

# The CLIHTF Notes

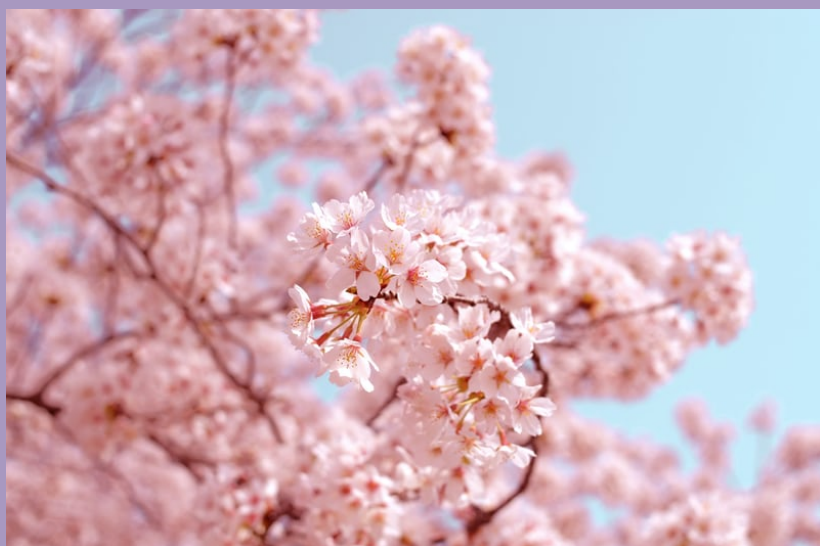
[Click here to view as Webpage](#)



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

**Springtime is right around the corner!**



### **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 CLIHTF's 2021 Policy Update Webinar!

1. Please join us on **March 31, 2021** for our final Annual Agreement webinar. This interactive webinar will address all participant questions about electronically submitting the 2021 annual agreement, as well as tenant income verification documents (I-1, I-2,) and quarterly payment submissions (L-1, L-2). Participants will have the opportunity to ask questions and receive live responses.

2. Please join us on **April 12th, 2021** for our Policy Update webinar. This interactive webinar will cover the Chicago Low-Income Housing Trust Fund's 2021 policy updates 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.

3. Please join us on **April 14th, 2021 at 12:30 PM**, CLIHTF 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.

4. On **April 14th, 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.

Please click one of the links to the right to register for any of the upcoming webinars!



**1. Register for Annual Agreement Webinar on 03/31/21**

**2. Register for our Policy Update Webinar on 04/12/21**

**3. Register for our regularly scheduled CLINKED webinar on 04/14/21**

**4. Register for the CLIHTF @ Night on 04/14/2021 at 5:30PM**

## Important Memos! Please Read!

**1. Remedying Department of**

**2. 2021 Bravura Policy Update:**

## Buildings Violations CLIHTF 2021 Inspection Compliance Plan of Action Policy:

**\*\*This policy applies to property owners who have Department of Buildings (DOB) violations. These property owners are responsible for providing their liaisons with a plan of action for remedying each of the DOB violations at their properties.**

A folder has been created in CLINKED for these property owners titled, "*DOB Violations and or Remediation*".

Property owners can view their DOB violation(s) in the aforementioned folder, and are responsible for uploading their remediation plan into the same folder **PRIOR** to submitting their next L1/L2.\*\*

1. Landlords must upload a detailed plan of action for remedying their properties' DOB violation(s) to the "DOB Violation(s) and or Remediation" folder in CLINKED. This plan of action should **NOT** be brief.
2. The plan of action must include submissions to match each violation.
  - Each submission must include the violation code as well as the citation details.
  - Each submission must include a completion date for when the issues will be remedied. The date must be within 90 days (weather permitting) of when the violation was reported.
3. If the violation requires the use of a contractor to remedy the issue, the property owner must include proof that a contractor has been hired and scheduled to remedy the violation.
  - Examples of proof of hire are receipts, email correspondence, or a copy of an independent contract agreement.
4. If a detailed plan of action is not submitted upon request, the property owner **WILL NOT** receive the next quarterly payment from CLIHTF, because the property is not in

As of February 25, 2021, Property owners must follow new guidelines to schedule new unit inspections and move-in inspections through the Chicago Low-Income Housing Trust Fund's inspection contractor, Bravura. Please click to button below to access step-by-step instructions for scheduling inspections with Bravura.

[Click Here to View Updated  
Inspection Instructions](#)

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

The website for CLIHTF's new document management portal, Trust Fund Central, will launch 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](#)

### 4. 2021 Deadline for Quarter 1 Payment Requests (L-1, L-2)!

Please note that the deadline for Quarter 1 payment requests is **April 30th, 2021**. In order to receive a quarterly payment request from the Chicago Low-Income Housing Trust Fund, all document submissions must be current! 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).

compliance.

5. If a plan of action has been submitted upon request, but the violations have not been remedied by the completion date, and the property owner has failed to discuss these issues with their liaison, the property owner **WILL NOT** receive the next quarterly payment from CLIHTF, because the property is not in compliance.

6. Failure to remediate DOB violations in a reasonable timeframe may result in the termination of your Rental Subsidy Agreement.

**\*\*Property owners with DOB violations should click the link below to view details about their specific DOB violation(s) in the city of Chicago.**

[Click here to find and view your Department of Buildings violation](#)

**Quarterly Payment Request Form (L-1, L-2)**

## **5. 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](#)



## **Did You Know?**

### **CLIHTF Has a New Income Re Certification Policy!! Please Review!**

- Tenant income re certifications (I-1, I-2) and supporting documents must be submitted **60 days prior** to lease renewal. Late re certifications may be subject to a subsidy adjustment.
- If you have renewed or are renewing a lease between **January 1, 2021 and March 31, 2021** and have NOT submitted tenant income verification documents, you must submit 2021 income verification documents at the same time as your annual agreement. Please upload these documents to the tenant documents folder in CLINKED.

# Learn More!

[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 more about assistance with back rent for tenants during COVID-19](#)

[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 population!](#)

## Access Our Educational/Outreach Resources!

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



## Training Topic Survey

In an effort to conduct webinars that address participant 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!](#)

*Please take our Accessibility Survey for Property Owners*

In an effort to promote housing equality for individuals with disabilities, The Chicago Low-Income Housing Trust Fund is conducting a survey to learn more about accessible units in our program!

**Take the  
Survey!**

### *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](#)