



Meeting Date: 06/25/2024

DATE: 06/25/2024

TO: Honorable Chair and Members of the Board

FROM: Eslir Musta, Elections Director/Assistant County Manager

SUBJECT: Consideration and possible action to approve a grant award from the U.S. Election Assistance Commission through the Arizona Secretary of State's office, in the amount of \$47,243.63, to initiate the Help America Vote Act 2023 Sub-Grant, for period of June 2024 through December 31, 2025, and approve corresponding budget amendments for revenues and expenditures, and authorize Siri Mullaney, Finance Director, to sign all documents regarding the grant.

RECOMMENDED MOTION:

Approve a grant award from the U.S. Election Assistance Commission through the Arizona Secretary of State's office, in the amount of \$47,243.63, to initiate the Help America Vote Act 2023 Sub-Grant, for period of June 2024 through December 31, 2025, and approve corresponding budget amendments for revenues and expenditures, and authorize Siri Mullaney, Finance Director, to sign all documents regarding the grant.

BACKGROUND:

This grant funding primarily focuses on purchasing Ballot on Demand printers for use at vote centers. The intention is to expand the number of vote center locations from three (historically the number of vote centers) to fifteen throughout the County. The second project is to purchase void seals for all election equipment when sent to polling locations. The sub-grant funding allocation for Coconino County will not only support physical security and aid in voter access but also bolster voter confidence, ensure election integrity, and establish a more robust chain of custody.

The provision of voting equipment and seals will not only make voting easier and expand voter access through the expansion of vote centers throughout the County but also ensure the physical security of the devices while not in use during voting hours and provide a clear, written chain of custody for all usage of the voting equipment. Securing election devices enables more confidence in the voting processes, and the equipment makes voting easier.

In 2023, Coconino County Elections established a task force to evaluate vote centers throughout the County. The objective was to develop comprehensive guidelines for selecting polling locations. As a result of the review, an expansion of vote centers was proposed and subsequently

approved by the Board of Supervisors.

The unavailability of funds will not only deter the availability of other avenues the elections department uses to support voting, like voter outreach and non-essential operational expenses to cover the cost and meet the public request but also significantly impact voter access and confidence, which the pillars of a democratic process.

ALTERNATIVES:

The Board could elect not to accept the grant funds from the U.S. Election Assistance Commission. This alternative would prevent the Help America Vote Act 2023 Sub-Grant to increase election security and voter access.

FISCAL IMPACT:

Budget Adjustment: 0000.0000.460.331501 in the amount of \$47,243.63.

ATTACHMENTS:

- 1 - Staff Report
- 2 - GRANT APPLICATION
- 3 - AWARD LETTER



2023 HAVA ELECTION SECURITY SUB-GRANT APPLICATION

General Information Section:

Grant is for: Recorder's Office Elections Department

County Name: Coconino County

County Recorder's Name: Patty Hansen

Work Address: 110 E. Cherry Ave

Direct Telephone Number: 928-679-7889

Direct Email: phansen@coconino.az.gov

County Elections Director's Name: Eslir Musta

Work Address: 1300 W. University STE 180

Direct Telephone Number: 928-679-8603

Direct Email: emusta@coconino.az.gov

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

County Employee's Name: Whitney Juszcak

Direct Telephone Number: 928-607-6562

Direct Email: wjuszcak@coconino.az.gov



Project Activities, Intent, and Goals

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

The sub-grant funding allocation for Coconino County will be utilized to support physical security and aid in voter access.

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

- | | |
|--|---|
| <input type="checkbox"/> Accessibility | <input type="checkbox"/> Voting Processes |
| <input checked="" type="checkbox"/> Cyber or Physical Security | <input type="checkbox"/> Voter Registration Systems |
| <input type="checkbox"/> Election Auditing | <input type="checkbox"/> Other (i.e. improve Federal Elections Administration): |
| <input type="checkbox"/> Voter Education | _____ |
| <input checked="" type="checkbox"/> Voting Equipment | |

What is the project's total projected cost?

\$47,243.63

What is the projected expenditure date?

12/31/2025

What is the project's intent and expected result?

Physical security aims to increase voter confidence, ensure election integrity, and generates a more robust chain of custody. The voting equipment will provide easier access to voters through the expansion of vote centers throughout the County.

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 purchase of seals for the voting equipment ensures physical security of the devices while not in use during voting hours and provides a clear, written chain of custody for all usage of the voting equipment. The voting equipment will be use to expand the vote centers across the County, ensuring greater voter access.

How will this project benefit have registered voters in Federal Elections?

Securing election devices enable more confidence in the voting processes and the equipment makes voting easier.

Please describe in detail a clear and comprehensive plan for your requested project. The bulk of this project is focused on purchasing Ballot on Demand printers for use at vote centers. The intention is to expand the number of vote center locations from three (historically the number of vote centers) to fifteen throughout the County. The second project is purchasing void seals for all election equipment when being sent out to the polling locations.

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

The expansions on vote centers in Coconino has been thoroughly reviewed. In 2023 a polling location task force was put together for the community to review polling locations and build robust guidelines for polling location selection for use in 2024. One of the primary outcomes was an increase in vote centers. The Board of Supervisors approved and supports this plan. The funds not being available will deter the availability for other avenues the elections department uses to support voting like voter outreach and non-essential operational expenses to cover the cost and meet the public request. The lack of seals for equipment leads to less complete chain of custody and reduces voter confidence.



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NOTICE OF SUB-GRANT AWARD LETTER

May 28, 2024

Federal Sub-Grant: 2023 HAVA Election Security Grant
CFDA Number: 90.404
Agreement Number: EAC-ELSEC18AZ
Federal Awarding Agency: US Election Assistance Commission

Award Amount: \$47,243.63

Sub-Grantee County: Coconino County Elections Department
Sub-Grantee Address: 110 E Cherry Ave, Flagstaff, AZ 86001

The Arizona Secretary of State's Office is pleased to inform you that your county has been awarded a 2023 HAVA Election Security subgrant. This sub-grant is made on the basis of submitting an application and making expenditures that fall under the 2023 HAVA guidelines that were sent to you earlier by email.

The sub-grant requirements are contained in the Code of Federal Regulations, 2 C.F.R. 200. Sub-grant recipients must follow all federal HAVA laws and any state applicable laws relating to grants.

Sub-grant recipients must also provide the Secretary of State's Office with invoices and payment receipts for any purchases within 30 days of purchase. If funds are not spent within 30 days, they must be placed in an interest-bearing account. Quarterly reports should be submitted if funds are not fully expended within 30 days, in which the reports shall include the interest earned, the amount spent and current balance, at minimum. Please refer to the sub-grant guidelines packet for further information and requirements.

By submitting an application with HAVA approved expenditures to the Secretary of State's Office, you are confirming your county's acceptance of this award. The award disbursement is contingent on Secretary of State's review and approval of your application.

Thank you,

Arizona Secretary of State
Adrian Fontes



Meeting Date: 06/25/2024

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TO: Honorable Chair and Members of the Board

FROM: Patty Hansen, Coconino County Recorder

SUBJECT: Consideration and possible action to approve a grant award from the U.S. Election Assistance Commission through the Arizona Secretary of State's office, in the amount of \$47,243.63, to initiate the Help America Vote Act 2023 Sub-Grant for the period of June 2024 through November 2024, and approve corresponding budget adjustments for revenues and expenditures, and authorize Siri Mullaney, Finance Director, to sign all documents regarding the grant.

RECOMMENDED MOTION:

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BACKGROUND:

In 2023 the United States Congress allocated \$75 million to the Help America Vote Act (HAVA) fund. The funds are distributed to each state to support the administration of federal elections, including enhancement in technology and security, voter accessibility, and voter education. The Arizona Secretary of State's office is distributing the funds to each county based on population formula.

Coconino County was allocated \$94,487.27 from the HAVA funds. These funds are to be divided in equal amounts of \$47,243.63 for the Recorder's Office and the Elections Department. The Recorder's Office is requesting the funds to be used to improve technology and security operations, voter accessibility, and voter education in Coconino County.

The projects financed by the HAVA 2023 grant are expected to be completed by November 2024. The County will report to the Arizona Secretary of State on a quarterly basis the progress of the HAVA grant projects.

ALTERNATIVES:

The Board could elect not to approve the grant award. This alternative would prevent the Recorder's Office from being able to use the grant funds to improve technology and security operations, voter accessibility, and voter education in Coconino County.

FISCAL IMPACT:

Budget amendment of revenues and corresponding expenditures in the amount of \$47,243.63.

ATTACHMENTS:

- 1 - Staff Report
- 2 - 2023 HAVA SUB-GRANT AWARD LETTER
- 3 - 2023 HAVA SUB-GRANT APPLICATION - RECORDER

NOTICE OF SUB-GRANT AWARD LETTER

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Thank you,

Arizona Secretary of State
Adrian Fontes



2023 HAVA ELECTION SECURITY SUB-GRANT APPLICATION

General Information Section:

Grant is for: Recorder's Office Elections Department

County Name: Coconino

County Recorder's Name: Patty Hansen

Work Address: 110 E. Cherry Ave. Flagstaff, AZ 86001

Direct Telephone Number: (928) 679-7889

Direct Email: phansen@coconino.az.gov

County Elections Director's Name: Eslir Musta

Work Address: 1300 W. University Ave. Ste. 180, Flagstaff, AZ 86001

Direct Telephone Number: (928) 679-8603

Direct Email: emusta@coconino.az.gov

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

County Employee's Name: Donna Casner

Direct Telephone Number: (928) 679-7882

Direct Email: dcasner@coconino.az.gov



Project Activities, Intent, and Goals

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

- Ballot proofing project provided by US Digital Response
- AI social media monitoring and education project provided by US Digital Response
- Voter education campaign expenses, including radio and newspaper advertising and brochure design and printing
- Phone line improvements at our Tuba City voter services office

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Accessibility | <input type="checkbox"/> Voting Processes |
| <input checked="" type="checkbox"/> Cyber or Physical Security | <input type="checkbox"/> Voter Registration Systems |
| <input type="checkbox"/> Election Auditing | <input checked="" type="checkbox"/> Other (i.e. improve Federal Elections Administration):
<u>Improve ballot proofing and accuracy</u> |
| <input checked="" type="checkbox"/> Voter Education | |
| <input type="checkbox"/> Voting Equipment | |

What is the project's total projected cost?

- Ballot proofing project - \$3,712
- AI social media project - \$1,280
- Voter education campaign - \$40,000
- Phone line improvements - \$2,000

What is the projected expenditure date?

July - November 2024

What is the project's intent and expected result?

- Ballot proofing project – improve accuracy of ballot content and streamline the proofing process
- AI social media project – provide education and increase awareness of potential online threats and how to mitigate risk



- Voter education campaign – increase voter education in rural areas of the county.
- Phone line improvements – allow staff to handle a higher volume of calls more efficiently at our Tuba City voter services office

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.

- Ballot proofing project – improve the accuracy of ballot content
- AI social media project – improve election security by increasing awareness of potential online threats
- Voter education campaign – improve voter education efforts
- Phone line improvements – improve staff communication with voters and election workers

How will this project benefit registered voters in Federal Elections?

- Ballot proofing project – voters will have increased confidence in the election process if ballots are accurate
- AI social media project – voters will have increased confidence in the election process if there is less mis- dis- and malinformation and fewer potential election threats online
- Voter education campaign – voters will have more knowledge of voting requirements and deadlines, dates and locations, and accessibility options in order to exercise their right to vote
- Phone line improvements – voters and election workers will have increased access to call our Tuba City office for assistance over the phone. This is our main office that assists voters that need Navajo and Hopi language assistance, so we need more than one line to receive phone calls at busy times.

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

- Ballot proofing project – We are working with the US Digital Response to implement this project. This would be an additional tool in our toolbox to help us proof ballots. Proofing ballots must be done in a very short time period so we hope this will assist us in ensuring our ballots are accurate.
- AI social media project – We are working with the US Digital Response to implement this project. USDR is going to conduct trainings for the entire department and other county employees that assist elections so we have a better understanding of this changing and new environment that may be used to spread mis-, mal- or dis-information to our voters. We are especially concerned about its possible use targeting minority language voters in our county.

2023 HAVA ELECTION SECURITY SUB-GRANT APPLICATION | 3



- Voter education campaign – The best way to reach voters in the rural parts of our county is through an education program that will provide voting and elections information through radio and newspaper advertising and printed brochures. We want to expand our use of social media to reach more voters and we hope to contract or hire a person to assist us.
- Phone line improvements – The Tuba City voter services office currently has only one phone line to receive incoming calls. Additional lines will be added to allow staff to handle multiple phone calls at once. The Navajo and Hopi languages are oral languages so voters that need language assistance have to talk with a person so they can be assisted.

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

- Ballot proofing project – Ballots might not be as accurate and the proofing process will take longer and be less efficient.
- AI social media project – There may be an increase in election threats online that are not identified or monitored.
- Voter education campaign – There will be less education to voters in rural parts of our county.
- Phone line improvements – It will be more difficult for the Tuba City office to receive phone calls and communicate with voters and election workers efficiently.



Meeting Date: 06/25/2024

DATE: 06/25/2024

TO: Honorable Chair and Members of the Board

FROM: Jim Driscoll, Coconino County Sheriff

SUBJECT: Consideration and possible action to approve a budget adjustment to the Pathways to Community program for Fiscal Year 2024. The budget adjustment includes moving \$88,000 previously budgeted in Fiscal Year 2025 back into Fiscal Year 2024 for the purchase of two vehicles.

RECOMMENDED MOTION:

Consideration and possible action to approve a budget adjustment to the Pathways to Community program for Fiscal Year 2024. The budget adjustment includes moving \$88,000 previously budgeted in Fiscal Year 2025 back into Fiscal Year 2024 for the purchase of two vehicles.
Sheriff's Office

BACKGROUND:

Health and Human Services is in a collaborative grant project with the Sheriff's Office, the County Attorney, Public Defender, Adult Probation, Facilities, and contractual community partners to provide a re-entry program to individuals who have been incarcerated in the Coconino County Detention Facility.

The Public Works Fleet team was able to secure the two approved vehicles in FY24 instead of FY25. This is a budget adjustment to move the item into the current fiscal year.

ALTERNATIVES:

The Board could choose to decline the budget adjustment for FY24, which would result in a loss of \$88,000, which would be used to purchase two vehicles in realigned funding to support recently released incarcerated individuals.

FISCAL IMPACT:

Itemized Service Budget Adjustment for FY24 is attached. There are no General Fund dollars
1123 Fund Source no general funds are being utilized.

ATTACHMENTS:

- 1 - Staff Report
- 2 - BUDGET ADJUSTMENT