

March 15, 2020

Sunday Communication:

Dear Partners and Friends,

The Chicago Low-Income Housing Trust Fund will be adjusting operations to meet the challenges posed by the novel coronavirus outbreak.

Office Location, Staff and Communications:

Effective immediately, the Trust Fund's downtown Chicago office location will be closed, and the Trust Fund's employees have been directed to work remotely to all extent possible. Trust Fund staff will not be available for in person meetings until normal operations have resumed. Communication with Trust Fund staff will still be possible via Clinked, by email and by phone, and staff will continue to process landlord payments and some compliance materials, as described below.

Landlord Payments:

Please Recall: the deadline for submission of 1st Quarter, 2020, payment requests is April 1st, 2020. This deadline is not being extended at this time.

Due to the staff's limited capacity to access hard-copy files and other challenges posed by remote work, the Trust Fund is taking the following actions with respect to landlord payments:

- All landlords who have already submitted Quarter 1, 2020 payment requests and were approved for such payments will automatically be eligible for Quarter 2, 2020 payments if a payment request is submitted;
 - o the payment request submission deadline for this automatic payment eligibility will be April 1, 2020; this deadline may or may not be extended if normal operations have not resumed by that date – you will be notified of such decision in advance;
 - o all landlords whose files have been automatically approved for payment will have such payment amount and requests audited for accuracy once normal operations resume, and any over- or under-payments will be corrected at that time, pursuant to the Rental Subsidy Agreement.

- All landlords who have not yet been approved for Quarter 1, 2020 payment requests will need to come into full compliance for Quarter 1, with the possible exception of any as-yet unperformed building / unit inspections – more information on inspections will be communicated to you later;
 - o if Quarter 1 compliance is achieved prior to April 1st, you will be eligible for automatic Quarter 2 payments as described above (you must still submit the payment request by April 1st).

Resumption of Normal Operations:

The Trust Fund offices will remain closed until at least April 1st. You will be provided with additional email updates on any decisions to extend that date and/or upon the reopening of the office.

March 16, 2020

Monday Afternoon Communication:

Dear Partners and Friends,

Please allow us to update you now on the decisions made with respect to unit and building inspections:

Except for emergencies, the Trust Fund will suspend all pending and future orders for building inspections during this time, until at least April 1st. Once normal operations have resumed, building inspections will also resume, and landlords will be expected to take reasonable steps to ensure that their units are inspected as close to their prior-scheduled inspection dates as possible, and in no case later than November 1st, 2020.

If you are a landlord whose inspection has already been performed this year and there are corrective actions needed, to be eligible for payment you are advised to fully correct all deficiencies outside of units, all deficiencies inside units which may pose a risk to any tenant's health or wellbeing, and all deficiencies inside units which may be remedied with a minimum of intrusion;

- For any deficiencies which would require the presence of workmen in a tenant's unit or other significant intrusion and which also do not pose any risk to the tenant's health or wellbeing, you are asked to communicate with the tenant as to whether or not they wish such work to be completed now or later;
- If a tenant wishes work to be completed later, they must communicate such to the Trust Fund by writing us a quick, signed note to that effect which you should deliver to us on Clinked;

Photographic and explanatory documentation of all corrective actions taken must be delivered to Globetrotters via email. It is possible that reinspections may be ordered to verify repairs upon completion of normal operations.

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