

**Texas Sunset Advisory Commission
Self-Evaluation Report**



***Texas Office of State-Federal Relations
September 2019***

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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	Email Address
Agency Head	<i>Luis Saenz OOG Chief of Staff</i>	<i>P.O. Box 12428 Austin, TX 78711</i>	<i>512-936-3336</i>	<i>luis.saenz@gov.texas.gov</i>
Agency's Sunset Liaison	<i>Wes Hambrick Director, OSFR</i>	<i>660 Pennsylvania Ave. SE Suite 203 Washington, DC 20003</i>	<i>202-434-0227</i>	<i>Wes.hambrick@gov.texas.gov</i>

II. Key Functions and Performance

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

The Office of State-Federal Relations' (sometimes called the "OSFR" or "State-Fed") goal is to maximize the position of the state, through the Governor, the Legislature, and other state agencies, with regard to federal action that has a direct or indirect economic, fiscal, or regulatory impact on the state.

State-Fed has a physical office in Washington, DC and coordinates office space for Texas agencies with a DC presence. Currently, the OSFR office hosts State of Texas employees from the Texas Department of Transportation, Health and Human Services Commission, and the Texas Workforce Commission.

State-Fed serves as the state's advocate in Washington, DC, representing state government with the Executive Branch, Congress, and federal agencies to promote the interests of Texas. The Office maintains an active role for Texas in the national decision-making process by establishing and facilitating an effective working relationship between the state and the federal government.

State-Fed maintains close contact with bipartisan members of the Texas Congressional delegation, the Executive Branch, Legislative Branch, and federal agencies in Washington in order to provide timely information to state and federal officials and serve as a resource to state and federal partners.

Communication with state officials is vital to State-Fed's mission. State-Fed provides a weekly and an annual report, and stands readily available to meet with legislators and state officials to provide information and to facilitate discussions. A strong working relationship with both federal and state officials is the foundation to promoting the state's varying priorities and needs.

B. Do your key functions continue to serve a clear and ongoing objective? Explain why each of these functions is still needed.

Yes. The state's federal interests are well served via a presence in Washington, DC, as the office works to facilitate an effective working relationship between Texas and the federal government. State-Fed's physical presence in Washington, DC, its collaborative approach, and its colocation of state agencies and resources serve to increase the influence of Texas with our federal partners and expedite results.

State Fed's communication with State Officials is crucial to conveying the state's needs to the federal government and keeping key decision makers apprised of relevant federal developments. Communication and collaboration with Congress and the Executive Branch is critical in establishing a working relationship between the state of Texas and the federal government.

C. What, if any, functions does your agency perform that are no longer serving a clear and ongoing purpose? Which agency functions could be eliminated?

N/A

D. Does your agency's enabling law continue to correctly reflect your mission, objectives, and approach to performing your functions?

Yes.

E. Have you recommended changes to the Legislature in the past to improve your agency's operations? If so, explain. Were the changes adopted?

In 2009, the Sunset Advisory Commission made several recommendations to the legislature, most notably to "Abolish the Office of State-Federal Relations as an independent state agency and restructure it within the Office of the Governor, requiring the Office to interact and consult with the Lieutenant Governor and Speaker of the House, and subjecting it to Sunset review in six years." The Executive Director at the time concurred and supported these recommendations, which were not fully passed and implemented by the legislature.

F. 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?

Many state agencies have staff who work on federal policy and/or serve as their agency's federal government liaison. State-Fed works directly with these agencies to ensure the state is speaking with one voice on issues affecting Texas. State-Fed has hosted phone calls and meetings to ensure a unified federal agenda. State-Fed also sends a weekly update and an annual report on its activities. Additionally, agencies are required to notify State-Fed when they travel to Washington, which ensures collaboration on the agency's visit. These steps are taken to both ensure a collaborative approach and avoid duplicative efforts.

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

Most states have similar offices in Washington, DC to carry out similar functions. The Texas Office of State-Federal Relations is unique in both its structure and its collaboration and collocation with Texas state agencies working in Washington, DC.

H. What key obstacles impair your agency’s ability to achieve its objectives?

N/A

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

N/A

J. Aside from additional staff or funding, what are your agency’s biggest opportunities for improvement in the future? For example, are there other programs or duties the agency could take on to better carry out its mission?

N/A

K. Overall, how does the agency measure its effectiveness in carrying out its objectives?

State-Fed conducts an annual customer service survey of both state and federal colleagues. In FY 2018, State-Fed exceeded its target and 100% of respondents were satisfied. Additionally, State-Fed submits a weekly report to the legislature and various state agencies and an annual report to the legislature. See attachments.

Texas Office of State-Federal Relations

Exhibit 2: Key Performance Measures — Fiscal Year 2018

Key Performance Measures	Dataset Reference Number* (if applicable)	Calculation (if applicable)	FY 2018 Target	FY 2018 Actual Performance	FY 2018 % of Annual Target
<i>Percent of Customers Satisfied with OSFR Services</i>	N/A	N/A	98%	100%	102.0%

- L. Please list all key datasets your agency maintains. Why does the agency collect these datasets and what is the data used for? Is the agency required by any other state or federal law to collect or maintain these datasets? Please note any “high-value data” the agency collects as defined by Texas Government Code, Section 2054.1265. In addition, please note whether your agency has posted those high-value datasets on publically available websites as required by statute.**

N/A

III. History and Major Events

The Texas Office of State-Federal Relations (OSFR) was established in 1965, as a division of the Governor's Office, and became a separate agency in 1971. The Executive Director of the agency is appointed by the Governor and confirmed by the Senate. The Governor, the Lieutenant Governor, and the Texas Speaker of the House of Representatives serve as OSFR's Advisory Policy Board. Though its mission has largely been consistent since its inception, OSFR has fluctuated in its size and resources to adapt as an effective agency.

1965

The Division of State-Federal Relations was created in the Governor's office by the 59th Legislature through HB 1004 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 the 62nd Legislature through HB 1684. 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.

2009

The Sunset Commission recommended an abolition of State-Fed as an independent agency and instead that it be restructured within the Office of the Governor. The 81st Legislature modified the Sunset Commission's recommendations and via S.B. 1003, it administratively attached State-Fed to the Office of the Governor. The Governor's Office shall provide human resources and other administrative support for the office. The office is funded by appropriations made to the Office of the Governor.

2013

In the 83rd Texas Legislative session, SB 1613 was introduced to dissolve State-Fed as an independent agency, transferring the duties and obligations to the governor's office, but it did not become law. After passing the Senate via voice vote, SB 1613 was referred to the House committee on State Affairs, but did not advance out of committee.

IV. Policymaking Structure

- A. Complete the following chart providing information on your policymaking body members.

**Texas Office of State-Federal Relations
Exhibit 4: Policymaking Body**

Member Name	Term / Appointment Dates / Appointed by (e.g., Governor, Lt. Governor, Speaker)	Qualification (e.g., public member, industry representative)	City
<i>Governor Greg Abbott</i>	<i>Board Member per statute</i>	<i>Board Member per statute</i>	Austin, TX
<i>Lt. Governor Dan Patrick</i>	<i>Board Member per statute</i>	<i>Board Member per statute</i>	Austin, TX
<i>House Speaker Dennis Bonnen</i>	<i>Board Member per statute</i>	<i>Board Member per statute</i>	Austin, TX

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

The Advisory Policy Board (“the board”) works with the director to periodically meet and discuss upcoming federal activities and issues with state agency representatives. The board reviews the office's priorities and strategies set forth in the annual report and suggests modifications.

- C. How is the chair selected?

The board, by majority vote, selects a presiding officer.

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

N/A

- E. In general, how often does your policymaking body meet? How many times did it meet in FY 2017? In FY 2018?

As per statute, the board meets periodically and does not have a set schedule. Members of the Board do meet frequently to discuss issues affecting Texas and federal issues are among items discussed. Additionally, State-Fed’s Director meets with Board Members or their designees when possible and communicates via e-mail and phone.

- F. Please list or discuss all training members of the agency’s policymaking body receive. How often do these members receive training?

N/A

- G. What information is regularly presented to your policymaking body to keep them informed about the agency’s operations and performance?

State-Fed routinely provides a weekly report to state agencies and members of the legislature and an annual report to the Texas Legislature. As additional issues arise, State-Fed keeps members of the board apprised.

H. 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?

Members of the public are able to contact State-Fed directly via phone, email, and mail. Contact information is available on [State-Fed’s website](#). The Constituent Communications Division of the Office of the Governor handles additional incoming contacts and coordinates responses on issues related to the federal government with State-Fed.

I. If your policymaking body uses subcommittees or advisory committees to carry out its duties, fill in the following chart. See Exhibit 5 Example. For advisory committees, please note the date of creation for the committee, as well as the abolishment date as required by Texas Government Code, Section 2110.008.

In addition, please attach a copy of any reports filed by your agency under Texas Government Code, Section 2110.007 regarding an assessment of your advisory committees as Attachment 25.

**Texas Office of State-Federal Relations
Exhibit 5: Subcommittees and Advisory Committees**

Name of Subcommittee or Advisory Committee	Size / Composition / How are members appointed?	Purpose / Duties	Legal Basis for Committee (statute or rule citation)	Creation and Abolishment Dates
N/A	(Text)	(Text)	(Text)	
(Text)	(Text)	(Text)	(Text)	

Table 5 Exhibit 5 Subcommittees and Advisory Committees

V. Funding

A. Provide a brief description of your agency's funding.

Funding for OSFR includes General Revenue and Interagency Contracts.

B. List all riders that significantly impact your agency's budget.

Rider 17 Interagency Contracts.

C. Show your agency's expenditures by strategy. See Exhibit 6 Example.

**Texas Office of State-Federal Relations
Exhibit 6: Expenditures by Strategy — 2018 (Actual)**

Goal / Strategy	Amount Spent*	Percent of Total*	Contract Expenditures Included in Total Amount*
<i>A.2.3 State-Federal Relations</i>	\$575,203.12	58%	\$186,759.54
GRAND TOTAL:	\$575,203.12	58%	\$186,759.54

Table 6 Exhibit 6 Expenditures by Strategy

Assumptions:

- Amount Spent – Includes Administrative expenses allocated to that strategy.
- Percent of Total: Total Expenditures/(Original Appropriation Budget – Lapse Revenue Appropriation)
- Contract Expenditures: Includes DIR Contracts

D. Show your agency's sources of revenue. Include all local, state, and federal appropriations, all professional and operating fees, and all other sources of revenue collected by the agency, including taxes and fines. See Exhibit 7 Example.

**Texas Office of State-Federal Relations
Exhibit 7: Sources of Revenue — Fiscal Year 2018 (Actual)**

Source	Amount
<i>Interagency Contracts</i>	\$96,000
TOTAL	\$96,000

Table 7 Exhibit 7 Sources of Revenue

E. If you receive funds from multiple federal programs, show the types of federal funding sources. See Exhibit 8 Example.

Texas Office of State-Federal Relations

Exhibit 8: Federal Funds — Fiscal Year 2018 (Actual)

Type of Fund	State / Federal Match Ratio	State Share	Federal Share	Total Funding
N/A	(Number)	(Number)	(Number)	(Number)
TOTAL		(Number)	(Number)	(Number)

Table 8 Exhibit 8 Federal Funds

F. If applicable, provide detailed information on fees collected by your agency. See Exhibit 9 Example.

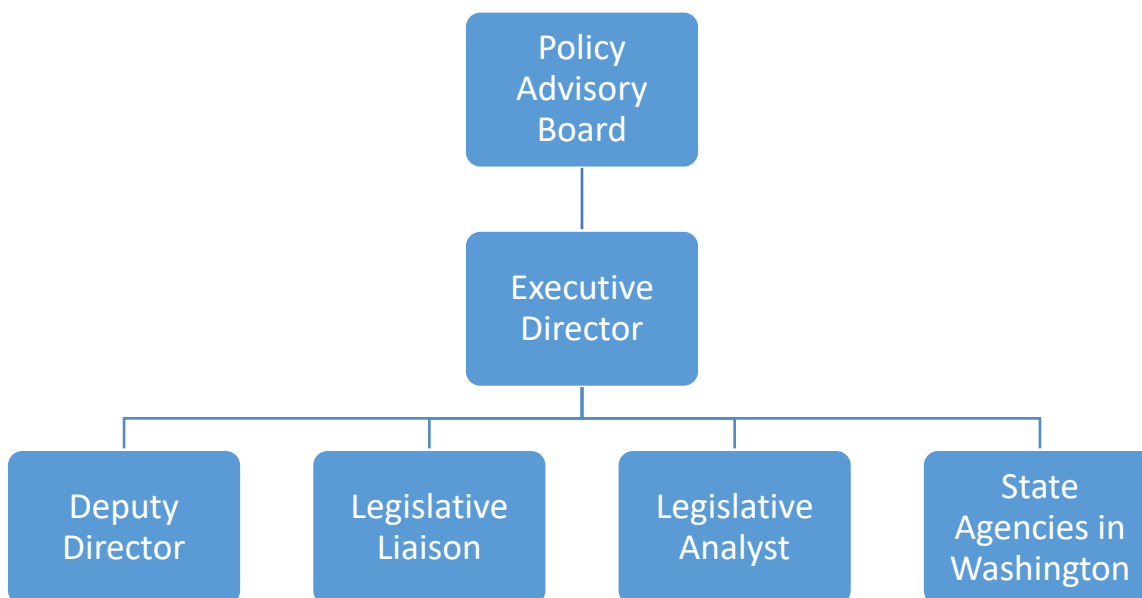
**Texas Office of State-Federal Relations
Exhibit 9: Fee Revenue — Fiscal Year 2018**

Fee Description/ Program/ Statutory Citation	Current Fee	Fees Set by Statute or Rule?	Statutory Maximum or Minimum	Number of Persons or Entities Paying Fee	Fee Revenue	Where Fee Revenue is Deposited <i>(e.g., General Revenue Fund)</i>
N/A	(Text)	(Text)	(Text)	(Number)	(Number)	(Text)
(Text)	(Text)	(Text)	(Text)	(Number)	(Number)	(Text)

Table 9 Exhibit 9 Fee Revenue

VI. Organization

A. Provide an organizational chart that includes major programs and divisions, and shows the number of FTEs in each program or division. Detail should include, if possible, department heads with subordinates, and actual FTEs with budgeted FTEs in parenthesis.



B.

**Texas Office of State-Federal Relations
Exhibit 10: FTEs by Location — Fiscal Year 2019**

Headquarters, Region, or Field Office	Location	Co-Location? Yes / No	Number of Budgeted FTEs FY 2019	Number of Actual FTEs (as of SER submission)
<i>Washington, DC</i>	<i>Washington, DC</i>	<i>No</i>	<i>4.9</i>	<i>1.35</i>
			TOTAL:	TOTAL:

Table 10 Exhibit 10 FTEs by Location

C. What are your agency's FTE caps for fiscal years 2017–2020?

Office of the Governor, Trusteed Programs:

2017 – 168.3

2018 – 193.3

2019 – 193.3

2020 – 191.33

D. How many temporary or contract employees did your agency have in fiscal year 2018? Please provide a short summary of the purpose of each position, the amount of expenditures per contract employee, and the procurement method of each position.

The Texas Office of State-Federal Relations had no temporary or contract employees in FY 2018.

E. List each of your agency's key programs or functions, along with expenditures and FTEs by program. See Exhibit 11 Example.

**Texas Office of State-Federal Relation
Exhibit 11: List of Program FTEs and Expenditures — Fiscal Year 2018**

Program	Actual FTEs FY 2018	Budgeted FTEs FY 2019	Actual Expenditures FY 2018	Budgeted Expenditures FY 2019
<i>Office of State-Federal Relations</i>	<i>3.35</i>	<i>4.9</i>	<i>\$575,203.12</i>	<i>\$985,442.00</i>
TOTAL	3.35	4.9	\$575,203.12	\$985,442.00

Table 11 Exhibit 11 List of Program FTEs and Expenditures

Assumptions:

- Budgeted Expenditures and FTEs FY 2019: Original Appropriation Budget – Anticipated Lapse Revenue Appropriation
- Included is admin allocation for both expenditures and FTEs

VII. Guide to Agency Programs

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

Name of Program or Function: According to Chapter 751, Texas Government Code, “The office shall...act as a liaison from the state to the federal government.”

State-Fed’s function is to maximize the position of the State through the Governor, the Legislature, and state agencies with regard to federal action that has a direct or indirect economic, fiscal, or regulatory impact on the state and its citizens, maintaining an active role for Texas in the national decision-making process.

Location/Division: N/A

Contact Name: Wes Hambrick

Statutory Citation for Program: Chapter 751, Texas Government Code

B. *What is the objective of this program or function? Describe the major activities performed under this program.* In serving as the state’s liaison to the federal government, State-Fed’s objective is to maximize the position of the Governor and the Legislature with regard to federal action that has a direct or indirect economic, fiscal, or regulatory impact on the state and its citizens, maintaining an active role for Texas in the national decision-making process.

C. *What evidence can you provide that shows the effectiveness and efficiency of this program or function? In Exhibit 12, provide a list of statistics and performance measures that best convey the effectiveness and efficiency of this program or function. Also, please provide the calculation or methodology behind each statistic or performance measure. Please do not repeat measures listed in Exhibit 2 unless necessary to understand the program or function.*

See attached Annual Reports to the Texas Legislature.

**Texas Office of State-Federal Relations
Exhibit 12: Program Statistics and Performance Measures — Fiscal Year 2018**

Program Statistics or Performance Measures	Dataset Reference Number* (if applicable)	Calculation (if applicable)	FY 2018 Target	FY 2018 Actual Performance	FY 2018 % of Annual Target
N/A	(Number)	(Number)	(Number)	(Number)	(Percent)
(Text)	(Number)	(Number)	(Number)	(Number)	(Percent)

Table 12 Exhibit 12 Program Statistics and Performance Measures *See Exhibit 3

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. If the response to Section III of this report is sufficient, please leave this section blank.

As the state's liaison to the federal government, State-Fed's function is best explained via the agency's response during and in the aftermath of Hurricane Harvey.

State-Fed focused on an immediate and effective response to the historic storm that hit the Texas Gulf Coast in 2017. Serving as a go-to resource for the Texas congressional delegation regarding recovery efforts, the State-Fed team hosted regular briefings, coordinated requests for Disaster Recovery Centers in Members' congressional districts, and answered questions regarding the Disaster Supplemental Nutrition Assistance Program and constituent concerns. Additionally, OSFR worked with Members of Congress in real time to coordinate and troubleshoot ongoing issues in affected districts.

State-Fed also worked with the relevant executive agencies, such as the EPA, to accelerate recovery for Texas. Serving as a critical connector between the Texas Division of Emergency Management, Texas General Land Office, FEMA, and Congress, State-Fed ensured all relevant agencies were connected to expedite the critical needs and challenges of Texas communities.

The office briefed the Congressional delegation on the Commission to Rebuild Texas' \$61 billion recovery plan. State-Fed coordinated meetings between the Texas Congressional Delegation's Harvey Task Force and the Commission to Rebuild Texas, and constantly reminded Congress of the urgency of disaster funding in order to keep recovery at the center of Members' attention.

In the immediate aftermath of the hurricane and for the many months that followed, State-Fed worked with local, state, and federal officials to provide proper direction in the push to appropriate federal disaster recovery dollars. The first tranche of this funding came in early September 2017, when Congress passed a \$15 billion disaster relief bill that included \$7.4 billion designated to FEMA for direct assistance to victims of Hurricane Harvey. The legislation did not initially include additional money to help Texas rebuild, but State-Fed mobilized the Texas Congressional delegation to push for additional funding. Governor Abbott diligently worked in tandem with the Congressional delegation to ensure that an additional \$7.4 billion in Community Development Block Grant Funds was added to the first disaster supplemental to help Texas immediately begin the rebuilding process.

After the initial tranche of funding, Washington’s message to Texas was that more funding was on the way. Governor Abbott met with leadership from the Administration and the U.S. Senate and House in an effort to highlight the acute need for action and funds to rebuild. Those meetings culminated with the \$61 billion blueprint in projects and damage recovery certified by the Commission to Rebuild Texas based on the needs and asks from local and county officials. The Governor and State-Fed’s meetings and briefings highlighted the massive need for funding for Texas and became the foundation for the argument to increase funding proposals and take immediate action.

The second disaster supplemental, which totaled \$36.5 billion, included money to fund FEMA for recovery and the National Flood Insurance Program. While the second supplemental did not include money directly related to longer-term housing and mitigation in Texas, State-Fed continued pressing for direct appropriations to Texas and received assurances from U.S. Senate and House leaders that the states’ needs would be addressed in the next round of funding.

As a result, Governor Abbott and State-Fed continued to work daily with House and Senate Appropriators, the Texas Congressional delegation, and federal agencies to successfully increase the amount of funding to Texas at every step in the process. The largest tranche of disaster funding started initially as a \$44 billion ask to Congress from Office of Management and Budget Director Mick Mulvaney. Governor Abbott and State-Fed worked with Capitol Hill staff to turn that ask into an \$81 billion package, which passed the House in December 2017 and subsequently worked with the Senate to mold it into a final package of over \$89 billion, which finally became law in the spring of 2018.

Throughout the entire process, State-Fed also worked with leadership from other states affected by 2017 disasters who were an integral part of the funding equation, as all appropriations covered each 2017 presidentially declared large disaster. The focus on disaster funding continues to this day, and State-Fed continues to be a conduit for increased action and coordination between our federal and state partners. State-Fed continues working closely with the U.S. Department of Housing and Urban Development (HUD) and the Texas General Land Office as HUD finalizes the parameters for how the billions of dollars allocated to Texas for mitigation are able to be spent. The Governor and State-Fed continue to work closely with U.S. Army Corps of Engineers leadership at the district, division, and headquarters level and continue pushing for flood mitigation projects to be studied, constructed, and funded.

E. List any qualifications or eligibility requirements for persons or entities affected by this program, such as licensees, consumers, landowners, for example. Provide a statistical breakdown of persons or entities affected.

N/A

F. Describe how your program or function is administered, including a description of the processes involved in the program or function. Include flowcharts, timelines, or other illustrations as necessary to describe agency policies and procedures. Indicate how field/regional services are used, if applicable.

The goal of OSFR is to maximize the position of the State through the Governor, the Legislature, and state agencies with regard to federal action that has a direct or indirect economic, fiscal, or regulatory impact on the state and its citizens, maintaining an active role for Texas in the national decision-making process.

State-Fed accomplishes this goal by:

- Working with the Governor's Office, the Texas Legislature, and state agencies to coordinate federal policies and priorities for the State of Texas;
- Working with Congress, the Executive Branch, and federal agencies to pass and implement legislation, policies, and rules favorable to Texas; and
- Providing to Texas officials and agencies information about federal initiatives, and assisting them in providing information to key members and committees in the nation's capital.

See Section D for further explanation of processes.

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).

General Revenue

Interagency Contracts

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

Many state agencies have staff who work on federal policy and/or serve as their agency's federal government liaison. Three of the largest state agencies, Texas Department of Transportation, Texas Health and Human Services, and the Texas Workforce Commission, are collocated with State-Fed. As such, we maintain close communication and collaboration.

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.

State-Fed works directly with state agencies to ensure the state is speaking with one voice on issues affecting Texas. State-Fed has hosted phone calls and meetings to ensure a unified voice on federal issues. State-Fed also sends a weekly update and an annual report on its activities. Additionally, agencies are required to notify State-Fed when they travel to Washington, which

ensures collaboration on the agency's visit. These steps are taken to both ensure a collaborative approach and avoid duplicative efforts.

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.

State-Fed works with the Governor's Office, the Texas Legislature, and state agencies to coordinate federal policies and priorities for the State of Texas; and works with Congress, the Executive Branch, and federal agencies to pass and implement legislation, policies, and rules favorable to Texas.

K. If contracted expenditures are made through this program please provide

- a short summary of the general purpose of those contracts overall;
- the amount of those expenditures in fiscal year 2018;
- the number of contracts accounting for those expenditures;
- the method used to procure contracts;
- top five contracts by dollar amount, including contractor and purpose;
- the methods used to ensure accountability for funding and performance; and
- a short description of any current contracting problems.

All of OSFR's contracts are related to the operational needs of an office located in Washington DC; the total amount of contracted expenditures for FY 2018 is \$186,759.54, and the number of contracts accounting for these expenditures is five.

Attached is a spreadsheet with a listing of contracts, contractor, and purpose. All Office of the Governor, Trusteed Programs contracts are routed through an Office of the Governor approval process that includes the Division Director, Contract Manager, Purchaser, Accounts Payable, Director of Financial Services, General Counsel, and Executive approval.

L. Provide information on any grants awarded by the program.

N/A

M. Are there any barriers or challenges that impede the program's performance, including any outdated or ineffective state laws? Explain.

N/A

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

See attached Annual Reports to the State Legislature.

O. 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.

N/A

P. For each regulatory program, if applicable, provide detailed information on complaint investigation and resolution. Please adjust the chart headings as needed to better reflect your agency’s particular programs. If necessary to understand the data, please include a brief description of the methodology supporting each measure.

N/A

**Texas Office of State Federal Relations
Exhibit 13: Information on Complaints Against Regulated Persons or Entities
Fiscal Years 2017 and 2018**

	Fiscal Year 2017	Fiscal Year 2018
Total number of regulated persons	(number)	(number)
Total number of regulated entities	(number)	(number)
Total number of entities inspected	(number)	(number)
Total number of complaints received from the public	(number)	(number)
Total number of complaints initiated by agency	(number)	(number)
Number of complaints pending from prior years	(number)	(number)
Number of complaints found to be non-jurisdictional	(number)	(number)
Number of jurisdictional complaints found to be without merit	(number)	(number)
Number of complaints resolved	(number)	(number)
Average number of days for complaint resolution	(number)	(number)
Complaints resulting in disciplinary action:	(number)	(number)
administrative penalty	(number)	(number)
reprimand	(number)	(number)
probation	(number)	(number)
suspension	(number)	(number)
revocation	(number)	(number)
other	(number)	(number)

Table 13 Exhibit 13 Information on Complaints Against Persons or Entities

VIII. Statutory Authority and Recent Legislation

- A. Fill in the following charts, 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 2013–2018, or earlier significant Attorney General opinions, that affect your agency’s operations.

(Agency Name)
Exhibit 14: Statutes / Attorney General Opinions

Statutes

Citation / Title	Authority / Impact on Agency <i>(e.g., “provides authority to license and regulate nursing home administrators”)</i>
Chapter 751, Texas Government Code	Authorizes OSFR as a state agency, administratively attached to the Office of the Governor, to serve as the state’s federal liaison.

Table 14 Exhibit 14 Statutes

Attorney General Opinions

Attorney General Opinion No.	Impact on Agency
N/A	

Table 15 Exhibit 14 Attorney General Opinions

- B. Provide a summary of significant legislation regarding your agency by filling in the charts below or attaching information already available in an agency-developed format. Briefly summarize the key provisions. For bills that did not pass but were significant, 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). Place an asterisk next to bills that could have a major impact on the agency. *See Exhibit 15 Example.*

Texas Office of State-Federal Relations
Exhibit 15: 86th Legislative Session

Legislation Enacted

Bill Number	Author	Summary of Key Provisions
N/A		

Table 16 Exhibit 15 Legislation Enacted 86th Leg

Legislation Not Passed

Bill Number	Author	Summary of Key Provisions / Reason Bill Did Not Pass
N/A		

Table 17 Exhibit 15 Legislation Not Passed 86th Leg

IX. Major Issues

The purpose of this section is to briefly describe any potential issues raised by your agency, the Legislature, or stakeholders that Sunset could help address through changes in statute to improve your agency's operations and service delivery. Inclusion of an issue does not indicate support, or opposition, for the issue by the agency's board or staff. Instead, this section is intended to give the Sunset Commission a basic understanding of the issues so staff can collect more information during our detailed research on your agency. Some questions to ask in preparing this section may include: (1) How can your agency do a better job in meeting the needs of customers or in achieving agency goals? (2) What barriers exist that limit your agency's ability to get the job done?

Emphasis should be given to issues appropriate for resolution through changes in state law. Issues related to funding or actions by other governmental entities (federal, local, quasi-governmental, etc.) may be included, but the Sunset Commission has no authority in the appropriations process or with other units of government. If these types of issues are included, the focus should be on solutions that can be enacted in state law. This section contains the following three components.

A. Brief Description of Issue

B. Discussion

Background. Include enough information to give context for the issue. Information helpful in building context includes:

- What specific problems or concerns are involved in this issue?
- Who does this issue affect?
- What is the agency's role related to the issue?
- Any previous legislative action related to the issue?

C. Possible Solutions and Impact

Provide potential recommendations to solve the problem. Feel free to add a more detailed discussion of each proposed solution, including:

- How will the proposed solution fix the problem or issue?
- How will the proposed change impact any entities or interest groups?
- How will your agency's performance be impacted by the proposed change?
- What are the benefits of the recommended change?
- What are the possible drawbacks of the recommended change?
- What is the fiscal impact of the proposed change?

Complete this section for **each** issue. Copy and paste components A through C as many times as needed to discuss each issue.

OSFR has not identified any major issues at this time.

X. Other Contacts

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

Texas Office of State-Federal Relations Exhibit 16: Contacts

Interest Groups

(groups affected by agency actions or that represent others served by or affected by agency actions)

Group or Association Name/ Contact Person	Address	Telephone	Email Address
Madison Smith Office of Senator John Cornyn	U.S. Senate	202-224-2934	Madison_Smith@cornyn.senate.gov
Austin Smithson Office of Senator Ted Cruz	U.S. Senate	202-224-5922	Austin_Smithson@cruz.senate.gov
Perry Brody Office of Rep. Filemon Vela	U.S. House of Representatives	202-225-9770	Perry.Brody@mail.house.gov
Jose Borjon Office of Rep. Vicente Gonzalez	U.S. House of Representatives	202-225-2531	Jose.Borjon@mail.house.gov
John Porter Office of Rep. Kevin Brady	U.S. House of Representatives	202-225-4901	John.Porter@mail.house.gov
Matt Rowland Office of Rep. Al Green	U.S. House of Representatives	202-225-7508	Matt.Rowland@mail.house.gov
John Byers Office of Rep. Will Hurd	U.S. House of Representatives	202-225-4511	John.Byers@mail.house.gov
Lillie Coney Office of Rep. Sheila Jackson Lee	U.S. House of Representatives	202-225-3816	Lillie.Coney@mail.house.gov
Elizabeth Allen Office of Rep. Mike Burgess	U.S. House of Representatives	202-225-7772	Elizabeth.Allen@mail.house.gov
Chara McMichael Office of Rep. Randy Weber	U.S. House of Representatives	202-225-2831	Chara@mail.house.gov

Table 18 Exhibit 16 Interest Groups

Interagency, State, or National Associations

(that serve as an information clearinghouse or regularly interact with your agency)

Group or Association Name/ Contact Person	Address	Telephone	Email Address
N/A	(Text)	(Number)	(Address)
(Text)	(Text)	(Number)	(Address)

Table 19 Exhibit 16 Interagency, State, and National Association

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 Name / Relationship / Contact Person	Address	Telephone	Email Address
Legislative Budget Board/LBB Analyst/Jordan Smith	Robert E. Johnson Bldg 5 th Floor 1501 North Congress Austin, TX 78701	512-463-1840	jordan.smith@lbb.texas.gov
Texas Department of Transportation/Washington Liaison/Melanie Alvord	660 Pennsylvania Ave. SE Washington, DC 20003	202-434-0209	Melanie.Alvord@txdot.gov
Texas Department of Transportation/Washington Liaison/Megan Kenney	660 Pennsylvania Ave. SE Washington, DC 20003	202-434-0214	Megan.Kenney@txdot.gov
Texas Department of Transportation/Federal Affairs/Andrea Lofye	125 E 11 St Austin, TX 78701	512-936-7584	Andrea.Lofye@txdot.gov
Texas Workforce Commission/Washington Representative/Allison Robertson	660 Pennsylvania Ave. SE Washington, DC 20003	202-434-0210	allison.robertson@twc.state.tx.us
Texas Military Department/Government Affairs/Marcy Weldin	2200 West 35th Street, Building 10, Camp Mabry Austin, Texas 78763	512-782-6748	marcy.j.weldin.nfg@mail.mil
Texas Health and Human Services Commission/Government Relations/Amanda Martin	4900 North Lamar P.O. Box 13247 Austin 78711-3247	512-487-3300	Amanda.Martin04@hhsc.state.tx.us
Texas Division of Emergency Management/Suzannah Jones	Texas Division of Emergency Management 5805 North Lamar Blvd Austin, TX 78752-4431	512-424-5825	suzannah.jones@tdem.texas.gov
Texas Department of Family and Protective Services/General Counsel/Audrey Carmichael	701 W. 51st Street Austin, Texas 78751	512-438-4800	Audrey.Carmical@dfps.state.tx.us
Texas Department of Education/Deputy Commissioner/Melody Parrish	1701 N. Congress Avenue Austin, Texas, 78701	(512) 463-9734	Melody.Parrish@tea.texas.gov

Agency Name / Relationship / Contact Person	Address	Telephone	Email Address
Texas Commission on Environmental Equality/External Relations/Ryan Vise	12100 Park 35 Circle, Austin, TX 78753	(512) 239-5022	Ryan.Vise@Tceq.Texas.Gov
Texas General Land Office/Federal Relations/Kaleb Bennett	1700 N. Congress Ave. Austin, TX 78701-1495	(512) 463-5363	kaleb.bennett@glo.texas.gov
Texas Department of Insurance/Government Relations/Libby Elliott	333 Guadalupe Austin, TX 78701	512-676-6605	libby.elliott@tdi.texas.gov

Table 20 Exhibit 16 Liaisons at Other State Agencies

XI. Additional Information

- A. Texas Government Code, Section 325.0075 requires agencies under review to submit a report about their reporting requirements to Sunset with the same due date as the SER. Include a list of each agency-specific report that the agency is required by statute to prepare and an evaluation of the need for each report based on whether factors or conditions have changed since the statutory requirement was put in place. Please do not include general reporting requirements applicable to all agencies, reports that have an expiration date, routine notifications or notices, posting requirements, federally mandated reports, or reports required by G.A.A. rider. If the list is longer than one page, please include it as an attachment. *See Exhibit 17 Example.*

**Texas Office of State-Federal Relations
Exhibit 17: Evaluation of Agency Reporting Requirements**

Report Title	Legal Authority	Due Date and Frequency	Recipient	Description	Is the Report Still Needed? Why?
<i>Annual Report to the Legislature</i>	Chapter 751, Texas Government Code	<i>Annually</i>	<i>Legislature</i>	<i>Per statute, the annual report should describe the office's operations; contains the office's priorities and strategies for the following year; detail projects and legislation pursued by the office; discuss issues in the following congressional session of interest to this state; and contain an analysis of federal funds availability and formulae.</i>	<i>Yes. The report is required by statute.</i>

Table 21 Exhibit 17 Agency Reporting Requirements

- B. Does the agency's statute use "person-first respectful language" as required by Texas Government Code, Section 325.0123? Please explain and include any statutory provisions that prohibit these changes.

Yes, person-first respectful language is used in Chapter 751, Texas Government Code.

C. Please describe how your agency receives and investigates complaints made against the agency.

Complaints made against the agency may be received through different means, including: the Texas Workforce Commission Civil Rights Division; the Equal Employment Opportunity Commission San Antonio Field Office, the State Auditor's Office Website for Fraud Waste and Abuse, or via phone, electronic mail, mail, or face-to-face contact with a representative of the agency. Once a complaint is received by one of the means listed above, the complaint is reviewed and investigated by a designated agency official.

Fill in the following chart detailing information on complaints regarding your agency. Do not include complaints received against people or entities you regulate.

**Office of the Governor
Exhibit 18: Complaints Against the Agency — Fiscal Years 2017 and 2018**

	Fiscal Year 2017	Fiscal Year 2018
Number of complaints received	1	0
Number of complaints resolved	0	0
Number of complaints dropped / found to be without merit	1	0
Number of complaints pending from prior years	0	0
Average time period for resolution of a complaint	N/A	N/A

Table 22 Exhibit 18 Complaints Against the Agency

D. Fill in the following charts detailing your agency's Historically Underutilized Business (HUB) purchases. See Exhibit 19 Example. Sunset is required by law to review and report this information to the Legislature.

**Office of the Governor, Trusteed Programs
Exhibit 19: Purchases from HUBs**

Fiscal Year 2016

Category	Total \$ Spent	Total HUB \$ Spent	Percent	Agency Specific Goal*	Statewide Goal
Heavy Construction	\$0.00	\$0.00	0.00%	11.2%	11.2%
Building Construction	\$0.00	\$0.00	0.00%	21.1%	21.1%
Special Trade	\$0.00	\$0.00	0.00%	32.9%	32.9%
Professional Services	\$0.00	\$0.00	0.00%	23.7%	23.7%
Other Services	\$55,543,931	\$256,531	0.46%	26.0%	26.0%
Commodities	\$169,204	\$44,879	26.52%	21.1%	21.1%
TOTAL	\$55,713,135	\$301,410	0.54%		

Table 23 Exhibit 19 HUB Purchases for FY 2016

Fiscal Year 2017

Category	Total \$ Spent	Total HUB \$ Spent	Percent	Agency Specific Goal	Statewide Goal
Heavy Construction	\$0.00	\$0.00	0.00%	11.2%	11.2%
Building Construction	\$0.00	\$0.00	0.00%	21.1%	21.1%
Special Trade	\$225	\$0.00	0.00%	32.9%	32.9%
Professional Services	\$0.00	\$0.00	0.00%	23.7%	23.7%
Other Services	\$40,819,231	\$164,201	0.40%	26.0%	26.0%
Commodities	\$351,571	\$121,984	34.70%	21.1%	21.1%
TOTAL	\$41,171,027	\$286,185	0.70%		

Table 24 Exhibit 19 HUB Purchases for FY 2017

Fiscal Year 2018

Category	Total \$ Spent	Total HUB \$ Spent	Percent	Agency Specific Goal	Statewide Goal
Heavy Construction	\$0.00	\$0.00	0.00%	11.2%	11.2%
Building Construction	\$0.00	\$0.00	0.00%	21.1%	21.1%
Special Trade	\$2,951	\$0.00	0.00%	32.9%	32.9%
Professional Services	\$0.00	\$0.00	0.00%	23.7%	23.7%
Other Services	\$20,838,913	\$1,064,937	5.11%	26.0%	26.0%
Commodities	\$176,586	\$13,795	7.81	21.1%	21.1%
TOTAL	\$21,018,451	\$1,078,733	5.13%		

Table 25 Exhibit 19 HUB Purchases for FY 2018

E. Does your agency have a HUB policy? How does your agency address performance shortfalls related to the policy? (Texas Government Code, Section 2161.003; TAC Title 34, Part 1, Rule 20.286c)

The Office of the Governor, Trusted Programs, is committed to meeting the statewide goals for each of the categories. Demonstrative of this commitment, the Office utilizes the Centralized Master Bidder List (CMBL), and includes every registered HUB on the CMBL in its solicitation process for every procurement \$5,000 or above. In addition, the OOG supplements the CMBL with additional, known HUBs in an effort to solicit bids from those businesses.

F. 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? (Texas Government Code, Section 2161.252; TAC Title 34, Part 1, Rule 20.285)

Yes, for all Requests for Proposals, our Office requires that prospective vendors submit a HUB Subcontracting Report as part of their proposal. We encourage our vendors to demonstrate a *Good Faith Effort* to complete the HUB Subcontracting Plan.

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

- 1. Do you have a HUB coordinator? If yes, provide name and contact information. (Texas Government Code, Section 2161.062; TAC Title 34, Part 1, Rule 20.296)**

Theresa Boland
 (512) 936-0166
theresa.boland@gov.texas.gov

- 2. Has your agency designed a program of HUB forums in which businesses are invited to deliver presentations that demonstrate their capability to do business with your agency? (Texas Government Code, Section 2161.066; TAC Title 34, Part 1, Rule 20.297)**

The Office of the Governor – Office of Small Business hosts approximately 15 Forums and Workshops throughout the state each fiscal year. At each of these events, we conduct a HUB/DBE panel discussion not only to encourage HUB participation in state procurement, but to also exhibit some of the tools and resources our offices provides to HUB vendors. In addition, the Office of the Governor presented at the Statewide Hub Expo hosted by the Texas Comptroller’s Office, in an effort to network and provide advice to HUBs working on state procurement opportunities

- 3. Has your agency developed a mentor-protégé program to foster long-term relationships between prime contractors and HUBs and to increase the ability of HUBs to contract with the state or to receive subcontracts under a state contract? (Texas Government Code, Section 2161.065; TAC Title 34, Part 1, Rule 20.298)**

Not at this time.

H. Fill in the charts below detailing your agency’s Equal Employment Opportunity (EEO) statistics. See Exhibit 20 Example. Sunset is required by law to review and report this information to the Legislature. Please use only the categories provided below. For example, some agencies use the classification “paraprofessionals,” which is not tracked by the state civilian workforce. Please reclassify all employees within the appropriate categories below.

**Office of the Governor
 Exhibit 20: Equal Employment Opportunity Statistics**

1. Officials / Administration

Year	Total Number of Positions	Percent African-American	Statewide Civilian Workforce Percent	Percent Hispanic	Statewide Civilian Workforce Percent	Percent Female	Statewide Civilian Workforce Percent
2016	37	0%	7.4%	13.5%	22.1%	48.65%	37.4%
2017	38	0%	7.4%	10.53%	22.1%	47.37%	37.4%

Year	Total Number of Positions	Percent African-American	Statewide Civilian Workforce Percent	Percent Hispanic	Statewide Civilian Workforce Percent	Percent Female	Statewide Civilian Workforce Percent
2018	32	0%	7.4%	9.38%	22.1%	50%	37.4%

Table 26 Exhibit 20 EEO Statistics for Officials/Administration

2. Professional

Year	Total Number of Positions	Percent African-American	Statewide Civilian Workforce Percent	Percent Hispanic	Statewide Civilian Workforce Percent	Percent Female	Statewide Civilian Workforce Percent
2016	20	0%	10.4%	20%	19.3%	50%	55.3%
2017	6	0%	10.4%	0%	19.3%	33.33%	55.3%
2018	8	0%	10.4%	12.50%	19.3%	50%	55.3%

Table 27 Exhibit 20 EEO Statistics for Professionals

3. Technical

Year	Total Number of Positions	Percent African-American	Statewide Civilian Workforce Percent	Percent Hispanic	Statewide Civilian Workforce Percent	Percent Female	Statewide Civilian Workforce Percent
2016	3	0%	14.4%	0%	27.2%	66.7%	55.3%
2017	3	0%	14.4%	0%	27.2%	66.7%	55.3%
2018	2	0%	14.4%	0%	27.2%	66.7%	55.3%

Table 28 Exhibit 20 EEO Statistics for Technical

4. Administrative Support

Year	Total Number of Positions	Percent African-American	Statewide Civilian Workforce Percent	Percent Hispanic	Statewide Civilian Workforce Percent	Percent Female	Statewide Civilian Workforce Percent
2016	212	8.5%	14.8%	21.7%	34.8%	58.96%	72.1%
2017	199	0%	14.8%	23.12%	34.8%	61.81%	72.1%
2018	202	7.45%	14.8%	24.75%	34.8%	64.36%	72.1%

Table 29 Exhibit 20 EEO Statistics for Administrative Support

5. Service / Maintenance

Year	Total Number of Positions	Percent African-American	Statewide Civilian Workforce Percent	Percent Hispanic	Statewide Civilian Workforce Percent	Percent Female	Statewide Civilian Workforce Percent
2016	6	0%	13.0%	50%	54.1%	50%	51.0%
2017	6	0%	13.0%	50%	54.1%	50%	51.0%
2018	6	0%	13.0%	50%	54.1%	33.3%	51.0%

Table 30 Exhibit 20 EEO Statistics for Service and Maintenance

6. Skilled Craft

Year	Total Number of Positions	Percent African-American	Statewide Civilian Workforce Percent	Percent Hispanic	Statewide Civilian Workforce Percent	Percent Female	Statewide Civilian Workforce Percent
2016	0	0%	10.6%	0%	50.7%	0%	11.6%
2017	0	0%	10.6%	0%	50.7%	0%	11.6%
2018	0	0%	10.6%	0%	50.7%	0%	11.6%

Table 31 Exhibit 20 EEO Statistics for Skilled Craft

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

Yes, the Office of the Governor has an equal employment opportunity policy. The Office of the Governor is committed to having a workforce that represents Texas' diversity through adherence to, and a universal application of, equal employment opportunity law and related policies, both in spirit and intent. We review our workforce statistics biennially and compare them to the statewide workforce. This information is used to update our diversity and recruiting plan, enabling the agency to reach out to under-represented communities both internally and externally.

XII. Agency Comments

OSFR has no additional comments.

ATTACHMENTS ---

Attachments Relating to Key Functions, Powers, and Duties

1. If the agency publishes a version of its enabling statute and/or rules, please include an electronic copy.

N/A

2. Annual reports published by the agency from FY 2016–2018.

Attachment 2_2016 Annual Report

Attachment 2_2017 Annual Report

Attachment 2_2018 Annual Report

3. Internal or external newsletters published by the agency in FY 2018.

Attachment 3_September 11, 2017 Snapshot

Attachment 3_February 12, 2018 Snapshot

Attachment 3_January 14, 2019 Snapshot

4. List of studies that the agency is required to do by legislation or riders.

N/A

5. List of legislative or interagency studies relating to the agency that are being performed during the current interim.

N/A

6. 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. Provide links if available.

N/A

Attachments Relating to Policymaking Structure

7. Biographical information (e.g., education, employment, affiliations, and honors) or resumes of all policymaking body members.

[Governor Abbott](#)

[Lt. Governor Patrick](#)

[Speaker Bonnen](#)

8. Board training manuals and copies of any policies related to the board’s duties and responsibilities.

N/A

9. Employee manuals and copies of any policies related to staff’s duties and responsibilities.

N/A

10. Copies of any other significant policies adopted by the board.

N/A

Attachments Relating to Funding

11. [Agency’s Legislative Appropriations Request for FY 2020–2021](#)

12. [Annual financial reports from FY 2016–2018](#)

13. [Operating budgets from FY 2016–2018](#)

Attachments Relating to Organization

14. If applicable, a map to illustrate the regional boundaries, headquarters location, and field or regional office locations.

N/A

15. Any flowcharts showing the operations of the agency, such as complaint resolution processes, disciplinary or enforcement procedures, etc.

N/A

Attachments Relating to Agency Performance Evaluation

16. Quarterly performance reports completed by the agency in FY 2017–2018.

N/A

17. Performance reports presented to the agency’s board of directors in FY 2016–2018, if different from the reports in Attachment 16.

N/A

18. Performance reports submitted to the Legislative Budget Board from FY 2016–2018

Attachment 18_Performance report submitted to the LBB LAR FY 2018-19

Attachment 18_Performance report submitted to the LBB LAR FY 2020-21

Attachment 18_Performance report submitted to the LBB Operating Budget FY 2018

19. Any recent studies on the agency or any of its functions conducted by outside management consultants or academic institutions.

N/A

20. Agency's current internal audit plan.

N/A

21. Agency's current strategic plan.

N/A

22. List of internal audit reports from FY 2014–2018 completed by or in progress at the agency.

N/A

23. List of State Auditor reports from FY 2014–2018 that relate to the agency or any of its functions.

N/A

24. Any customer service surveys conducted by or for your agency in FY 2017–2018.

N/A

25. Any reports created under Texas Government Code, Section 2110.007 regarding the usefulness and costs of the agency's advisory committees.

N/A