

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.

Texas Commission on Environmental Quality Exhibit 16: Complaints Against the Agency—Fiscal Years 2007 and 2008		
	FY 2007	FY 2008
Number of complaints received	66	110
Number of complaints resolved	66	110
Number of complaints dropped/found to be without merit	0	0
Number of complaints pending from prior years	0	0
Average time period for resolution of a complaint	3 days	3 days

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

Texas Commission on Environmental Quality Exhibit 17: Purchases from HUBs				
FISCAL YEAR 2006				
Category	Total \$ Spent	Total HUB \$ Spent	Percent	Statewide Goal
Heavy Construction	N/A	N/A	N/A	11.9%
Building Construction	\$ 22,937	\$ 0	0.00%	26.1%
Special Trade	\$ 41,723	\$ 4,545	10.89%	57.2%
Professional Services	\$ 5,414,540	\$ 1,493,352	27.58%	20.0%
Other Services	\$ 39,037,474	\$ 12,484,908	31.98%	33.0%
Commodities	\$ 14,277,585	\$ 5,936,482	41.58%	12.6%
TOTAL	\$ 58,794,259	\$ 19,919,287	33.88%	

FISCAL YEAR 2007				
Category	Total \$ Spent	Total HUB \$ Spent	Percent	Statewide Goal
Heavy Construction	N/A	N/A	N/A	11.9%
Building Construction	\$ 953	\$ 0	0.00%	26.1%
Special Trade	\$ 113,526	\$ 18,877	16.63%	57.2%
Professional Services	\$ 8,132,901	\$ 1,699,515	20.90%	20.0%
Other Services	\$ 39,317,582	\$ 11,957,773	30.41%	33.0%

Commodities	\$ 11,950,413	\$ 4,257,300	35.62%	12.6%
TOTAL	\$ 59,515,375	\$ 17,933,465	30.13%	
FISCAL YEAR 2008				
Category	Total \$ Spent	Total HUB \$ Spent	Percent	Statewide Goal
Heavy Construction	N/A	N/A	N/A	11.9%
Building Construction	\$ 21,709	\$ 0	0.00%	26.1%
Special Trade	\$ 132,595	\$ 3,827	2.89%	57.2%
Professional Services	\$ 15,789,213	\$ 3,439,194	21.78%	20.0%
Other Services	\$ 38,722,105	\$ 12,731,202	32.88%	33.0%
Commodities	\$ 10,956,468	\$ 3,618,737	33.03%	12.6%
TOTAL	\$ 65,622,090	\$ 19,792,960	30.16%	

C. Does your agency have a HUB policy? How does your agency address performance shortfalls related to the policy? (Texas Government Code, Sec. 2161.003; TAC Title 34, Part 1, rule 20.15b)

TCEQ has a HUB policy. Shortfalls are addressed through a combination of ongoing strategies, including: evaluating procurement and contract documents for potential HUB opportunities, working to ensure that agency policies and procedures promote HUB participation, directing assistance to agency programs working to meet HUB goals, fostering of mentor-protégé agreements, and conducting outreach activities such as mailouts to chambers of commerce and participation in vendor forums.

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? (Texas Government Code, Sec. 2161.252; TAC Title 34, Part 1, rule 20.14)

TCEQ has formally adopted HUB rules and implemented HUB procedures in its contracting functions in accordance with 34 Texas Administrative Code (TAC) , Part 1, Section 20.14. The agency evaluates all contracts, bids, offers, or other applicable expressions of interest for subcontracting opportunities with an expected value of \$90,000 or more, and when it is determined subcontracting opportunities exist. To deem proposals and bids responsive, the agency requires respondents to submit a completed HUB Subcontracting Plan (HSP) with their proposals and bids.

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

	Response / Agency Contact
1. Do you have a HUB coordinator? (Texas Government Code, Sec. 2161.062; TAC Title 34, Part 1, rule 20.26)	Yes. Contact: Laura Cagle, HUB Program Coordinator, at 512-239-1273.
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, Sec. 2161.066; TAC Title 34, Part 1, rule 20.27)	Yes. Contact: Laura Cagle, HUB Program Coordinator, at 512-239-1273.
3. Has your agency developed a mentor-protege 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, Sec. 2161.065; TAC Title 34, Part 1, rule 20.28)	Yes. Contact: Laura Cagle, HUB Program Coordinator, at 512-239-1273.

F. Fill in the chart below detailing your agency's Equal Employment Opportunity (EEO) statistics.¹ See Exhibit 18.

Texas Commission on Environmental Quality Exhibit 18: Equal Employment Opportunity Statistics							
FISCAL YEAR 2006							
Job Category	Total Positions	Minority Workforce Percentages					
		Black		Hispanic		Female	
		Agency	Civilian Labor Force %	Agency	Civilian Labor Force %	Agency	Civilian Labor Force %
Officials/Administration	303	6.6%	6.6%	10.89%	14.2%	36.63%	37.3%
Professional	2028	8.83%	8.3%	11.98%	13.4%	40.53%	53.2%
Technical	190	12.1%	12.4%	20.0%	20.2%	37.9%	53.8%
Administrative Support	638	19.91%	11.2%	24.29%	24.1%	84.80%	64.7%
Service Maintenance	0	N/A	13.8%	N/A	40.7%	N/A	39.0%
Skilled Craft	0	N/A	6.0%	N/A	37.5%	N/A	4.8%

¹ The Service/Maintenance category includes three distinct occupational categories: Service/Maintenance, Para-Professionals, and Protective Services. Protective Service Workers and Para-Professionals are no longer reported as separate groups. Please submit the combined Service/Maintenance category totals, if available.

FISCAL YEAR 2007							
Job Category	Total Positions	Minority Workforce Percentages					
		Black		Hispanic		Female	
		Agency	Civilian Labor Force %	Agency	Civilian Labor Force %	Agency	Civilian Labor Force %
Officials/Administration	302	5.96%	9.0%	10.6%	23.7%	36.42%	38.8%
Professional	2038	9.67%	11.7%	11.29%	19.9%	41.12%	54.5%
Technical	189	10.58%	17.0%	19.1%	27.0%	38.62%	55.6%
Administrative Support	627	20.1%	13.2%	24.08%	31.9%	84.21%	66.2%
Service/Maintenance	0	N/A	12.8%	N/A	44.8%	N/A	39.7%
Skilled Craft	0	N/A	5.1%	N/A	46.9%	N/A	5.1%
FISCAL YEAR 2008							
Job Category	Total Positions	Minority Workforce Percentages					
		Black		Hispanic		Female	
		Agency	Civilian Labor Force %	Agency	Civilian Labor Force %	Agency	Civilian Labor Force %
Officials/Administration	304	6.58%	9.0%	11.84%	23.7%	34.87%	38.8%
Professional	2074	9.64%	11.7%	12.25%	19.9%	42.91%	54.5%
Technical	175	8.0%	17.0%	16.6%	27.0%	35.43%	55.6%
Administrative Support	661	20.88%	13.2%	23.75%	31.9%	84.27%	66.2%
Service/Maintenance	0	N/A	12.8%	N/A	44.8%	N/A	39.7%
Skilled Craft	0	N/A	5.1%	N/A	46.9%	N/A	5.1%

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

Yes. All employees receive training on agency policies prohibiting discrimination. Employees who violate the policy on equal employment opportunity policy are subject to disciplinary action, including termination.