



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. 4425**

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  
Food Stamp & Training Office  
901-935 West Monroe Street  
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:

Fifty-nine (59) employees work full-time at this location, all of whom will be transferred to the receiving facility approximately 3.6 miles away. Any effect on staff is expected to be positive.

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

Department of Human Services  
2036 South Michigan Avenue  
Chicago, Illinois

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

The condition of the existing facility was not a factor in the decision to relocate this particular office. The receiving office is in good condition and will require only minor modifications to accommodate staff and clients, which will be offset by annual savings associated with the closure of the existing facility.

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

Usefulness of the existing facility was not a consideration in this case. The receiving office can easily absorb the functions, staff and clients from this relocation 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 relocation is part of a consolidation strategy to centralize services and generate savings. This action will generate annual savings for rent, maintenance, security and utilities estimated to be approximately \$598,563.00. 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:

The existing facility rests in a vibrant, upscale, developed Chicago community. The demand for real estate remains high in this community. No economic impact is anticipated. Likewise, no impact is expected in the receiving community outside of the normal, minimal spending habits of the additional staff.

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

Infrastructure at the existing facility was not a consideration for this relocation. The receiving 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. Additionally, the layout of this location is expected provide for a more efficient workflow than exists at the current location.

(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:

As a result of this relocation, multiple IDHS divisions will occupy one facility. Therefore, the level and quality of services being delivered at the existing location will be greatly enhanced at the proposed location. Clients will be able to access a variety of services presently unavailable at the existing site such as Community Health and

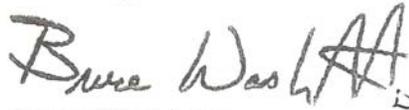
Prevention, Rehabilitative Services and other Human Capital Development Bureau services.

(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. The 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 "B" and "W".

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