



CLIHTF Rental Housing Support Program
Annual Report
January 1, 2022, through December 31, 2022

Mission: To meet the permanent housing needs of Chicago’s very low-income residents.

INTRODUCTION

The Chicago Low-Income Housing Trust Fund (“CLIHTF”) commits valuable resources to bridge the gap between market rents and what a low-income household can afford. CLIHTF provides rental subsidies directly to property owners, for the benefit of households earning at-or-below thirty percent (30%) of area median income (“AMI”) (“Qualified Households”), including veterans, the working poor, the disabled, the elderly, and homeless or at-risk-of-homelessness individuals and families. Proceeds from the Illinois Rental Housing Support Program (“RHSP”) play an essential role in keeping housing in Chicago affordable for all its citizens.

In 2022, the maximum eligible income for a Qualified Household is \$21,900 for a single individual and \$31,260 for a family of four. CLIHTF rental assistance helps these low-income households afford safe, decent rental housing, resulting in higher neighborhood occupancy levels and reduced tenant turnover and providing rental stability and predictability to landlords and tenants. Tenants in stable housing situations are better able to work toward self-sufficiency as contributing members of their communities, and children in stable housing situations tend to do better in school and have more positive life outcomes. CLIHTF rental assistance also contributes to economic diversity in neighborhoods experiencing gentrification and helps to reduce foreclosures and vacancies in neighborhoods challenged by economic disinvestment.

CLIHTF units are contracted under two programs, the Rental Subsidy Program - “RSP” (which includes RSP, Emergency Housing Units and Special Initiatives), and the Multi-Year through Up-Front Investments Program “MAUI”. In total, approximately 2871 households benefited from rental subsidies in the Trust Fund’s Rental Subsidy Program that were under Agreement as of December 31, 2022, with a total annual investment of approximately \$20,574,706. See Attachment Q4, 2022 Quarterly Report.

I. CLIHTF Programs

A. Rental Subsidy Program (RSP)

RSP provides rental assistance through an annual agreement with property owners within the City of Chicago to assist Qualified Households. RSP subsidies are approved for a given number of units in a building. Tenants apply directly to landlords for units that have the benefit of a subsidy. CLIHTF currently supports 2871 units. Approximately ½ of the units in RSP are restricted to households living at-or-below 15% AMI. The breakdown of CLIHTF units by AMI is as follows:

Income Tiers:	Units	Percent of Units
0-15% AMI	1302	45%
15-30% AMI	1569	55%

B. Emergency Housing Initiative (\$5M New RSP Units)

In mid-2020, the City of Chicago, through its Department of Housing (DOH), made an annual commitment of \$5,000,000 in City Corporate dollars to CLIHTF for the expansion of up-to 500 new RSP Units. These New Units are designated as regular RSP units and will not be eligible for “zero-income waivers” offered to households in some existing CLIHTF / City joint special initiatives. No New Units are assigned to any such special initiatives.

As of December 31, 2022, the CLIHTF Board of Directors approved 439 new subsidies/\$4,577,136. CLIHTF has also committed 50 additional units (provided funding is available) to house Internationally Displaced Residents under The Resurrection Project. The onboarding of these units is still in process.

Open Enrollment - 2020 City Emergency Housing Initiative

Updated as of 12/27/2022

Phase	Units Occupied	Funding
Phase I (Existing Properties)	166	\$1,430,556.00
Phase II (City Priority Areas)	57	\$596,268.00
Phase III (CLIHTF Priority Areas)	74	\$753,252.00
Phase IV (General)	142	\$1,765,512.00
Phase V (Accessory Dwelling Units)	1	\$12,540.00
New Units 2022 Salvage	2	\$19,008.00
Total	439	\$4,577,136.00

C. Special Initiative (SI)

When funding is available, and when circumstances warrant, the CLIHTF Board of Directors may allocate funding to a special initiative. As of December 31, 2022, there were approximately 513 “Special Initiative” units accounting for approximately eighteen percent (18%) of the units participating in the Rental Subsidy Program. The households benefitting from the rent subsidy are also living at or below thirty percent (30%) of the AMI and are working with a partner social service provider, meeting the criteria of the one of the following special initiatives.

While participation in the RSP/Special Initiative programs requires all participants to show proof of income, there are five (5) special initiatives that qualify for a “Zero-Income Waiver”. This means that tenants may participate if they aren’t receiving an income from any known source. (See ** on the chart below).

Special Initiatives 2021
<i>Program</i>
Chronic Homeless Initiative Prog. **
Ending Veterans Homelessness **
Families First
Families In Transition **
HIV/AIDS
Homeless Dedicated Initiative
Homeless Dedicated Prevention
Homeward Bound**
Puerto Rico Evacuee Prog. **
Second Chance
Women’s Self-Sufficiency

****Zero -Income Waiver Eligible Programs**

As the following chart illustrates, there are a total of 212 units housed in “zero-income waiver” eligible program initiatives. Of this number, 64 units are actively utilizing a “waiver”, thus represents 30% of waiver eligible units.

Zero Income Waiver Summary

As of 9/1/2022

Zero Income Programs	Committed Units	Total TF Units Housed	Housed Units on \$0 Income Waiver	% of Housed Units on a \$0 Income Waiver
Homeward Bound	33	20	6	30%
Chronic Homeless	26	25	7	28%
Veterans	50	48	12	25%
PRE	19	19	0	0%
FIT	100	100	39	39%
Total Waivers (all programs)		212	64	

Of the 2871 units in the CLIHTF portfolio, 64 units or 2% of the CLIHTF portfolio utilize a “Zero Income Waiver”.

Total units in CLIHTF’s portfolio	2871 units
Total units utilizing a “Zero Income Waiver”	64 units
Percent of units overall utilizing the “Zero Income Waiver”	2% units

Below you will find program descriptions for all Special Initiatives in the CLIHTF program.

1. [Chronic Homeless Initiative Pilot \(CHIP\)](#)

Goal: To provide up to \$500,000 in funding for permanent housing opportunities for up to 45 households taking up residence in homeless encampments.

Background: In 2016, the Trust Fund responded to a request from the [Chicago Department of Family and Support Services](#) to provide funding assistance for households living in encampments.

2. [Ending Veteran Homelessness](#)

Goal: Through integrative and collaborative efforts, the City of Chicago seeks to improve delivery of services to Veterans and the families of Veterans, by providing accessible and co-located services, including but not limited to assistance with obtaining veteran benefits, job training/employment and [permanent housing](#). The Trust Fund approved \$400,000 to be allocated to Veteran's housing. It is anticipated that this will provide 50 units of housing Project funds are intended to target military service men/women and their immediate families that are

honorably and dishonorably discharged seeking assistance with services and resources.

3. Families-In-Transition Initiative (FIT)

Goal: To provide up to 100 Chicago Public Schools (CPS) families living in shelters or doubled-up with affordable permanent rental housing, in partnership with Chicago Department of Family and Support Services and HomeWorks, a coalition of experience supportive service agencies who provide extra support through case management.

Background: In 2017 and early 2018, the Trust Fund, working with Chicago DFSS and the HomeWorks coalition created 100 new affordable rental units, at an approximate annual program cost of \$1,650,000, which were made available to and filled by families at risk of homelessness living primarily in the Englewood, West Englewood, Austin, and Humboldt Park neighborhoods.

4. Families First (FF)

Goal: In April 2003 Memorandum of Understanding between the Chicago Department of Human Services (“DHS”) and various property Owners sought to provide housing and a wide range of supportive services necessary to assist CHA non-leaseholder families in their effort to move from homelessness to permanent housing. CLHTF would provide the rental subsidy dollars. As families transitioned out of the program, the funding reverts to the RSP.

5. HIV/AIDS Initiative

Goal: To provide permanent housing opportunities for up to 100 households living with HIV/AIDS with the assistance of rental subsidies.

Background: In September 2007, the Trust Fund responded to a request from the Chicago Department of Public Health to provide assistance for households living with HIV / AIDS that were facing the loss of their rental subsidy due to the expiration of funding.

6. Homeless Dedicated Initiative

Goal: To assist homeless individuals and families obtain safe and affordable rental housing and maintain permanent housing through supportive wrap-around social services.

Background: In 2006, the Chicago Low-Income Housing Trust Fund furthered its partnership in Chicago’s Plan to End Homelessness when it committed additional rental subsidy funding to assist those who were homeless. There are approximately 250 additional Homeless Dedicated units funded at present for persons who have “homeless tenure” (individuals who had been homeless longer than a year or families who had been homeless longer than nine (9) months). Social

service partners provide supportive services to these families, who have previously been living in shelters and/or otherwise without permanent housing.

7. Homeless Dedicated Prevention

Goal: To assist previously homeless families who had lost their rental assistance following the termination of a federally funded program.

Background: The Trust Fund programmed an amount not to exceed \$2.5 million in rental subsidies to the Homeless Dedicated Prevention initiative to assist households benefitting from the expiring federal program in 2011. The Trust Fund Board of Directors identified priorities for the subsidies, including large families, those with a disability and/or a history of homelessness and/or a history of domestic violence. Social service providers identified households that met the funding priorities and reached out to participating households in the expiring program to solicit applications with the goal of preventing homelessness.

As Chicago had funded many homeless families through the federally funded program, many were still in need of a social service support system to remain stably housed. The Illinois Department of Human Services funded three social service providers to outreach to households at-risk of homelessness to provide supportive services.

8. Homeward Bound

Goal: To successfully house unsheltered homeless single adults in stable permanent housing, provide supportive services that focus on housing retention, connect participants with a source of income, and engage participants in substance abuse treatment and mental health services, if applicable.

Background: In November 2005, the Trust Fund became a partner in Chicago's Plan to End Homelessness and allocated up to 50 rental subsidies for the Street-to-Home Initiative. The goal of the Initiative is to facilitate permanent housing for unsheltered homeless individuals that are currently living in public spaces, such as the downtown area or parks. Service funding was provided by the City of Chicago to experienced homeless services providers who provide support to individuals with the goal of gaining and remaining in permanent housing.

In January 2014, the Trust Fund committed up to \$400,000 in rental subsidies to assist up to 50 additional households.

9. Puerto Rico Evacuees Initiative (PRE)

Goal: To provide temporary rental assistance to Puerto Rican individuals and families who were displaced by Hurricane Maria in September 2017.

Background: Responding to an emergent situation, the Trust Fund, with the support of Mayor Emmanuel’s office, Chicago DPD and DFSS, and the Office of Emergency Management, the Trust Fund committed up to \$500,000 to provide an estimated 45 rental subsidies. As of March 2019, 32 units were filled, at an annual subsidy cost of approximately \$390,000.

10. Women’s Self-Sufficiency Program (combined with Second Chance)

Goal: To provide temporary rental assistance to 15 women who are leaving the sex trade.

Background: Heartland Alliance works towards self-sufficiency by providing rental subsidies, case management and supportive services. Utilizing a housing first model, intensive case management services are home-based and assist families in working towards becoming self-sufficient, increasing skills and income, and increasing self-determination. Building on the FBC model with consultation from survivors about important service needs, Heartland Alliance has partnered with the Circuit Court of Cook County Adult Probation Department’s P.O.W.E.R. Program and the Chicago Low-Income Housing Trust Fund to pilot an innovative supportive housing program for 15 women who are leaving the sex trade.

2022 Transfer of Special Initiatives

In August of 2022, the City of Chicago Department of Housing and the Chicago Low- Income Housing Trust Fund (“CLIHTF”) reached an agreement to transfer the management of all “Special Initiative” rental units to a new administrator. The “Special Initiatives” are a subset of the Rental Subsidy Program (“RSP”) created to assist vulnerable groups by connecting them to social services. The transfer to a new administrator will not impact units that are part of the general Rental Subsidy Program. While there will be a transition in the subsidy administrator, the terms of all contracts through 2023 will be honored by the new administrator.

The tentative program transfer date for the Special Initiatives units will be around **June 30, 2023**. In the interim, CLIHTF will continue to be the administrator for the Special Initiatives units within the RSP.

The “Special Initiatives” unit transfers includes the following programs:

1. AIDS Foundation of Chicago (AFC)
2. Chronic Homeless Initiative (CHP/CHIP)
3. Ending Veterans Homelessness (VETS)
4. Families First (FF)
5. Families in Transition (FIT)
6. Homeless Dedicated Initiative (HD)
7. Homeless Dedicated Prevention (HDP)
8. Homeward Bound (HB)
9. Women’s Self-Sufficiency (WSS)/

Landlords participating in the general RSP and its Special Initiative subset, received two separate 2023 Rental Subsidy Agreements (the “Agreement”); one for the general RSP and another for the Special Initiative units.

D. Multi-Year Affordability through Upfront Investment (“MAUI”)

MAUI provides a forgivable construction grant or a long-term operating reserve fund, each carrying a 15 to 30-year regulatory term, to property developers and owners that offer affordable housing to households living at or below thirty percent (30%) of the AMI. MAUI also generally aims to restrict ½ of the units in each project to households living at-or-below 15% AMI.

The Trust Fund must use at least 10% of its annual RHSP Act funding allocation for LTOS (with a 3-year aggregation period permitted). Proceeds of the City’s Affordable Housing Opportunity Fund (“AHOF”) derived from the Downtown Density Bonus program and from the Affordable Requirements Ordinance are also used for LTOS and Capital Investments.

In Calendar Year 2022, the Trust Fund approved six additional MAUI projects for funding:

- 2907 West Irving Park (Full Circle Communities / Visionary Ventures)
 - o 33rd Ward, Irving Park
 - o \$1.6m to fund 6 unit-subsidies for 15 years (LTOS – funding source TBD)

- Earle School (Gorman / Phoenix Foundation)
 - o 6121 S. Hermitage – 15th Ward, West Englewood
 - o \$1.6m to fund 9 unit-subsidies for 15 years (LTOS – funding source TBD)

- Imani Village Senior (SPM-Phil Mappa / Trinity United)
 - o 9633 S. Cottage Grove – 8th Ward, Pullman/Roseland
 - o \$1.0m upfront to buy down rents on 16 units, tentatively for 17 years (Capital Construction, funded with AHOF)

- Ogden Commons A-2 (The Habitat Company / Mt. Sinai)
 - o 1301 S. Washtenaw – 28th Ward, North Lawndale
 - o \$1.0m to fund 6 unit-subsidies for 15 years (LTOS – funding source TBD)

- Regenerator Apartments (Gorman / Go Green)
 - o 6206 S. Racine – 16th Ward, Englewood/West
 - o \$2.0m to fund 9 unit-subsidies for 15 years (LTOS – funding source TBD)

- United Yards (Celadon / Blackwood)
 - o 4701 S. Ashland – 20th Ward, New City/BOTY
 - o \$2.0m to fund 12-unit subsidies for 15 years (LTOS – funding source TBD)

5150 Northwest Highway / Jefferson Park (Full Circle Communities), a 2019 MAUI awardee, began lease-up at the end of 2022 and is wrapping up construction. This project brings an additional 8 MAUI LTOS units online.

As of December 31, 2022, CLIHTF has 459 active MAUI units. 162 of those units were funded by City of Chicago ARO/Downtown Density, with the remaining 297 funded with State RHSP Act funding. There are 18 additional ARO/DD-funded MAUI Capital Construction units presently under construction, with fifty-eight (58) additional units anticipated to be created from MAUI projects that are approved but yet to close. (See Attachment, *ARC/MAUI Active Projects*).

II. ADMINISTRATION / INFRASTRUCTURE

A. Housing Quality

CLIHTF contracted the services of Bravura Facility Management, LLC to complete housing quality assessments for all properties currently participating in the Rental Subsidy Program and for those applying to the CLIHTF. Bravura's "Thryve" platform was introduced as a product to track all HQS Inspections. This system is equipped with landlord and staff dashboards that include detailed reporting and tracking of real time inspections. In 2022, CLIHTF conducted a total of 2871 inspections. See attachment, *Annual Inspections 2022 Bravura*.

Infrastructure Development

In 2022, CLIHTF contracted with High Associates to develop a web-based "one-stop shop" integrated portfolio management system called "Trust Fund Central (TFC)". As of December 31, 2022, we completed the landlord portal, document submission, and payment systems. It consists of landlord and staff dashboard which offer detailed reporting about funding, inspection status, unoccupied units, etc. The year of 2023 will be focused on systems utilization and enhancements.

III. OUTREACH EFFORTS

CLIHTF outreach is an ongoing effort. In 2022, outreach was made to individuals who are homeless, imminently at-risk of living in institutional settings, under-represented Chicago community areas, and to households that have one or more members with disabilities (including but not limited to physical disabilities, developmental disabilities, mental illness, or HIV/AIDS).

The Trust Fund's Rental Subsidy Program Agreement includes a comprehensive listing of the agencies who facilitate landlords in their ability to reach out to prospective tenants and make referrals for social services through the Tenant Outreach Plan (and the Tenant Social Service Plan. See attached exhibits F & G.

A. Landlord to Tenant Outreach Plan

All Agreements with landlords include a required Tenant Outreach Plan. Most of the larger developers / landlords / social service providers have very specific plans as part of the property management / funding requirements. For the smaller property owner / manager, the Trust Fund Outreach Plan (Exhibit F) includes a listing of opportunities for outreach.

EXHIBIT F

TENANT SELECTION AND OUTREACH PLAN

I / We will make concerted efforts to inform individuals and organizations in the community that I/we have an available rental property and will reach out to low-income individuals and families, including households with special needs. (Special Needs Households are defined as households that are homeless; that are imminently at-risk of living in institutional setting because of the unavailability of suitable housing; or that have one or more members with disabilities, including but not limited to physical disabilities, developmental disabilities, mental illness, or HIV/AIDS.) Units will be leased in accordance with all applicable City of Chicago, State of Illinois, and federal laws.

- Attached is our Tenant Selection and Outreach Plan.
- The following Tenant Selection and Outreach activities will be undertaken:
- Contact Chicago Low-Income Housing Trust Fund for referrals at info@chicagotruffund.org .
- Post “for rent” signs in the window of my building that lists a phone number to contact for leasing information.
- Advertise available units through the following newspapers:

- Partner with the following social service organization(s) under a Trust Fund special initiative (FIT, PLWHA, Homeless Dedicated, etc.), and receive referrals for tenants that meet the guidelines for the designated special initiative.

Service Provider	Address	Contact
<input type="checkbox"/> Chicago Department of Family & Support Services	1615 W. Chicago	312-743-0300
<input type="checkbox"/> A Safe Haven	2750 W. Roosevelt	773-435-8300
<input type="checkbox"/> AFC Housing	200 W. Jackson	312-922-2322
<input type="checkbox"/> UCAN (fmr. Beacon Therapeutic)	3605 W. Fillmore	773-588-0180
<input type="checkbox"/> Center for Housing & Health	200 W. Jackson	312-334-0913
<input type="checkbox"/> Catholic Charities of the Archdiocese of Chicago	721 N. LaSalle	312-665-7525
<input type="checkbox"/> Corporation for Supportive Housing	205 W. Randolph	312-332-6690
<input type="checkbox"/> Deborah’s Place	2822 W. Jackson	773-722-5080
<input type="checkbox"/> Featherfist	2255 E. 75 th	773-721-7088
<input type="checkbox"/> Franciscan Outreach	1645 W. LeMoyné	773-278-6724
<input type="checkbox"/> Inner Voice	212 W. Van Buren	312-944-5830

B. Landlord/Tenant Plan for Services

As part of the application and contracting process, landlords are asked to submit a Plan for Services. Larger property owners / managers have this as part of their operations. This is included in the annual Rental Subsidy Program Agreement and provides resources to the property to select options for social services.

EXHIBIT G

PLAN FOR TENANT SERVICES

In the event that tenants living in the Subsidized Unit(s) request assistance or appear to need assistance, the Owner will refer such tenants to the following community-based services:

- Attached is the Plan for Tenant Services.
- The following steps will be taken to assist tenant(s) access services:
- Refer tenants to the Chicago Department of Family & Support Services Center:

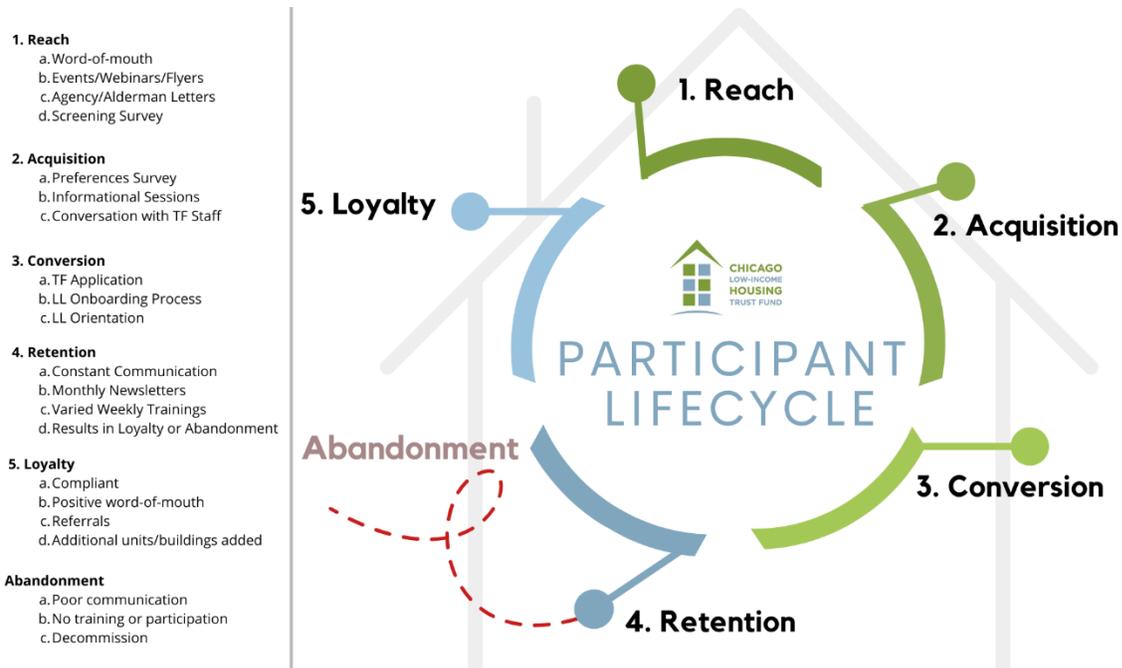
<input type="checkbox"/>	North Area Center	845 W. Wilson Ave	312-744-2580
<input type="checkbox"/>	Trina Davila Center	4300 W. North Ave	312-744-2014
<input type="checkbox"/>	Garfield Center	10 S. Kedzie Ave.	312-746-5400
<input type="checkbox"/>	Englewood Center	1140 W. 79 th St.	312-747-0200
<input type="checkbox"/>	King Center	4314 S. Cottage Grove	312-747-2300
<input type="checkbox"/>	South Chicago Center	8650 S. Commercial Ave.	312-747-0331

- Refer tenants to Partner Service Provider(s):

Service Provider	Address	Contact
<input type="checkbox"/> A Safe Haven	2750 W. Roosevelt	773-435-8300
<input type="checkbox"/> AFC Housing	200 W. Jackson	312-922-2322
<input type="checkbox"/> UCAN (fmr. Beacon Therapeutic)	3605 W. Fillmore	773-588-0180
<input type="checkbox"/> Center for Housing & Health	200 W. Jackson	312-334-0913
<input type="checkbox"/> Catholic Charities of the Archdiocese of Chicago	721 N. LaSalle	312-665-7525
<input type="checkbox"/> Corporation for Supportive Housing	205 W. Randolph	312-332-6690
<input type="checkbox"/> Deborah's Place	2822 W. Jackson	773-722-5080
<input type="checkbox"/> Featherfist	2255 E. 75 th	773-721-7088
<input type="checkbox"/> Franciscan Outreach	1645 W. LeMoyné	773-278-6724
<input type="checkbox"/> Inner Voice	212 W. Van Buren	312-944-5830
<input type="checkbox"/> HOW	1607 W. Howard	773-465-5770
<input type="checkbox"/> Inspiration Corporation	4554 N. Broadway	773-878-0981
<input type="checkbox"/> La Casa Norte	3533 W. North Ave	773-276-4900
<input type="checkbox"/> North Side Housing and Supportive Services	4410 N. Ravenswood	773-244-6401
<input type="checkbox"/> Renaissance Social Services	2501 W. Washington	773-645-8900

IV. CLIHTF Landlord Outreach Plan

Objective: In 2022, CLIHTF is focused on Latinx Landlord outreach techniques, as well as addressing the needs of Latinx property owners as they progress through the “Participant Lifecycle” of the Chicago Low-Income Housing Trust Fund (CLIHTF).



The cycle starts with outreach. Letters explaining CLIHTF’s Latinx Outreach initiative were distributed to agency contacts, as well as Aldermen, so that they could encourage eligible Landlords to apply for our program. An outreach flyer was attached to each letter so that service providers and Alderman could the flyer to eligible landlords. There was a link to a screening survey in the flyer. The screening survey helped to gather the contact information of each landlord, and screened if they are eligible for our program.

After CLIHTF distributed the outreach tools and Latinx property owners were recruited to the program, tracking Latinx participant satisfaction and concerns was a primary focus. It is important to track Latinx participant satisfaction. Word of mouth is the best marketing tool for Hispanic marketing strategy.

CLIHTF has (3) three staff members who are available to translate and provide customer service to Latinx Landlords. Electronic resource packages were distributed to Latinx participants based on their progression in the program. These packages contained important forms, surveys, training materials, quizzes, newsletters, policy update, memos and more.

Given the potential language barrier, property owners received specialized training that focused on how to upload documents to our various compliance sites.

Surveys were distributed and tracked during every step of the landlord lifecycle. It is important that Latinx property owners have many opportunities to express their questions and concerns so that they

can feel that the program is attentive to and addresses their needs as Spanish speakers. It is important that Spanish speakers have a positive experience with CLIHTF, and that they feel that there is not a language barrier, because word of mouth will be our most valuable tool in recruiting more Latinx property owners. We need for our current Latinx participants, and the future participants to be able to speak highly of CLIHTF to other Latinx property owners in their communities.

The packages, resources, forms, surveys, and training materials are created in Spanish by a translator so there will not be any confusion or misuse of words. Creating packages and surveys in Constant Contact and iSpring will allow us to track Latinx Landlord responses, satisfaction, and utilization of CLIHTF resources. For example, we can monitor which participants clicked which links.

A. (1) Reach- Participant Outreach Period.

1. Agency/Alderman/Community organizer outreach letter- We have created an outreach letter to be distributed to agencies/Alderman explaining our mission as well as our goal to try to better serve Latinx communities.
2. Latinx outreach flyer- We will attach the flyer (available in both Spanish and English) to each of the outreach letters so that the agencies/council members/community organizers can send the flyer to potential property owner candidates. The flier is short, simple, and easy to read because the results from the Alderman letters showed that many of them did not read the entire letter (they only opened the email for a few seconds), and studies show that people rarely read more than a paragraph or two of text if it is not mandatory.
3. “About Us” events in Spanish- This is a general informational session that could take place in late February, that will be geared towards potential Latinx Landlords who have responded to our agency contacts. It will be a simple session that covers CLIHTF’s mission and general program guidelines. It will explain the technology requirements. It will not go into depth about exhibits but will allow potential participants to ask basic questions. During this session, I will be sure to explain that all participant information is kept confidential (including citizenship status of both property owner and tenant, if that is in fact, the case).
4. Outreach Screening Survey- After the event, attendees will receive the screening survey. This survey can also be sent to agencies and council members. This survey is designed to determine which responders will be good candidates for our program.

B. (2) (3) Acquisition/Conversion- Participant Acquisition & Conversion Period

1. CLIHTF Welcome Package- A CLIHTF Welcome Package will be issued to all Latinx Landlord Recruits who pass the screening survey. It is in the Spanish, but they have the option to translate it to English on the webpage.

2. Communications Preferences Survey- This survey will determine how the participant would like to receive CLIHTF correspondence. If the property owner chooses to work with a coordinator that speaks Spanish, then we will connect them with one. We will also document their other responses to see how they would like to receive other materials.
3. Latinx technology requirements in Spanish- Once again, we will inform Latinx property owners lords that the technology requirements are mandatory to participate in our program. Property owners without access to technology, or knowledge of technology will not thrive in our program.
4. Overview of Rental Subsidy Program with Spanish voiceover- This is an extensive overview of the Rental Subsidy Program for Latinx Landlords
5. RSP Overview Quiz- This will test the property owners understanding of the subject matter, and we will be able to track their results and assist them when necessary.
6. Latinx Outreach Flyer- We include a copy of the flyer in the Welcome package and encourage Latinx Landlords in our program to send this flyer to other interested Landlords in their communities since word of mouth is crucial. This is the same flyer that was attached to the council member/agency letter. It is brief and easy to understand.

C. (4) Retention- Participant Retention Period

1. A participant retention package (like the welcome package) will be created based on Latinx landlord needs. This package will be in the form of a webpage so that it can be updated constantly.
2. Newsletter in Spanish- The package will always include the most recent version of the newsletter in Spanish. This way we can track if the landlords are reading the newsletter for memos.
3. Webinar Registration Links in Spanish- This package will always contain the most recent registration links for Webinars in Spanish. These links will also be posted in Trust Fund Central, but the package will help to eliminate confusion throughout the process. In my last Spanish webinar, a property owner said that she accidentally signed up for the English version of the webinar the month prior and was disappointed.
4. Policy Updates and memos in Spanish- This package will always include the most recent policy updates in Spanish. This way, the property owner does not have to wait for a staff person to send them a Spanish copy of the policy update.
5. Translated version of exhibit L-1 and L-2- Once the RSA is translated, we can include the translated version of exhibits L-1 and L-2. This will be

available on the Trust Fund Central website as well, and this will be noted in the package, but this is just to streamline the process, and help to eliminate the step of property owners having to use google translate on trust fund central.

6. The package will contain a link to a “Q&A” survey, that will allow landlords to voice their concerns and question. We will check these bimonthly to make sure that all Latinx landlords concerns are heard, despite the language barrier.

D. (5) Loyalty/Abandonment

1. Steps 5 and 6 will be implemented through tracking and participant satisfaction surveys.
2. All materials have been translated to Spanish and have been sent to interested participants.

V. New 2022 CLIHTF Partnerships

A. Lawndale Christian Legal Center (LCLC) - Bail Project

This is an opportunity for LCLC to recruit new landlords and identify prospective tenants who are justice-involved and to partner with CLIHTF to provided 20 rental subsidies.

B. The Resurrection Project, “TRP” (Internationally Displaced Persons)

Working in collaboration with the Trust Fund, TRP will hold and coordinate access to 50 CLIHTF subsidies for the City of Chicago Department of Housing’s (“DOH”) Housing for Internationally Displaced People Program (“HIDP” or the “Program”) for eligible immigrant households (“Eligible Households”) including those from Afghanistan, Ukraine, and Haiti, as well as those fleeing documented violence, climate-related disasters, etc.

VI. CLIHTF 2022 focal points

1. Strengthening landlord, tenant, and partner agency relationships.
2. Social Service Agency monitoring.
 - CLIHTF often will make requests from agency partners to inform reporting data. Too often, those requests are not filled in a timely manner. For example, agency partners struggle to:
 - locate qualified property owners within the required 30 days,
 - complete program reports and surveys in a timely manner, if at all,

- track tenant (client) status, and
 - develop productive relationships with landlord.
3. Improve expedited reporting capabilities,
 4. Increase funding through City and State resources.

VII. Staff organizational chart

See Attachment *Organizational Chart. Final 2023.*

VIII. 2022 Board of Directors

The Board of Directors for the Chicago Low-Income Housing Trust Fund is comprised of 15 individuals who live in the City of Chicago, have diverse backgrounds, and represent a cross-section of the City's non-profit, private corporation and City government leadership. The Mayoral-appointed Board of Directors supervises the business of the Trust Fund and meet monthly. Three committees of the Board are Allocations, Finance and Outreach. See attachment *2022 CLIHTF Board of Directors.*

IN CLOSING

The Chicago Low-Income Housing Trust Fund is honored to continue its work and serve as the Local Administering Agent (LAA) for the City of Chicago's funding allocations under the Illinois Rental Housing Support Program. Through our partnership with community-based agencies and Chicagoan landlords, 2,871 households benefit from rental assistance through the Rental Subsidy Program in FY 2022.

The Trust Fund Board of Directors, Administration and Staff would like to express our sincere thanks to the Illinois Housing Development Authority and City of Chicago Department of Housing for its continuing commitment to bringing economic opportunities and housing stability to our city's neighborhoods through the provision of rental housing assistance. The RHSP Program is a vitally important asset to the City of Chicago and the State of Illinois, and we look forward to a continuing and fruitful partnership.

Should you have any questions regarding this report, kindly contact our offices at annissa.lambirth-garrett@clihtf.org.

Sincerely,

[Annissa Lambirth-Garrett](#)

Annissa Lambirth-Garrett

Executive Director

Chicago Low-Income Housing Trust Fund

EXHIBIT C

Form of Certification

Annual Certification from the Chicago Low-Income Housing Trust Fund to the City of Chicago

The Chicago Low-Income Housing Trust Fund, an Illinois not-for-profit corporation (the “Trust Fund”), hereby makes the following certifications to the City of Chicago (the “City”) pursuant to that certain Grant Agreement by and between the Trust Fund and the City dated as of June 30, 2021, as the same may be amended, restated or renewed from time to time (the “Agreement”).

The Trust Fund hereby acknowledges that it has certain responsibilities and obligations to the City pursuant to the Agreement. All defined terms not otherwise defined herein shall have the meaning stated in the Agreement.

1. The Trust Fund hereby certifies to the City that, to the best of its knowledge after due inquiry, during the previous 12 month period all Recipients and/or Developers receiving Grant funds were in substantial compliance (or have been notified of any deficiencies) with: (i) the terms and conditions of any agreement between the Recipient or Developer and the Trust Fund; (ii) the Program; (iii) the Agreement; (iv) the Act; (v) the Regulations; (vi) the IHDA Program Guide; (vii) the HQS Policy; and (viii) the City Program Guide, as applicable (collectively, the “Recipient Requirements”).

2. The Trust Fund hereby certifies to the City that, to the best of its knowledge after due inquiry, during the previous 12-month period, the Trust Fund has reviewed compliance records and physically inspected all units (or has caused all compliance records to be reviewed and all units to be physically inspected) for which any Recipient and/or Developer received Grant funds to ensure that all Recipients and Developers and all assisted units are in substantial compliance with all of the Recipient Requirements.

3. The Trust Fund hereby certifies to the City that, to the best of its knowledge after due inquiry, during the previous 12 month period, if the Trust Fund received a report or otherwise determined that an assisted unit was not in substantial compliance with any of the Recipient Requirements (a “Deficient Unit”), that it has, within 10 Business Days of receiving such report, directed the Recipient or Developer to address any such deficiency. The notice from the Trust Fund to such Recipient or Developer to correct any such deficiency required that deficiencies must be corrected within 30 days, and require that where (a) specific deficiency(ies) cannot reasonably corrected within 30 days, that Landlord must promptly return a remediation plan to the Trust Fund providing for a cure period that is commercially reasonable and acceptable to the Trust Fund, which such period may or may not be extended in the sole discretion of the Trust Fund (the “**Cure Period**”). . The Trust Fund further certifies that it has provided its Board of Directors with reports of Deficient Units and the correction action plan to address such issues.

4. The Trust Fund hereby certifies to the City that, to the best of its knowledge after due inquiry, during the previous 12 month period, the Trust Fund has rereviewed all compliance

IN WITNESS WHEREOF, the Chicago Low-Income Trust Fund had made the above certifications to the City of Chicago as of this 1st day of March 1, 2022.

**CHICAGO LOW-INCOME HOUSING TRUST
FUND**, an Illinois not-for-profit corporation

By: *Annissa Lambirth-Garrett*
Name: Annissa Lambirth-Garrett
Its: Executive Director