



**CLIHTF Rental Housing Support Program**  
Annual Report  
January 1, 2023, through December 31, 2023

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 2023, the maximum eligible income for a Qualified Household is \$23,190 for a single individual and \$33,090 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 3,232 households benefited from rental subsidies in the Trust Fund’s Rental Subsidy Program that were under Agreement as of December 31, 2023, with a total annual investment of approximately \$63,924,872. (See Attachment, Q4 2023 Quarterly Report FINAL).

### **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 3,232 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	1497	46%
15-30% AMI	1735	54%

## B. Emergency Housing Initiative (\$2M New RSP Units)

As a follow-up to the successful expansion of new units from the annual commitment initiated mid-2020 of City Corporate dollars through the City of Chicago, Department of Housing (DOH), an additional \$2M/200 units was allocated for Y'23 and CLIHTF was able to house an additional 278 families, representing 78 households above our goal. 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.

### New 2023 RSP Units

<b>2023 New Units</b>	
Budgeted for 2023	\$2,000,000
Target units	200
Allocated to Date	\$ 3,239,316.00
Units to Date	278
Available Funding	(\$1,239,316.00)
Available Units (approx.)	-78

## 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, 2023, there were approximately 529 “Special Initiative” units accounting for approximately sixteen percent (16%) 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 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 2023
<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**

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

### 1. Chronic Homeless Initiative Pilot (CHIP)

**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.

**Goal:** To provide up to \$500,000 in funding for permanent housing opportunities for up to 45 households taking up residence in homeless 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. This is expected to 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)

**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.

**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.

## 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 transition out of the program, the funding is reverted back to the RSP.

## 5. HIV/AIDS Initiative

**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.

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

## 6. Homeless Dedicated Initiative

**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 228 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.

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

### 7. Homeless Dedicated Prevention

**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.

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

### 8. Homeward Bound

**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.

**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.

### 9. Puerto Rico Evacuees Initiative (PRE)

**Background:** Responding to an emergent situation, the Trust Fund, with the support of former Chicago Mayor Rahm 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 December 2023, 18 units were filled, at an annual subsidy cost of approximately \$371,900. As families transition out of the program, the funding is reverted back to the RSP.

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

### 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.

### 2024 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 initial program transfer date was December 31, 2022. This date was first extended by the City of Chicago to June 30, 2023, so that a new Local Administrator could be identified. A second extension was requested by the City of Chicago to March 31, 2024, for the Special Initiative units to be transferred. 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. Womens Self Sufficiency (WSS)

*Note: All programs with (\*) are eligible for zero-income waivers.*

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 Long-Term Operating Support (“LTOS”) (with aggregation of multiple years of funding 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 2023, the Trust Fund approved two\* additional MAUI project for funding:

- Casa Yucatan (The Resurrection Project)
  - o 2136 S. Ashland - 20<sup>th</sup> Ward, Pilsen
  - o \$4.5m to fund 20 unit-subsidies, including 12 3-Bedroom units, for 15 years (LTOS – funding source TBD)

The Trust Fund also approved funding in 2023 for its first New Market Tax Credit (“NMTC”) financed project:

- K-Town Residential Workforce Development Center (“RWDC”) - 1441-49 S Keeler – 24<sup>th</sup> Ward
- A violence-prevention focused program to serve justice involved young males in the K-Town area, developed by Lawndale Christian Legal Center
- \$4.86m in capital construction / NMTC leverage loan funding (sourced from AHOF) to restrict 7 units to 30% AMI, 8 units to 15% AMI, for 35 years

\*A third MAUI project was approved for funding in February 2023 but subsequently withdrew their application, as the project was not able to proceed to close.

Notable Project Updates:

Maria Elena Sifuentes Apartments (aka Metropolitan Apartments) - 3559 W Lawrence - completed construction and brought 15 MAUI LTOS Units online (8 at 15% AMI) for 15 years. \$3.45m in RHSP Act funding.

North Park Village – 5801 N Pulaski, Building H – completed construction and brought 18 MAUI Capital Construction Units online (9 at 15%) for 23 years. \$1.25m in AHOF Funding.

K-Town RWDC – 1441-49 S Keeler – closed financing and is under construction (15 Capital Construction Units, 35-year term). \$4.86m in AHOF Funding.

Imani Village Senior Apartments – 9621 S Cottage Grove – closed financing and is under construction (16 Capital Construction Units, 18-year term). \$1.0m in AHOF Funding.

As of December 31, 2022, CLIHTF has 443 active MAUI units. 159 of those units were funded by City of Chicago ARO/Downtown Density, with the remaining 284 funded with State RHSP Act funding. There are 31 additional ARO/DD-funded MAUI Capital Construction units presently under construction, with 62 additional units anticipated to be created from MAUI projects that are approved but yet to close. (See Attachment, *MAUI Pipeline 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 “Thryv” 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. As of the end of 3<sup>rd</sup> Quarter, 2023, CLIHTF conducted a total of 886 inspections. (See Attachment, CLIHTF Housing Inspection Report\_FY23Q3). *Please note that 4<sup>th</sup> Quarter of the inspection report is currently being processed and will be forthcoming.*

### **B. Funding**

CLIHTF successfully led the effort to double the RHSP recordation fee from \$10 to \$20 per real estate recordation. This increase will allow CLIHTF to grant rent increases to our existing participants, thus keeping up with the ever-increasing

market rents in the City of Chicago.

**c. Infrastructure** (Trust Fund Central):

CLHTF developed a web-based “one-stop shop” integrated portfolio management system called “Trust Fund Central (TFC)”. As of December 31, 2023, we completed the landlord portal, document submission, and payment systems. Trust Fund Central is fully operational with very positive internal and external user feedback.

**III. OUTREACH EFFORTS**

The Trust Fund’s Rental Subsidy Program Agreement includes a comprehensive listing of the agencies who assist 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@chicagotrustfund.org](mailto:info@chicagotrustfund.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:

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- 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 <sup>th</sup>	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 (Exhibit G). 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:

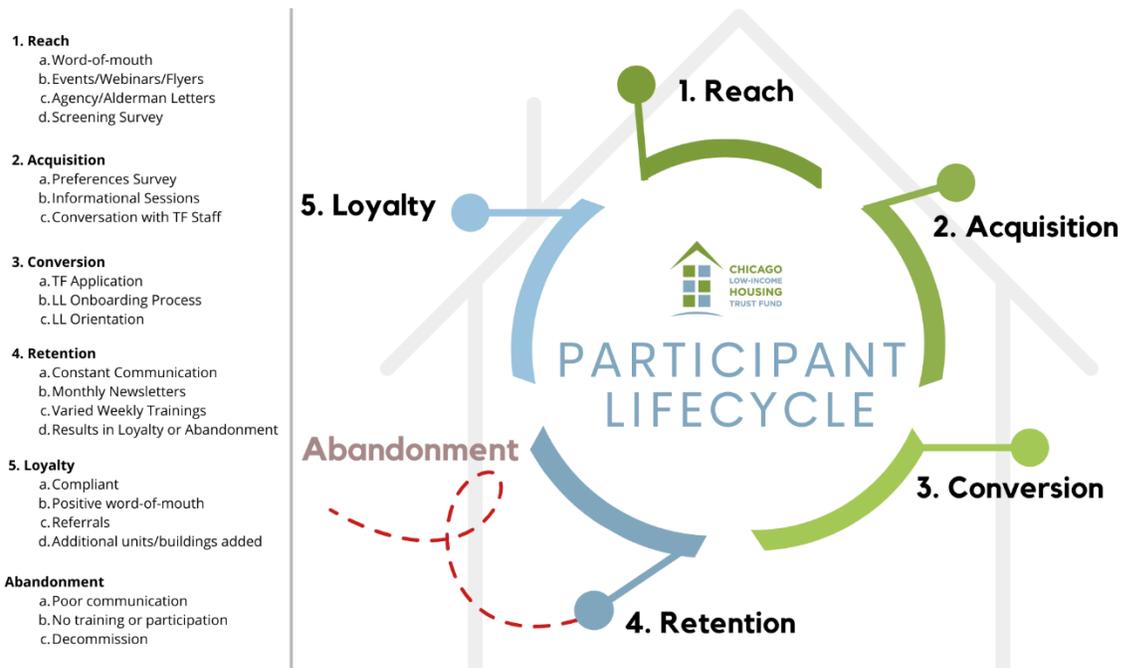
<input type="checkbox"/>	North Area Center	845 W. Wilson Ave	312-744-2580
<input type="checkbox"/>	Trina Davila Center	4300 W. North Ave	312-744-2014
<input type="checkbox"/>	Garfield Center	10 S. Kedzie Ave.	312-746-5400
<input type="checkbox"/>	Englewood Center	1140 W. 79 <sup>th</sup> St.	312-747-0200
<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 <sup>th</sup>	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 2023, CLIHTF focused on continued landlord outreach through the “Participant Lifecycle” of the Chicago Low-Income Housing Trust Fund (CLIHTF).



The Training and Outreach team at CLIHTF has made significant strides in fulfilling our mission by actively engaging with communities across Chicago. Here's an overview of our key accomplishments in 2023:

- **Landlord Training:**
  - Conducted over 72 landlord webinars, including CLIHTF@Night sessions, catering to landlords working during the day. This initiative provided essential training on the Trust Fund Central Portal and CLIHTF policy procedures.
- **“About Us” Video:**
  - Executed a compelling "About Us" video, professionally crafted to showcase CLIHTF's mission, values, and tangible impact.
- **Website Revamp:**
  - Completed a comprehensive revamp of the CLIHTF website, creating a more user-friendly platform that offers enhanced information for all stakeholders.
- **Media Features:**
  - Gained visibility through features in prominent publications like WBEZ, NBC Chicago, and the Chicago Tribune, significantly expanding our reach and impact.
- **Community Engagement Across the City:**
  - Attended Fiesta Del Sol in Pilsen, actively participating with a dedicated table and tent to distribute resources and information to communities on the west side.

- Provided resources and outreach materials for the GhanAgain Children’s Festival, contributing to the success of this southside community event.
- Hosted the Danny K. Davis Community Luncheon on August 17th, 2023, led by Annissa Lambirth Garrett, highlighting CLIHTF's commitment to community engagement and leadership.
- Hosted a Ward 1 Migrant Housing Info Session on September 20th, 2023, showcasing CLIHTF's dedication to addressing diverse housing needs across the city.
- Marlana Edwards, CLIHTF’s Director of Training and Program Development, served as the Guest Speaker for the Friendship Community Place Affordable Housing Summit on December 6th, 2023. This summit focused on providing affordable housing options in neighborhoods on Chicago’s Northwest side, where there are very few affordable housing options.
- **Youth Back to School Support:**
  - Distributed 500 outreach packages for low-income students at the Jesse White Trunk Party, actively participating in the associated press conference.
  - Provided essential outreach resources for the Kelvyn Park Back to School event on August 30th, 2023, contributing to a successful and resourceful start to the school year.
  - Actively participated at the Danny K. Davis Back to School Event on August 19th, 2023, with a dedicated table and tent for distributing resources and information.
- **Recognition and Awards:**
  - Annissa Lambirth Garrett was honored with the Partner in Justice Award at the 12th Annual Gala, recognizing her significant contributions to providing holistic legal services in Chicago.
- **Panelist Representation:**
  - Marlana Edwards, CLIHTF’s Director of Program Development and Outreach, represented CLIHTF as a panelist at the NHS Event “Ask the Experts: How to Subsidize Your Unit” on November 22, 2023.

These accomplishments underscore CLIHTF's commitment to outreach, education, and community engagement, advancing our mission to provide safe and affordable housing for all residents across Chicago's diverse neighborhoods.

CLIHTF continues to provide bilingual customer service to landlords as (3) staff members are fluent in the Spanish language.

## **V. New 2023 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 70 rental subsidies.

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

CLIHTF worked in collaboration with TRP to provide 50 CLIHTF subsidies for the City of Chicago Department of Housing’s (“DOH”) Housing for Internationally Displaced People Program (“HIDP” or the “Program”). This program was designed to house eligible immigrant households (“Eligible Households”) including those from Afghanistan, Ukraine, and Haiti, as well as those fleeing documented violence, climate-related disasters, etc. This program was terminated as of June 30, 2023.

**VI. CLIHTF 2024 Focal Points / Goals**

1. Transition all Special Initiative units to a new administering agent by March 31, 2024,
2. Continue building out our reporting capabilities,
3. Continue refining internal operations,
4. Continue improving our external organizational communications,
5. Increase funding through City resources.

**VII. Staff organizational chart**

(See Attachment, *Organizational Chart Draft 2024.Final*)

**VIII. 2023 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, CLIHTF 2023 Board).

**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, 3,232 households benefit from rental assistance through the Rental Subsidy Program in FY 2023.

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](mailto: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 records (or caused all compliance records to be rereviewed) relevant to the deficiencies found within, and/or scheduled a physical reinspection (or caused to be physically reinspected), as applicable, all Deficient Units after the end of their Cure Period, including any commercially reasonable extensions thereof, granted by the Trust Fund in its sole discretion (the “Cure Period End Date”), where such Cure Period End Date has not fallen within 10 Business Days of the execution of this certification. Any Deficient Unit(s) with a Cure Period End Date falling within 10 Business Days of the execution of this certification shall be included in the next annual certification. The Trust Fund further certifies that it has provided its Board of Directors with a final report of the results of the Cure Period End Date for all Deficient Units.

5. The Trust Fund has determined that the Recipients and/or Developers listed below (the “Barred Recipients”) did not remedy the deficiencies noted in Deficient Units to the satisfaction of the Trust Fund as of the Cure Period End Date. The Trust Fund hereby certifies to the City that during the previous 12-month period, it has terminated its contracts with the following Barred Recipients, and that all such Barred Recipients will be prohibited from participating in the Trust Fund’s programs for a period of two years following such termination.

Name of Barred Recipient	Address of Property and Unit Numbers	Nature of Deficiency	Cure Period End Date
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(See Attachment, Notice of Non-Renewal List 2024)

In accordance with the 2023 Rental Subsidy Agreement, all other landlords are given until March 31, 2024, to meet full compliance.

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**IN WITNESS WHEREOF**, the Chicago Low-Income Trust Fund had made the above certifications to the City of Chicago as of this 1<sup>st</sup> 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