

# The CLIHTF Notes

[Click here to view as Webpage](#)



Please don't forget to participate in our satisfaction survey! We would love to learn how to better serve our participants! [Click HERE, or scroll to the bottom of the newsletter to take the survey.](#)

## Hours of Operation

### Happy Fourth Of July!



### Office Hours:

Monday  
8:30 AM - 4:30 PM

Tuesday  
8:30 AM - 4:30 PM

Wednesday  
Closed

Thursday  
8:30 AM - 4:30 PM

Friday  
8:30 AM - 4:30 PM

# Upcoming Events!

## Join us for Upcoming Training Webinars!

1. **FOR NEW LANDLORDS:** Please join us on **August 9th, 2021** for an interactive informational session on our Rental Subsidy Program Annual Agreement. This session will teach new participants how to accurately complete CLIHTF's Rental Subsidy Program Annual Agreement, and will focus on the process of correctly submitting payment request forms. This session will also explain our new unit inspection policy.

2. **FOR SERVICE PROVIDERS:** Please join us on **August 11th, 2021** for our Social Service Agency Partnership Webinar. This training will cover the roles and responsibilities of Social Service agencies that partner with CLIHTF in our mission to meet the permanent housing needs of Chicago's very low-income residents. It will cover our zero income waiver policy as well as well as special initiatives.

3. **FOR NEW AND EXISTING PARTICIPANTS:** Please join us on **August 23rd, 2021** for our Policy Update webinar. This interactive webinar will cover the Chicago Low-Income Housing Trust Fund's most recent policy updates for 2021 as well as the 2021 ANNUAL INSPECTION Process with our inspection contractor, Bravura. Participants will have the opportunity to ask questions and receive live responses.

4. **FOR NEW AND EXISTING PARTICIPANTS:** On **August 25th, 2021 at 5:30 PM**, CLIHTF will also conduct a monthly CLIHTF @ Night session. This session will teach participants how to accurately complete and upload tenant income verification forms (I-1, I-2) and quarterly payment requests (L-1, L-2). This session will also cover 2021 policy updates.

5. **FOR NEW AND EXISTING PARTICIPANTS:**



**Please click on any of the links below to register for one or more of the upcoming webinars!**

**1. Register New Landlord Webinar on 08/09/21**

**2. Register for our Social Service Agency Partnership Webinar on 08/11/21**

**3. Register for our Policy Update webinar on 08/23/21**

**4. Register for CLIHTF @ Night on 08/25/2021 at 5:30PM**

Please join us on **August 30th, 2021** at 12:30 PM, for our interactive training webinar on CLINKED, our document management portal. This webinar will feature live demonstrations of how to upload documents to the correct folders in CLINKED.

**5. Register for our CLINKED Webinar on 08/30/21**

## Important Memos! Please Read!

### **1. Please Submit Budget Revision Requests Between August 1st, 2021 and August 31st 2021:**

**\*\*Please note that the deadline to submit 2021 budget revision requests is 5:00 PM on August 31st, 2021. Late submissions will not be considered for approval.**

**\*\*Participants must upload budget revision request forms to the folder titled "Budget Revision Requests" in CLINKED in order for the submission to be considered for approval.**

#### **What is a budget revision request?**

A budget revision request is a form that can be submitted annually by the property owner or by the designated authorized agent in order for the units at the property to be considered for a rent rate increase.

CLIHTF's Board of Directors will either deny or approve each applicant's budget revision request, and applicants will be notified of the Board's decision in December of 2021.

All approved budget revisions will be applied to the applicant's 2022 Rental Subsidy Program Annual Agreement.

**\*\*Please note that CLIHTF will not consider budget revision requests for over 120% of the Fair Market Rent Rate for the designated area.**

[Click here to find the Fair Market Rent](#)

### **4. 2021 Bravura Annual Inspection Policy Update:**

CLIHTF's inspection contractor, Bravura, started conducting annual inspections on April 1, 2021. Bravura has current contact information for all participants and will email participants to schedule annual inspections. **PLEASE DO NOT CALL OR EMAIL BRAVURA FIRST TO SCHEDULE INSPECTIONS.**

When it is time for annual inspection, the property owner will receive an email invitation to join Bravura's document management portal THRYV. Property owners will be able to view the Housing Quality Standards pre inspection checklist in the THRYV portal. Property owners will also be able to view the inspection date and inspection results in the THRYV portal.

Before the inspection is scheduled, property owners must ensure that the Trust Fund unit(s) to be inspected correspond with the unit numbers on Exhibit J of the property's **CURRENT** annual agreement.

If the Bravura inspector arrives at the property and the units to be inspected do not match the unit numbers listed on the property's **CURRENT** Exhibit J, the unit will not be inspected, and the property owner will be charged a fee of \$35.

If the Bravura inspector arrives at the property, and is unable to access the unit(s) for inspection, the property owner will be charged a fee of \$35.

[Rate for your property](#)

[2021 Budget Revision Request Form](#)

## **2. Updated Income Eligibility Limits for 2021-2022**

Please click the links below to review the 2021-2022 income limits table as well as updated income verification forms (Exhibit I-1, I-2).

Tenants must be at or below 30% of the area median income to qualify for a Trust Fund unit.

[2021-2022 Income Limits](#)

[2021 Exhibit I-1, I-2](#)

[2021 Exhibit I Excel Spreadsheet](#)

## **3. Service Provider Partnership Expectations**

Please note that service providers who partner with CLIHTF are responsible for responding **PROMPTLY** to all communications from the landlord, including requests for assistance with the tenant. Service providers are also responsible for responding **PROMPTLY** to all communications from CLIHTF that pertain to the property and the tenant. Please click the link below to review a complete list of CLIHTF's *Landlord/Service Provider Partnership Expectations*.

[Landlord/Service Provider Partnership Expectations](#)

## **5. CLIHTF's new document management portal, Trust Fund Central (TFC), launched on April 5th, 2021- Please check your email for your training date!**

The website for CLIHTF's new document management portal, Trust Fund Central, launched on April 5th, 2021. When the Trust Fund Central website launches, the roll out will be phased in over the course of 2021. CLIHTF will notify property owners individually when their Trust Fund Central training dates become available. Please check your email periodically for this notification. Click the link below to learn more about Trust Fund Central!

[Click here to learn more about Trust Fund Central](#)

## **6. Third Quarter Payment Requests (Exhibit L-1, L-2) can be submitted between June 1, 2021 and October 31, 2021!**

Please note that third quarter payment requests can be submitted between **June 1st, 2021 and October 31, 2021**.

Please allow 30 days for processing of all *complete/accurate* payment requests. Click the button below to access a blank payment request form (L-1, L-2).

[Quarterly Payment Request Form \(L-1, L-2\)](#)

## **Did You Know?**

**CLIHTF Offers One-On-One Virtual Training Sessions**

CLIHTF offers One-on-One virtual training sessions for property owners and designated authorized agents who have attended CLIHTF webinars in the past, but still need additional assistance with navigating CLINKED and remaining in compliance with CLIHTF's program guidelines.

[Click here to schedule a one-on-one virtual training session](#)

## Learn More!

[Click here to learn more about assistance with back rent for tenants during COVID-19.](#)

[Click here to learn about energy/utility assistance programs in the State of Illinois](#)

[Click here for an introduction to our Rental Subsidy Program \(Landlords\)](#)

[Click here to take an interactive Quiz on our Rental Subsidy Program Guidelines \(Landlords\)](#)

[Click here for an introduction to our Rental Subsidy Program \(Social Service Agencies\)](#)

[Click here to learn how you can help CLIHTF to reach diverse communities throughout the city of Chicago \(Social Service Agencies/Aldermen\)](#)

[Click here to share CLIHTF's mission with Spanish-Speaking Landlords, so that we can serve a more diverse](#)

## Access Our Educational/Outreach Resources!

Please click on any of the links to the left to access CLIHTF's educational/outreach/covid-19 assistance resources. These resources are designed to educate participants and potential participants about CLIHTF's program policies and objectives.



population!

## *FOR SERVICE PROVIDERS AND LANDLORDS: Please take our Training Topic Survey*

In an effort to conduct webinars that address participant/partner questions and concerns, The Chicago-Low Income Housing Trust Fund is conducting a survey to determine which topics should be covered in upcoming informational webinars.

[Take the Survey!](#)

## *FOR SERVICE PROVIDERS ONLY: Please take our Service Provider Satisfaction Survey*

In an effort to improve the relationships between CLIHTF and our service provider partners, we have created a survey to learn more about what we can do to assist you!

[Take the Survey!](#)

## *FOR ALL PARTICIPANTS: Tell Us How We Are Doing!*

Don't forget to take our satisfaction survey! Click the button below to submit your feedback. We are looking forward to hearing from you!

[Take the Survey](#)



The Chicago-Low Income Housing Trust Fund | [Website](#)