

**United States Department of Homeland Security**

Office for Domestic Preparedness

July 25, 2003

Washington, D.C. 20531

Mr. Emory Williams  
Institute For Intergovernmental Research  
Post Office Box 12729  
Tallahassee, FL 32317-2729

Dear Mr. Williams:

I am pleased to inform you that the Office for Domestic Preparedness has approved the application for funding under the Fiscal Year 2003 State Homeland Security Grant Program in the amount of \$8,000,000 for Institute For Intergovernmental Research. This cooperative agreement provides funding under the ODP State Homeland Security Grant Program, to enhance the data management capabilities of the 13 member states participating in the Multistate Anti-terrorism Information Exchange (MATREX) network. This funding will allow MATRIX to continue with improvements in data warehousing, data mining, and data integration and exchange between MATRIX member states. Funding will also be used to further the integration of the Regional Information Sharing System (RISS) as the secure intranet portal through which MATRIX state law enforcement agencies exchange terrorism related information.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Francis R. Lepage, Program Manager at (202) 616-2920; and
- Financial Questions, the Office of the Comptroller, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [askoc@ojp.usdoj.gov](mailto:askoc@ojp.usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,



Andrew T. Mitchell  
Acting Director, Office for Domestic Preparedness

cc: Deborah Daniels

Enclosures

U.S. DEPARTMENT OF HOMELAND SECURITY  
OFFICE FOR DOMESTIC PREPAREDNESS

AWARD CONTINUATION  
SHEET  
Cooperative Agreement

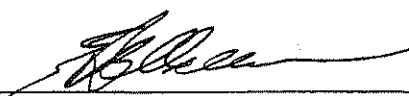
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PROJECT NUMBER 2003-TE-TX-K001

AWARD DATE 07/25/2003

*SPECIAL CONDITIONS*

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as further described in the current edition of the OJP Financial Guide, Chapter 19.
3. The recipient agrees that federal funds under this award will be used to supplement but not supplant state or local funds.
4. **STATEMENT OF FEDERAL INVOLVEMENT:** The Office for Domestic Preparedness (ODP), has elected to enter into a Cooperative Agreement (rather than a grant) with a non-profit organization, the Institute for Intergovernmental Research (IIR). This decision reflects the interests of ODP, and the accomplishments of IIR in its work with the Multi state Anti-Terrorism Information Exchange Network (MATRIX). With this funding IIR will continue to expand and enhance MATRIX in states where the project is currently operating by providing technical and management oversight for the MATRIX project. This involves supporting MATRIX member states, also known as coalition states, with secure Intranet and web site access, the testing and evaluation of data integration systems for analysis and dissemination of terrorist threat and other intelligence information, and to conduct meetings with coalition states to monitor progress and assess their needs or requirements for additional coordination, resources, and technical assistance. This partnership recognizes the skills, knowledge, expertise, and resources of IIR to accomplish ODP's goal of enhancing State and local capabilities to share and exchange terrorist threat information and agrees with the anticipated level of Federal involvement in this project. ODP's participatory role in the project is as follows: a. ODP will provide the services of a ODP Program Manager as a single point of contact for administration of this Cooperative Agreement and maintain managerial oversight and control of the activities, including redirection of MATRIX activities or resources to ensure the activities or resources support the mission and goals of ODP in an efficient and cost effective manner. b. ODP will participate to the extent possible in all project related meetings, focus groups, conferences site visits, and other MATREX related activities. c. Review and approve/disapprove the plan and activities for delivering services and any informational materials developed by the recipient pertaining to the project.
5. IIR agrees to its role in the MATRIX project as follows: a. Provide the services of a Project Director as a single point of contact for administration of this Cooperative Agreement. b. Provide to ODP quarterly planning forecasts and milestones with detailed tasks to be accomplished for scheduled activities. Included in this plan will be a list of staff and/or consultants assigned to the task or activity to be performed. c. Provide ODP with semi-annual progress reports summarizing the accomplishments of the tasks and activities performed during the reporting period. These will include: (1). List of agencies and jurisdictions that have been provided access to the Regional Information Sharing System (RISS) secure Intranet (RISS.Net). (2). List of agencies in coalition states with secure web sites to share and disseminate critical information related to terrorism and other criminal activity not only within state but with coalition states. (3). Status of data analysis and data integration capabilities of each coalition state. (4). Summary of management support IIR provides to coalition states regarding meetings held, technical assistance visits, training and related services needed to enhance MATRIX in states.



U.S. DEPARTMENT OF HOMELAND SECURITY  OFFICE FOR DOMESTIC PREPAREDNESS		<b>GRANT MANAGER'S MEMORANDUM, PT. I: PROJECT SUMMARY</b>  <b>Cooperative Agreement</b>	
		PROJECT NUMBER 2003-TE-TX-K001	PAGE 1 OF 1
This project is supported under Omnibus Appropriations Act, P.L. 108-7			
1. STAFF CONTACT (Name & telephone number)  Francis R. Lepage (202) 616-2920		2. PROJECT DIRECTOR (Name, address & telephone number)  Cathy Pate Administrative Services Manager Post Office Box 12729 Tallahassee, FL 32317-2729 (850) 385-0600 292	
3a. TITLE OF THE PROGRAM  Fiscal Year 2003 State Homeland Security Grant Program		3b. POMS CODE (SEE INSTRUCTIONS ON REVERSE)	
4. TITLE OF PROJECT  Fiscal Year 2003 State Homeland Security Grant Program			
5. NAME & ADDRESS OF GRANTEE  Institute For Intergovernmental Research Post Office Box 12729 Tallahassee, FL 32317-2729		6. NAME & ADDRESS OF SUBGRANTEE	
7. PROGRAM PERIOD  FROM: 07/01/2003 TO: 06/30/2004		8. BUDGET PERIOD  FROM: 07/01/2003 TO: 06/30/2004	
9. AMOUNT OF AWARD  \$ 8,000,000		10. DATE OF AWARD  07/25/2003	
11. SECOND YEAR'S BUDGET		12. SECOND YEAR'S BUDGET AMOUNT	
13. THIRD YEAR'S BUDGET PERIOD		14. THIRD YEAR'S BUDGET AMOUNT	
15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)  Through this cooperative agreement, the Institute for Intergovernmental Research (IIR) will receive funding in the amount of \$8,000,000 to continue with the improvements already underway to enhance the Multistate Anti-Terrorism Information Exchange (MATRIX) network. MATRIX is comprised of a coalition of 13 member states working together to enhance and develop data warehousing, data mining and data integration capabilities of MATRIX member states to facilitate enhanced information sharing and dissemination of terrorist threat information.			