



BOARD OF SUPERVISORS AGENDA ITEM REPORT

CONTRACTS / AWARDS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 3/26/2020

** = Mandatory, information must be provided*

or Procurement Director Award ☐

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

US Election Assistance Commission, passed through Arizona Secretary of State Office

***Project Title/Description:**

2018 HAVA Election Security Sub-grant

***Purpose:**

The project will facilitate HAVA (Help America Vote Act) Section 302, assisting Pima County to comply with requirements under Title III and improving the administration of Federal elections.

***Procurement Method:**

Not applicable

***Program Goals/Predicted Outcomes:**

Elections Department will use grant funds to purchase an additional three hundred (300) Apple iPads (and three hundred (300) protective cases) to be used during elections by poll workers who determine proper precincts for new residence voters. This will ensure that voters cast ballots in correct congressional districts.

***Public Benefit:**

Reduction in the number of provisional, particularly "not-verified" provisional, ballots as well as creation of a more expeditious process at the polls. Previously, poll workers had to telephone the County Recorder's Office for confirmation on whether an individual voter was at the correct voting precinct, a lengthy process due to volume, creating long lines. In 2018, each polling place received one iPad with an application to look up voter addresses and determine proper polling place for the voter. The number of provisional ballots was reduced drastically in 2018 compared with 2016. Additional iPads should reduce provisional ballots further.

***Metrics Available to Measure Performance:**

Reduction on provisional ballots in federal elections in Pima County

***Retroactive:**

Yes. Delay attributable to negotiating indirect and other terms with State of Arizona

GM Approval 3/13/20 JSS

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Effective 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.: _____
Effective Date: _____ New Termination Date: _____
Prior Contract No. (Synergen/CMS): _____

☐ Expense or ☐ 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: GTAW Department Code: EL Grant Number (i.e., 15-123): 20* 0916

Effective Date: 03/23/2018 Termination Date: 03/22/2023 Amendment Number: --

☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 100,000.00

***All Funding Source(s) required:** United States Election Security Commission

***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 AZ Secretary of State Office

Contact: Brad R. Nelson, Director

Department: Pima County Elections Telephone: 520-724-6830

Department Director Signature/Date:  3-12

Deputy County Administrator Signature/Date:  3-13-2020

County Administrator Signature/Date:  3/13/2020
(Required for Board Agenda/Addendum Items)

BILL TO

Accounting Office
Arizona Secretary of State
1700 W Washington St, 7th Floor
Phoenix, AZ 85007

accounting@azsos.gov

PURCHASE ORDER

DATE: 1/14/2020
PO #: HAVA-89424

Invoices MUST reference PO Number

VENDOR

PIMA COUNTY
PIMA COUNTY ELECTIONS DIVISION
6550 S COUNTRY CLUB RD
TUCSON, AZ 85756

SHIP TO

Arizona Secretary of State
1700 W Washington St
7th Floor
Phoenix, AZ 85007

ITEMS

Description	Comp Obj	Function	Grant	Qty	Unit	Unit Price	Line Total
2018 HAVA Sub-Grant to Pima County Elections	6811	2357S33000	HAVA	1	each	\$100,000.00	\$100,000.00

SPECIAL INSTRUCTIONS

Please submit check as soon as possible.

Pima County Elections submitted an application to request HAVA funding to expend during FY20. The expenditures are related to the following: Complying with the requirements under Title III and improving the administration of elections for Federal office. Pima plans to purchase Ipads and protective cases.
Estimated date to be received: 2/13/2020

Sub Total \$100,000.00

Tax (0.000) \$0.00

Shipping \$0.00

TOTAL \$100,000.00

**BRANCH/DIVISION
APPROVAL**

Allie Bones

I certify that this expenditure is for a valid public purpose and is consistent with all applicable statutes, laws, appropriations, grants, and contracts, and that I am authorized to approve this expenditure.

1-14-2020

Date

**FINANCE
APPROVAL**

Simone Schmitt

I certify that sufficient appropriation and monies are available for this expenditure, and that I am authorized to disburse these monies.

1-14-20

Date

2018 HAVA ELECTION SECURITY SUB-GRANT APPLICATION



KATIE HOBBS
SECRETARY OF STATE

General Information Section:

County Name: Pima County
County Recorder's Name: F. Ann Rodriguez
Work Address: 24 N Stone Ave, Tucson AZ 85701
Direct Telephone Number: 520.724.4330
Direct Email: fann@recorder.pima.gov
County Elections Director's Name: Brad Nelson
Work Address: 6550 S Country Club Rd., Tucson AZ 85756
Direct Telephone Number: 520.724.6830
Direct Email: brad.nelson@pima.gov

Secondary Information Section (County Contact for Sub-Grant Related Questions):

County Employee's Name: Brad Nelson
Direct Telephone Number: see above
Direct Email: see above

Project Activities, Intent, and Goals

What item(s)/service(s) is the County Recorder's / Elections Director's Office purchasing with the awarded funds?

Pima County Elections proposes to purchase three hundred (300) Apple Ipad's and 300

What is the project's projected cost?

Estimated cost is \$95,000 for the Ipads and \$5,000 for the protective cases. \$100,000

What is the projected expenditure date?

Projected expenditure date is April 1, 2020.

What is the project's intent and expected result?

Intent of the project is to reduce the number of provisional ballots cast and reduce the

How does the project fall into at least one category of the federal HAVA expenditure guidelines? Please specifically state which category.

The project will facilitate HAVA (Public Law 107-252, October 2002) Section 302.

Please explain how this project will enhance election technology or make election security improvements. If the project will not enhance election technology or security, please explain how this project will enhance or improve elections?

The project will improve elections by reducing the number of provisional ballots cast.

How will this project benefit registered voters in Federal Elections?

The project will benefit registered voters in Federal elections by enabling poll workers, in

Please describe in detail a clear and comprehensive plan for your requested project.

Prior to 2018 poll workers had to contact the County Recorder by telephone in an effort

Will you request security fortification funds? If so, has an election cybersecurity assessment been completed and was the assessment method reviewed and signed off on by the Secretary of State's Information Security Officer?

This is not a request for fortification funds.

If your project is not approved, please provide a detailed explanation on how this may affect your County.

If this project is not approved, Pima may experience difficulty in serving voters at the

Please submit the completed application to Renada Fisher at rfisher@azsos.gov.

GRANT APPLICATION APPROVAL REQUEST

Instructions: Fill out the top section of this form completely. Contact the program Grants Management & Innovation (GMI) Lead if you require assistance (724-2240). Email your completed request to: GMI@plma.gov. Your request will be forwarded to County Administration for review. Notification of approval requests should be submitted at least 15 business days prior to the application's submission deadline (AP 5-1 Procedure).

Requesting department or entity:	Elections	Date: 2/5/20
Contact Information:	Name: Brad Nelson	Telephone: 724-6830
Funding opportunity title:	2018 HAVA Sub-Grant to Pima County Elections	
Link to opportunity:		
Funding agency:	Arizona Secretary of State	
Amount to be requested:	\$ 100,000.00	
Due date and time:	1/14/2020	05:00 PM
What are you going to spend the money on?	Funds will be used to purchase iPads (and protective cases) for use by poll workers to access voter registration records in order to reduce the number of provisional ballots cast.	
What will be the benefit to Pima County?	The project will benefit registered voters in Federal elections by connecting them to their polling place and will benefit the overall timeline of election results by reducing the number of provisional ballots.	
Indirect costs -- check one:	<input checked="" type="checkbox"/> I will be requesting indirect costs. Indirect-cost rate to be requested: 10 % <input type="checkbox"/> I have attached a request for waiver of indirect costs (GMI Intranet) <input type="checkbox"/> I need help understanding indirect costs	
By:	Date: 3-4-20	
Department Director or Designee		

GRANT COST/BENEFIT ANALYSIS**To be completed by GMI staff**

CFDA No. 90.404

Competitive Criteria:

Funding is made available under the Consolidated Appropriations Act of 2018, authorized under the Title I Section 101 of the Help America Vote Act (HAVA) of 2002. The focus of this funding was to provide states with additional resources to improve the election system.

Other Factors:

States were invited to submit proposals in 2018, and are allowed to make subawards to local jurisdictions to enhance technology and make election security improvements. Per the County's grant application, 300 iPads and 300 protective cases will be purchased.

Number of Awards:

55

Total amount to be awarded: \$ 380,000,000.00

Match Required: ☐ Yes ☒ No If required what is the amount/percent: 0%**Terms Notes (e.g. unusual restrictions, reporting burdens, etc.):**

State of Arizona was awarded \$7,463,675 and committed \$373,184 in matching funds. The original RFP from US Election Assistance Commission requires a 5% match from State agencies, which is required to be tracked separately and deposited into the state Election Account. Both in-kind and cash match are allowed. The State is not requiring match from subawardees, and indirect costs were not claimed by the State per their application submitted to the US Election Assistance Commission. Indirect costs were allowed if a copy of the indirect cost rate agreement with the federal government was attached.

Will this project require additional office/project space?

☐ Yes ☒ No

Will this project require staff time that cannot be paid for by the grant?

☐ Yes ☒ No

Will your project require any equipment items over \$5,000 per item?

☐ Yes ☒ No

Does the proposal use a fixed amount subaward?

☐ Yes ☒ No

Is this project subject to Human Subjects compliance?

☐ Yes ☒ No

Does this project involve subrecipients?

☐ Yes ☒ No

Is there a Statutory Funding Preference from the funding agency?

☐ Yes ☒ No

Allowable Indirect Rate: 10 If Indirect is not allowed, attach documentation.

List any other proposal or funder specific requirements:

No cap on indirect cost is specified by either the US Election Commission or the State of Arizona. A purchase order from the State authorizing spend-down was released for \$100,000 on 1/14/2020; any claimed indirect costs should be tracked separately. The first page of the GAAR indicates 10% indirect costs may be requested.

GMI notes & recommendations:

Completed by: MH

By: Amy Fish

GMI Director

Date: 3/5/2020**County Administrator Approval Request**Approved: 1 Not Approved: _____ Subject to Further Review: ☐ Yes ☐ No

If your project is subject to further review, please contact your GMI Lead to discuss necessary revisions prior to resubmission of the Grant Approval Application Request.

By: [Signature]

County Administrator or Designee

Date: 3/6/2020