



August 27, 2024

Ms. Patricia Davis  
State Solicitor  
Department of Justice  
820 North French Street  
Wilmington, DE 19801

**RE: Reply to Request for Access to POSDC Records**

Dear Patricia:

Thank you for your letter dated August 23, 2024, regarding access to POSDC documents.

I have added your text to this letter (bold and italicized) and provided a response to each inquiry in red text.

***You may remember that during the Phase 1B round of grant application review, the DDOJ was permitted to view the applications through a share drive provided by POSDC Staff. We can no longer access these documents through that drive. Can you please share the Phase 1B applications with the DDOJ? We would also like to see all of the applications for Bridge Funding.***

On July 2, 2023, you, and several other members of the DDOJ team (as well as all POSDC commission members) were provided a link via email to a shared Google drive that housed the Phase 1B grant applications. In addition to providing access to the applications via a Google link, your office received binders on July 5, 2023, which included hard copies of each application to ensure you had an alternative resource in case of any technical difficulties. Your request on August 23, 2024, was the first request referencing the shared link that we had provided 13 months earlier. Your August 23, 2024, request to gain access via the Google link was honored on the next business day, August 26, 2024.

On June 25, 2024, you and three other members of the DDOJ, Attorney General Kathleen Jennings, Deputy Attorney General Jason Staib and Madeline Starling, were provided Google drive access via email to the Bridge Funding Grant Applications. Your request to gain access to the Bridge Applications was also honored on the business day following your August 23, 2024, request.

***You may also recall that when we met with the Attorney General and the Lieutenant Governor at the DDOJ on November 9, 2023, you indicated I would be granted access to Salesforce so that the DDOJ would be able access monitoring information. I subsequently followed up on November 27, 2023 and on that date you indicated that "if DTI is unable to resolve the request for a courtesy license by the end of the week, we will purchase the \$636 license for you and arrange for you to receive the appropriate level of training." I've never been given access to Salesforce.***



My notes reflect that DTI was contacted the following week after that meeting, and on November 16, 2023, the discussion of securing additional licenses was initiated. Reviewing the email communication, it appears that you should have been contacted by someone from DTI or the monitoring staff; however, it may not have been clear that the additional license was for you.

It is important to note that this discussion/request occurred almost a year ago and there has been absolutely no communication from you regarding not receiving access to Salesforce since that time. Once we were made aware, via your Friday, August 23, 2024, letter that you had not received access to Salesforce, another request to secure a license for you was immediately initiated on the next business day, Monday, August 26, 2024, and is in process.

***On July 12, 2024 you met with the Attorney General, Lieutenant Governor, and Chief Deputy Attorney General here at the DDOJ. At that meeting, you again indicated the DDOJ would be given access to Salesforce. We still don't have it.***

During the July 12, 2024, meeting with the Attorney General, Lieutenant Governor and Chief Deputy Attorney General, I extended an invitation to have the Chief Deputy Attorney General, at his convenience, to sit with me to explore the capabilities of Salesforce, particularly how data points are stored and analyzed to assess performance. The topic of obtaining a license was not addressed during our discussion. If needed, I am more than willing to request the procurement of licenses and arrange training for any designated user within the DDOJ.

***Please give the Department of Justice access to the Phase 1B applications, the Bridge Funding applications, and Salesforce. As co-chair of the POSDC, the Attorney General is entitled to access the books and records of the Commission.***

As stated earlier, the DDOJ was provided a link to gain access to the Phase 1B Google drive on July 2, 2023, provided with binders that contained every Phase 1B application in hard copy format on July 5, 2023, and the option of electronic access was again provided on August 25, 2024. At no point in the 13 months between these two periods did DDOJ indicate there were any difficulties in accessing the Phase 1B Google drive that was provided to several members of the DDOJ team, including yourself and the Attorney General.

Thank you for the opportunity to provide clarity. Please let me know if I can be of further assistance.

Sincerely,  
Susan Holloway  
Executive Director