



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Office of Housing Counseling
Ralph H. Metcalfe Federal Building
77 West Jackson Boulevard, 23rd Floor
Chicago, IL 60604-3507

October 10, 2023

Ms. Athena Williams
Executive Director
Oak Park Regional Housing Center and
West Cook Homeownership Center – HCS ID#84516
1041 South Boulevard
Oak Park, IL 60302

Dear Ms. Williams:

We have reviewed your responses to the Performance Review report resulting from our on-site review on December 14, 2022, and the HUD Financial Capability Assessment dated August 3, 2023. I am to advise you of your temporary re-instatement into the Housing Counseling Program for 6 months. This is effective immediately and covers October 10, 2023, to April 10, 2024. However, this reinstatement comes with stipulations and no other exceptions will be considered or granted. The continued active status is dependent upon full program compliance by Oak Park Regional Housing Center aka West Cook Homeownership Center.

- Oak Park Regional Housing Center (OPRHC) will engage in administrative support to oversee the administration of the financial aspects of the housing counseling program.
- OPRHC will accept technical assistance from HUD Contractor, Allmond and Company, LLC.
- OPRHC will submit a new Code of Conduct form signed by the current Executive Director no later than the close of business (COB) on Thursday, October 12, 2023.
- By COB on Friday, November 10, 2023, a corrective action plan will be due to HUD on how it will correct existing financial conditions. OPRHC will ensure program compliance while addressing the financial corrective plan.

1. The Plan must include the engagement of financial administrative oversight.
2. Obtain or identify sufficient program funding.
3. Ensure staff salary and retainment stability for one year.
4. The Plan must address financial and administrative support for the Housing Counseling program.

- All quarterly HUD-9902 reports must be accurate and submitted through a HUD-approved Client Management System (CMS) in a timely manner.
- After March 10, 2024, HUD will schedule a Performance Review and another Financial Capability Assessment by Allmond and Company, LLC.
- OPRHC will advise HUD if they join another Housing Counseling Network.

Your Certificate of Approval is enclosed and is also available in the Housing Counseling System under the HUD Affiliation tab, click on “View Agency Certificate” to open and print.

The name and address of your agency will continue to appear on the list of agencies that participate in the Housing Counseling Program posted on HUD's website and will continue to be included in the toll-free 800 number referral service provided by HUD. Please be certain to advise this office promptly of any change in your counseling work plan, staff, address or telephone number.

It is your agency's responsibility to check the Housing Counseling System (HCS) to ensure that your agency's information is current and accurate. This data must be verified at least once every ninety (90) days. If no change is required, simply mark the "Validate Agency Profile" box at the top right of your agency profile page to indicate you have verified the information. Agency data from HCS is used to produce the state-by-state lists of agencies that participate in the Housing Counseling Program posted on HUD's website and provided on the telephone interactive referral system. Refer to HCS's webpage at:
<https://www.hudexchange.info/programs/housing-counseling/hcs/#overview>.

Thank you for your participation in our program. If you have any questions regarding this letter, please feel free to contact Phyllis Ford, Deputy Director, at (202) 815-1484 or by email at Phyllis.H.Ford@hud.gov or me, your Point of Contact on (312) 913-8080 or by email at Cheryl.A.Lombre@hud.gov. I am available to offer technical assistance and answer any questions regarding HUD's housing counseling program requirements. Also, please visit <https://www.hudexchange.info/programs/housing-counseling/> website for references and resources.

Sincerely,

Cheryl A. Lombre'

Cheryl A. Lombré
Housing Program Technical Specialist
Office of Oversight and Accountability – Division

Enclosures

cc: Tracy Royal, Board President – Oak Park Regional Housing Center
Tracey Wik, Board Director – Oak Park Regional Housing Center
Deborah Williams, Program Director – West Cook Homeownership Center
Phyllis Ford, Deputy Director – Office of Oversight & Accountability
E. Carolyn Hogans, Division Director – Office of Oversight & Accountability
Tracy C. Fields, Senior Housing Program Officer – Office of Oversight & Accountability
Blair Clarke, CPA, CGFM | Senior Manager – Allmond and Company, LLC