

# The CLIHTF Notes

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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.**

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## Hours of Operation

### **Happy Mother's Day!**



### **Happy Memorial Day!**

### **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!

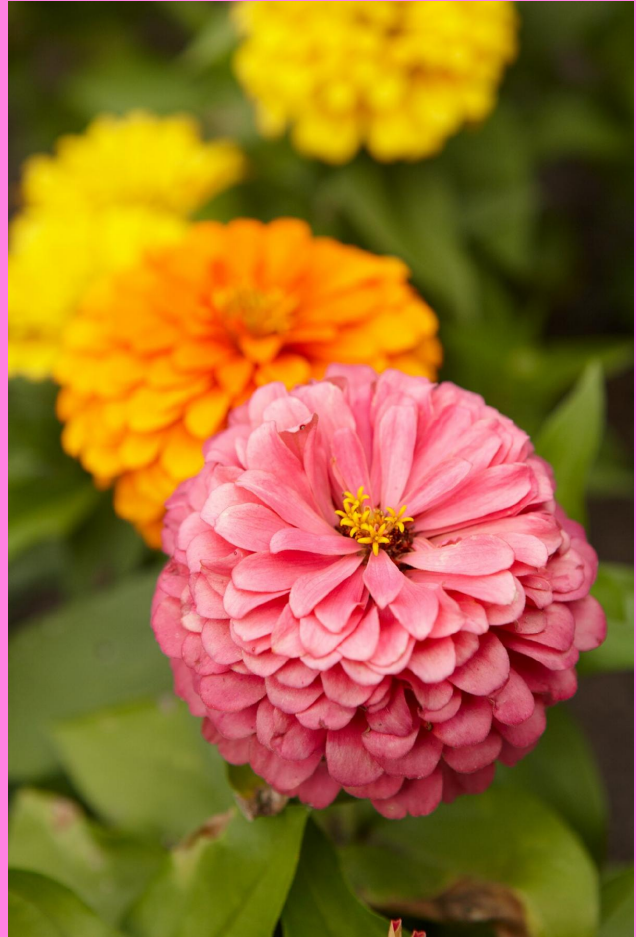
1. **FOR SERVICE PROVIDERS:** Please join us on **June 14th, 2021** for our Social Service Agency Partnership Webinar. This training will cover the roles and responsibilities of Social Service agencies that partner with CLIHTF in our mission to meet the permanent housing needs of Chicago's very low-income residents. It will cover our zero income waiver policy as well as special initiatives.

2. Please join us on **June 2nd, 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 **June 7th, 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.

4. **On June 9th, 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 SSA Partnership Webinar on 06/14/21**

**2. Register for our Policy Update Webinar on 06/02/21**

**3. Register for our regularly scheduled CLINKED webinar on 06/07/21**

**4. Register for the CLIHTF @ Night on 06/09/2021 at 5:30PM**

**Important Memos! Please Read!**

## **1. Remediating Department of Buildings Violations and 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 remediating 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 remediating 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

## **3. 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.

## **4. 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

upon request, the property owner **WILL NOT** receive the next quarterly payment from CLIHTF, because the property is not in 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](#)

## **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](#)

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](#)

## **5. 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.**

In order to receive a quarterly payment from the Chicago Low-Income Housing Trust Fund, all document submissions must be current and all Department of Buildings (DOB) Violations must reflect remediation on the DOB website. If the DOB violation cannot be remedied before the quarterly payment request submission deadline, a "Plan of Remediation" must be submitted in CLINKED and approved by a Trust Fund coordinator, so that the property owner can remain in compliance with CLIHTF's program guidelines. Please follow the instructions **in this newsletter** for remedying DOB violations.

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 \(L-1, L-2\)](#)

## **6. 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?

**All property tax and property insurance information must be current in order to receive a quarterly payment from CLIHTF!!**

- Please ensure that all property taxes are paid for the current year, and that property insurance is up to date for the current year, before submitting quarterly payment requests.

## Learn More!

[DEADLINE JUNE 7TH 2021!!! 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 \(Landlords\)](#)

## 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

[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 population!](#)

objectives.



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## *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!](#)

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## *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!](#)

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## *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](#)