

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 Black History Month!

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



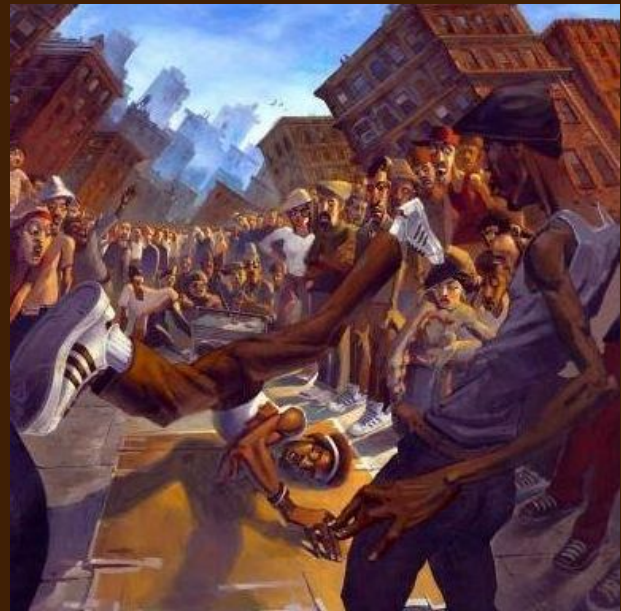
Upcoming Events!

Join Us for CLIHTF's 2021 Policy Update Webinar!

Please join us on **March 3rd, 2021** for our first policy update webinar! This interactive webinar will cover the Chicago Low-Income Housing Trust Fund's 2021 policy updates. Participants will have the opportunity to ask questions about CLIHTF's New Unit Capacity Policy, CLIHTF's updated Bravura Inspection Policy, as well as CLIHTF's 2021 Annual Agreement online submission process.

Please join us on **March 10th, 2021 at 5:30 PM** for our monthly CLIHTF @ Night session. This session will teach participants how to accurately complete CLIHTF's Rental Subsidy Program Annual Agreement. This session will also cover 2021 policy updates

CLIHTF will also be hosting an interactive training webinar on how to complete our 2021 Rental Subsidy Program Annual Agreement on **March 10, 2021** at the usual time.



Register for our Policy Update Webinar
on 03/03/21

Register for the CLIHTF @ Night
(Annual Agreement Session) on
03/10/2021 at 5:30PM

Register for our regularly scheduled
RSP Annual Agreement Webinar on
03/10/21

On **March 8, 2021**, CLIHTF will be hosting an interactive informational webinar for social Service Agency Partners.

Register for our Social Service Agency Partnership Webinar on 03/08/21

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

Important Memos! Please Read!

1. CLIHTF 2021 Inspection Compliance Plan of Action Policy:

**This policy applies to property owners who are responsible for providing their liaisons with a plan of action for remedying Department of Buildings (DOB) violations and/or Housing Quality Standards (HQS) violations at their properties.

1. Landlords must provide their liaison with a detailed plan of action for remedying HQS violations and DOB violations. 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 HQS 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

2. 2021 Bravura Policy Update:

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. Landlords must submit 2021 Rental Subsidy Agreements by uploading them to CLINKED:

Please disregard the mailing instructions on the 2021 Rental Subsidy Agreement. Landlords must submit the 2021 Rental Subsidy Agreement by uploading the file to CLINKED.

Agreements can be electronically signed by participants. A natural signature is not required for the 2021 Rental Subsidy Program Annual Agreement.

4. CLIHTF's New Policies Regarding the Maximum Number of Subsidized Units Allowed to be Under Common Ownership and Control:

Please click the button below to learn about

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.

[Click here to download our 2021 Plan of Action Policy](#)

2021 updates in the Chicago Low-Income Housing Trust Fund's new unit capacity determinations and policies. These determinations and policies are effective immediately.

[2021 New Unit Capacity Policy Update](#)

Did You Know?

CLIHTF WILL BE MOVING TO A NEW ONLINE SYSTEM IN SPRING OF 2021

The Chicago Low-Income Housing Trust Fund (CLIHTF) will be releasing a new online system, Trust Fund Central, in spring of 2021. Trust Fund Central is an integrated program management solution designed to incorporate CLIHTF's various document management portals into one system. Please click the button below to learn more about Trust Fund Central, and how you can learn to use this new system.

[Click here to learn more about CLIHTF's new document management portal, Trust Fund Central!](#)

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 \(Social Service\)](#)

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

Agencies)

objectives.

Click here for a downloadable copy of our Rental Subsidy Program Guidelines (Landlords/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!



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](#)