TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
MANUFACTURED HOUSING DIVISION

FY 2021 APPROVED OPERATING BUDGET
(September 1, 2020 through August 31, 2021)

October 9, 2020 (Board Approval Date)

Prepared by Kassu Asfaw, CFO, Manufactured Housing Division
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- Administrative Support Schedule .......................................................... 3
- Revenue Summary and Projections ....................................................... 4
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## Texas Department of Housing and Community Affairs
### Historical Budget Analysis
#### Manufactured Housing Division
#### For FY 2021

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>FY 21 Budget (a)</th>
<th>FY 20 Budget (b)</th>
<th>Variance (a-b)</th>
<th>Percentage Change</th>
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</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>4,135,135</td>
<td>4,135,135</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Payroll Related Costs</td>
<td>861,900</td>
<td>861,900</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Travel In-State</td>
<td>300,000</td>
<td>300,000</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Travel Out-of State</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Home Owner Consumer Claims (Rider # 12)</td>
<td>300,000</td>
<td>300,000</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>42,000</td>
<td>42,000</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>119,862</td>
<td>119,862</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Repairs/Maintenance</td>
<td>140,000</td>
<td>140,000</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Printing and Reproduction</td>
<td>30,000</td>
<td>30,000</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Rental/Lease (Building and Copy Machines)</td>
<td>176,400</td>
<td>176,400</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Membership Dues</td>
<td>1,100</td>
<td>1,100</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Staff Development</td>
<td>33,400</td>
<td>33,400</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Texas Online</td>
<td>19,120</td>
<td>19,120</td>
<td>0</td>
<td>0%</td>
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<tr>
<td>Employee Tuition</td>
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<td>0%</td>
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<td>Advertising</td>
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<td>1,000</td>
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<td>0%</td>
</tr>
<tr>
<td>Freight/Mail Delivery</td>
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<td>20,000</td>
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<td>0%</td>
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<td>Furniture/Equipment</td>
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<td>Communications/Utilities</td>
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<td>0%</td>
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<tr>
<td>Capital Outlay - Computers/Server</td>
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<td>0</td>
<td>30,675</td>
<td>100%</td>
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<tr>
<td>State Office of Risk Management</td>
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<td>0%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>6,441,592</strong></td>
<td><strong>6,410,917</strong></td>
<td><strong>30,675</strong></td>
<td><strong>0%</strong></td>
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<tr>
<td><strong>Indirect Support</strong></td>
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<td><strong>512,127</strong></td>
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<td>0%</td>
</tr>
<tr>
<td><strong>Total Manufactured Housing</strong></td>
<td><strong>$6,953,719</strong></td>
<td><strong>$6,923,044</strong></td>
<td><strong>$30,675</strong></td>
<td><strong>0%</strong></td>
</tr>
</tbody>
</table>

**FTE's:**

<table>
<thead>
<tr>
<th></th>
<th>FY 21 Budget (a)</th>
<th>FY 20 Budget (b)</th>
<th>Variance (a-b)</th>
<th>Percentage Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>64</td>
<td>64</td>
<td>-</td>
<td>0%</td>
</tr>
</tbody>
</table>

### Method of Finance:

<table>
<thead>
<tr>
<th></th>
<th>FY 21 Budget (a)</th>
<th>FY 20 Budget (b)</th>
<th>Variance (a-b)</th>
<th>Percentage Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Revenue</td>
<td>19,120</td>
<td>19,120</td>
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<td>0%</td>
</tr>
<tr>
<td>Appropriated Receipts</td>
<td>6,634,599</td>
<td>6,603,924</td>
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</tr>
<tr>
<td>Federal Funds</td>
<td>300,000</td>
<td>300,000</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Method of Finance</strong></td>
<td><strong>$6,953,719</strong></td>
<td><strong>$6,923,044</strong></td>
<td><strong>$30,675</strong></td>
<td><strong>0%</strong></td>
</tr>
</tbody>
</table>

**NOTE:** Breakdown of the Total Budget:
1. $5,579,692 - Total Direct Strategies Appropriations to MHD
2. $861,900 - Payroll related costs - an indirect appropriation, which is a state-wide allocation by the Comptroller; it's included here for assessment or information purposes.
3. $512,127 - Administrative Support costs - an indirect appropriation, which is the service contract fees with the TDHCA; it's included here for assessment or information purposes.

**$6,953,719**
<table>
<thead>
<tr>
<th>Description</th>
<th>E.1.1. Ownership &amp; Licensing</th>
<th>E.1.2. Inspections</th>
<th>E.1.3. Enforcement</th>
<th>E.1.4. Texas Online</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>$4,135,135</td>
<td>1,447,297</td>
<td>1,405,946</td>
<td>1,281,892</td>
<td>$4,135,135</td>
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<tr>
<td>Payroll Related Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel In-State</td>
<td>300,000</td>
<td>11,000</td>
<td>284,000</td>
<td>5,000</td>
<td>300,000</td>
</tr>
<tr>
<td>Travel Out-of State</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Home Owner Consumer Claims (Rider # 12)</td>
<td>300,000</td>
<td>0</td>
<td>0</td>
<td>300,000</td>
<td>300,000</td>
</tr>
<tr>
<td>Professional Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>119,862</td>
<td>59,931</td>
<td>47,945</td>
<td>11,986</td>
<td>119,862</td>
</tr>
<tr>
<td>Repairs/Maintenance</td>
<td>140,000</td>
<td>49,000</td>
<td>47,600</td>
<td>43,400</td>
<td>140,000</td>
</tr>
<tr>
<td>Printing and Reproduction</td>
<td>30,000</td>
<td>10,500</td>
<td>10,200</td>
<td>9,300</td>
<td>30,000</td>
</tr>
<tr>
<td>Rental/Lease (Building and Copy Machines)</td>
<td>176,400</td>
<td>156,179</td>
<td>12,239</td>
<td>7,982</td>
<td>176,400</td>
</tr>
<tr>
<td>Membership Dues</td>
<td>1,100</td>
<td>420</td>
<td>390</td>
<td>290</td>
<td>1,100</td>
</tr>
<tr>
<td>Staff Development</td>
<td>33,400</td>
<td>1,1690</td>
<td>11,356</td>
<td>10,354</td>
<td>33,400</td>
</tr>
<tr>
<td>Texas Online</td>
<td>19,120</td>
<td>390</td>
<td>290</td>
<td>1,100</td>
<td>19,120</td>
</tr>
<tr>
<td>Salary and Wages</td>
<td>$4,135,135</td>
<td>$1,447,297</td>
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<td>$1,281,892</td>
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<td></td>
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<td>300,000</td>
</tr>
<tr>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Home Owner Consumer Claims (Rider # 12)</td>
<td>300,000</td>
<td>0</td>
<td>0</td>
<td>300,000</td>
<td>300,000</td>
</tr>
<tr>
<td>Professional Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Repairs/Maintenance</td>
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<td>47,600</td>
<td>43,400</td>
<td>140,000</td>
</tr>
<tr>
<td>Printing and Reproduction</td>
<td>30,000</td>
<td>10,500</td>
<td>10,200</td>
<td>9,300</td>
<td>30,000</td>
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<td>390</td>
<td>290</td>
<td>1,100</td>
</tr>
<tr>
<td>Staff Development</td>
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<td>1,1690</td>
<td>11,356</td>
<td>10,354</td>
<td>33,400</td>
</tr>
<tr>
<td>Texas Online</td>
<td>19,120</td>
<td>390</td>
<td>290</td>
<td>1,100</td>
<td>19,120</td>
</tr>
<tr>
<td>Salary and Wages</td>
<td>$4,135,135</td>
<td>$1,447,297</td>
<td>$1,405,946</td>
<td>$1,281,892</td>
<td>$4,135,135</td>
</tr>
</tbody>
</table>

**Total Budget:** $4,461,592

<table>
<thead>
<tr>
<th>Method of Finance:</th>
<th>Expenditures</th>
<th>General Revenue</th>
<th>Appropriated Receipts</th>
<th>Federal Funds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy One</td>
<td>2,161,909</td>
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<td>2,161,909</td>
<td>0</td>
<td>2,161,909</td>
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<td>Strategy Two</td>
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<td>2,222,912</td>
<td>200,000</td>
<td>2,222,912</td>
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<tr>
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<td>1,937,651</td>
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<td>2,037,651</td>
</tr>
<tr>
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<td>19,120</td>
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<td>0</td>
<td>19,120</td>
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</tr>
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</table>

**Total:** $6,441,592

**FTE's:**

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<tr>
<th>Method of Finance:</th>
<th>Expenditures</th>
<th>F.1.1.</th>
<th>F.1.2.</th>
<th>F.1.3.</th>
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</thead>
<tbody>
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<td></td>
<td>179,075</td>
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<td>174,506</td>
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<td>Operating Support</td>
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<td></td>
<td>158,546</td>
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<td>158,546</td>
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</tbody>
</table>

**Total:** $512,127

**Indirect Support:**

<table>
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<tr>
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<th>Expenditures</th>
<th>F.1.1.</th>
<th>F.1.2.</th>
<th>F.1.3.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriated Receipts</td>
<td>$512,127</td>
<td>$179,075</td>
<td>$174,506</td>
<td>$158,546</td>
<td>$512,127</td>
</tr>
</tbody>
</table>
Exhibit A

Manufactured Housing
Administrative Support Schedule
Fiscal Year 2021

<table>
<thead>
<tr>
<th>Support:</th>
<th>FTE's</th>
<th>Salaries</th>
<th>Payroll Related Costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Office</td>
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<td>$2,680</td>
<td>$14,333</td>
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<td>$6,150</td>
<td>$32,890</td>
</tr>
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<td>Policy and Public Affairs</td>
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<td>$18,436</td>
<td>$4,240</td>
<td>$22,676</td>
</tr>
<tr>
<td>Human Resources</td>
<td>0.40</td>
<td>$24,410</td>
<td>$5,614</td>
<td>$30,024</td>
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<tr>
<td>Purchasing and Facilities Management</td>
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<td>$10,962</td>
<td>$58,621</td>
</tr>
<tr>
<td>Information Systems</td>
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<td>$141,875</td>
<td>$32,631</td>
<td>$174,506</td>
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</table>

**Financial Administration:**

<table>
<thead>
<tr>
<th>Support:</th>
<th>FTE's</th>
<th>Salaries</th>
<th>Payroll Related Costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Financial Administration</td>
<td>0.10</td>
<td>$10,175</td>
<td>$2,340</td>
<td>$12,515</td>
</tr>
<tr>
<td>Payroll</td>
<td>0.20</td>
<td>$12,982</td>
<td>$2,986</td>
<td>$15,968</td>
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<td>Accounting Manager</td>
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<td>Travel</td>
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<td>$6,141</td>
<td>$32,843</td>
</tr>
<tr>
<td>Payables</td>
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<td>$6,056</td>
<td>$32,385</td>
</tr>
<tr>
<td>Program Accountant</td>
<td>1.00</td>
<td>$55,158</td>
<td>$12,686</td>
<td>$67,844</td>
</tr>
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</table>

**Total Support, Manufactured Housing** | **6.50** | **$416,364** | **$95,762** | **$512,127**
## Manufactured Housing Division
### Revenue Summary and Projections
#### For FY 2021-20

<table>
<thead>
<tr>
<th>FEE TYPE</th>
<th>FY 2021 Projected (c)</th>
<th>FY 2020 Act/Est. (d)</th>
<th>Variance (c-d)</th>
<th>Percentage Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training</td>
<td>127,350</td>
<td>127,350</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Ownership - Titles</td>
<td>3,500,000</td>
<td>3,500,000</td>
<td>-</td>
<td>0%</td>
</tr>
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<td>Licenses</td>
<td>970,000</td>
<td>978,805</td>
<td>(8,805)</td>
<td>-1%</td>
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<td>Inspections</td>
<td>1,700,000</td>
<td>1,700,000</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Admin. Penalties</td>
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<td>7,330</td>
<td>(330)</td>
<td>-5%</td>
</tr>
<tr>
<td>Public Information</td>
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<td>Reimbursement – Consumer Claims</td>
<td>70,000</td>
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<td>10,000</td>
<td>17%</td>
</tr>
<tr>
<td>Returned Check Charge</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6,374,350</strong></td>
<td><strong>6,373,485</strong></td>
<td><strong>865</strong></td>
<td><strong>0%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 Projected (c)</th>
<th>FY 2020 Act/Est. (d)</th>
<th>Variance (c-d)</th>
<th>Percentage Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Fund</td>
<td>650,000</td>
<td>650,000</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 7,024,350</strong></td>
<td><strong>$ 7,023,485</strong></td>
<td><strong>$ 865</strong></td>
<td><strong>0%</strong></td>
</tr>
</tbody>
</table>

*Note: The assumptions for FY 2021 revenues use the actual/estimates for FY 2020 and modified historical trends.*
### Budget Categories

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Annual Budget (a)</th>
<th>YTD Expenses Sep - Aug (b)</th>
<th>Remaining Budget As of August (a-b)</th>
<th>Remaining Budget Not Used %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>4,135,135</td>
<td>$3,929,736</td>
<td>205,399</td>
<td>5%</td>
</tr>
<tr>
<td>Payroll Related Costs</td>
<td>861,900</td>
<td>859,200</td>
<td>2,700</td>
<td>0%</td>
</tr>
<tr>
<td>Travel In-State</td>
<td>300,000</td>
<td>295,000</td>
<td>5,000</td>
<td>2%</td>
</tr>
<tr>
<td>Travel Out-of State</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Home Owner Consumer Claims (Rider #12)</td>
<td>300,000</td>
<td>102,800</td>
<td>197,200</td>
<td>66%</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>42,000</td>
<td>39,908</td>
<td>2,092</td>
<td>5%</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>119,862</td>
<td>114,054</td>
<td>5,808</td>
<td>5%</td>
</tr>
<tr>
<td>Repairs/Maintenance</td>
<td>140,000</td>
<td>120,217</td>
<td>19,783</td>
<td>14%</td>
</tr>
<tr>
<td>Printing and Reproduction</td>
<td>30,000</td>
<td>19,051</td>
<td>10,949</td>
<td>36%</td>
</tr>
<tr>
<td>Rental/Lease</td>
<td>176,400</td>
<td>155,297</td>
<td>21,103</td>
<td>12%</td>
</tr>
<tr>
<td>Membership Dues</td>
<td>1,100</td>
<td>0</td>
<td>1,100</td>
<td>100%</td>
</tr>
<tr>
<td>Staff Development</td>
<td>33,400</td>
<td>0</td>
<td>33,400</td>
<td>100%</td>
</tr>
<tr>
<td>Texas Online</td>
<td>19,120</td>
<td>17,191</td>
<td>1,929</td>
<td>10%</td>
</tr>
<tr>
<td>Employee Tuition</td>
<td>1,000</td>
<td>0</td>
<td>1,000</td>
<td>100%</td>
</tr>
<tr>
<td>Advertising</td>
<td>1,000</td>
<td>0</td>
<td>1,000</td>
<td>100%</td>
</tr>
<tr>
<td>Freight/Mail Delivery</td>
<td>20,000</td>
<td>1,933</td>
<td>18,067</td>
<td>90%</td>
</tr>
<tr>
<td>Temporary Help</td>
<td>60,000</td>
<td>0</td>
<td>60,000</td>
<td>100%</td>
</tr>
<tr>
<td>Furniture/Equipment</td>
<td>80,000</td>
<td>72,134</td>
<td>7,866</td>
<td>10%</td>
</tr>
<tr>
<td>Communications/Utilities</td>
<td>80,000</td>
<td>70,000</td>
<td>10,000</td>
<td>13%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>State Office of Risk Management</td>
<td>10,000</td>
<td>9,112</td>
<td>888</td>
<td>9%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$6,410,917</td>
<td>$5,805,633</td>
<td>$605,284</td>
<td>9%</td>
</tr>
<tr>
<td>Indirect Support</td>
<td>512,127</td>
<td>494,033</td>
<td>18,094</td>
<td>4%</td>
</tr>
<tr>
<td><strong>Total Manufactured Housing</strong></td>
<td><strong>$6,923,044</strong></td>
<td><strong>$6,299,666</strong></td>
<td><strong>$623,378</strong></td>
<td><strong>9%</strong></td>
</tr>
</tbody>
</table>

*1 YTD expenses column represents actual expenditures from September to June, and projected expenditures from July to August.