremy.george2@pima.gov
Phone:	520-724-6867
Original Period of Performance:	10/01/2023 to 09/30/2024
Funding Source (i.e. SHSGP/UASI/OPSG/NSGP):	SHSGP
Award Amount:	\$54,168
Amount Reimbursed to Date:	\$0.00

Extension Justification

1. Provide a detailed justification and explanation

Our County implemented a new financial system and there have been delays in paying vendors. In addition, after implementing all approved projects we are under budget by \$10,131.80. In the additional time we are requesting to purchase additional equipment. The equipment are port blockers. We will require additional time to purchase this equipment depending on how long the modification request process takes. We are requesting the extended period of performance to end on 12/31/24.

for extending the period of performance.

2. What is the new timeline for completion, including all major objectives? Please include specific date(s) and a deliverable for each project objective.

Objective 1:

ACTIVITY: Elections Department (EL) Project #1- Installation of the exterior security lights in the parking areas. Elections Department Project #2- installation of a viewing window in an exterior door leading to the public viewing area.

Date:

EL Project #1 ACTIVITY DELIVERABLE: Lights will be installed in the parking areas. Two of the lights have been installed to date. DATE: All lights will be fully installed by 09/30/2024. (funds expended-partially) EL Project #2 ACTIVITY DELIVERABLE: A peep hole was installed in the door instead of a viewing window. it was recommended that a smaller viewing hole should be installed. This recommendation was made because installing a viewing window would make the door less secure by making it easier to break. The smaller viewing hole does allow for expanded viewing of the outside doorway area while maintaining the integrity of the door itself. DATE: Completed 04/18/2024 (Grant funds will not be expended on the project.)

Objective 2:

ACTIVITY: Recorder's Office Project #1- Installation of window security bars on two floor to ceiling windows.

Date:

ACTIVITY DELIVERABLE: Installed security bars on two windows from floor to ceiling. INVOICE DATE: 05/20/2024 completed (funds expended)

Objective 3:

Date:

Project Extension Request Form

Arizona Department of Homeland Security

ACTIVITY: Elections Department Project #3- Installation of monitor(s) for existing security systems. Elections Department Project #4 (NEW-PROPOSED MODIFICATION): Purchase port blockers to increase the security of Elections Department data.

EL Project #3 ACTIVITY DELIVERABLE: The original plan was to purchase a monitor to install with the existing security system. It was cost savings to use a monitor already purchased and then tie into the existing security system. The cost to the grant was the labor used to install the monitor with the existing security system. DATE: completed during the pay period ending 5/4/24 (funds expended) EL Project #4 ACTIVITY DELIVERABLE: Purchase port blockers DATE: Purchase by the end of the project period pending modification approval. We are requesting the extended period of performance to end on 12/31/24.

Objective 4:

ACTIVITY: Recorder's Office Project #2- Installation of security cameras outside of the facility to cover blind spots

Date:

ACTIVITY DELIVERABLE: Three security cameras purchased and installed to increase building security. One camera was installed inside the building. Two cameras were installed outside of the building. DATE: Completed 04/22/2024 (funds not expended yet).

For AZDOHS Official Use Only

Planning Section:

Quarterly Report Received:

Q1: Oct 1 - Dec 31

☒ Yes

☐ No

Q2: Jan 1 - Mar 31

☒ Yes

☐ No

Q3: Apr 1 - Jun 30

☒ Yes

☐ No

Q4: Jul 1 - Sep 30

☐ Yes

☐ No

Planner Signature:

Kim Brooks Date: 09/12/2024

Assistant Director Signature:



Date: 9/16/2024

AZDOHS Recommendation and/or Comments:

Requested an extension for 3 months to enable 100% expenditure of awarded funds.

Linked to a Modification:

☒ Yes

☐ No

Extension Request:

☒ Approved

☐ Denied

Amendment Emailed To:

Jeremy George

Date: 09/17/2024

Finance Section:

RM Update:

Initials: _____

Date: _____

GIMS Update:

Initials: _____

Date: _____

Project Extension Request Form

Arizona Department of Homeland Security

Reimbursement Request Form Sent To:

Date:

Finance Signature:

Date:

Project Modification Request Form

Arizona Department of Homeland Security

Subrecipient Information

Subrecipient Agreement Number: 230401-02

Date of Request: 8/29/2024

Agency: Pima County

Point of Contact: Jeremy George

Email: jeremy.george2@pima.gov

Phone: 520-724-6867

Original Period of Performance: 10/01/2023 to 09/30/2024

Funding Source (i.e. SHSGP/UASI/OPSG): SHSGP

Award Amount: \$54,168

Amount Reimbursed to Date: \$0.00

Modification Detail

Modification requests outside the original scope of the approved project will not be authorized.

1. Is the modification request within the original approved budget category (POETE)? Provide a detailed explanation.

Yes, the original approved budget category is equipment. The modification will be made to add additional items in the equipment category.

2. Will the modification request allow for the project to be completed within the original performance period of the project? If not, please complete the project extension request form.

A project extension form will be completed. Pima County is able to complete the project with the proposed modifications by September 30th, but we are submitting a 3-month extension request to allow additional time for the approval of the activity modifications.

3. Provide a justification for the project modification. What is the modification your agency would like to make and why is the project modification being requested? Please include details.

Pima County was able to accomplish all of the originally-proposed election security objectives at a lower cost than originally projected. While the Election Security Lighting and Recorder's Office Security Bars projects came in at a higher cost than budgeted, the Elections Department monitoring system we originally proposed to purchase was able to be provided by reprogramming an existing system. The viewing window project was re-designed to be a peephole in the existing entrance at no cost to the grant. All the original equipment purchases will be completed. The modification is in addition to the project equipment already purchased. The EL is proposing to purchase port blockers with the funds remaining. This device prevents users from connecting unauthorized pen drives, smartphones, tablets and other devices to a computer. These devices will assist with enhancing security for EL.

4. Complete the Budget Narrative.

Located in the next tab

Project Modification Request Form

Arizona Department of Homeland Security

For AZDOHS Official Use Only

Planning Section:

Program Compliance Review:

☒ Allowable

☐ Unallowable

☐ N/A

Initial: mls

Date: 06SEP24

New EHP Review Required:

☐ Yes

☒ No

☐ N/A

Initial : mls

Quarterly Report Received:

Q1: Oct 1 - Dec 31

☒ Yes

☐ No

Q2: Jan 1 - Mar 31

☒ Yes

☐ No

Q3: Apr 1 - Jun 30

☒ Yes

☐ No

Q4: Jul 1 - Sep 30

☐ Yes

☐ No

Planner Signature:

Kim Brooks

Date: 09/12/2024

Assistant Director Signature:



Date: 9/16/2024

**AZDOHS/RAC/UAWG/IPT Recommendation
and/or Comments:**

Modification Request:

☒ Approved

☐ Denied

EHP Notification Sent:

☐ Yes

☒ N/A

Amendment Required:

☒ Yes

☐ No

Linked to an Extension:

☒ Yes

☐ No

Modification Emailed To:

Jeremy George

Date: 09/17/2024

Is Financial Action Required:

☒ Yes

☐ No

Finance Section:

**New Reimbursement Request Form
Needed:**

☐ Yes

☐ No

Reimbursement Request Emailed To:

Date:

Report Master Update:

Initial: _____

Date: _____

GIMS Update:

Initial: _____

Date: _____

Finance Signature:

Date:

Subrecipient Agreement Number:	230401-02
Award Amount:	\$54,168.00

<u>Budget Category</u> <u>(POETE)</u>	<u>Description</u>	<u>Current</u> <u>Budget</u>	<u>Original</u> <u>Quantity</u>	<u>Difference</u>	<u>Proposed</u> <u>Budget</u>	<u>Proposed</u> <u>Quantity</u>
<u>Planning</u>						
		\$0		\$0	\$0	
		\$0		\$0	\$0	
		\$0		\$0	\$0	
		\$0		\$0	\$0	
		\$0		\$0	\$0	
<u>Organization</u>		\$0		\$0	\$0	
		\$0		\$0	\$0	
		\$0		\$0	\$0	
<u>Exercise</u>		\$0		\$0	\$0	
		\$0		\$0	\$0	
		\$0		\$0	\$0	
		\$0		\$0	\$0	
		\$0		\$0	\$0	
<u>Training</u>		\$0		\$0	\$0	
		\$0		\$0	\$0	
		\$0		\$0	\$0	
		\$0		\$0	\$0	
<u>Equipment (include</u>						
<u>AEL# below)</u>		\$0		\$0	\$0	
14SW-01-LITE	EL Project #1- Installation of the exterior security lights in the parking areas.	\$25,848	8	\$7,484	\$33,332	8
14-EX-00-BSIR	EL Project #2- installation of a viewing window in an exterior door leading to the public viewing area.	\$4,070	1	-\$4,070	\$0	0
14SW-01-VIDA	EL Project #3- Installation of monitor(s) for existing security systems.	\$6,050	1	-\$5,976	\$74	1
14-EX-00-BSIR	RE Project #1- Installation of window security bars on two floor to ceiling windows.	\$3,200	1	\$2,485	\$5,685	2

14SW-01-VIDA	RE Project #2- Installation of security cameras outside and in the lobby of the facility to cover blind spots.	\$15,000	3	-\$10,054	\$4,946	3
05NP-00-IDPS	NEW: EL Project #4- Purchase Port Blockers	\$0		\$10,132	\$10,132	1750
M & A		\$0		\$0	\$0	
		\$0		\$0	\$0	
		\$0		\$0	\$0	
		\$0		\$0	\$0	
		\$54,168		\$0	\$54,168	