

Department of Technology & Information – Technology Investment Council (TIC) Self-Report

151st General Assembly



*Respectfully submitted to the
Joint Legislative Oversight and Sunset Committee
August 2021*

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ABOUT JLOSC AND THE REVIEW PROCESS

The Joint Legislative Oversight and Sunset Committee (“JLOSC” or “Committee”) is a bipartisan body comprised of 5 members of the Senate appointed by the President Pro Tempore and 5 members of the House of Representatives appointed by the Speaker of the House.

JLOSC completes periodic reviews of state supported entities such as agencies, commissions, and boards following statutory criteria under [29 Del. Code, Chapter 102](#). The review’s purpose is to determine the public need for the entity and whether the entity is effectively performing to meet the need. The goal of the review is to provide strength and support to entities that are providing a State recognized need.

JLOSC performs its duties with support provided by the Division of Research’s dedicated and nonpartisan staff. JLOSC staff completes a performance evaluation of the entity under review and submits a Staff Report to JLOSC which includes analysis, key findings, and recommendations. Recommendations are not finalized until reviewed, discussed, and adopted by JLOSC with an affirmative vote of 7 members. In February 2022, JLOSC staff will schedule an in person public hearing for each entity under review to present to the Committee. For additional review information, please visit the Committee’s website at <https://legis.delaware.gov/Committee/Sunset>.

ABOUT THIS SELF-REPORT

The JLOSC statute requires the entity under review to supply information and materials to facilitate a legislative oversight and sunset review. Additionally, the entity under review has the burden of showing, through the statutory review criteria, that there is a genuine public need and that the entity is meeting that need.

JLOSC staff supplies each entity under review with a Self-Report template and instructions. All questions appearing in this Self-Report are from the JLOSC staff created *JLOSC Performance Review Questionnaire* (“questionnaire”) and are the same for each entity under review. All questions appearing in the questionnaire use statutory review criteria. Throughout the questionnaire, the use of the broad term “board” refers to the entity under review, which may be a board, committee, commission, or council. The entity under review supplies review information by completing this Self-Report and is responsible for its contents and for forwarding all updates or corrections to JLOSC staff in a timely manner during the entire review period.

JLOSC staff will not edit or modify the information received in this Self-Report and only check for completeness and adherence to instructions. JLOSC members will receive completed Self-Reports and updates directly from their staff. The Committee’s website will include electronic copies of all Self-Reports and any updates received from entities under review.

JLOSC PERFORMANCE REVIEW QUESTIONNAIRE

SECTION 1: AGENCY HISTORY, PURPOSE, AND FUNCTIONS

Section 1-A. Please provide a summary of your board’s history. Highlight any key events.

The Department of Technology and Information (DTI) is the state’s central IT organization, chartered to (1) deliver core services to other state organizations and (2) exercise governance over the technology direction and investments of the state. DTI is primarily an internal service organization, but many of its services provide critical support and functionality for state activities directly touching the citizens or customers of the state. DTI provides enterprise services that enable other organizations to effectively fulfill their missions.

DTI’s “customers” are all state organizations including the Legislative, Executive, and Judicial branches, public schools, and the various agencies and quasi-agencies that serve the citizens of Delaware. DTI is committed to delivering high quality and cost-effective services that meet or exceed the customer’s requirements. Balancing these objectives requires a strong bond between the DTI and the customer and a mutual commitment to success.

In addition to recruiting and retaining the best and brightest, DTI acknowledges and values the diversity of our employees. DTI recognizes that fostering a diverse workforce provides remarkable benefits in terms of innovative thinking, increased collection of skills and experiences, greater teamwork, and higher morale. We take pride in our achievements and recognize our differences are valuable.

Section 1-B. What are the main functions of this board? Does this board issue any advisory or policy opinions? If so, where can they be found?

The TIC was established when House Bill 254 was signed into law by Governor Minner in January 2002. Created to assess, advise, and make recommendations on technology -related funding and on establishment of a statewide technology plan, to support decision-making by the Budget Director and Governor. The TIC is also charged with enforcing best practices regarding project management of technology-related efforts, with periodic monitoring of existing technology projects.

Section 1-C. What condition(s), situation(s), and/or problem(s) existed prior to the creation of this board that directly led to its creation? Please provide specific examples.

The way Delaware manages information and information technology will determine how prepared it is for the challenges the State will face in the 21st century. Technology has become critical to fulfilling the State's mission and key to the provision of digital government. It became clearer than ever that the State could not continue to manage technology as it had in the past. Recognizing the increasing importance of technology development to the effective functioning of Delaware's state government, Governor Ruth Ann Minner established the Information Services Task Force by Executive Order Number Two on January 4, 2001 to make statutory and organizational recommendations regarding improving Delaware's management of information and information technology. The Task Force recommended the establishment of the Technology Investment Council (TIC) to evaluate and prioritize statewide IT spending and projects.

New technologies in and of themselves are not the goal. Rather, the focus was on improving the way we provide state services. Improvements in vision, leadership, the funding process, project management, accountability, and communication are crucial to the success of the State's technology initiatives.

SB 153 in 2019 reconstituted the TIC's membership as DTI's regulatory statute Title 29 Chapter 90C was revised to accelerate centralization of IT assets and resources under DTI. The membership structural changes assure broad representation from major state stakeholders.

Section 1-D. To what extent has the existence and functioning of this board alleviated each of these condition(s), situation(s), and/or problem(s)? Please provide specific examples.

The demand for provision of digital government services has grown exponentially. Supporting such services requires interconnected, inter-operable systems. An absence of enterprise oversight and governance in the past lead to duplication of effort, multiple IT vendor agreements at a variety of terms not always most favorable to different agencies, and other instances of overspending more easily controlled with centralized governance and oversight. An example is the transition from disparate Microsoft contracts for email and productivity tools to a single enterprise-wide contract and centralized management for deployment of Microsoft 365 products and services.

Section 1-E. Would the condition(s), situation(s), and/or problem(s) described in question "1-C" above recur or worsen, in the absence of the board?

Today's climate requires a unified approach to IT service provision, project management, and careful consideration of each purchase in the larger context of providing efficient, effective digital government services. Citizens and businesses perceive Delaware government as a whole and expect a level of responsiveness and trusted transaction services from a single source, not possible if decision-making is decentralized to agencies rather than having review and recommendations housed in an enterprise governance entity such as the TIC.

Section 1-F. Are there any recent condition(s), situation(s), and/or problem(s) that further justify the need for the board’s existence?

TIC provides strategic recommendations that are critical for the state’s maturing of Digital Government offerings; remote work and pandemic CARES Act initiatives; and data analysis and sharing that impact government online services and policies.

Section 1-G. Are there any functions of this board that are outdated and no longer needed? If so, please explain and provide examples.

No – The TIC was reconstituted by statute in 2019.

SECTION 2: MISSION, GOALS, OBJECTIVES, & AUTHORITY

Section 2-A. What is the mission of this board? Does the enabling legislation accurately reflect the mission?

The TIC was established to assess, advise, and make recommendations on technology -related funding and on the establishment of a statewide technology plan, to be used by the Budget Director and Governor. The TIC is also charged with enforcing best practices regarding project management of technology-related efforts, with periodic monitoring of existing technology projects.

Yes, the 2019 revision to the enabling legislation accurately reflects the mission.

Section 2-B. Please identify and explain the board’s goals and objectives, in order of priority.

The role of the TIC:

- Adopt policies and procedures used to develop, review and annually update a statewide technology plan that discusses the State’s overall technology needs
- Provide statewide technology plan by October 1 of each year to the Governor and the Director of the Office of Management and Budget
- Make recommendations regarding the funding of technology for the coming fiscal year and confer with the Director of the Office of Management and Budget regarding the demands placed upon the state budget by nontechnology funding needs.
- Forward funding recommendations to the Governor
- Enforce active project management, review the progress of current projects to determine if they are on budget and have met their project milestones, and when necessary, recommend the termination of projects
- Identify opportunities to leverage expertise in strategically important areas of information technology by partnering with private sector entities

- Empanel for research purposes subcommittees of subject matter experts to provide advice on emerging IT priorities and innovation initiatives

Section 2-C. Please describe the internal performance evaluation system that the board uses to measure the attainment of its goals and objectives.

N/A

Section 2-D. Does the board collect any data sets? If so, please identify and explain.

No.

Section 2-E. Does the board conduct any research? If so, please explain and provide the location of research reports (if produced).

Under the revised enabling statute, the TIC is now able to empanel subcommittees of Subject Matter Experts to address specific research needs, a function not present under the legacy structure.

Section 2-F. Has the State Auditor or any other external organization recently audited and/or evaluated the board or any of its programs? Please identify some of the major conclusions and/or recommendations. Provide links to all reports.

No.

Section 2-G. In general, how do other states carry out similar functions?

Similar examples include: Connecticut's Information Technology Strategy and Investment Committee; Washington's Enterprise Information Services; Oregon's Technology Services Board (and its Policy & Portfolio Subcommittee); Virginia's Information Technology Investment Management.

Section 2-H. Are your board's functions similar or overlapping of other state or federal entities? If so, discuss how the board coordinates its services with other state or federal entities sharing similar objectives. Please explain why the functions are best placed within this board or why you feel they should be placed elsewhere.

No

SECTION 3: ACCOMPLISHMENTS

Section 3-A. List and briefly explain the board's most significant accomplishments.

TIC work clearly has become puissant to drive IT strategic enterprise direction after reconstitution via SB153 (150th General Assembly); an overarching enterprise information technology policy and strategic direction, overseen by a stakeholder body invested in innovation was clearly endorsed by the legislature and Governor.

SECTION 4: CHALLENGES

Section 4-A. List and briefly explain 3 to 4 challenges the board is currently facing.

The reconstituted TIC is charged to pivot from a more passive oversight role to higher level strategic oversight and governance/policy direction for the successful accomplishment of enterprise Information Technology centralization in Delaware.

SECTION 5: OPPORTUNITIES FOR IMPROVEMENT

Section 5-A. List and briefly explain several opportunities for improvements. Please prioritize.

The revised charge and membership devised during reconstitution offer significant opportunities for the TIC to drive innovation at an enterprise level that will positively impact Delaware's overarching digital government efforts to provide residents and businesses online services and ease of government transactions they expect and value.

Section 5-B. In the past 5 years, have you recommended any changes to the Legislature, Governor's Office, or other State entity to improve the board's operations? If so, please explain and provide the outcome or current status?

The TIC was successfully revised and reconstituted via the successful passing of SB153 (150th General Assembly), that revised DTI's enabling statute. The revised membership structure and the ability to bring to the table subject matter experts to work on IT strategy and innovation will undoubtedly lend significant weight to the TIC's future IT strategic plan recommendations to the Governor.

SECTION 6: COMPOSITION & STAFFING

Membership:

Section 6-A. How is board membership defined? Please explain and provide the section(s). Examples include statute, regulations, or by-laws.

By statute Title 29 Chapter 90C

Section 6-B. Are there special qualifications for board membership?

Cabinet level members (defined by statute)

Section 6-C. Who has member appointment authority? Where is this defined?

Membership is defined by statute; appointments made by the Governor

Section 6-D. What is the designated term of office for board members? Where is this defined?

No

Section 6-E. How many members currently serve on this board? Are there any vacancies? If so, indicate the length of time each vacancy has existed and the reasons why. Has the board or support staff advised the Governor’s Office or appointing authority of the vacancies?

Nine, including CIO who serves as Chair

Section 6-F. Can this board create subcommittees or task forces? If “yes” please address the following questions:

- 1. Describe the process and site the board document (statute, regulations, or by-laws) that permits this.**

Yes, but this is a new power granted under the 2019 statute revision to Title 29 Chapter 90C § 9011C section (c). “The Council may establish sub-committees as necessary to carry out business, responsibilities or assigned projects. Non-Committee members may participate in sub-committee meetings and work. The sub-committee members may reach out for assistance as needed to accomplish the assigned project.”

- 2. Provide a brief history on how many have been created in the past 5 years, and indicate where meeting documents can be found.**

None thus far.

- 3. If final reports were issued, please provide their location.**

None thus far.

- 4. If there are current subcommittees or task forces currently meeting and conducting business; include information on membership, duties, and where meeting documents can be found.**

N/A

Section 6-G. Include a current membership roster with this Self-Report. This is a separate request from the list of supporting documents included in the Self-Report instructions. This current membership roster must indicate the following for each member:

- First and last name, and their city and state of residence.**
- Position held (i.e., Chair, President, Co-Chair, Secretary, etc.).**
- Professional or public member.**
- Their profession or occupation.**
- Original appointment date, expiration date, and number of terms served.**

To satisfy this current membership roster request, you may do one of the following:

- Complete the included table below.**
- Delete the included table below, build your own table, and place in this section.**

- Delete the included table below and attach a document to the Self-Report and label in the appendices section.

Member's Name and City and State of residence.	Position Held	Professional or Public Member	Profession or Occupation	Original Appointment Date	Appointment Expiration Date	Number of Terms Served
CIO Jason Clarke	CIO	Professional	CIO	2021		
Chief Justice Collins Seitz	Supreme Court	Professional	Chief Justice	2019		
Secretary Jeff Bullock	Department of State	Professional	Cabinet Secretary	2019		
Secretary Nathaniel McQueen, Jr.	Department of Homeland Security	Professional	Cabinet Secretary	2020		
Secretary Nicole Majeski	Department of Transportation	Professional	Cabinet Secretary	2020		
Secretary Molly Magarik	Department of Health and Social Services	Professional	Cabinet Secretary	2020		
Secretary Rick Geisenberger	Department of Finance	Professional	Cabinet Secretary	2019		
Director Cerron Cade	Office of Management and Budget	Professional	Director of OMB	2020		
Controller General Ruth Ann Jones	Controller Generals Office	Professional	Controller General	2020		

Meeting Frequency:

Section 6-H. How frequent are meetings held? Is meeting frequency defined anywhere such as the statute or by-laws? If so, provide document name and section information.

Meetings are held quarterly.

Section 6-I. Can the board hold special or emergency meetings? If so, describe the protocol involved in requesting and holding a special or emergency meeting.

N/A

Meeting Order and Quorum:

Section 6-J. For meeting order, does the board follow Mason's Manual of Legislative Procedure or Roberts' Rules of Order? Is this defined in statute, regulation, or by-laws?

Yes

Section 6-K. How is meeting quorum defined and where is the definition located?

Not defined by statute; simple majority (5 members)

Member Removal:

Section 6-L. Is there a mechanism for member removal? If so, how are members removed and who has the authority to remove a member? Using the process described, has there ever been an instance of member removal, and if so, briefly describe the nature of events that led to the member removal.

No; membership is defined by statute; governor appointment

Member Compensation:

Section 6-M. Are board members compensated? If so, how are they compensated?

No

Member Training and Handling Conflicts of Interest:

Section 6-N. Are board members offered any special training opportunities? Is training required or voluntary?

No

Section 6-O. Has a Deputy Attorney General (“DAG”) reviewed the provisions of the Public Integrity Act with board members to ensure that they are complying with the provisions in the law? If so, what is the frequency of this review?

Not applicable; members are state cabinet level appointees

Section 6-P. Please explain how board members avoid conflicts of interest.

Members subject to state ethical standards.

Section 6-Q. Has the Public Integrity Commission (“PIC”) provided training or clarification to board members or issued any advisory opinions on board activities? If so, please explain the details. Provide a link to the information or attach relevant information to this report.

Not applicable; members are state cabinet level appointees

Support Staff:

Section 6-R. Is there dedicated support staff *directly* assisting the board? If so, what state agency or entity supplies the support staff?

- **If this question is applicable answer all questions in this section.**
- **If not applicable, state that no support staff exists for question Section 6-R and explain how board duties are divided among members, skip to questions Section 6-Y and Section 6-Z below.**

No direct support staff exists; staff support is provided through DTI CIO.

Section 6-S. How many employees are employed by the state agency or entity supplying support staff? (skip if not applicable)

Section 6-T. Does the state agency or entity supplying support staff offer internships? If so, do interns provide support services to the board? (skip if not applicable)

Section 6-U. What is the size of the support staff *directly* assisting the board? How many are merit, appointed, exempt, temporary, casual seasonal, or contract employees? For contract employees indicate who holds the employment contract. Highlight support staff responsibilities, indicate who performs each and the percent of staff time spent on each responsibility. (skip if not applicable)

Section 6-V. Who supervises the support staff *directly* assisting the board? (skip if not applicable)

Section 6-W. How is the support staff *directly* assisting the board recruited and hired? Is there an orientation session for new hires? (skip if not applicable)

Section 6-X. What training opportunities are available to support staff *directly* assisting the board? (skip if not applicable)

Section 6-Y. Is the effectiveness of the board hindered by a lack of staff assistance or dedicated support staff? Please explain. What steps, if any, have been taken to address any staffing issues? (all entities under review answer this question)

No.

Section 6-Z. Please identify, list, and briefly describe any executive orders, interagency agreements, management directives, administrative circulars, or like documents that directly impact the functioning of the board. (all entities under review answer this question)

None at present

SECTION 7: FREEDOM OF INFORMATION ACT (“FOIA”) COMPLIANCE

Section 7-A. How does the board respond to FOIA requests?

These would be received, managed, and responded to by the CIO who, by statute, serves as TIC Chair.

Section 7-B. When and where are the meeting agendas posted?

Agenda is posted on DTI's website (links in Section 11 below) and Delaware State Public Meetings website

Section 7-C. Are meeting minutes regularly transcribed? When and where can the public obtain copies of meeting minutes?

Minutes are available on DTI's website (links in Section 11 below)

Section 7-D. Are meetings recorded? If so, indicate whether it's an audio or video recording and is the recording posted online for the public? If the recordings are not posted online, are instructions provided to the public on how to request recordings?

Not at this time. Requests would be made via DTI's website.

Section 7-E. Within the past 3 calendar years, has the agency conducted executive sessions or other closed meetings? If yes, please indicate the date of each and the nature of the meeting. Are minutes of executive sessions or other closed meetings available to the public?

N/A

Section 7-F. Has the agency ever received any complaints that they were violating FOIA? If so, please list and include the result of the hearing or the review.

N/A

SECTION 8: ADMINISTRATIVE PROCEDURES ACT COMPLIANCE

Section 8-A. Does the board promulgate rules or regulations in accordance with the Administrative Procedures Act?

No. The TIC's work is advisory only.

Section 8-B. Has a DAG assigned to this board reviewed the current rules and regulations for compliance with the governing statute?

DTI's DAG is in an advisory role to the TIC, as needed.

Section 8-C. Is the board considering any changes to its current rules and regulations?

No

If "yes" please address the following questions:

1. What is the status and nature of the planned changes?
2. Have the proposed changes been reviewed and approved by the agency's Deputy Attorney General?

3. **Have the proposed changes and the public hearing date been published in the Register of Regulations?**

SECTION 9: COMPLAINT AND DISCIPLINARY PROCESS

Section 9-A. Please describe in detail the complaint process utilized to resolve disputes between the board and the public, including how complaints are filed, who investigates complaints, and how long investigations proceed.

N/A

Section 9-B. What are some of the most common complaints received by the board? Please identify where the complaints originate (i.e., public, media, Attorney General's Office, consumer groups, etc.).

N/A

Section 9-C. Have any complaints been filed with the Attorney General's Office? If so, have they been resolved?

No.

Section 9-D. Are there any Delaware Attorney General's Opinions that affect the functioning of the board? If so, please provide the date and number.

No.

Section 9-E. Are there any recent judicial decisions (state or federal) that directly affect the functioning of the board?

No.

Section 9-F. What specific disciplinary actions were taken by the board as a result of complaint investigations? (i.e., license revocation, license suspension, formal reprimand, penalty, etc.).

N/A

Section 9-G. Please describe in detail the process utilized for determining appropriate disciplinary actions taken against individuals licensed, employed, or monitored by the board. Include the appeals process, if applicable.

N/A

Section 9-H. If applicable, provide the following complaint data for calendar years 2018, 2019, 2020, and 2021 (to date):

	Calendar Year 2018	Calendar Year 2019	Calendar Year 2020	Current Calendar Year 2021
Total Number of Complaints Received by the Board				
Total Number of Complaints Investigated				
Total Number of Complaints Found Valid				
Total Number of Complaints Forwarded to the Attorney General				
Total Number of Complaints Resulting in Disciplinary Action				

SECTION 10: PRIOR JLOSC REVIEW

Section 10-A. Has JLOSC previously reviewed this board? If so, provide the year(s) of review and list all JLOSC final recommendations, indicate whether the board is complying or non-compliant with each recommendation, and explain all areas of non-compliance.

Unknown

SECTION 11: PUBLIC INFORMATION

Section 11-A. How does your board communicate information with the public? Does your board use a website and/or social media platform(s)? If so, please list each method of communication and supply the applicable web address, handle, or username.

[Public Meeting Calendar: State of Delaware](#)
[Technology Investment Council \(TIC\) - Department of Technology & Information \(DTI\) - State of Delaware](#)

Section 11-B. What information or educational resources are made available to the public relating to the board’s activities? Examples include newsletters, guidelines, rules and regulations, policy briefs, or other similar documents. Please indicate the method and frequency of distribution for each and identify the target group(s).

[Technology Investment Council \(TIC\) - Department of Technology & Information \(DTI\) - State of Delaware](#)

Section 11-C. Does your board actively engage with the public and solicit feedback? If so, please explain. If the board has conducted surveys, please list all surveys conducted within the past 5 years and indicate where the public can find survey results.

Meetings are open to the public.

Section 11-D. Does your board have by-laws? If so, are they available for the public (include location) and what was the last date of revision?

The TIC is advisory only; its scope and membership defined by statute.

Section 11-E. Please complete the following 3 charts (add or delete cells as needed) with the most current information regarding interest groups, national organizations, and industry or trade publications as described in each chart heading.

Interest Groups (Groups affected by board actions or represent others served by or affected by board actions)		
Group or Association Name/Contact Person	Internet Address	Phone Number
Name of group		

National Organizations or other State Entities (that serve as an information clearinghouse or regularly interact with the board)		
Group or Association Name/Contact Person	Internet Address	Phone Number
National Association of State Chief Information Officers (NASCIO)	https://www.nascio.org/	859-514-9153

Industry or Trade Publications		
Group or Association Name/Contact Person	Internet Address	Phone Number
Name of group		

SECTION 12: ENACTED LEGISLATION IMPACTING THE AGENCY

Section 12-A. Did legislation establish the board? If so, what year and by what legislative bill was the agency established?

The TIC was established when House Bill 254 was signed into law by Governor Minner in January 2002. Recently, based on IT recommendations of the Government Efficiency and Accountability Review (GEAR) Board, Senate Bill 153 modernizes DTI's enabling statute (Title 29 Ch 90C) and updated the TIC membership.

Section 12-B. Please list all legislative bills and other acts that have made substantive amendments to the board's enabling legislation. Please indicate the bill number and date of enactment for each.

Senate Bill 215, approved by the 141st General Assembly, and signed by Governor Minner on July 1, 2001.

Senate Bill 153, approved by the 150th General Assembly, and signed by Governor Camey on August 5, 2019

Section 12-C. Please identify, list, and briefly describe any federal laws or regulations that guide or otherwise directly affect the functions, responsibilities, and operations of the board.

N/A

SECTION 13: PENDING & PROPOSED LEGISLATION

Section 13-A. Please list any currently proposed legislation (state and federal) that, if passed, will directly impact the functions or operations of the board. Please indicate any bills that the board is supporting or opposed.

N/A

SECTION 14: FISCAL INFORMATION

NOTE: the TIC does not have any revenue or expenditures. The figures below are for DTI.

Section 14-A. Complete the following chart to provide the board's actual revenue for FY19 and FY20 and budgeted revenue for FY21. Also indicate the source of funds (i.e., general fund, federal funds, special funds, etc.).

Revenue:

Fiscal Year	Source of Funds	Amount
FY21 (budgeted)		
	General Funds	\$50,278,200
	Federal Funds	\$21,892,000
	Special Funds	\$32,140,000
	TOTAL:	\$104,274,200

FY20 (actual)	
General Funds	\$42,996,000
Federal Funds	\$1,738,000
Special Funds	\$25,114,000
TOTAL:	\$69,848,000
FY19 (actual)	
General Funds	\$42,419,600
Federal Funds	\$246,600
Special Funds	\$26,436,500
TOTAL:	\$69,102,100

Section 14-B. If the board receives federal funds, including grants, please indicate the following:

- **Total amount of federal funds.**
- **Type of federal fund.**
- **State/Federal Match Ratio.**
- **State Share of Dollars.**
- **Federal Share of Dollars.**

Section 14-C. Does the board collect any fees or fines? Provide information on any fines or fees collected by the agency: N/A

Description of Fine or Fee	Current Fine or Fee \$\$	Number of Persons or Entities Paying Fine or Fee	Fine or Fee Revenue \$\$	Where is the Fine or Fee Revenue Deposited? (i.e., general fund, special fund)

Section 14-D. Has the board conducted a financial analysis to determine if the current fees are sufficient to cover the cost of the administrative activity related to each? Do the current fees or fines need to be updated or revised? Please explain, indicating whether the fees or charges can be changed directly by the agency or if legislative approval is required.

N/A

Section 14-E. Complete the following chart to provide the board’s actual expenditures for FY19 and FY20 and budgeted expenditures for FY21. Also indicate the source of expenditures (i.e., general fund, federal fund, special fund, etc.).

N/A

Expenditures:

Fiscal Year	Source of Funds	Amount
FY21 (budgeted)		
	General Funds	\$0.00
	Federal Funds	\$0.00
	Special Funds	\$0.00
	TOTAL:	\$0.00

FY20 (actual)	
General Funds	\$0.00
Federal Funds	\$0.00
Special Funds	\$0.00
TOTAL:	\$0.00
FY19 (actual)	
General Funds	\$0.00
Federal Funds	\$0.00
Special Funds	\$0.00
TOTAL:	\$0.00

Section 14-F. Provide a detailed breakdown of FY21 budgeted expenses.

N/A

Breakdown of FY21 budgeted expenses:

Line Item	Source(s)	Amount of Expenditures
TOTAL		

Section 14-G. Within the last three fiscal years, have there been any external factors that have positively or negatively impacted the agency’s revenue or expenditures?

N/A

SECTION 15: LICENSING PROCESS

Section 15 of the Self-Report may not be applicable. This section will apply if your board reviews applications and/or issues licenses. If you are not sure please contact JLOSC staff.

- If this section is applicable, answer all questions in Section 15.
- If this section is not applicable, write below that your board does not review applications or issue licenses, and then skip to Section 16.

The TIC does not review applications nor issue licenses.

Section 15-A. Please list each of the licenses, certificates, or approval notices issued by the board and include the following information:

- **Indicate how many are currently licensed, and whether an individual or institution receives the license.**
- **Standard date of and requirements for renewal.**
- **Criteria for determining qualifications for licensure.**
- **Period for which a license is valid.**

Section 15-B. Please provide the following data for each license, certificate, or approval notice issued by the board during calendar years 2018, 2019, 2020, and 2021 (to date). Include additional charts, if necessary:

Name of license issued by the board: _____

	# of License Applications Received	# of License Applications Approved	# of Licenses Issued	# of Licenses Rejected	# of Licenses Revoked
Calendar Year 2018	0	0	0	0	0
Calendar Year 2019	0	0	0	0	0
Calendar Year 2020	0	0	0	0	0
Current Calendar Year 2021 (to date)					

Name of license issued by the board: _____

	# of License Applications Received	# of License Applications Approved	# of Licenses Issued	# of Licenses Rejected	# of Licenses Revoked
Calendar Year 2018	0	0	0	0	0
Calendar Year 2019	0	0	0	0	0
Calendar Year 2020	0	0	0	0	0
Current Calendar Year 2021 (to date)					

Section 15-C. Do licenses issued by this board have reciprocity or endorsement agreements with Delaware? If so, provide a list of all states and jurisdictions that have licensing reciprocity or endorsement agreements with Delaware. Indicate if the board requires a signed agreement or endorsement from another state or jurisdiction before a Delaware license is issued?

Application Fees:

Section 15-D. Are any application fees collected by the board? If so, complete the chart below.

Fee Type	Application Fee
Fee Type	\$0
	\$0
	\$0
	\$0
	\$0

Section 15-E. If application fees are collected, when are fees due? Where are fees deposited? What happens if the fee is not paid? Are there any reduced fee options?

Section 15-F. If application fees are collected, has the board conducted a financial analysis to determine if the current application fees are sufficient to cover the cost of processing applications? Do the current application fees need to be updated or revised? Please explain, indicating whether the application fees can be changed directly by the agency or if legislative approval is required.

Application Process:

Section 15-G: Describe the application review process. Include where applications are obtained. Who reviews applications? How are applicants informed of decisions?

Examinations:

Section 15-H. If there is an examination requirement to obtain a license, address the following questions:

1. Is the examination written, oral, or both?
2. Is a standardized national examination used?
3. Who develops and scores the exam?

4. Are all aspects of the examination validated?
5. Who administers the exam, where is it administered, and how often is the exam given?
6. During each of the previous three calendar years, how many persons sat for an exam, and of those, how many successfully passed?

SECTION 16: RECONSIDERATION, APPEAL, SANCTIONS, REVOCATION

Reconsideration: N/A

The TIC is an advisory board only; it does not issue decisions.

Section 16-A: Is there a process for application or board decision reconsideration (a process prior to a formal appeal, sometimes referred to as an administrative reconsideration)? This could also apply to reconsidering budget decisions made by the board. If so, please explain.

Appeal: N/A

Section 16-B: Can an applicant, group, or individual appeal a board decision? If so, explain the process for appeal.

Sanctions: N/A

Section 16-C: Can the board issue sanctions? If so, explain the sanction process.

Revocation: N/A

Section 16-D: Does the board have a revocation process? If so, explain the process.

SECTION 17: SELF-REPORT AUTHOR(S)

Section 17-A: Include all Self-Report author(s) and contact information below.

- **All Self-Report author(s) listed below certify the information supplied in this Self-Report is correct to the best of their ability.**
 - **Reminder to entity under review: Any updates or corrections to Self-Report contents and entity information must be submitted to JLOSC staff in a timely manner during the entire period of review.**

Chris Cohan
Chief of Policy & Communications
William Penn Building
801 Silver Lake Blvd
Dover, DE 19904
302-739-9849
Chris.Cohan@Delaware.gov

Section 17-B: This Self-Report was submitted to JLOSC staff on: 8/18/2021