

FY 2010 DRIVER'S LICENSE SECURITY GRANT PROGRAM (DLSGP)

Application Template

The Program Narrative, Program Capabilities Work Plan (Parts I and II), Budget, and Budget Narrative requirements must be submitted with the grant application as a file attachment within www.grants.gov. Applicants must use the following file naming convention when submitting required documents as part of the FY 2010 DLSGP: "FY 2010 Driver's License Security Grant Program <State Abbreviation>." Successful FY 2010 DLSGP applicants must comply with the following requirements:

A) Program Narrative. Applicants should ensure that their program narratives describe the following:

- The State's progress in improving its credentials and licensing issuance processes consistent with Federal law and DHS regulations
- 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 DHS regulations; these may include business rules and processes for DL/ID card issuance and personal identification verification
- Measures States will take to protect the security and privacy of personal identifiable information
- Actual FY 2010 DLSGP requirements the State intends to meet with this grant funding

B) Program Management Capabilities Work Plan

i 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 2010 DLSGP. 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.

ii Part II. The following basic goals and objectives for the FY 2010 DLSGP should be considered in the State's Program Management Work Plan:

- Reduce the potential for fraudulent issuance and use of driver's licenses and ID cards
- Reduce the costs of FY 2010 DLSGP 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
- Involve proven technology solutions
- Design solutions that can be used or adopted by other States
- Include privacy and security impact assessments and/or provisions
- Document how project activities will:
 - (1) Reduce the issuance and use of fraudulent driver's licenses and identification cards.
 - (2) Reduce the costs of program implementation for individuals, States, and the Federal Government.
 - (3) Expedite State progress toward enhanced security standards.
 - (4) Upgrade state capabilities for verifying identity documentation and information presented by applicants.
 - (5) Be successfully completed by the project period end date.

C) Budget and Budget Narrative Requirements. All FY 2010 DLSGP award recipients are required to submit a detailed budget and budget narrative addressing related costs and expenses, as they relate to expenditures outlined in the SF 424A. This budget narrative should be detailed and should serve to: (1) explain how the costs were estimated, and (2) justify the need for the costs incurred to the measurable achievement outcomes as stated in the work plan. For clarification purposes, the narrative should include tables describing cost and expense elements (e.g. equipment list with unit costs/quantity). The budget must be complete, reasonable and cost-effective in relation to the proposed project.

The budget should provide the basis of computation of all project-related costs and any appropriate narrative. Applicants will find a sample budget detail worksheet in Part VIII. This worksheet may be used as a guide to assist applicants in the preparation of the budget and budget narrative.

Funds will not be made available for obligation, expenditure or drawdown without an approved budget and budget narrative.