

- 1. Program Narrative and Program Management Capabilities Work Plan (Parts I and II).** The required Program Narrative with an associated Program Management Capabilities Work Plan (Parts I and II) provides the State with a Driver's License Security Grant Program implementation roadmap and tells DHS how grant funding will be used. The Program Narrative is a separate document from the Program Management Capabilities Work Plan (Parts I and II), both of which help to assess program implementation potential and a State's management procedures and capabilities. The Program Narrative and Program Management Capabilities Work Plan must be submitted through www.grants.gov

Successful FY 2009 Driver's License Security Grant Program applicants must comply with the following general requirements:

Program Narrative. Applicants should ultimately ensure that their proposals describe the following:

- The State's progress in meeting the requirements of the REAL ID Act and final rule
- The State's current driver's licensing issuance processes and personal identification system capabilities
- State policies and procedures that will be changed to become consistent with the standards of the REAL ID Final Rule; these may include business rules and processes for Driver's License and Identification Card (DL/ID) card issuance and personal identification verification
- Measures States take to protect the security and privacy of personal identifiable information
- Actual FY 2009 Driver's License Security Grant Program requirements and or compliance benchmarks the State intends to meet with this grant funding.

The following is the overall concept for the Program Narrative. The format of the Program Narrative should include an Introduction section as well as a section focusing on Management Objectives.

i. Introduction

"[State Agency Name] will strengthen its DL/ID issuance procedures and IT systems used to capture, store, manage, and verify the personal identification information of individuals applying for Driver's License and Identification Card (DL/ID) compliant DL/IDs. These improvements include process and system modifications that will be needed pursuant to the REAL ID Act of 2005, that protect against

identify theft or fraud, and strengthen both physical and personnel security and the integrity of the driver's license data.

ii. Management Objectives. Include the critical elements of the management capabilities section (Parts I and II) (see below) and describe the agency's ability to design, manage and implement the programmatic requirements to improve its driver's license issuance processes to be consistent with REAL ID Act of 2005 and final rule requirements.

- o **Program Management Capabilities Work Plan (Part I).** Please provide a description of current resource management capabilities the State needs to develop, implement, and manage the programmatic requirements associated with implementing the FY 2009 Driver's License Security Grant Program. When describing current management capabilities, consider including discussions and information such as the following:
 - Major organizations in the State, committees, and other structures accountable for implementing the initiatives
 - State staffing/resource levels within these core organizations responsible for program administration and oversight
 - Initiatives to reduce fraud and improve the security of driver's licensing issuance authorities and motor vehicle operations involved with issuing ID cards or driver's licenses.

- o **Program Management Capabilities Work Plan (Part II).** The following basic goals and objectives for the FY 2009 Driver's License Security Grant Program should be considered in your State's Program Management Work Plan:
 - Reduce the costs of FY 2009 Driver's License Security Grant Program implementation for individuals, States, and the Federal government
 - Develop improvements to State-centric license issuance processes, policies, security, IT personal identification information security and verification capabilities
 - Reduce the potential for fraudulent issuance and use of driver's licenses and ID cards
 - Involve proven technology solutions
 - Design solutions that can be used or adopted by other States

- Include privacy and security impact assessments and/or provisions
- Will be completed by May 11, 2011.