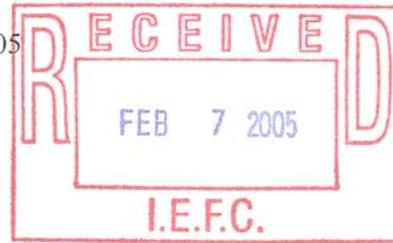




February 3, 2005



9:30 am

Mr. Dan Long  
Executive Director  
Economic and Fiscal Commission  
William G. Stratton Bldg., Room 703  
Springfield, Illinois 62706

**RE: Department of Human Services Recommendation for Facility Closure  
CMS Lease No. 3546**

Dear Mr. Long:

Please find below the requested recommendation for closure responses to the questions outlined in 30 ILCS 608/5-10.

(1) The location and identity of the State facility proposed to be closed:

Illinois Department of Human Services  
Community Operations, Ashland Local Office  
100 North Western Avenue  
Chicago, Illinois

(2) The number of employees for which the State facility is the primary stationary work location and the effect of the closure of the facility on those employees:

Twenty-six (26) employees work full-time at this location, all of whom will be transferred to more functional space less than one (1) mile away. Any impact on staff will be positive.

(3) The location or locations to which the functions and employees of the State facility would be moved:

Department of Human Services  
2650 W. Fulton  
Chicago, Illinois

(4) The availability and condition of land and facilities at both the existing location and any potential locations:

The existing facility is old and outdated, which hinders efficient office functionality. The receiving office is more than adequate to accommodate the move. Some minor modifications will be required to accommodate the additional staff and clients, the cost of which will be offset by annual saving associated with closure of the existing office.

(5) The ability to accommodate the functions and employees at the existing and at any potential locations:

Again, the existing space is outdated and less than optimal for providing necessary services. The receiving office can easily absorb the staff, functions and clients from the existing office with no adverse affect on programs or the public.

(6) The cost of operations of the State facility and at any potential locations and any other related budgetary impacts:

This office is being relocated primarily as part of a consolidation strategy to centralize services and to generate savings. This action will generate annual savings for rent, maintenance, security and utilities, estimated to be approximately \$282,578.00. With the exception of moving expenses and the cost of minor modifications, estimated to be less than \$50,000.00 combined, there will be no additional cost.

(7) The economic impact on existing communities in the vicinity of the State facility and any potential facility:

This relocation will have no appreciable economic impact on either community, beyond the normal, minimal spending patterns of the staff.

(8) The ability of the existing and any potential community's infrastructure to support the functions and employees:

The existing office is spread out on two floors in a very old and outdated building and has become inadequate for both staff and clients. Due to early retirements, employee attrition and staff realignment, the receiving office is currently 30% vacant. This site has previously housed an even greater number of staff than will be absorbed by the relocation. Therefore, infrastructure at the receiving location is more than adequate to support the proposed move.

(9) The impact on State services delivered at the existing location, in direct relation to the State services expected to be delivered at any potential locations:

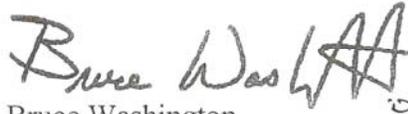
The consolidation of staff and services to 2650 W. Fulton will not only maintain the current level of service, but is actually expected to enhance service. Staff workflow and client access will be both be improved.

(10) The environmental impact, including the impact of costs related to potential environmental restoration, waste management and environmental compliance activities:

No known environmental issues exist at either location. Environmental impact is believed to be negligible or non-existent.

It is understood that no action can be taken to implement this office closure until 50 days after the filing of the required recommendation with the Commission.

Sincerely,

A handwritten signature in black ink that reads "Bruce Washington". The signature is written in a cursive style with a large, stylized "A" at the end.

Bruce Washington  
Deputy Director/Bureau Chief  
Bureau of Property Management

BW:scf

cc: Michael M. Rumman/CMS Director  
Prentis Johnson/CMS  
James Williams/CMS  
Henry Johnson/DHS  
File