



**DUPAGE
COUNTY**

Community
Development
630-407-6600
Fax: 630-407-6601

Family Center
422 N. County Farm Rd.
Wheaton, IL 60187
630-407-2450
Fax: 630-407-2451

Housing Supports
and Self-Sufficiency
630-407-6500
Fax: 630-407-6501

Intake and Referral
630-407-6500
Fax: 630-407-6501

Psychological
Services
505 N. County Farm Rd.
Wheaton, IL 60187
630-407-6400
Fax: 630-407-6401

Senior Services
630-407-6500
Fax: 630-407-6501

COMMUNITY SERVICES

630-407-6500
Fax: 630-407-6501
csprograms@dupageco.org

www.dupageco.org/community

August 29, 2020

Marisa Wiesman
Managing Attorney
Prairie State Legal Services, Inc.
31W001 E. North Avenue, Suite 200
West Chicago, IL 60185

Via email to Marisa Wiesman <mwiesman@pslegal.org>

RE: Results of Client File Review August 22, 2020 – Homeless Prevention Legal Project CD20-08H

Dear Ms. Wiesman:

On August 22, 2020, Housing and Community Development Planner, Janna Divito, performed client file reviews at your office for Homeless Prevention Legal Project CD20-08H which is to provide advice and legal representation in DuPage County housing court for persons threatened by homelessness in DuPage County.

Client files were reviewed for program year 2020 from April 1, 2020 to the present date. File reviews covered the following areas of compliance as mandated by the U.S. Department of Housing and Urban Development (HUD):

National Objective and Eligibility: Project number CD20-08H meets the National Objective and Eligibility requirement via its benefit to low- and moderate-income persons through a limited clientele as documented by low- & moderate-income eligibility restrictions data that is collected.

Recommendation: None.

Conformance to the Subrecipient Agreement: Based on the review of 2020 client files, project number CD20-08H will conform to the CDBG Agreement. Quarterly progress reports will be due once an Agreement has been executed. The assigned Housing and Community Development Planner will collect and review the progress reports and track the timely submission and confirm whether the project goals are being met. Requests for payments may begin once an Agreement has been fully executed. The assigned Housing and Community Development Planner will track whether the requests have been timely and have accurately documented the grant's use for partial staff salaries and benefits for legal representation.

Recommendation: None.

Record Keeping Systems: Files were found to be within acceptable guidelines; the files are maintained in an orderly and legible manner. CDC staff was provided access to a representative sampling of files. The files are stored in locked file cabinets in a secure location in the law office. The agency's record retention policy was found acceptable.

Program Management – Staff is knowledgeable about the program and the day-to-day activities. CD20-08H is accomplishing respective goals as described in the original application for CDBG funding.

Recommendation: None.

Financial Management Systems: The CDC currently has an acceptable financial audit on file for CD20-08H as provided within the application for funding.

Conclusions: Based on the site visit and client file review, the areas of compliance that were examined were found acceptable. Overall, Prairie State Legal Services, Inc. is making diligent effort to comply with applicable Federal requirements for their CDBG funded project.

Follow-up Measures – None.

Thank you for your assistance. Should you have any questions regarding the foregoing, please do not hesitate to contact Janna Divito, the Housing and Community Development Planner assigned to this project, at 630-407-6605.

Sincerely,



Janna Divito
Housing and Community Development Planner