



Language Access Plan – Illinois Capital Development Board (CDB)

SECTION 1: AGENCY OVERVIEW

1. AGENCY OVERVIEW

CDB Description:

The Illinois Capital Development Board (CDB) oversees the design and construction of new state facilities, such as correctional centers, state parks, mental health facilities, and college and university projects. In addition, CDB is responsible for renovation and rehabilitation projects at over 8,770 state-owned buildings spread over more than 100 million square feet of floor space. CDB is also responsible for the oversight and administration of capital grant programs.

CDB Mission:

Provide high-quality and sustainable facilities for Illinois and the public interest.

CDB Vision:

- We partner with state agencies, higher-education institutions, and private industry to prioritize critical infrastructure needs across Illinois.
- We lead design and construction of state-funded facilities and manage renovations to elevate Illinois.
- We promote sustainability, accessibility, and inclusion in all we do.
- We work as one CDB.

CDB Values:

- Ethical & Fair Service
- Quality Excellence
- Impactful Partnerships
- Continuous Improvement

CDB Responsibilities:

Capital Programming/Project Development

The CDB Programming Unit collaborates with state agencies and higher education institutions to plan, develop, prioritize, and make recommendations for funding considerations regarding capital infrastructure improvement projects addressing critical infrastructure needs across Illinois. The unit is also responsible for the development, oversight, oversight, and administration of capital grant programs, closely collaborating with partner agencies to successfully implement these programs to ensure the best use of available funding.

Professional Services

The CDB Professional Services Unit provides professional technical assistance regarding construction matters to the CDB Construction Unit and Client Agencies, enabling them to maintain and improve built environments compatible with the standards and requirements. This assistance includes technical research and opinions, project budget surveys, design reviews, and building, accessibility and energy code development and interpretations when requested.

Qualifications Based Selection/ Capital Planning

The CDB Qualifications Based Selection (QBS) Unit is responsible for overseeing the design/AE selection for CDB projects as outlined in the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (QBS Act). Rather than defaulting to the lowest bidder, the QBS approach allows the CDB to select design teams based on merit. This approach to AE/design selection is a procurement method prioritizing professional competence, relevant experience, and alignment with project goals over initial cost.

Procurement and Contracting

The CDB Contracts Unit is responsible for the development and execution of professional services (design) contracts, construction contracts, and miscellaneous contracts in accordance with the Illinois Procurement Code. The Contracts Unit oversees the registration and prequalification of architect/engineers, contractors, and construction managers; construction bid document review, procurement bulletin posting, bidding of competitive construction contracts, bid evaluation, award and execution; processing of construction related insurance; evaluation and processing of financial disclosures and conflicts of interests; and processing of specialized contracts such as emergency contracts, design/build contracts, construction management contracts and small project contracts.

Fair Employment Practices (FEP)

The CDB Fair Employment Practices Unit (FEP) ensures equal opportunity and compliance on state-funded construction projects. A team of dedicated staff are responsible for the oversight and compliance of diversity opportunities on CDB projects. The FEP Unit establishes participation goals for CDB project by conducting individual, unique project reviews and assessments as required by state regulations. The FEP Unit helps prime contractors in locating diverse subcontractors and suppliers to achieve the established participation goals. The FEP Unit also offers outreach for vendors who are interested in learning about opportunities to work on CDB projects and training opportunities for newly registered and prequalified vendors.

Construction

The CDB Construction Unit is responsible for overseeing the design, bidding and construction of CDB projects for the State of Illinois. Serving as the construction manager for the Client Agencies to ensure proper management of capital improvements projects and coordination with A/E's and Contractors to resolve project related problems.

Fiscal

The CDB Fiscal Unit is responsible for developing and managing the agency's operational budgets, providing necessary services for day-to-day operations, reviewing and forwarding transactions to the Comptroller, providing financial reporting including GAAP preparation, preparing the reappropriation bill, and interacting with other agency sections, GOMB, legislative staffs and other entities as needed.

SECTION 2. LANGUAGE ACCESS PLAN

2. LANGUAGE ACCESS PLAN

I. Purpose and Scope

The purpose of this plan is to comply with the Illinois Language Equity and Access Act (15 ILCS 56). While the CDB does not offer direct public-facing services, we recognize that our operations, including regulatory oversight, interagency coordination, and employee relations may still impact individuals with Limited English Proficiency (LEP).

II. Needs Assessment

Because this agency is internal facing, our assessment focuses on "indirect" and "stakeholder" encounters:

1. The number or proportion of LEP people served: CDB identifies our "customers" as other State Agencies, vendors, and internal employees. CDB will monitor the linguistic needs of the vendor pool and the state workforce.
2. Frequency of contact: Interaction with the public and bilingual state employees is rare.
3. Nature and importance of the program: CDB is responsible for managing the procurement of design and construction services for the State of Illinois and is considered critical to state operations.
4. Resources available: CDB will utilize the Joint Purchase Master Contracts for Language Services provided by the Department of Central Management Services (CMS).

III. Language Assistance Procedures

- CDB currently does not have in-house staff to provide for assistance to LEP individuals.
- CDB's website is compliant with the Illinois Information Technology Accessibility Act, providing assistance for LEP people. *See* 30 ILCS 587.
- CDB currently has an automated answering service for our front desk lines which includes a Spanish speaking option.
- Due to the nature of CDB's work, the agency does not commonly produce outward facing documents and no vital documents have been identified to date. If an individual identifies a need for document translation, they should submit a CDB Language Access Complaint Form (see below) to request translation. If a translation request is received, CDB's Language Access Coordinator will utilize the Joint Purchase Master Contracts for Language Services provided by the Department of Central Management Services (CMS) to secure translation services.
- Internal Personnel: CDB will ensure that internal HR policies are available in the primary languages of our own workforce.

SECTION 3: COMPLIANCE AND REVIEWS

3. COMPLIANCE AND REVIEWS

Compliance

- CDB will continue to investigate avenues that will allow the Board to be of more assistance to LEP individuals.
- This plan will be reviewed every two years to account for changes in state-wide demographic data provided by the Office of New Americans (ONA) Language Needs Assessment Report.

4. COMPLAINT PROCESS

If a person wishes to file a complaint regarding an alleged violation of the parameters of this PLAN, they should file a complaint with the Language Access Coordinator. Complaints must be received within six (6) months of the alleged violation, be in writing, and submitted to the Capital Development Board Language Access Coordinator:

Jill Bohm
William G. Stratton Building
401 South Spring Street, 3rd FL
Springfield, IL 62706-4050
Phone: 217.720.0007
Email: jill.a.bohm@illinois.gov

Language Access and Disability Access Coordinator

Jill Bohm
Jill.A.Bohm@illinois.gov
Human Resources Administrator
4/21/2026



CDB Language Access Complaint Form

Federal and State laws and regulations require the State of Illinois to comply with all nondiscrimination laws, including but not limited to the federal Civil Rights Act of 1964, the Americans with Disabilities Act, and the Illinois Human Rights Act. This includes ensuring that all individuals can meaningfully access State of Illinois services, benefits, and programs. If you feel have been denied and/or restricted access to State services, benefits, or programs on the basis of language access, please complete this form and submit to: jill.a.bohm@illinois.gov.

Information About You

Your Name and Address:

Name _____

Address _____

City _____

State _____

ZIP Code _____

Your Telephone Number(s) and Email:

Home _____

Alternate _____

What is a convenient time to contact you?

AM

PM

Email _____

Need for an Interpreter YES NO

Information About Your Complaint

Please identify the State of Illinois Office (or other location) where the incident(s) about which you are complaining occurred:

Please identify as best you can the State of Illinois employee(s) and/or other person(s) involved in the incident(s):

Please describe your problem or concern with language access.

Please describe what resolution you are requesting.

(e.g., receiving the translated document, an apology, a change in agency policy)

Language Access:

Please complete this section if your complaint concerns access to government services in the language that you speak or write.

1. What language(s) do you speak? _____
2. Do you read and write in your language? _____
3. Did you have help completing this form? _____

If you answered "Yes" to #3, please list the name and contact information for the person who assisted you:

I certify that I have read this complaint, and that the information that I have provided is true and accurate to the best of my knowledge.

Signature

Date