

# ARKANSAS MANUFACTURED HOME COMMISSION

## Enabling Laws

Act 25 of 2010  
A.C.A. §20-25-105

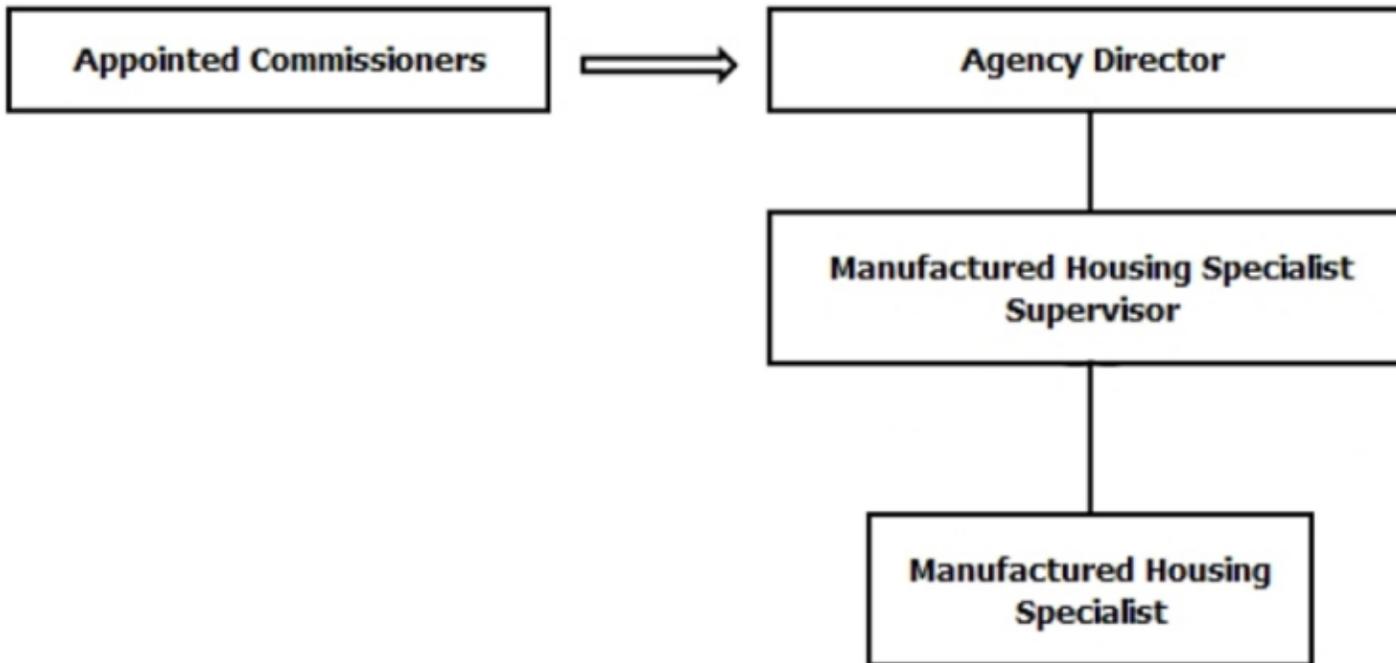
## History and Organization

The Arkansas Manufactured Home Commission was established as a division of the Department of Health by Act 510 of 1973, and then became an independent State Agency through Act 419 of 1977.

The Commission has been approved by the Department of Housing and Urban Development to enforce the Federal Manufactured Home Construction and Safety Standards and the Federal Manufactured Home Procedural and Enforcement Regulations.

The Commission is responsible for regulating the manufactured housing industry by requiring manufacturers and dealers to be certified with the Commission and installers and salespersons to be licensed by the Commission. Other responsibilities include the monitoring of manufactured home dealer lots, mandatory continuing education classes for persons performing installations, participation in the National Plant monitoring quality control audits, establishing and enforcing installation standards, and on-site home inspections. Additionally, the Commission handles consumer complaints relating to the structural defects in the home and the blocking/anchoring of manufactured homes within the State of Arkansas. The Commission has an inspection program for new manufactured homes.

The Commission consists of 10 Arkansas Manufactured Home Commissioners appointed by the Governor to oversee the Agency. The Agency staff of three includes the Manufactured Housing Commission Director, Manufactured Housing Specialist Supervisor and a Manufactured Housing Specialist.



### **Agency Commentary**

The Arkansas Manufactured Home Commission monitors manufactured home dealer lots and mandatory continuing education classes for persons performing installations, participates in the National Plant monitoring quality control audits, establishes and enforces installation standards, and conducts on-site home inspections. The Commission is funded by receipt of fees charged by the Agency, as authorized by A.C.A. § 20-25-101 et seq.

Base Level is \$485,250 each year of the 2011-2013 biennium.

The Commission is requesting a Change Level increase in Capital Outlay of \$27,000 to replace a vehicle when necessary in FY12.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS MANUFACTURED HOME COMMISSION

Findings

A separate report for this Agency was not issued. However, financial activity for the Agency was included in the audit of the State's CAFR for the year ended June 30, 2009.

Recommendations

## Employment Summary

	Male	Female	Total	%
White Employees	2	1	3	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			3	100 %

## Publications

### A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
Rules and Regulations	ACA 20-25-106	N	N	250	Periodic Updates to Rules and Regulations

## Department Appropriation Summary

### Historical Data

### Agency Request and Executive Recommendation

Appropriation	2009-2010		2010-2011		2010-2011		2011-2012						2012-2013					
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos
089 Arkansas Manufactured Home - Operations	226,975	3	272,914	3	340,297	5	270,250	3	297,250	3	297,250	3	270,250	3	270,250	3	270,250	3
235 Investments & Claims	44,207	0	220,000	0	220,000	0	215,000	0	215,000	0	215,000	0	215,000	0	215,000	0	215,000	0
<b>Total</b>	<b>271,182</b>	<b>3</b>	<b>492,914</b>	<b>3</b>	<b>560,297</b>	<b>5</b>	<b>485,250</b>	<b>3</b>	<b>512,250</b>	<b>3</b>	<b>512,250</b>	<b>3</b>	<b>485,250</b>	<b>3</b>	<b>485,250</b>	<b>3</b>	<b>485,250</b>	<b>3</b>

Funding Sources		%		%		%		%		%		%		%		%		%
Fund Balance	4000005	1,410,902	79.6	1,500,659	80.5	1,370,745	80.3	1,370,745	79.1	1,370,745	79.1	1,221,495	77.1	1,221,495	77.1	1,221,495	77.1	
Federal Revenue	4000020	93,000	5.2	93,000	5.0	93,000	5.4	93,000	5.4	93,000	5.4	93,000	5.9	93,000	5.9	93,000	5.9	
Special Revenue	4000030	267,939	15.1	270,000	14.5	243,000	14.2	270,000	15.6	270,000	15.6	270,000	17.0	270,000	17.0	270,000	17.0	
<b>Total Funds</b>		<b>1,771,841</b>	<b>100.0</b>	<b>1,863,659</b>	<b>100.0</b>	<b>1,706,745</b>	<b>100.0</b>	<b>1,733,745</b>	<b>100.0</b>	<b>1,733,745</b>	<b>100.0</b>	<b>1,584,495</b>	<b>100.0</b>	<b>1,584,495</b>	<b>100.0</b>	<b>1,584,495</b>	<b>100.0</b>	
Excess Appropriation/(Funding)		(1,500,659)		(1,370,745)		(1,221,495)		(1,221,495)		(1,221,495)		(1,099,245)		(1,099,245)		(1,099,245)		
<b>Grand Total</b>		<b>271,182</b>		<b>492,914</b>		<b>485,250</b>		<b>512,250</b>		<b>512,250</b>		<b>485,250</b>		<b>485,250</b>		<b>485,250</b>		

## Agency Position Usage Report

FY2008 - 2009						FY2009 - 2010						FY2010 - 2011					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
5	3	2	5	0	40.00 %	5	3	0	3	2	40.00 %	5	3	2	5	0	40.00 %

## **Analysis of Budget Request**

**Appropriation:** 089 - Arkansas Manufactured Home - Operations

**Funding Sources:** SHM - Manufactured Homes Standard Fund

The Arkansas Manufactured Home Commission monitors manufactured home dealer lots and mandatory continuing education classes for persons performing installations, participates in the National Plant monitoring quality control audits, establishes and enforces installation standards, and conducts on-site home inspections. The Commission is funded by receipt of fees charged by the Agency, as authorized by A.C.A. § 20-25-101 et seq.

Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Career Service Payments. Base Level is \$270,250 each year of the 2011-2013 biennium.

The Commission is requesting a Change Level increase in Capital Outlay of \$27,000 to replace a vehicle when necessary in FY12.

The Executive Recommendation provides for the Agency Request to replace an aging, high mileage vehicle in accordance with A.C.A. §22-8-201 et seq., Automobile and Pickup Truck Acquisition Act, which establishes guidelines for automobile replacement.

## Appropriation Summary

**Appropriation:** 089 - Arkansas Manufactured Home - Operations

**Funding Sources:** SHM - Manufactured Homes Standard Fund

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2009-2010 Actual	2010-2011 Budget	2010-2011 Authorized	2011-2012			2012-2013		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	147,069	148,068	200,648	145,868	145,868	145,868	145,868	145,868	145,868
<b>#Positions</b>		<b>3</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Personal Services Matching	5010003	44,908	48,258	63,061	47,794	47,794	47,794	47,794	47,794	47,794
Operating Expenses	5020002	34,241	66,038	66,038	66,038	66,038	66,038	66,038	66,038	66,038
Conference & Travel Expenses	5050009	222	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Professional Fees	5060010	535	3,050	3,050	3,050	3,050	3,050	3,050	3,050	3,050
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	27,000	27,000	0	0	0
<b>Total</b>		<b>226,975</b>	<b>272,914</b>	<b>340,297</b>	<b>270,250</b>	<b>297,250</b>	<b>297,250</b>	<b>270,250</b>	<b>270,250</b>	<b>270,250</b>
<b>Funding Sources</b>										
Fund Balance	4000005	159,921	220,934		236,020	236,020	236,020	226,770	226,770	226,770
Federal Revenue	4000020	93,000	93,000		93,000	93,000	93,000	93,000	93,000	93,000
Special Revenue	4000030	194,988	195,000		168,000	195,000	195,000	195,000	195,000	195,000
<b>Total Funding</b>		<b>447,909</b>	<b>508,934</b>		<b>497,020</b>	<b>524,020</b>	<b>524,020</b>	<b>514,770</b>	<b>514,770</b>	<b>514,770</b>
Excess Appropriation/(Funding)		(220,934)	(236,020)		(226,770)	(226,770)	(226,770)	(244,520)	(244,520)	(244,520)
<b>Grand Total</b>		<b>226,975</b>	<b>272,914</b>		<b>270,250</b>	<b>297,250</b>	<b>297,250</b>	<b>270,250</b>	<b>270,250</b>	<b>270,250</b>

## Change Level by Appropriation

**Appropriation:** 089 - Arkansas Manufactured Home - Operations  
**Funding Sources:** SHM - Manufactured Homes Standard Fund

### Agency Request

Change Level		2011-2012	Pos	Cumulative	% of BL	2012-2013	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>270,250</b>	<b>3</b>	<b>270,250</b>	<b>100.0</b>	<b>270,250</b>	<b>3</b>	<b>270,250</b>	<b>100.0</b>
C01	Existing Program	27,000	0	297,250	110.0	0	0	270,250	100.0

### Executive Recommendation

Change Level		2011-2012	Pos	Cumulative	% of BL	2012-2013	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>270,250</b>	<b>3</b>	<b>270,250</b>	<b>100.0</b>	<b>270,250</b>	<b>3</b>	<b>270,250</b>	<b>100.0</b>
C01	Existing Program	27,000	0	297,250	110.0	0	0	270,250	100.0

### Justification

C01	The Commission requests Capital Outlay of \$27,000 the first year of the biennium. This request is to replace a vehicle when necessary in FY12.
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## **Analysis of Budget Request**

**Appropriation:** 235 - Investments & Claims

**Funding Sources:** THR - Manufactured Housing Recovery Fund

The Arkansas Manufactured Home Commission's Investment and Claims appropriation is funded by receipt of fees from license renewals by manufacturers, dealers, and installers. Funds collected are subsequently paid out in the form of actual costs of repairs to qualifying homeowners and as refunds for businesses that cease operations.

The Commission is requesting Base Level of \$215,000 for the 2011-2013 biennium.

The Executive Recommendation provides for the Agency Request.

## Appropriation Summary

**Appropriation:** 235 - Investments & Claims

**Funding Sources:** THR - Manufactured Housing Recovery Fund

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			2011-2012			2012-2013		
		2009-2010 Actual	2010-2011 Budget	2010-2011 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	865	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Conference & Travel Expenses	5050009	0	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements	5110014	30,850	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Claims	5110015	12,492	135,000	135,000	135,000	135,000	135,000	135,000	135,000	135,000
Capital Outlay	5120011	0	5,000	5,000	0	0	0	0	0	0
<b>Total</b>		<b>44,207</b>	<b>220,000</b>	<b>220,000</b>	<b>215,000</b>	<b>215,000</b>	<b>215,000</b>	<b>215,000</b>	<b>215,000</b>	<b>215,000</b>
<b>Funding Sources</b>										
Fund Balance	4000005	1,250,981	1,279,725		1,134,725	1,134,725	1,134,725	994,725	994,725	994,725
Special Revenue	4000030	72,951	75,000		75,000	75,000	75,000	75,000	75,000	75,000
<b>Total Funding</b>		<b>1,323,932</b>	<b>1,354,725</b>		<b>1,209,725</b>	<b>1,209,725</b>	<b>1,209,725</b>	<b>1,069,725</b>	<b>1,069,725</b>	<b>1,069,725</b>
Excess Appropriation/(Funding)		(1,279,725)	(1,134,725)		(994,725)	(994,725)	(994,725)	(854,725)	(854,725)	(854,725)
<b>Grand Total</b>		<b>44,207</b>	<b>220,000</b>		<b>215,000</b>	<b>215,000</b>	<b>215,000</b>	<b>215,000</b>	<b>215,000</b>	<b>215,000</b>