**Section 1130.995 Procedures for Written Public Comment on All Other Matters**

Written public comment is permitted for all other matters subject to HFSRB proceedings that are not otherwise specified in this Part (e.g., requests for alterations, renewals, extensions, declaratory rulings). The comment shall identify the subject matter and conform to the following:

a) Persons who previously participated in any public hearings or submitted written comments related to a project shall not repeat previously submitted comments.

b) HFSRB staff must receive all public comment no later than 20 days prior to HFSRB's tentatively scheduled consideration of the matter. If that date of consideration is extended, the public comment period shall also be extended.

c) Comments shall be in writing. Only those written comments addressed or submitted to HFSRB or its Administrator and received at HFSRB headquarters shall be included as part of the public record, provided that HFSRB receives the comments within the prescribed time frame and the comments meet the requirements of this Subpart. Persons submitting comments are responsible for assuring that HFSRB staff receive the comments within the prescribed time frame. In addition, persons providing comments to HFSRB shall assure that the submission is not in violation of the ex parte provisions of the Act.

d) Written comments shall contain a signature and the name and address of the person submitting the comments. Written comments shall be on 8½" by 11" paper.

e) All written comments shall be submitted within the time frames established in subsection (b) and shall be sent only by a recognized overnight courier or personal delivery service.

f) Written comments that are submitted by fax or email will not be accepted.

g) Ex Parte Comments

Written comments that are received after the prescribed date shall be considered ex parte and shall not be forwarded to HFSRB or to the applicant and shall not be considered in making a determination.

(Source: Amended at 40 Ill. Reg. 14647, effective October 14, 2016)