

Texas Sunset Advisory Commission

Self Evaluation Report



**TEXAS OFFICE OF STATE-FEDERAL RELATIONS
WASHINGTON, D.C.
AUGUST 2005**

Texas Office of State-Federal Relations Sunset Self Evaluation Report

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Texas Office of State-Federal Relations Self-Evaluation Report

I. Agency Contact Information

A. Please fill in the following chart.

Texas Office of State-Federal Relations Exhibit 1: Agency Contacts				
	Name	Address	Telephone & Fax Numbers	E-mail Address
Agency Head	Ed Pérez	122 C Street, N.W. Suite 200 Washington, D.C. 20001	(202) 638-3927 (phone) (202) 628-1943 (fax)	eperez@osfr.state.tx.us
Agency Sunset Liaison	Tony Gilman Austin Director	State Insurance Building, Room 2.121 P.O. Box 13005 Austin, Texas 78711	(512) 463-6676 (phone) (512) 463-1984 (fax)	tgilman@governor.state.tx.us

II. Key Functions and Performance

Provide the following information about the overall operations of your agency. More detailed information about individual programs will be requested in a later section.

A. Provide an overview of your agency's mission, objectives, and key functions.

The mission of the Texas Office of State-Federal Relations (OSFR) is to promote communication and build relationships between the state and federal government to advance the interests of the people of the state of Texas.

OSFR's goal, included in the agency's FY 2005-2009 Strategic Plan, is to increase the influence of the Governor and the Legislature over federal action that has a direct or indirect economic, fiscal, or regulatory impact on the state. The agency's objective is to provide timely communication on state-federal issues to the Governor, the Legislature, state agencies, congressional offices, and federal agencies in order to maintain a high level of customer satisfaction with OSFR services, and to maintain or increase the current level of Texas' proportionate share of funding (6.52% of total federal spending).

Overview of Agency Operations and Objectives

The Division of State-Federal Relations was created in the Governor's office through HB 1004, 59th Legislature, Regular Session, 1965, for the purpose of coordinating communications between the state and federal governments and assisting the Governor and the Legislature to assure that federal programs work to best serve Texans. A separate state agency, the Office of State-Federal Relations (OSFR) was created by HB 1684, 62nd Legislature, Regular Session, in 1971. Actively gathering information regarding federal activities, analyzing pending legislation, and communicating the position of the state of Texas with federal officials has become more important to the state as the percentage of federal funds that makes up the state's budget continues to increase.

OSFR serves as an advisor to state and federal officials. In this role, OSFR's staff works with state officials and agency staff to provide timely information on federal issues and to pursue concrete solutions to issues faced by the state. Each year, OSFR prepares and distributes a federal issues report that lists the state's top priorities. Although the U.S. Congress considers many issues each year, OSFR's report is designed to provide a concise explanation of the state's top legislative and regulatory priorities. In order to impact issues mutually agreed to be important to Texas, the list is prepared in consultation with OSFR's Advisory Policy Board, which consists of the Governor, Lieutenant Governor, and Speaker of the House of Representatives. The document is distributed to members of the Texas Legislature, the Texas Congressional Delegation, state agencies affected by the federal government, and other interested parties. The policy document then serves as a guide for the staff of OSFR as they work to provide solutions to priority issues of Texas at the federal level.

Federal Priority Issues

Texas' top priorities for 2005 focus on securing additional federal funding for vital programs and ensuring that flexibility exists to allow these programs to best serve the needs of Texans. The state of Texas will be actively engaged with both the U.S. Congress and the Administration in pursuing initiatives for Texas within the following issue areas that will be of particular significance to the state:

- Health and Human Services Funding and Innovation;
- Transportation Reauthorization and Appropriations;
- Defense and Homeland Security;
- Increase Federal Appropriations; and
- Federal Tax Issues.

State-Federal Policy Strategies

Legislative staff in the Washington, D.C. office monitors federal action on issue areas important to the state, recommends actions, and implements strategies. Assisting the legislative staff is the Director of Research/Systems Manager, whose responsibility is to monitor and research those formulas which control the flow of the largest amounts of federal dollars to the state.

Additional assignees of Texas agencies in the Washington, D.C. office coordinate with OSFR legislative staff in issue areas of concern to their agency. In FY 2005, the following state agencies had staff co-located in OSFR's Washington, D.C. office: Texas Health and Human Services Commission; Texas Department of Transportation; Texas Workforce Commission; Texas Education Agency; Texas Department of Housing and Community Affairs, and the Texas Tech University System.

During 2003, after consultation with the Advisory Policy Board, OSFR entered into two outside federal governmental consultant contracts to support the agency's efforts. These consultants work with OSFR staff to develop strategies, educate the Texas Congressional Delegation and other states and federal officials, and to otherwise assist the agency in its efforts to secure support from the federal government on the state's priorities. The role of these consultants is to assist OSFR in preparing and implementing strategies to increase federal funds appropriations to the state and to advance legislative and regulatory priorities of the state. The consultants also advise OSFR concerning the most advantageous mode of communicating with federal officials and staff related to increasing federal funds appropriations and the state's priorities.

State-Federal Communications

The Austin office of OSFR remains a key part of the agency's operations with the Austin Director filling the crucial role of primary liaison to offices in Texas. OSFR regularly provides information about federal issues to state officials by periodically scheduling meetings with members and staff of the Texas Legislature and

state agency officials. In 2003 and 2005, OSFR provided a briefing to staff of the Texas Legislature and state agencies on federal legislation.

Each week that the U.S. Congress is in session, OSFR publishes a newsletter, *News from Washington*, which provides weekly summations of congressional action. Each newsletter issued is circulated electronically to approximately 1,500 state officials, businesses, local chambers of commerce, and individuals. OSFR must also quickly notify appropriate state officials of impending movement on issues important to the state. This is achieved through action alerts, e-mail, and oral or written briefings.

OSFR also provides a comprehensive review of federal actions of interest to the state in a weekly conference call with staff of its Advisory Policy Board. Additionally, alerts and briefings are used to convey to Members of Congress the state's position on federal legislation under consideration. OSFR hosted a briefing in 2004 and 2005 for the Texas Congressional Delegation, for example, to provide an overview of the state's priorities for the year.

Providing testimony to state legislative committees, furnishing comprehensive briefings on state-federal issues, and action alerts are also important components in fulfilling OSFR's mission of promoting communication and building relationships between the state and federal governments. Annually, OSFR produces a report detailing the state's relative position in its receipt of federal funds.

B. Do each of your key functions continue to serve a clear and ongoing objective? Explain why each of these functions is still needed. What harm would come from no longer performing these functions?

Yes. Federal funds are the second largest segment of the Texas state budget, accounting for \$39.2 billion, or more than one-third of the state's FY 2004-2005 appropriations. Compared with the FY 2002-2003 biennium, budgeted federal funds rose by \$2.17 billion, an increase of almost 6 percent. Still, for FY 2002, Texas ranked 31st among the 50 states in the rate of return of federal taxes dollars sent to the federal treasury. While Texas received \$140.45 billion in total federal funds in FY 2003, the state received \$560 less than the national average on a per capita basis.

The significance of federal funds to Texas' state budget is critical. Federal funds support programs that serve a wide range of population groups, from children to the elderly, at all economic levels located throughout all regions of the state. To improve Texas' ranking, OSFR continues to seek a higher rate of return and OSFR is vigorously pursuing additional federal funds through federal legislation for Texas to meet the needs of the state and its residents. The state can also be greatly affected by non-legislative actions at the federal level such as regulatory changes, and OSFR works to closely monitor these federal activities for their impact on Texas.

As indicated in the previous Sunset Advisory Commission's staff report on OSFR dated 1994, "The state's interests would suffer without an agency in Washington to support the efforts of the Texas Congressional delegation." The report recommended that OSFR should continue to "help to ensure that an equitable level of federal funds flow to Texas; information is communicated in Washington regarding important funding issues that could impact the state; coordination continues with state agencies attempting to maximize federal funds; and the Texas delegation in Washington continues to receive needed information."

C. What evidence can your agency provide to show your overall effectiveness and efficiency in meeting your objectives?

OSFR consistently strives for organizational excellence by obtaining feedback through surveys from its primary customers - states and federal executive and legislative officials - to improve the information services the agency provides. In 2004, OSFR used a web-based survey. All 1,500 *News from Washington* subscribers were invited to participate. Customers ranked all areas of the agency's service as above average. In addition, the majority of respondents scored frequency of contact, knowledge of issues, and proactive efforts as increased from the prior year.

OSFR also closely tracks its progress on the state's priorities. The following is a summary of issues that OSFR has been actively engaged with the Texas Delegation on over the last three years.

OSFR Achievements Scorecard – 2003, 2004, and 2005

*Enhancing Texas' Influence in Washington, D.C. and
Increasing the Level of Federal Funding to Texas*

- = Action Ongoing
 = Action Complete

APPROPRIATIONS

Army Corps of Engineers Projects – Support FY 2005 appropriations requests from the General Land Office that will ultimately lead to further federal dollars

- Direct earmarks of \$2 million for Maintenance Dredging in the Matagorda Ship Channel, \$200,000 for Jetty System Feasibility Study for the Matagorda Ship Channel, and \$325,000 for project to begin “Coastal Erosion Feasibility Study for Upper Texas Coast” included in FY 2005 omnibus appropriations bill

CMS Real Choice System Change Grants (Centers for Medicaid and Medicare Services) – Maintain FY 2004 funding level of \$40 million in the FY 2005 omnibus appropriations bill

- \$2 million funding level for Texas maintained for FY 2005

Desalination – Secure funds for feasibility studies for desalination projects in FY 2004 appropriations bill

- \$400,000 for Freeport desalination project included in FY 2004 omnibus appropriations bill

Intensive Family Preservation, Adoption Promotion and Court Improvement Project – Maintain FY 2004 funding level of \$99.3 million in the FY 2005 omnibus appropriations bill

- \$32 million funding level for Texas maintained for FY 2005

Federally Qualified Health Centers (FQHCs are part of HRSA Community Health Center Grants) – Increase funding to support FQHCs

- \$1.75 billion was provided to fund FQHCs in the FY 2005 omnibus appropriations bill, reflecting an increase in funding by \$131 million; Texas would receive an increase of approximately \$1 million; overall funding to Texas would be approximately \$23 million for 2005 if Texas is successful in securing competitive grants at a level consistent with 2004

Rio Grande Valley Water Projects – Support additional assistance to irrigators along the Texas-Mexico border to help alleviate the impact of drought and the withholding of water by Mexico

- \$4.5 million included in FY 2004 omnibus appropriations bill for Texas border region water projects, a \$3 million increase over FY 2003; \$1.65 million provided in FY 2005

Ryan White HIV/AIDS funding – Increase level of HIV/AIDS funding to Texas

- ☑ Increase in funds nationwide by \$45 million in the FY 2005 omnibus appropriations bill. Texas will receive an additional \$2.3 million in FY 2005; bringing the Texas funding level to \$73.1 million from \$70.7 million in 2004

SCAAP – Increase State Criminal Alien Assistance Program (SCAAP) funding

- ☑ \$300 million included in the FY 2004 omnibus appropriations bill, a \$50 million increase over FY 2003; Texas impact: \$2.5 million increase over FY 2003
- ☑ \$305 million included in the FY 2005 omnibus appropriations bill, a \$5 million increase over FY 2004; Texas impact: Prior year funding level maintained despite a \$195 million overall reduction to key state and local criminal justice and juvenile justice programs; the Senate Committee only provided \$220 million and no funding was requested in the President Bush's FY 2005 budget request

Special Education – Increase in federal funding for special education

- ☑ \$10 billion included in the FY 2004 omnibus appropriations bill, \$1.19 billion more than FY 2004. Texas received \$834 million in FY 2004, \$109 million over FY 2003
- ☑ \$10.69 billion included in the FY 2005 omnibus appropriations bill, \$585 million more than FY 2004. Texas will receive approximately \$890 million in FY 2005, \$55 million over FY 2004

State Grants for Innovative Programs (No Child Left Behind) – Restore funding for the State Grants for Innovation Programs in the final FY 2005 omnibus appropriations bill

- ☑ \$200 million in funding restored despite the fact that the program was eliminated by the Senate and cut to \$20 million in the House of Representatives. Texas will receive an estimated \$14.5 million in FY 2005 funding.

TANF (Temporary Assistance for Needy Families) – Retain 10% transferability between SSBG and TANF in current law

- ☑ Final FY 2005 omnibus appropriations bill will allow Texas to continue to transfer up to 10% (or \$54 million) of its TANF funds to the Social Services Block Grant program. This allows the transfer of up to \$54 million. Texas will transfer \$26.3 million for other uses or 4.9%. Without this change, Texas would have been restricted to a transfer of only 4.25% and lost the ability in FY 2005 to redesignate almost \$5 million dollars.

Title I – Increase education funding for disadvantaged students

- ☑ \$12.3 billion included in the FY 2004 omnibus appropriations bill, \$654 million above FY 2003 levels. Texas will receive \$1 billion in FY 2004, \$92.3 million over FY 2003
- ☑ \$12.8 billion included in the FY 2005 omnibus appropriations bill, \$502 million above FY 2004 levels. Texas will receive approximately \$1.17 billion in FY 2005, \$63 million over FY 2004

Water Development Board (TWDB) Flexibility - Secure language that will continue to allow TWDB to use State Revolving Fund (SRF) fees to cover administrative costs.

- ☑ FY 2005 omnibus bill includes language allowing the TWDB to provide substantially more financial assistance to communities for wastewater development, with the total program totaling more than \$300 million annually

FY 2006 Funding/Appropriations Requests – Pursue additional federal funding, providing a better rate of return on federal taxes and ensuring vital programs meet the needs of Texas.

- ☐ Specific areas identified as targets for FY 2006, include:
 - State Criminal Alien Assistance Program (SCAAP);
 - Drinking water, coastal erosion, irrigation projects, and maintenance canal dredging;
 - Target health care programs (e.g. immunization, tuberculosis, and FQHCs);
 - Primary and secondary education (e.g. Title I and Special Education Grants); and
 - Technology research and development (e.g. clean coal technology and FutureGen, ultra-deepwater drilling and the Texas Energy Center, and the UT/Sematech Texas Technology Initiative.

Defense and Homeland Security

Defense – Protect and grow the state's defense assets and secure an even stronger defense role for Texas.

- Support the Texas Military Preparedness Commission and community-based efforts during the base closure process

Homeland Security – Increase Texas’ share of funding for key first responder programs

- Change state first responder formula grant program to ensure the distribution of funds to states are based on an assessment of their vulnerabilities to terrorism

Urban Areas Security Initiative (UASI)

- Secure change in Department of Homeland Security criteria for UASI program, pursued by OSFR, lead to designation of two additional Texas cities (Arlington and Ft. Worth) and an increase of \$10.5 million, or 26.5%, in grant awards
- Work with US Department of Homeland Security and Texas Congressional Delegation to include Austin and El Paso in FY 2006 UASI designation
- Work to designate Texas border region as an area eligible for FY 2006 UASI designation

Rio Grande Radio Interoperability – Support effort to secure funding to enhance the existing public radio communications technology in the Middle Rio Grande Border Region

- \$2 million grant funded and awarded in September 2004

Health and Human Services

DSH – Block scheduled cuts in Disproportionate Share Hospital (DSH) payments/Support House language in conference on Medicare prescription drug bill

- The final 2003 Medicare prescription drug bill blocked scheduled DSH cuts and increased DSH payments to Texas by \$106.4 in FY 2004 and \$249 in increased payments to Texas in FY 2005-2010

FMAP – Secure increase in Federal Medical Assistance Percentage (FMAP) rate/Monitor negotiations on distribution formula included in 2003 economic stimulus bill and assist in providing regular updates to state leadership and members of Texas Legislature

- \$1.2 billion in temporary state fiscal relief to Texas through a flexible block grant and a temporary increase in the FMAP rate included in 2003 economic stimulus law
- Assisted in providing regular updates to state leadership and members of the Texas Legislature during the 78th Legislature
- Seek a change in the formula used by the federal government to calculate Texas’ share of Medicaid and CHIP so that it more adequately addresses our needs, our demographic conditions, and health issues resulting from our international border with Mexico

Illegal Immigrant Health Care Reimbursement – Secure partial reimbursement for undocumented alien health care

- The final 2003 Medicare prescription drug bill provides an additional \$250 million annually in 2005-2008 for providers of emergency health services for undocumented immigrants. Texas will receive \$47.5 million in new federal funds annually between 2005 and 2008

Long-term Care (LTC) Insurance Partnership – LTC Partnership programs currently being piloted in four states could provide long-term cost savings to Medicaid as well as stimulate private insurance markets.

Amend federal law to allow Texas to implement a LTC Insurance Partnership

Medicaid Dual Eligibles – Secure prescription drug coverage for low-income seniors who are eligible for both Medicaid and Medicare

- The final 2003 Medicare prescription drug bill addressed this issue and could reduce state costs for Medicaid dual eligibles.
- Help organize a multi-state effort on a constitutional challenge to the mechanism (“clawback”) used to fund part of the Medicare drug benefit costs for dual eligibles. Seek legislative and regulatory changes to reduce the impact of the clawback on states

Medicaid Reform

- Seek additional flexibility and opportunities for state innovation

- Oppose efforts to shift costs from the federal government to the state and to reduce and/or eliminate the legal use of approved financing practices (*i.e.* intergovernmental transfers and upper payment limit)

SCHIP – Retain SCHIP funding in 2003 SCHIP bill

- The SCHIP bill approved by Congress in 2003 allowed Texas to retain and spend an estimated \$124 million in unspent 2000 SCHIP funds and 50% of unexpended 2001 funds

Social Services Block Grant (SSBG) – Use most recent population to calculate state allocations in FY 2005

- Texas will receive \$127.7 million in FY 2005, an estimated increase of approximately \$896,000

TANF Reauthorization

- Maintain current base block grant funding, supplemental grant payments, performance bonuses, and increase state flexibility

Tax Issues

Be-On-Time Student Loans

- Exempt loans that are forgiven under the Texas Be-On-Time higher education loan program from federal income taxes

Internet Access Tax

- Maintain “grandfather” clause on Internet access taxes. Exempting all taxes on Internet access would have reduced the State’s sales tax revenue by \$45 million per year; clause expires November 1, 2007

Sales Tax Deductibility – Restore itemized deduction of state and local sales taxes from federal income tax

- Provision allowing sales tax deduction included in 2004 corporate tax reform bill, including deduction of actual sales taxes paid or by standard table based on income and family size plus sales taxes paid for motor vehicles or boats and other items as specified by the Secretary of the Treasury; Texas impact estimated at \$1.48 billion in taxpayer savings for 2004 and 2005 tax years
- Permanent extension of the sales tax deduction for tax year 2006 and beyond

Unemployment Insurance (UI) – Promote equity and fairness in the treatment of Texas taxpayers.

- Changes in 2003 to the US Department of Labor’s (DOL) Resource Justification Model (RJM) reduced the level of UI funds to Texas. Report language included in final FY 2004 omnibus appropriations bill directed DOL to submit a report to Congress on RJM
- Allow Texas to administer its UI program via waiver or demonstration and keep same level of Assistance to UI recipients. Texas receives a return of only 37 cents for each dollar the state’s employers contribute in federal payroll taxes. Approval of this initiative would provide tax savings to Texas employers.

Transportation

Transportation Reauthorization – Pursue increase in rate of return of gas taxes contributed (both formula and discretionary) and additional funding flexibility (*i.e.* design-build, private activity bonds, transportation development credits, and rail infrastructure development and improvements).

- Final reauthorization bill (HR 3) includes increased funding and flexibility. By 2008, an increased rate of return to Texas motorists on their gas tax dollars to 92 percent, up from the current 90.5 percent. Texas now receives an average of \$2.1 billion per year from gas taxes it sends to Washington; HR 3 raises that to \$2.9 billion per year (excluding earmarks), a 37.4% increase accomplished through a combination of a better formula and growth in gas taxes; provisions were included addressing design-build procurement, tolling new interstates, private activity bonds, transportation development credits, rail relocation funding, and the borders and corridors program.

D. Does your agency's enabling law continue to correctly reflect your mission, objectives, and approach to performing your functions? Have you recommended changes to the Legislature in the past to improve your agency's operations? If so, explain. Were the changes adopted?

OSFR's enabling statute (Chapter 751, Texas Government Code) continues to accurately reflect the agency's mission, objectives, and functions. OSFR has not recommended any statutory changes to improve the agency's operations. In the agency's FY 2006-2007 Legislative Appropriations Request, OSFR requested changes to an Article IX rider to clarify the scope of reports submitted by other state agencies concerning travel to Washington, D.C. Art. IX, Sec. 6.19, adopted in the FY 2006-2007 General Appropriation Act, 79th Legislature, Regular Session, 2005, makes the following two clarifications:

- Travel to "Washington, D.C." includes trips to the Reagan-National, Dulles, or Baltimore Washington International airports; and
- Reporting is required only for those trips related to obtaining or spending federal funds, or impacting federal policies.

E. Do any of your agency's functions overlap or duplicate those of another state or federal agency? Explain if, and why, each of your key functions is most appropriately placed within your agency. How do you ensure against duplication with other related agencies?

No. To ensure against duplication, OSFR has regular contact with state agencies that receive significant federal funding. OSFR communicates with other offices that work on federal funding, such as the Legislative Budget Board and the Governor's Grants Team.

F. In general, how do other states carry out similar functions?

A majority of states maintain a full-time presence in Washington, D.C. According to the National Governors Association (NGA) directory, 34 states and four commonwealths and territories had federal relations offices as of July, 2005. This number is slightly increased from the 34 total offices contained in a 1997 survey by NGA. A transition report on OSFR prepared for Governor Perry in 2001 regarding the effectiveness of Texas's federal strategy noted that "Most of the Washington offices have strong formal ties to the Governor's office in the state capitol and view their relationship with the governor and his staff as vital to a successful operation." The NGA report describes the role of most offices as serving as the "voice" of the Governor in speaking to the federal government and as his or her "eyes and ears" in monitoring federal activities.

G. What key obstacles impair your agency's ability to achieve its objectives?

Pressure from the current federal deficit will continue to shape the appropriations debate in FY 2006. The President proposes to cut the deficit from \$477 billion in FY 2004 to approximately \$242-\$258 billion in FY 2007-2008. Congressional Budget resolutions for FY 2006 call for further deficit reductions to \$235 billion in 2008 in the House version and \$226 billion in 2007 in the Senate resolution.

The President's FY 2006 budget request would limit overall growth in discretionary spending to 3.9 percent. However, funding for non-defense, non-homeland security programs would be limited to 0.5 percent, below the projected inflation rate. This request continues a downward trend in the President's requested budgets. The projected increase in non-defense, non-homeland security discretionary spending has declined from 6

percent in 2002, to 5 percent in 2003, and 4 percent in 2004. The House and Senate Budget resolutions for FY 2005 contain similar levels of discretionary budget authority.

Operating within these constraints, OSFR will vigorously pursue additional federal funding, with the goal of providing a higher rate of return on federal tax dollars. In March 2005, OSFR issued a list of top priorities for the First Session of the 109th Congress. Within these priorities, OSFR has identified specific targets for the FY 2006 appropriations process and action by the U.S. Congress or Federal administration action during 2005. Several internal factors consistently affect OSFR's ability to carry out its mission, including:

- Organizational structure – [*i.e.* agency liaisons do not report directly to OSFR's executive director]; and
- employee satisfaction and the agency's ability to attract and retain qualified employees due to compensation issues and lack of access to state-provided health benefits

H. Discuss any changes that could impact your agency's key functions in the future (e.g., changes in federal law or outstanding court cases).

No changes in federal law or outstanding court cases are anticipated that would have an impact on OSFR's operations.

I. What are your agency's biggest opportunities for improvement in the future?

During 2005, OSFR continues its work to advance the interests of the people of the State of Texas through promoting communication and building relationships between the state and federal governments. OSFR has been successful in relaying the state's priorities and serving as a resource to members of the Texas Congressional Delegation and their staffs. OSFR has worked closely with congressional offices, especially with those members on committees of jurisdiction, as the agency communicates the needs of the state. Our achievements in 2003, 2004, and 2005 at the federal level are due to the assistance received from the Texas Congressional Delegation and their professional staffs. Pursuant to the agency's strategic plan, OSFR will work to build on this foundation to achieve further results for Texas.

In addition to agency staff, OSFR uses the resources of many state agencies that provide a level of support and knowledge that greatly assist OSFR in pursuing our federal initiatives. OSFR appreciates the readiness of staff from other state agencies that provide the necessary background and knowledge that enhances OSFR's ability to advance the goals of the state. It is expected that this partnership will continue during FY 2005-2009.

After consultation with the Advisory Policy Board, OSFR entered into two outside federal legislative consultant contracts in 2003 to support the agency's efforts. These consultants work with OSFR staff to develop strategies, educate the Texas Congressional Delegation and other states and federal officials, and to otherwise assist the agency in its efforts to secure support from the federal government on the state's priorities.

OSFR's goal is to increase the influence of the Governor and the Legislature over federal action that has a direct or indirect economic, fiscal, or regulatory impact on the state. As discussed above, OSFR and the agency's consultants pursued numerous issues on behalf of the state of Texas in 2003 and 2004 achieving several key priorities for the state. The primary objective during FY 2005-2009 will be to build on this success through providing timely communication on state-federal issues to the Governor, the Legislature, state agencies, congressional offices, and federal agencies.

OSFR consistently strives for organizational excellence by obtaining feedback through surveys from its primary customers - the state's executive and legislative officials - to improve the information services the agency provides. In 2003, OSFR used a web-based survey for the first time. All 1,500 NFW subscribers were invited to participate.

To meet the needs of state executive and legislative officials, organizational excellence and customer satisfaction are a primary focus in fulfilling OSFR's goals, objectives, and strategies. The agency's performance measures are clearly defined and focus on customer satisfaction, so that performance reporting can provide feedback relevant to improving the delivery of our services.

In FY 2005-2009, OSFR will continue to be more focused on achieving results related to the state's top priority issues that have a significant impact on the state's budget. For example, past versions of OSFR's *Annual Policy Priority Report* identified more than 70 federal funding and regulatory issues that were being tracked by OSFR. By comparison, the 2005 policy document focuses on only five top priority areas.

OSFR also continues to search for ways to improve its daily, on-going efforts to monitor, identify, and make recommendations concerning federal issues. In order to help OSFR improve its efforts in identifying potential federal actions that become high priority issues for the state, staff members maintain strong contacts with state and federal officials. Information is gathered regarding the number of issues they have identified and recommended for action; the number of issues given high priority by, and for which strategies are developed in consultation with, our Advisory Policy Board; and the number of issues that remain a high priority throughout the time period in which OSFR is implementing those strategies.

Various information dissemination activities involve different efforts and resources for implementation. In order to help OSFR assess its management strategies and its use of resources, performance measures for these activities are placed into categories based on the similarity of information management efforts and resources required. This categorization is helpful in designing information management systems that further OSFR's efforts to fulfill its mission.

OSFR will also continue exploring ways to make improvements to its regular newsletter, *News from Washington*, which provides weekly summations of congressional action. OSFR has taken advantage of communications technologies, such as e-mail list-servers, to significantly decrease the cost of distribution while improving the timeliness of delivery. The new format also allows OSFR to provide additional information to subscribers regarding federal actions through the use of Internet links to text of congressional bills, federal rules, and press releases.

As in the Texas Legislature, action on a particular issue can escalate very quickly in Congress. Thus, at any given time, OSFR must be able to immediately disseminate information. OSFR uses e-mail to quickly notify all relevant officials about impending federal action on top priority issues.

OSFR will work during FY 2005-2009 to achieve results related to its primary goal, increasing the proportionate share of federal funding to Texas. While exceeding the targeted percentages may not be realistic in the current federal budgetary climate, OSFR plans to maintain the targets at a constant level. However, it should be noted that these percentages were initially set at a time of continually increasing federal budgets. Should Congress continue the previous practice of basing funding formula adjustments on historic spending patterns, OSFR's opportunities to increasing funding percentages are likely to be diminished. However, if, as OSFR advocates, Congress recognizes the need to alter formulas to accurately reflect actual need and demographic shifts, OSFR's opportunities to increase funding percentages will be enhanced. Actual performance has slightly exceeded the targeted formula funding percentages during recent years. Regardless

of the external environment, OSFR will continue its efforts to advocate for a higher rate of return of federal funds for the taxpayers of Texas.

J. In the following chart, provide information regarding your agency's key performance measures included in your appropriations bill pattern, including outcome, input, efficiency, and explanatory measures.

Texas Office of State-Federal Relations Exhibit 2: Key Performance Measures Fiscal Year 2004			
Key Performance Measures	FY 2004 Target	FY 2004 Actual Performance	FY 2004 % of Annual Target
Texas Proportionate Share of Federal Funding	6.52%	6.44%	98.77%
Percent of Customers Satisfied with OSFR Services	87%	100%	114.94%
Percentage of Responses within Two Business Days	98%	96.6%	98.57%

III. History and Major Events

Timeline of OSFR's history and key events.

Texas Office of State-Federal Relations Timeline

1965 – The Division of State-Federal Relations was created in the Governor's office through HB 1004, 59th Legislature, Regular Session, for the purpose of coordinating state and federal programs and informing the Governor and the Legislature of the existence of federal programs which may be carried out in the state, or which may affect state programs. The Director of the Division was to be appointed by the Governor and to serve at the will of the Governor.

1971 – The Office of State-Federal Relations (OSFR) was created as a separate agency by HB 1684, 62nd Legislature, Regular Session. The bill called for the Director to be appointed by the Governor, with the advice and consent of the Senate, and to serve at the pleasure of the Governor.

1977 – A Sunset date of September 1, 1983, was provided for OSFR by SB 54, 65th Legislature, Regular Session.

1983 – The Sunset date for OSFR was extended to September 1, 1995, by SB 114, 68th Legislature, Regular Session. The bill also provided the following provisions to the agency’s authorizing statute:

- Prohibited a lobbyist registered in Texas from acting as the agency’s general counsel;
- Provided that the office is subject to the Texas Open Meetings Law;
- Required the Director to prepare information regarding the general functions of the office, to describe complaint handling procedures, and to make this information available to the general public and other state agencies;
- Required the Director to keep records regarding all complaints received by the office;
- Authorized the agency to accept donations to further the purposes and objectives of the office; and
- Required the State Auditor to conduct an annual audit of the office.

1991 – SB 3, 72nd Legislature, First Called Session, changed the duties of OSFR:

- Merged the Central Office of Federal Funds Management (established in 1989) into OSFR and created a grants team responsible for improving the state’s performance in securing federal discretionary grants;
- Created an Advisory Policy Board, consisting of the Governor, Lieutenant Governor, and Speaker, to provide formal direction from the state’s leadership regarding federal issues;
- Provided the agency with the authority to enter into interagency contracts to locate staff of other state agencies in the Washington, D.C. office;
- Charged the agency with producing an annual report on the effectiveness of the state’s efforts to seek federal funds;
- Required all state agencies to appoint a federal funds coordinator and report quarterly to OSFR; and
- Provided the agency with the authority to charge fees for grant writing services.

1993 – The 73rd Legislature, Regular Session, created the State Match Pool pilot program through a rider in the General Appropriations Act to provide state matching funds for federal discretionary grants which would lead to job creation.

1995 – The 74th Legislature, Regular Session, conducted a Sunset review of OSFR and continued the agency for 12 years. Significant provisions included in HB 1399:

- Transfer of the agency’s grant assistance team personnel, records, and duties to the Governor’s Office of Budget and Planning;
- Authorization of a cost-of-living increase included in the salary schedule developed by the State Auditor for the director and office staff working in Washington, D.C.;
- A requirement that the Advisory Policy Board review and approve any interagency contract with other state agencies. It also required the Board to work with the agency’s director to schedule periodic meetings in Austin to provide information on federal activities to state agencies; and
- Charged OSFR to increase coordination between OSFR and other state agencies in Texas and with state agency staff located in OSFR’s Washington office. It also required OSFR to increase coordination between OSFR and the Legislative Budget Board (LBB) and to enter into a contract to place an LBB representative in the Washington office.

2003 – The 78th Legislature reduced the number of full-time equivalent (FTE) employees authorized for OSFR from 17 to 7 for the FY 2005-2006 biennium. Funding was provided to contract with consultants to enhance OSFR’s federal governmental relations strategies and activities. S.B. 19, 78th Legislature, Regular Session, deleted the provision requiring that the Advisory Policy Board review and approve any interagency contract with other state agencies.

IV. Policymaking Structure

A. Policymaking body members.

OSFR's Advisory Policy Board consists of the Governor, Lieutenant Governor, and Speaker of the House of Representatives.

B. Describe the primary role and responsibilities of your policymaking body.

The Board's primary duty is to review the office's priorities and strategies set forth in the annual report and deliver to the director any suggested modifications.

C. How is the chair selected?

The Board is authorized to select a presiding officer by majority vote.

D. List any special circumstances or unique features about your policymaking body or its responsibilities.

The Advisory Policy Board of OSFR is made up of three elected officials – the Governor, Lieutenant Governor, and Speaker of the House of Representatives.

E. In general, how often does your policymaking body meet? How many times did it meet in FY 2004? in FY 2005?

The Board is authorized to meet before the beginning of each congressional session and at the call of the presiding officer. Statute also authorizes the Board to work with the Director to hold periodic meetings in the city of Austin at times determined by the presiding officer to discuss upcoming federal activities and issues with state agency representatives.

The elected officials comprising the Advisory Policy Board did not meet in FY 2004 or FY 2005. Staffs meet as needed to discuss pending federal issues. Regular conference calls were also conducted between staff from OSFR and the offices of the Advisory Policy Board members. The Director travels periodically to Austin to meet with staff of the Advisory Policy Board.

F. What type of training do members of your agency's policymaking body receive?

No training is required for the members of OSFR's Advisory Policy Board.

G. Does your agency have policies that describe the respective roles of the policymaking body and agency staff in running the agency? If so, describe these policies.

Texas Government Code Ch. 751 authorizes the Executive Director to “exercise the powers and carry out the duties prescribed ... in order to act as a liaison from the state to the federal government.” Similarly, the statute prescribes an advisory role for the OSFR Board. No agency policies are required to describe the roles of staff and the members of the Advisory Policy Board.

H. What information is regularly presented to your policymaking body to keep them informed of your agency's performance?

OSFR regularly provides information to the Advisory Policy Board members and their staffs in both formal and informal formats. Formal documents provided to the Board include the annual OSFR Policy Priorities document and *News From Washington* updates. Additionally, conference calls are held regularly with staff from the offices of the Board to discuss pending federal issues. Finally, the Board is informally kept apprised of federal actions through regular email and telephone communications with OSFR staff.

I. How does your policymaking body obtain input from the public regarding issues under the jurisdiction of the agency? How is this input incorporated into the operations of your agency?

OSFR’s Advisory Policy Board consists of the Governor, Lieutenant Governor, and Speaker of the House of Representatives, who all receive constant input from the public, including regarding federal issues. OSFR works with staffs of the Board to identify and develop federal initiatives and priorities that serve the interests of the citizens of Texas.

J. If your policymaking body uses subcommittees or advisory committees to carry out its duties, fill in the following chart.

OSFR has no subcommittees or advisory committees.

V. Funding

A. Brief description of funding.

The Office of State-Federal Relations (OSFR) will expend a total of approximately \$1.16 million each year during FY 2006-2007. Approximately \$863,080 per year, or 74 percent of OSFR’s funding, is provided by General Revenue (GR). The remaining funds are provided through the following Method of Financing:

- Appropriated Receipts - \$36,000 per year from a sublease for 1,162 square feet of office space,
 - Unused space in Washington, D.C. was subleased after a reduction in the agency’s FTE level during FY 2004; the space requirement was reduced by 17%;

- Interagency Contracts - \$84,000 for agencies co-locating staff in Washington, D.C. and \$180,000 for partial reimbursement of contract consultant services. State agencies are required to contract with OSFR for space by Rider #6.19 in the FY 2004-2005 General Appropriations Act.

B. Riders that significantly impact OSFR's budget.

The General Appropriations Acts (GAAs) for the FY 2004-2005 and FY 2006-2006 biennia contain the following rider that impacts OSFR's budget:

- The agency's bill pattern contains a rider (Rider #4, Art. I, Page I-83, G.A.A. 78th Leg., Regular Session, 2003; and Rider #5, Art. I, Page I-80, G.A.A. 79th Leg., Regular Session, 2005) detailing the categories of expenses for which OSFR may receive reimbursement from state agencies with co-located staff in the Washington, D.C. office. The rider also limits the charge to \$1,000 per month per agency regardless of the number of agency liaisons assigned from that agency.

The following additional riders contained in the FY 2006-2007 appropriations act are expected to have an indirect impact on the agency's budget:

- Rider #2, Art. I, Page I-80 – authorizes the agency to pay cost-of-living supplements to employees in Washington, D.C.; no funds are appropriated for this purpose.
- Rider #4, Art. I, Page I-81 – requires OSFR to report on ways to increase the state's receipt of federal funds.
- Rider #6, Art. I, Page I-81 – authorizes OSFR to transfer unexpended funds between years of the biennia.
- Art. IX, Sec. 6.21 – requires state agencies and institutions of higher education to report travel to Washington, D.C.

C. OSFR's expenditures by strategy.

Texas Office of State-Federal Relations	
Exhibit 5: Expenditures by Strategy C Fiscal Year 2004 (Actual)	
Goal/Strategy	Actual Expenditures
Goal A: Influence Federal Action	
A.1.1. Action Plans	\$ 458,578
A.1.2. Regular Reports	\$ 386,821
Total, Goal A	
Goal B: Indirect Administration	\$ 279,791
GRAND TOTAL	\$1,125,190

D. OSFR's objects of expense for each category of expense listed in the General Appropriations Act FY 2005-2006.

Texas Office of State-Federal Relations Exhibit 6: Objects of Expense Fiscal Year 2005	
Object-of-Expense	Budgeted Expenditures for OSFR's Influence Federal Action Program
Salaries and Wages	\$387,848
Other Personnel Costs	\$3,840
Consumables Supplies	\$8,000
Utilities	\$22,000
Travel	\$12,000
Rent - Building	\$198,605
Rent – Machine and Other	\$15,000
Other Operating Expense	\$338,214
Capital Expenditures	\$7,000
Total	\$992,507

E. OSFR's sources of revenue.

Texas Office of State-Federal Relations Exhibit 7: Sources of Revenue Fiscal Year 2004 (Actual)	
Method-of-Financing	Actual Revenues
General Revenue, Fund 001	\$935,205
Appropriated Receipts – Sublease of unused office space	\$36,400
Inter-Agency Contracts – Reimbursement of Consulting Contract costs	\$69,585
Inter-Agency Contracts – Office space and costs for co-located Texas state agency staff	\$84,000
Total	\$1,125,190

F. Federal funding sources.

OSFR receives no federal funds.

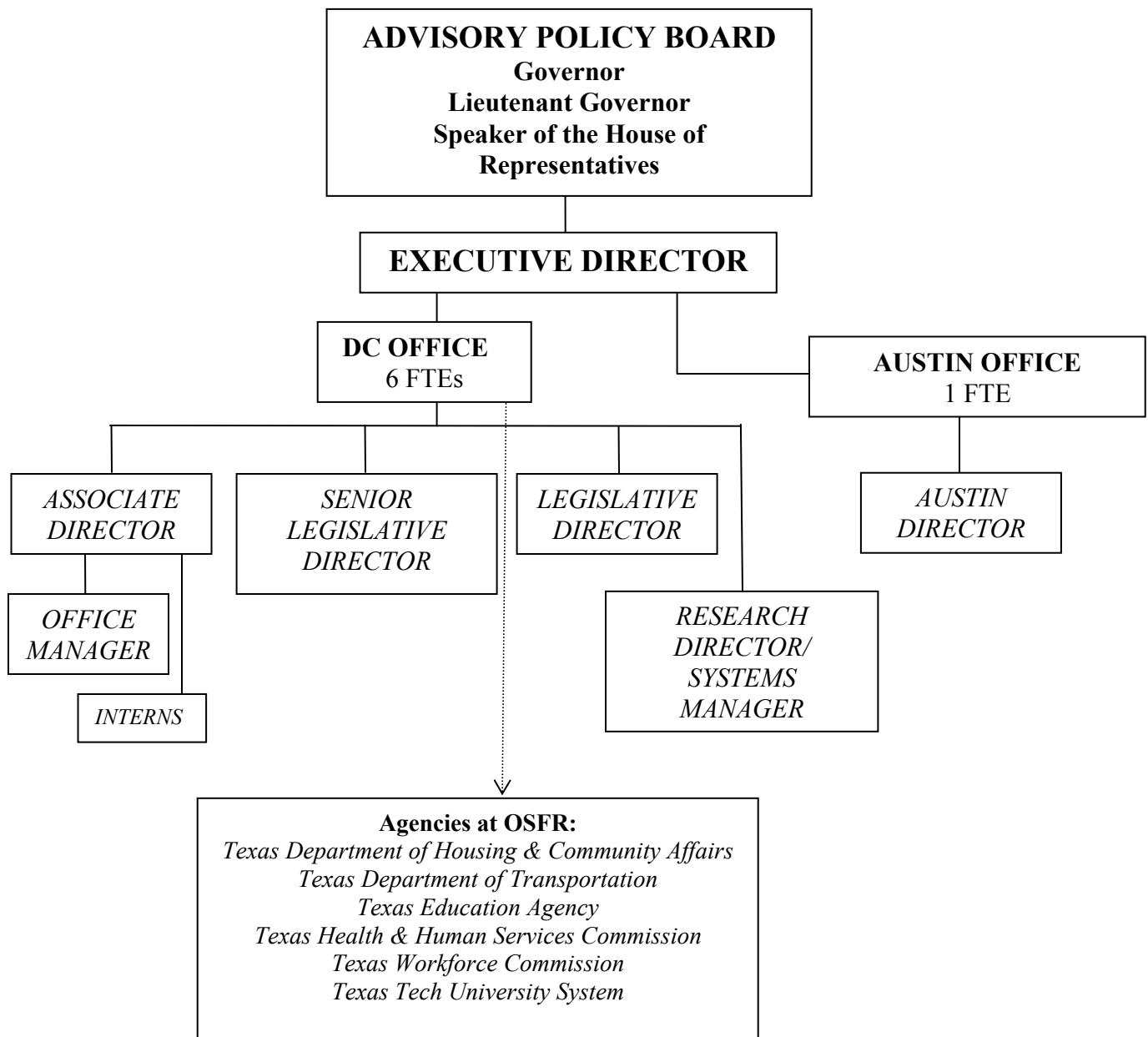
G. Fee collections

OSFR collects no fees.

VI. Organization

A. Provide an organizational chart that includes major programs and divisions, and shows the number of FTEs in each program or division.

TEXAS OFFICE OF STATE-FEDERAL RELATIONS (7 FTEs)



B. Field or Regional offices.

Texas Office of State-Federal Relations Exhibit 10: FTEs by Location Fiscal Year 2004			
Office	Location	FY 2004 Budgeted FTEs	Actual FTEs as of August 31, 2004
Headquarters	Washington, DC	6.0	6.0
Regional Office	Austin	1.0	1.0
TOTAL		7.0	7.0

C. OSFR's FTE caps for fiscal years 2004 – 2007

FY 2004	FY 2005	FY 2006	FY 2007
7.0	7.0	7.0	7.0

D. Temporary or contract employees as of August 31, 2004?

OSFR had no temporary or contract employees as of August 31, 2004.

During FY 2004, OSFR contracted with two firms located in Washington, D.C. for federal governmental consulting services. Based on state of Texas guidelines for reports related to agency employees, individual consultants serving in these firms are not considered temporary or contract employees. The consulting firms were selected through a formal Request for Proposals (RFP) process for the following purposes: advising and assisting OSFR in increasing the overall effectiveness of its efforts to communicate the state's priorities to the federal government in Washington, D.C.; to secure increased federal funds appropriations to Texas; and to advance the legislative and regulatory priorities of the state. Contracts were executed with two firms for the FY 2004-2005 biennium at a flat rate of \$15,000 per month. One firm was terminated in March, 2004. A replacement firm began providing services to OSFR in January, 2005. OSFR is currently evaluating proposals for the FY 2006-2007 biennium.

E. Key programs or functions, along with expenditures and FTEs by program.

Texas Office of State-Federal Relations Exhibit 11: List of Program FTEs and Expenditures Fiscal Year 2004		
Program	Actual FTEs as of August 31, 2004	FY 2004 Actual Salaries & Wages Expenditures
Influence Federal Action	7.0	\$387,848

VII. Guide to Agency Programs

• Influence Federal Action

OSFR has one program titled “Influence Federal Action” in the agency’s FY 2005-2009 Strategic Plan.

A. Provide the following information at the beginning of each program description.

Name of Program or Function	Influence Federal Action
Location/Division	Washington, D.C., Austin, TX
Contact Name	Ed Pérez, Executive Director
Actual Expenditures, FY 2004	\$1,125,190
Number of FTEs as of August 31, 2004	7.0

B. What is the objective of this program or function? Describe the major activities performed under this program.

OSFR serves as an advisor to state and federal officials. In this role, OSFR’s staff works with state officials and agency staff to provide timely information on federal issues and to pursue concrete solutions to issues faced by the state.

C. What evidence can you provide that shows the effectiveness and efficiency of this program or function? Provide a summary of key statistics and performance measures that best convey the effectiveness and efficiency of this function or program.

Evidence of OSFR’s program to Influence Federal Action is included in Section II.C. above.

D. Describe any important history regarding this program not included in the general agency history section, including how the services or functions have changed from the original intent.

All agency history is included in Sec. III above.

E. Describe who or what this program or function affects. List any qualifications or eligibility requirements for persons or entities affected. Provide a statistical breakdown of persons or entities affected.

OSFR’s federal liaison activities affect Texans of all ages and income levels. There are no qualifications or eligibility requirements. No statistical data is available regarding persons or entities affected.

F. Describe how your program or function is administered. Include flowcharts, timelines, or other illustrations as necessary to describe agency policies and procedures. List any field or regional services.

Each year, OSFR prepares and distributes a federal issues report that lists the state's top priorities. Although the U.S. Congress considers many issues each year, this report is designed to provide a concise explanation of the state's top legislative and regulatory priorities. In order to impact issues mutually agreed to be important to Texas, the list is prepared in consultation with OSFR's Advisory Policy Board, which consists of the Governor, Lieutenant Governor, and Speaker of the House of Representatives. The document is distributed to members of the Texas Legislature, the Texas Congressional Delegation, state agencies affected by the federal government, and other interested parties. The policy document then serves as a guide for the staff of OSFR as they work to provide solutions to priority issues of Texas at the federal level.

State-Federal Policy Strategies

Legislative staffs in the Washington, D.C. office monitor federal action on issue areas important to the state, recommend strategies, and implement strategies. Assisting the legislative staff is the Director of Research/Systems Manager, whose responsibility is to monitor and research those formulas which control the flow of the largest amounts of federal dollars to the state.

Additional assignees of Texas agencies in the Washington, D.C. office coordinate with OSFR legislative staff in issue areas of concern to their agency. In FY 2005, the following state agencies had staff co-located in OSFR's Washington, D.C. office: Texas Health and Human Services Commission; Texas Department of Transportation; Texas Workforce Commission; Texas Education Agency; Texas Department of Housing and Community Affairs, and Texas Tech University System.

During 2003, after consultation with the Advisory Policy Board, OSFR entered into two outside federal governmental consultant contracts to support the agency's efforts. These consultants work with OSFR staff to develop strategies, educate the Texas Delegation and other federal officials, and to otherwise assist the agency in its efforts to secure support from the federal government on the state's priorities. The role of these consultants is to assist OSFR in preparing and implementing strategic plans to increase federal funds appropriations to the state and to advance legislative and regulatory priorities of the state. The consultants also advise OSFR concerning the most advantageous mode of communicating with federal officials and staff related to increasing federal funds appropriations and the state's priorities.

State-Federal Communications

The Austin office of OSFR remains a key part of the agency's operations with the Austin Director filling the crucial role of primary liaison to offices in Texas. OSFR regularly provides information about federal issues to state officials. For example, in 2003 and 2005, OSFR provided a briefing to staff of the Texas Legislature and state agencies on federal legislation.

G. Identify all funding sources and amounts for the program or function, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. For state funding sources, please specify (e.g., general revenue, appropriations rider, budget strategy, fees/dues).

The Office of State-Federal Relations (OSFR) will expend a total of approximately \$1.16 million each year during FY 2006-2007. Approximately \$863,080 per year, or 74 percent of OSFR's funding, is provided by General Revenue (GR). The remaining funds are provided through the following Method of Financing:

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 - Unused space in Washington, D.C. was subleased after a reduction in the agency's FTE level during FY 2004; the space requirement was reduced by 17%;
- Interagency Contracts - \$84,000 for agencies co-locating staff in Washington, D.C. and \$180,000 for partial reimbursement of contract consultant services.

H. Identify any programs, internal or external to your agency, that provide identical or similar services or functions. Describe the similarities and differences.

Because federal funding sources and/or regulations have a significant impact on many state agencies, staff from these agencies are actively engaged in monitoring federal activities and in providing materials to federal agencies and the U.S. Congress related to pending matters. OSFR maintains close direct relationships with other state agencies both to provide information regarding pending action and to assist them with educating federal officials. Texas Government Code 751.023 requires state agencies to notify OSFR "to the extent practicable" before providing information to federal agencies or the U.S. Congress. A similar provision is included in Art. IX of the General Appropriations Act.

Each year, a number of state agencies opt to locate full-time staff in OSFR's Washington, D.C. office. In FY 2005, the following five (5) state agencies and one higher education system had located staff in Washington, D.C.:

- Texas Department of Housing & Community Affairs,
- Texas Department of Transportation,
- Texas Education Agency,
- Texas Health & Human Services Commission,
- Texas Workforce Commission, and
- Texas Tech University System.

The staff of these agencies act as issue area experts and actively pursue the top priority items for their respective agencies. OSFR staff work collaboratively with staff from the other agencies to pursue initiatives for the state of Texas.

I. Discuss how the program or function is coordinating its activities to avoid duplication or conflict with the other programs listed in Question H and with the agency's customers. If applicable, briefly discuss any memorandums of understanding (MOUs), interagency agreements, or interagency contracts.

OSFR staff in both Washington, D.C. and Austin maintain regular contact with state agencies that have significant federal interests to insure that there is no duplication of effort or conflicts. Pursuant to the authority of Texas Government Code Sec. 751.012, OSFR may enter into Interagency Contracts with other state agencies to have staff co-located in the Washington, D.C. office. As discussed above, during FY 2005, five (5) state agencies and one higher education system had co-located staff in the Washington, D.C. office. These co-located state agency staff serve as issue area experts. Pursuant to Texas Government Code Sec. 751.012, co-located liaison staff report directly to their employing state agency and coordinate their activities with the Executive Director of OSFR.

J. If the program or function works with local, regional, or federal units of government include a brief description of these entities and their relationship to the agency.

OSFR acts as a liaison from the state to the federal government. In this role, the agency also consults regularly with local and regional officials and organizations on matters of common interest. Additionally, OSFR staff is constantly engaged in discussions with the federal administration and the U.S. Congress.

K. If this program or function is contracted out, provide a description of how you ensure accountability for funding and performance.

During 2003, after consultation with the Advisory Policy Board, OSFR entered into two outside federal governmental consultant contracts to support the agency's efforts. These consultants work with OSFR staff to develop strategies, educating the Texas Congressional Delegation and other federal officials, and to otherwise assist the agency in its efforts to secure support from the federal government on the state's priorities. The role of these consultants is to assist OSFR in preparing and implementing strategic plans to increase federal funds appropriations to the state and to advance legislative and regulatory priorities of the state. The consultants also advise OSFR concerning the most advantageous mode of communicating with federal officials and staff related to increasing federal funds appropriations and the state's priorities.

OSFR receives regular updates from the contract consultants regarding their activities. Pursuant to the terms of the contract, OSFR does not provide payment of the monthly flat-fee until a detailed, written report is submitted by the consultants.

L. What statutory changes could be made to assist this program in performing its functions? Explain.

No statutory changes are needed to assist this program.

M. Provide any additional information needed to gain a preliminary understanding of the program or function.

No additional information is needed to gain an understanding of OSFR's program to Influence Federal Action.

N. Regulatory programs relate to the licensing, registration, certification, or permitting of a person, business, or other entity. For each regulatory program, if applicable, describe:

- why the regulation is needed;
- the scope of, and procedures for, inspections or audits of regulated entities;
- follow-up activities conducted when non-compliance is identified;
- sanctions available to the agency to ensure compliance; and
- procedures for handling consumer/public complaints against regulated entities.

OSFR does not have any regulatory programs.

O. For each regulatory program, if applicable, provide the following complaint information. The chart headings may be changed if needed to better reflect your agency's practices.

OSFR does not have any regulatory programs.

VIII. Statutory Authority and Recent Legislation

A. Fill in the following chart, listing citations for all state and federal statutes that grant authority to or otherwise significantly impact your agency. Do not include general state statutes that apply to all agencies, such as the Public Information Act, the Open Meetings Act, or the Administrative Procedure Act. Provide information on Attorney General opinions from FY 2001 - 2005, or earlier significant Attorney General opinions, that affect your agency's operations.

Texas Office of State-Federal Relations Exhibit 13: Statutes/Attorney General Opinions	
Statutes	
Citation/Title	Authority/Impact on Agency
Ch. 751 Texas Government Code	Authorizes agency to serve as the state's liaison to the federal government.
Attorney General Opinions	
Attorney General Opinion No.	Impact on Agency
No Attorney General Opinions affect the agency's operations	

B. Provide a summary of recent legislation regarding your agency by filling in the chart below or attaching information already available in an agency-developed format. Briefly summarize the key provisions. For bills that did not pass, briefly explain the key provisions and issues that resulted in failure of the bill to pass (e.g., opposition to a new fee, or high cost of implementation).

No bills were considered during the 79th Legislature, Regular Session, that would impact OSFR.

IX. Policy Issues

• Discretionary Funding

A. Brief Description of Issue

A clean-up of OSFR's authorizing statute would provide additional clarity related to the respective duties of the agency and the grant writing team located in the Governor's office. Texas Government Code Sec. 751.024 requires all agencies and institutions of higher education to provide copies of the following to OSFR:

- each application for federal grant funds,
- each award of federal grant funds, and
- all waivers of federal grant requirements.

This provision is more closely related to functions of applying for and/or receiving federal funds that fall within the roles and responsibilities of the grants team.

B. Discussion

The Texas state grants team was transferred from OSFR in 1995 by the 74th Legislature, R.S. Texas Government Code Ch. 751, Subchapter C., Grant Assistance, to a new Sec. 772.009, Grant Assistance. Under this statute, the Governor's Office of Budget, Planning and Policy is authorized to work with other state agencies to increase the receipt of discretionary federal funds, to develop databases related to federal funds, and to collect annual reports from agencies regarding the receipt of federal funds. Further, the grant writing team is authorized to analyze the effectiveness of agencies' efforts to increase the receipt of discretionary federal funds and to report its findings to the Governor and Legislative Budget Board.

C. Possible Solutions and Impact

To further clarify the roles and responsibilities of OSFR and the grant writing team, Texas Government Code Sec. 751.024 could be struck, with the majority of the text transferred to Sec. 772.009(g), to be amended as shown below:

TEXAS GOVERNMENT CODE

~~§ 751.024. REPORTS CONCERNING GRANT FUNDS. (a) Each agency and each institution of higher education shall report to the office, the Legislative Budget Board, and the budget division of the governor's office:~~

~~—— (1) each application or request made to the United States government for grant funds;~~

~~—— (2) the award or designation, by the United States government, of any funds for expenditure by a state agency; and~~

~~—— (3) waivers of grant requirements.~~

~~(b) In consultation with the director, the Legislative Budget Board may prescribe reporting procedures and time schedules necessary to implement Subsection (a).~~

§ 772.009. GRANT ASSISTANCE.

- (g) (1) Each agency and each institution of higher education shall report to the grant writing team:
(A) each application or request made to the United States government for grant funds;
(B) the award or designation, by the United States government, of any funds for expenditure by a state agency; and
(C) waivers of grant requirements.

(2) Each state agency or institution shall file an annual report with the grant writing team concerning the agency's efforts in acquiring available discretionary federal funds during the preceding state fiscal year. The grant writing team shall establish guidelines for information included in the annual report required by this section. The grant writing team shall evaluate the effectiveness of each agency in acquiring discretionary federal funds and shall report the evaluation to the governor and the Legislative Budget Board.

• **Health Benefits for out-of-state employees**

A. Brief Description of Issue

The health benefits coverage offered to employees of OSFR and co-located agencies housed in the Washington, D.C. office are not equivalent to that available to employees located in Texas. OSFR is also aware of several field audit employees of the Comptroller of Public Accounts that are also located outside the state of Texas.

B. Discussion

State employees who reside outside Texas may receive health care coverage only through the HealthSelect plan administered for the Employees Retirement System (ERS) by Blue Cross and Blue Shield of Texas. Under the current terms of this plan, employees living and working in the Washington, D.C. area are only eligible for Out-of-Area coverage. A brief comparison of this coverage with the Network and HMO coverages available to the majority of state employees is shown below:

Benefits	HealthSelect		HMOs
	In-Area, Network	Out-of-Area	
Deductible	\$0	\$200 individual, \$600 family	\$0
Maximum out-of-pocket	\$1,000 per person	\$3,000 per person	None
Lifetime Maximum	None	\$1,000,000	None
Primary Care Physician office visit	\$20	30%, after deductible	\$30
Physicals	\$20	30%, after deductible	\$30
Specialty Physician office visit	\$30	30%, after deductible	\$40
Inpatient Hospital	\$100/day + 20%	\$100/day +30%	\$100/day
Emergency Care	\$100/day + 20%	30%	\$100
Outpatient surgery	\$100 + 20%	\$100 + 30%, after deductible	\$100

In addition to the disparity between the state of Texas benefits offered to in-state and out-of-state employees, the coverage offered in Washington, D.C. is not competitive with the coverage available to employees of the federal government and U.S. Congress. The lack of a competitive health benefits package is likely to contribute to the longstanding difficulty faced by OSFR and other state agencies with staff located in Washington, D.C., to attract and retain highly qualified staff.

C. Possible Solutions and Impact

To decrease the disparity between in-state and out-of-state employees, the Employees Retirement System (ERS) could pursue a contract with its health plan administrator that provides improved benefits for staff in the Washington, D.C. area. An additional option would be for ERS to offer out-of-state employees an additional plan to either replace or supplement the standard out-of-area coverage available through HealthSelect that would be comparable to In-Area Network benefits.

X. Other Contacts

A. Fill in the following chart with updated information on people with an interest in your agency, and be sure to include the most recent e-mail address.

Regular Contacts

Texas Office of State-Federal Relations			
INTEREST GROUPS (groups affected by agency actions or that represent others served by or affected by agency actions)			
Group or Association Name	Contact Name	Telephone	E-mail Address
Southern Governors Association	Diane Duff	(202) 624-5430	dianeduff@sso.org
National Governors Association	Nolan Jones	(202) 624-5300	NJones@nga.org
Texas Cattleman's Association	Carla Manning	(254) 865-3225	Manning254@aol.com
Sheriffs Association of Texas	Joe Peters	(512) 445-5888	Joe@TXSHERIFFS.ORG

INTERAGENCY, STATE, OR NATIONAL ASSOCIATIONS (that serve as an information clearinghouse or regularly interact with your agency)			
Group or Association Name	Contact Person	Telephone	E-mail Address
City of Fort Worth	Brandon Aghamalian	(817) 392-7504	brandon@fortworthgov.org
Midland Chamber of Commerce	John Breier	(432) 686-3926	jabreier@midlandtxchamber.com
Wichita Falls Chamber	Tim Chase	(940) 723-2741	tchase@wf.net
GCI Read-Poland	Lee Couch	(512) 542-2827	lcouch@gcireadpoland.com
Lockheed Martin	Eric Fox	(817) 777-8585	eric.v.fox@lmco.com
Dutco Worldwide	Joe Jaso	(202) 863 7755	Joe.Jaso@dutkoworldwide.com
San Antonio Chamber	John Jernigan	(210) 229-2188	jjernigan@sachamber.org
San Antonio Chamber	Joseph Krier	(210) 229-2130	jkrier@sachamber.org
Reid & Priest	Rich Leidl	(202) 508-4130	rleidl@thelenreid.com
Vought Aircraft Industries	Mick McKeown	(703) 619-1434	voughtwashdc@aol.com
Office of Gov. Jeb Bush - FL	Gerald McSwiggan	(202) 624-5885	gerald.mcswiggan@myflorida.com
Meyers & Associates	Larry Meyers	(202) 484-2773 ext 110	larry.meyers@meyersandassociates.com
Meyers & Associates	Rick Meyers	(202) 484-2773	rick_meyers@meyersandassociates.com
Office of Gov. Jeb Bush - FL	Nina Oviedo	(202) 624-5885	oviedon@sso.org
Office of Gov. Arnold Schwarzenegger - CA	David Pagan	(202) 624-5270	David.Pagan@WDC.CA.GOV
Office of Gov. Arnold Schwarzenegger - CA	David Wetmore	(202) 624-5270	David.Wetmore@WDC.CA.GOV

U.S. CONGRESSIONAL OFFICES AND FEDERAL AGENCIES (with which OSFR maintains an ongoing relationship)			
Agency/Office Name	Contact Name	Telephone	E-mail Address
Office of Rep. John Carter	Chris Alsup	(202) 225-3864	chris.alsup@mail.house.gov
Office of Rep. Michael Conaway	Michael Beckerman	(202) 225-3605	michael.beckerman@mail.house.gov
Office of Rep. Michael Burgess	Barry Brown	(202) 225-7772	barry.brown@mail.house.gov
Office of Rep. Michael Conaway	Jeff Burton	(202) 225-3605	jeff.burton@mail.house.gov
Office of Rep. Kevin Brady	Doug Centilli	(202) 225-4901	doug.centilli@mail.house.gov
Office of Senator John Cornyn	Spencer Chambers	(202) 224-2934	spencer_chambers@cornyn.senate.gov
Office of Rep. Michael Burgess	Stacey DeFino	(202) 225-7772	stacey.defino@mail.house.gov
U.S. Department of Commerce	Elizabeth Dial	(202) 482-8017	edial@doc.gov
U.S. Department of Labor	Todd Dupler	(202) 693-4646	dupler.todd@DOL.GOV
Office of Rep. John Culberson	Tony Essalih	(202) 225-2571	tony.essalih@mail.house.gov
Office of the House Majority Leader Tom DeLay	Ryan Flood	(202) 225-5951	ryan.flood@mail.house.gov
White House Intergovernmental Affairs	Maggie Grant	(202) 456-2896	Margaret M. Grant@who.eop.gov
U.S. Department of Homeland Security	David Hagy	(202) 282-4854	david.hagy@dhs.gov
Office of Rep. Kay Granger	Robert Head	(202) 225-5071	robert.head@mail.house.gov
Office of Rep. John Carter	Ryan Henry	(202) 225-3864	ryan.henry@mail.house.gov
Office of Rep. Rubén Hinojosa	Connie Humphrey	(202) 225-2531	connie.humphrey@mail.house.gov
Office of Rep. Michael McCaul	Gene Irisari	(202) 225-2401	gene.irisari@mail.house.gov
Office of Senator John Cornyn	Beth Jafari	(202) 224-2934	beth_jafari@cornyn.senate.gov
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Self-Evaluation Report

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Office of Rep. Jeb Hensarling	Jamie Notman	(202) 225-3484	jamie.notman@mail.house.gov
Senate Committee on the Judiciary	Reed O'Connor	(202) 224-5225	reed_o'connor@judiciary.senate.gov
Office of Rep. Jeb Hensarling	Gerry O'Shea	(202) 225-3484	gerry.oshea@mail.house.gov
U.S. Department of State	Portia Palmer	(202) 647-5024	palmerpl@state.gov
Office of Rep. John Carter	Spivey Paup	(202) 225-3864	spivey.paup@mail.house.gov
Office of Rep. Henry Cuellar	Billy Peche	(202) 225-1640	billy.peche@mail.house.gov
Office of Rep. Ralph Hall	Janet Perry-Poppleton	(202) 225-6673	janet.poppleton@mail.house.gov
Office of Rep. Kenny Marchant	Sarah Phipps	(202) 225-6605	sarah.phipps@mail.house.gov
Office of Rep. Al Green	Oscar Ramirez	(202) 225-7508	oscar.ramirez@mail.house.gov
Office of Rep. Ted Poe	Heather Ramsey	(202) 225-6565	heather.ramsey@mail.house.gov
Office of Rep. Sheila Jackson Lee	Nolan Rappaport	(202) 225-3816	nolan.rappaport@mail.house.gov
Office of Rep. Henry Bonilla	Tom Rice	(202) 225-4511	Tom.rice@mail.house.gov
Office of Rep. Sam Johnson	Spencer Ritchie	(202) 225-4201	spencer.ritchie@mail.house.gov
Office of the House Majority Leader Tom DeLay	Mike Robinson	(202) 225-4000	mike.robinson@mail.house.gov
House Committee of Energy and Commerce	David Rosenfeld	(202) 225-2927	david.rosenfeld@mail.house.gov
Office of Rep. Silvestre Reyes	Alison Rosso	(202) 225-4831	alison.rosso@mail.house.gov
Office of Senator John Cornyn	Chip Roy	(202) 224-2934	Chip_roy@cornyn.senate.gov
Office of Rep. Pete Sessions	Josh Saltzman	(202) 225-2231	josh.saltzman@mail.house.gov
Office of Rep. Lamar Smith	Andrea Sander	(202) 225-4236	andrea.sander@mail.house.gov
Office of Rep. Michael Conaway	Erika Schick	(202) 225-3605	erika.schick@mail.house.gov
Office of Senator John Cornyn	Stephen Sepp	(202) 224-8255	stephen_sepp@cornyn.senate.gov
U.S. Trade Representative	Christina Sevilla	(202) 395-9506	csevilla@ustr.gov
Office of Rep. Joe Barton	Aarti Shah	(202) 225-2002	aarti.shah@mail.house.gov
Office of Senator John Cornyn	Molly Simpson	(202) 224-2934	Molly_simpson@Cornyn.senate.gov
Office of Rep. Sam Johnson	Layton Skelly	(202) 225-4201	layton.skelly@mail.house.gov
Office of Rep. Henry Bonilla	Walt Smith	(202) 225-4511	walt.smith@mail.house.gov
U.S. Coast Guard	Robert Smith	(202) 366-4280	RESmith@comdt.uscg.mil
Office of Senator Kay Bailey Hutchison	TJ Stapleton	(202) 224-1689	TJ_Stapleton@hutchison.senate.gov
Office of Rep. Kevin Brady	Sarah Stephens	(202) 225-4901	Sarah.Stephens@mail.house.gov
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Office of Rep. Sheila Jackson Lee	Dana Thompson	(202) 225-3816	dana.thompson@mail.house.gov
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Office of Rep. Gene Green	Andrew Wallace	(202) 225-1688	andrew.wallace@mail.house.gov
Office of Senator Kay Bailey Hutchison	Harley Walsh	(202) 224-5922	harley_walsh@hutchison.senate.gov
Office of Rep. Ralph Hall	Grace Warren	(202) 225-6673	grace.warren@mail.house.gov
House Committee on Homeland Security	Andrew Weis	(202) 226-8417	andrew.weis@mail.house.gov
U.S. Coast Guard	Adm. Joel Whitehead	(202) 366-4280	JWhitehead@comdt.uscg.mil
Office of Rep. Mac Thornberry	Bryan Whitworth	(202) 225-3706	bryan.whitworth@mail.house.gov
Office of Senator John Cornyn	Josh Winegarner	(202) 224-2934	josh_winegarner@cornyn.senate.gov
U.S. Department of Homeland Security	P. T. Wright	(202) 282-8000	p.t.wright@dhs.gov
Office of Rep. Charles Gonzalez	Tony Zaffirini	(202) 225-3236	tony.zaffirini@mail.house.gov

LIAISONS AT OTHER STATE AGENCIES

(with which your agency maintains an ongoing relationship, e.g., the agency's assigned analyst at the Legislative Budget Board, or attorney at the Attorney General's office)

Agency/Office Name	Contact Name	Telephone	E-mail Address
Office of the Governor	Katherine Arnold	(512) 463-1788	karnold@governor.state.tx.us
Texas Comptroller of Public Accounts	Ann Berasley	(512) 475-2172	ann.berasley@cpa.state.tx.us
Lieutenant Governor's Office	Blaine Brunson	(512) 463-0010	blaine.brunson@ltgov.state.tx.us
U.S. Department of Interior	Scott Cameron	(202) 208-1738	scott_cameron@ios.doi.gov
Office of Texas Senator Zaffirini	Cecile Carson	(512) 463-0121	cecile.carson@senate.state.tx.us
Texas Department of Insurance	Carol Cates	(512) 463-6123	carol.cates@tdi.state.tx.us
Lieutenant Governor's Office	Carmen Cernosek	(512) 463-4744	carmen.cernosek@ltgov.state.tx.us
Veterans Affairs and Military Installations Committee	Jennie Costilow	(512) 463-2211	jennie.costilow_sc@senate.state.tx.us
Governor's Executive Office	Deirdre Delisi	(512) 463-1762	ddelisi@governor.state.tx.us
Governor's Office - Economic Development and Tourism	Aaron Demerson	(512) 936-0100	ademerson@governor.state.tx.us
Office of Texas Senator Lindsey	Lauren Dowder	(512) 463-0107	lauren.dowder@senate.state.tx.us
Texas Department of Information Resources	David Duncan	(512) 936-9851	david.duncan@dir.state.tx.us
Texas Department of Insurance	David Durden	(512) 463-6169	David.Durden@tdi.state.tx.us
Texas Legislative Budget Board	Kathy Eckstein	(512) 463-1200	Kathy.Eckstein@lbb.state.tx.us
Office of Texas Senator Deuell	Todd Gallaher	(512) 463-7202	todd.gallaher@senate.state.tx.us
Texas Workforce Commission	Leslie Geballe	(512) 475-1147	leslie.geballe@twc.state.tx.us
Office of the Speaker	Don Green	(512) 463-1000	don.green@speaker.state.tx.us
Texas Workforce Commission	Dustin Greene	(202) 434-0210	dgreene@osfr.state.tx.us
Governor's Office - BPP	Brian Guthrie	(512) 463-1778	bguthrie@governor.state.tx.us
Office of Texas Senator Shapleigh	Eduardo Hagert	(512) 463-0129	eduardo.hagert@senate.state.tx.us
Texas Lottery Commission	Colin Haza	(512) 344-5161	Colin.Haza@lottery.state.tx.us

Self-Evaluation Report

Texas Health and Human Services Commission	Amy Herzog	(512) 463-0360	amy.herzog@senate.state.tx.us
Texas Railroad Commissioner Jones	Chris Hosek	(512) 463-7140	chris.hosek@rrc.state.tx.us
Texas Department of Banking	Randall James	(512) 475-1325	RJames@banking.state.tx.us
Office of Texas Senator Duncan	Lisa Kaufman	(512) 463-0128	lisa.kaufman@senate.state.tx.us
Texas Department of Public Safety	Michael Kelley	(512) 424-2000	michael.kelley@txdps.state.tx.us
Texas Attorney General's Office	Jay Kimbrough	(512) 463-3221	jay.kimbrough@oag.state.tx.us
Texas Commission on State Emergency Communications	Paul Mallett	(512) 305-6920	Paul.Mallett@csec.state.tx.us
Texas Office of the Attorney General	Barry McBee	(512) 463-2191	Barry.McBee@oag.state.tx.us
Office of the Governor	Charles McCormick	(512) 463-2000	charlesm@governor.state.tx.us
Governor's Office - BPP	Mike McElhaney	(512) 463-1778	mmcelhaney@governor.state.tx.us
Texas Secretary of State	Ann McGeehan	(512) 463-5650	amcgeehan@sos.state.tx.us
Texas Commission on Environmental Quality	Stephen Niemeyer	(512) 239-3606	sniemeye@tceq.state.tx.us
Texas Department of Information Resources	Larry Olson	(512) 475-4720	larry.olson@dir.state.tx.us
Office of the Speaker	Royce Poinsett	(512) 463-1000	Royce.Poinsett@speaker.state.tx.us
Office of Texas Senator Hinojosa	Rene Ramirez	(512) 463-0120	rene.ramirez@senate.state.tx.us
Texas Department of Transportation	Tonia Ramirez	(512) 463-9957	TRAMIREZ@dot.state.tx.us
Office of Texas Senator Carona	Paul Reyes	(512) 463-0116	paul.reyes@senate.state.tx.us
Office of Texas Senator Nelson	Steve Roddy	(512) 463-0112	steve.rodny@senate.state.tx.us
Texas Secretary of State	Yvette Sanchez	(512) 463-8948	YSanchez@sos.state.tx.us
Subcommittee on Base Realignment and Closure	Katherine Saunders	(512) 463-4779	katherine.saunders@senate.state.tx.us
Texas Education Agency	Robert Scott	(512) 463-8985	rscott@governor.state.tx.us
House Committee on Border and International Affairs	Mark Shewmaker	(512) 463-1211	Mark.Shewmaker_HC@house.state.tx.us
Texas Municipal Retirement System	Ray Spivey	(512) 225-3709	rspivey@tmrs.com
Office of Texas Senator Fraser	Janice Steffes	(512) 463-0124	JANICE.STEFFES@senate.state.tx.us
Texas Transportation Institute	Sue Suter James	(979) 845-9849	s-suter@tamu.edu
Governor's Office - Aerospace and Aviation	Bianca Walker	(512) 936-0101	bwalker@governor.state.tx.us
Texas Department of Criminal Justice	Jesse Wicks	(903) 683-5781 ext. 1107	svwarden@risecom.net
Governor's Office - Deputy General Counsel	Mary Anne Wiley	(512) 463-1788	mwiley@governor.state.tx.us
Office of Texas Senator Williams	Damon Withrow	(512) 463-0104	damon.withrow@senate.state.tx.us
Office of the Lieutenant Governor	Jared Wolfe	(512) 463-4980	jared.wolfe@ltgov.state.tx.us
Texas Higher Education Coordinating Board	Mark Zafereo	(512) 427-6111	Mark.Zafereo@theccb.state.tx.us

XI. Additional Information

A. Fill in the following chart detailing information on complaints regarding your agency. Do not include complaints received against people or entities you regulate. The chart headings may be changed if needed to better reflect your agency's practices.

OSFR received no complaints in FY 2003 and FY 2004.

B. Fill in the following chart detailing your agency's Historically Underutilized Business (HUB) purchases.

Texas Office of State-Federal Relations Exhibit 17: HUB Purchases				
FISCAL YEAR 2002				
Category	Total \$ Spent	Total HUB \$ Spent	Percent	Statewide Goal
Heavy Construction	\$0	\$0	n/a	11.9%
Building Construction	\$0	\$0	n/a	26.1%
Special Trade	\$0	\$0	n/a	57.2%
Professional Services	\$22,478	\$0	0%	20.0%
Other Services	\$65,807	\$0	0%	33.0%
Commodities	\$60,664	\$1,750	2.88%	12.6%
TOTAL	\$158,139	\$1,750	1.10%	
FISCAL YEAR 2003				
Category	Total \$ Spent	Total HUB \$ Spent	Percent	Statewide Goal
Heavy Construction	\$0	\$0	n/a	11.9%
Building Construction	\$0	\$0	n/a	26.1%
Special Trade	\$1,814	\$0	0%	57.2%
Professional Services	\$9,464	\$8,025	84.8%	20.0%
Other Services	\$94,468	\$0	0%	33.0%
Commodities	\$16,415	\$2,530	15.4%	12.6%
TOTAL	\$122,161	\$10,555	8.6%	

FISCAL YEAR 2004				
Category	Total \$ Spent	Total HUB \$ Spent	Percent	Statewide Goal
Heavy Construction	\$0	\$0	n/a	11.9%
Building Construction	\$0	\$0	n/a	26.1%
Special Trade	\$704	\$0	0%	57.2%
Professional Services	\$0	\$0	0%	20.0%
Other Services	\$333,451	\$0	0%	33.0%
Commodities	\$14,509	\$3,015	20.7%	12.6%
TOTAL	\$348,665	\$3,015	0.9%	

C. Does your agency have a HUB policy? How does your agency address performance shortfalls related to the policy?

Yes. OSFR's policy is to use Historically Underutilized Businesses (HUBs), as certified by the Texas Building and Procurement Commission (TBPC), for all discretionary purchasing unless the cost of a HUB product or service exceeds the cost of the same product or service if provided by a non-HUB vendor.

Six of the agency's seven staff members are located in the Washington, D.C. office and the bulk of expenditures are made to support activities in that location. However, the state has certified few HUBs located in the Washington, D.C. area. OSFR does purchase goods and services from disadvantaged business enterprises whenever possible. In addition, many of OSFR's largest expenditures are for non-HUB sole-source purchases, such as office rental, telecommunications services, and legislative information subscription services.

D. For agencies with contracts valued at \$100,000 or more: Does your agency follow a HUB subcontracting plan to solicit bids, proposals, offers, or other applicable expressions of interest for subcontracting opportunities available for contracts of \$100,000 or more? (Tex. Government Code, Sec. 2161.252; TAC 111.14)

Yes. For all contracts over \$100,000, OSFR complies with all requirements related to HUB subcontracting opportunities. Because the prime contractors provide specialized expertise and do not use subcontractors, no such subcontracting opportunities have been solicited.

E. For agencies with biennial appropriations exceeding \$10 million, answer the following HUB questions.

OSFR does not have biennial appropriations over \$10 million.

F. Fill in the chart below detailing your agency's Equal Employment Opportunity (EEO) statistics.

Texas Office of State-Federal Relations Equal Employment Opportunity Statistics							
FISCAL YEAR 2002							
Job Category	Total Positions	Minority Workforce Percentages					
		Black		Hispanic		Female	
		Agency	Civilian Labor Force %	Agency	Civilian Labor Force %	Agency	Civilian Labor Force %
Officials/Administration	1		7%	100%	11%	0%	31%
Professional	8	0%	9%	0%	10%	13%	47%
Technical	0		14%		18%		39%
Protective Services	0		18%		21%		21%
Para-Professionals	2	100%	18%		31%	50%	56%
Administrative Support	2	50%	19%	50%	27%	100%	80%
Skilled Craft	0		10%		28%		10%
Service/Maintenance	0		18%		44%		26%
FISCAL YEAR 2003							
Job Category	Total Positions	Minority Workforce Percentages					
		Black		Hispanic		Female	
		Agency	Civilian Labor Force %	Agency	Civilian Labor Force %	Agency	Civilian Labor Force %
Officials/Administration	1		7%	100%	11%	0%	31%
Professional	6	0%	9%	17%	10%	0%	47%
Technical	0		14%		18%		39%
Protective Services	0		18%		21%		21%
Para-Professionals	1	100%	18%		31%	100%	56%
Administrative Support	2	50%	19%	50%	27%	100%	80%
Skilled Craft	0		10%		28%		10%
Service/Maintenance	0		18%		44%		26%

FISCAL YEAR 2004							
Job Category	Total Positions	Minority Workforce Percentages					
		Black		Hispanic		Female	
		Agency	Civilian Labor Force %	Agency	Civilian Labor Force %	Agency	Civilian Labor Force %
Officials/Administration	1		7%	100%	11%	0%	31%
Professional	5	0%	9%	0%	10%	0%	47%
Technical	0		14%		18%		39%
Protective Services	0		18%		21%		21%
Para-Professionals	1	100%	18%		31%	100%	56%
Administrative Support	0		19%		27%		80%
Skilled Craft	0		10%		28%		10%
Service/Maintenance	0		18%		44%		26%

G. Does your agency have an equal employment opportunity policy? How does your agency address performance shortfalls related to the policy?

OSFR’s Equal Employment Opportunity (EEO) policy is part of the agency’s human resources manual that is provided to all employees. The policy was reviewed by the Texas Commission on Human Rights during 2004 and modifications were made as suggested by the audit. No shortfalls have been identified to date. OSFR staff will continue to work to insure that all individuals are given equal employment opportunities.

XII. Agency Comments

Provide any additional information needed to gain a preliminary understanding of your agency.

OSFR has no additional comments.

Attachments

Submit the following supplemental data or documents with the hard copy of the Self-Evaluation Report. Label each attachment with its number (e.g., Attachment 1). As part of the electronic version, attach a list of items submitted, but do not attach the actual documents to the electronic submission.

Attachments Relating to Key Functions, Powers, and Duties

1. A **copy** of the agency's enabling statute.
 - **Texas Government Code , Chapter 751**
2. A **copy** of each annual report published by the agency from FY 2000 - 2004.
 - Included in Attachment 5
3. A **copy** of each internal or external newsletter published by the agency from FY 2003 - 2004.
 - *News From Washington*
4. A **list** of publications and brochures describing the agency.
 - Texas Office of State-Federal Relations Brochure
5. A **list** of studies that the agency is required to do by legislation or riders.
 - Federal funds report
 - "Texas Federal Priorities, 108th Congress"
 - "Texas Federal Priorities, 109th Congress"
6. A **list** of legislative or interagency studies relating to the agency that are being performed during the current interim.
 - Not applicable.
7. A **list** of studies from other states, the federal government, or national groups/associations that relate to or affect the agency or agencies with similar duties or functions.
 - "The Governor's Washington Office," National Governors' Association, October 1997
 - "Texas Federal Relations, Governor Rick Perry's Transition Team Report"

Attachments Relating to Policymaking Structure

8. Biographical information (e.g., education, employment, affiliations, and honors) or resumes of all policymaking body members.
 - Gov. Rick Perry
 - Lt. Gov. David Dewhurst
 - Speaker of the House Tom Craddick

9. A **copy** of the agency's most recent rules.
 - Not applicable.

Attachments Relating to Funding
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10. A **copy** of the agency's Legislative Appropriations Request for FY 2006-2007.
11. A **copy** of each annual financial report from FY 2002 - 2004.
12. A **copy** of each operating budget from FY 2003 - 2005.

Attachments Relating to Organization

13. If applicable, a map to illustrate the regional boundaries, headquarters location, and field or regional office locations.
 - Washington, D.C. office
 - Austin office

Attachments Relating to Agency Performance Evaluation
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14. A **copy** of each quarterly performance report completed by the agency in FY 2002 - 2004.
15. A **copy** of any recent studies on the agency or any of its functions conducted by outside management consultants or academic institutions.
 - Not applicable.
16. A **copy** of the agency's current internal audit plan.
17. A **list** of internal audit reports from FY 2001 - 2005 completed by or in progress at the agency.
18. A **list** of State Auditor reports from FY 2001 - 2005 that relate to the agency or any of its functions.
 - Not applicable.
19. A **copy** of any customer service surveys conducted by or for your agency in FY 2004.