

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.](#)

Hours of Operation



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

Closed:

Monday, October 11th, 2021

Upcoming Events!

Join us for Upcoming Training Webinars!

1. **FOR NEW LANDLORDS:** Please join us on **October 6th, 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 **October 20th, 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:** On **October 13th, 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.

4. **FOR NEW AND EXISTING PARTICIPANTS:** Please join us on **October 18th, 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.



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

1. Register for our New Landlord Webinar on 10/06/21

2. Register for our Social Service Agency Partnership Webinar on 10/20/21

4. Register for CLIHTF @ Night on 10/13/2021 at 5:30PM

5. Register for our CLINKED Webinar on 10/18/21

Important Memos! Please Read!

1. 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](#)

2. 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](#)

3. 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

4. 2021 Bravura Annual Inspection Policy Update: 2021 Annual Inspections Should be Scheduled and Completed!

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.

Please note that as of today, 2021 Annual Inspections should be scheduled and completed for all Trust Fund properties. If this is not the case for your property, please

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

contact your Trust Fund liaison immediately.

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](#)

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.](#)

Access Our Educational/Outreach Resources!

[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 population!](#)

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.



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](#)