

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 to take the survey.](#)

Hours of Operation

Happy New Year!



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 Upcoming Training Webinars!

1. FOR INTERESTED LANDLORDS (Not for existing CLIHTF Landlords): Do you rent to low-income tenants in Woodlawn, Pilsen, Little Village or Hermosa/Logan Square? The Chicago Low-Income Housing Trust Fund may be able to pay the majority of your tenant's rent! Please join us for the Rental Subsidy Program Overview! This online training session will provide interested property owners with an overview of the RSP guidelines and discuss next steps for interested participants. This webinar will be hosted on March 7th, 2022 at 5:30 PM

2. FOR NEW LANDLORDS: On March 9th, 2022 at 12:30 PM, join us 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 inspection policy.

3. FOR SERVICE PROVIDERS: Please join us on March 16th, 2022 at 12:30 PM 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.

4. FOR LANDLORDS: Please join us on March 23rd, 2022 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 Open Enrollment Webinar in 03/07/22 at 5:30 PM

2. Register for our Rental Subsidy Program Annual Agreement Webinar on 03/09/22 at 12:30 PM

3. Register for our Service Provider Partnership Webinar on 03/16/22 at 12:30 PM

4. Register for our CLINKED Webinar on 03/23/22 at 12:30 PM

Important Memos! Please Read!

1. Save the Date for CLIHTF's 2022 Annual Meeting!

CLIHTF's 2022 Annual Meeting will take place via Cisco Webex on March 18th, 2022 from 12:00 PM - 1:00 PM CST. Please click the link below to view the official "Save the Date" Flyer.

Please note that invitations will be sent to all participants by March 7th, 2022. Participants can click the link in the invitation to RSVP.

[Annual Meeting Save the Date!](#)

2. Second Quarter 2022 Payment Request Memo

For properties eligible for second quarter 2022 payments, payments will not be issued until the 2022 RSA has been submitted in CLINKED.

Property owners can find the 2022 Annual Agreement in the "Annual Agreements" Folder in CLINKED.

Property owners may use an "e-signature" to sign the 2022 Annual Agreement, but pages that require notarization must still be notarized.

Property owners should review and submit the 2022 Annual Agreement within 30 days of receipt.

[2021-2022 Exhibit L-1, L-2](#)

3. 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

5. CLIHTF Change of Ownership Procedures

The following steps must be taken by all property owners who choose to sell buildings with CLIHTF units:

1. The current participant (owner only, not property manager) must reach out to their Trust Fund liaison within 60 days of the sale to notify the Trust Fund that they are selling the property.
2. Once the property is sold, the old owner must provide the new owner with CLIHTF's general overview information and program guide.
3. The old owner must also provide CLIHTF with the ownership transfer information.
4. CLIHTF will reach out to the new property owner to ask if they would like to participate in the Rental Subsidy Program.
5. **If the new owner wishes to move forward with CLIHTF, they must complete an application and provide CLIHTF with the new ownership structure. The new owner will receive an annual agreement and quarterly payments from CLIHTF pending Board approval.**
6. **If the new owner does not wish to move forward with CLIHTF, "Move Letters" will be sent to the tenants residing in CLIHTF units at the property, and they will have the opportunity to move with the CLIHTF subsidy.**

[CLIHTF General Overview](#)

[CLIHTF 2022 Program Guide](#)

6. Social Security benefits to increase by 5.9% in 2022

The Social Security Administration (**SSA**) announced that Social Security and Supplemental Security Income (SSI) benefits will increase by 5.9 percent in 2022.

median income to qualify for a Trust Fund unit.

[2021-2022 Income Limits](#)

[2022 Exhibit I-1, I-2](#)

4. 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](#)

Please note that CLIHTF accepts government benefits notices as a form of income verification. The tenant must provide an annual allocation awards letter. The letter must include the first and last name of the tenant, as well as annual allocation award. This information is usually found on the first and second pages of the annual allocation awards letter.

[Click here to learn more](#)

7 .CLIHTF Self Certification Policy

Please note that CLIHTF has implemented a new self certification policy. Please click the link below to view the self certification policy in depth.

[CLIHTF 2022 Self Certification Policy](#)

Landlords, did you know?

Following CLINKED Protocol Will Expedite the Disbursement of Your Quarterly Payments

1. Please note that properties are divided among Trust Fund staff. Your staff liaison is subject to change. **Remember to click the "members" tab in CLINKED periodically, to view your current Trust Fund liaison.**

2. Saving and naming documents correctly will result in expedited review of documents and quicker processing time for quarterly payments. **When uploading documents to CLINKED, each document title should include the name of the property, the current year, and the name of the document being submitted. All**

 **Members**



Name of Property + Current Year + Name of Document
By Mariana Edwards

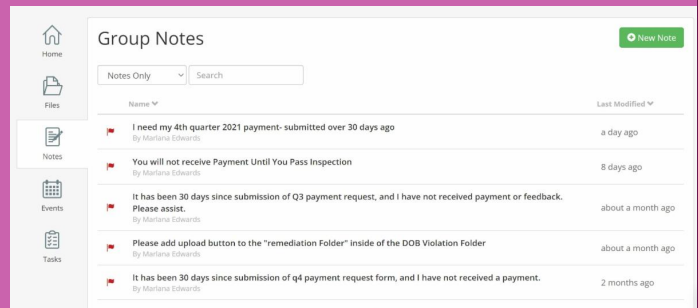
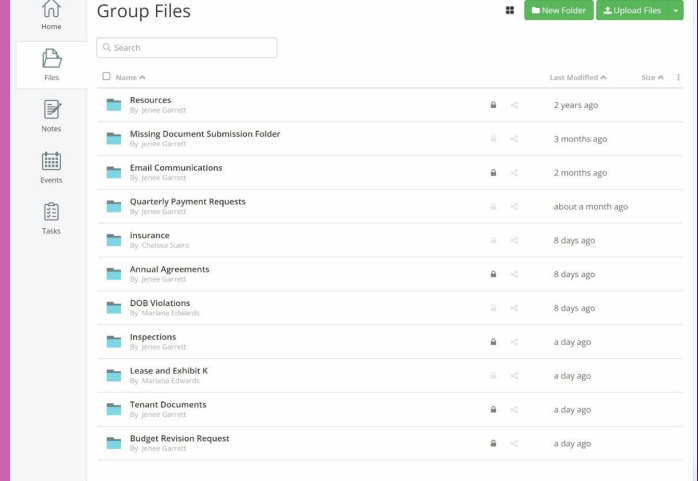
Guide for Uploading Documents to the Correct Folders in CLINKED

documents should be uploaded in PDF or Excel format. Unidentified documents will cause a delay in the review of your documents and processing of your quarterly payments.

3. Uploading documents to the correct folders will result in expedited review of documents and quicker processing time for quarterly payments. **All documents should be uploaded to CLINKED in the correct folders and subfolders created by the Trust Fund Liaison.** Please do not create extra folders, unless you are creating separate sub folders for multiple tenants' documents or leases and lease riders. **You can access the guide for uploading documents correctly by clicking the link to the right.**

4. Please use the "notes" tab in CLINKED to communicate with your Trust Fund coordinator. "Notes" should be the first line of communication with the Trust Fund liaison.

5. Please register for our upcoming CLINKED webinar for assistance with navigating CLINKED and submitting documents correctly.



**Register for our CLINKED Webinar on
03/23/22 at 12:30 PM**

Learn More!

Priority Area Open Enrollment

Are you a landlord that rents to low-income tenants in **Woodlawn, Pilsen, Little Village, Hermosa/Logan Square**? If you, or anyone you know rents to low income tenants in the aforementioned priority areas, the Chicago Low-Income Housing Trust Fund may be able to pay the majority of the tenant's rent!

How CLIHTF can Help

In an effort to provide financial assistance to meet the housing needs of Chicago's poorest residents, the Chicago Low-Income Housing Trust Fund (CLIHTF) offers the Rental Subsidy Program. The Rental Subsidy Program provides property owners with rental subsidies for income eligible tenants. The subsidies are paid directly to the property



**Access Our
Educational/Outreach**

owner in a lump sum, three months in advance of each quarter.

Eligible Properties

CLIHTF is currently recruiting owners of qualified buildings or developments located in **the City of Chicago community area of Woodlawn, Pilsen, Little Village, Humboldt Park and Hermosa/Logan Square. Property Owners with existing Trust Fund properties in the priority areas are encouraged to add more units.**

Owners with existing Trust Fund properties should inform their Trust Fund liaison that they have a property located in one of CLIHTF's priority areas, and would like to add more units.

To learn more about our Rental Subsidy Program, visit our website at www.CLIHTF.org, email us at info@CLIHTF.org or call us at (312) 741-1912, and ask about open enrollment.

Please feel free to review the Priority Area Open Enrollment flyers below, and distribute them to any eligible landlords in your network.

Priority Area Open Enrollment Flyer in English

Priority Area Open Enrollment Flyer in Spanish

Resources!

Please click on any of the links to access CLIHTF's educational and outreach resources. These resources are designed to educate participants and potential participants about CLIHTF's program policies and objectives.

Click here to learn how you can help CLIHTF to reach diverse communities throughout the city of Chicago (Social Service Agencies/Aldermen)

Click here for an introduction to our Rental Subsidy Program (Landlords)

Click here to download our social media post to share own your social media profiles

Click here for an introduction to our Rental Subsidy Program (Social Service Agencies)

Click here to register for our Upcoming General Overview Webinar

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!**



The Chicago-Low Income Housing Trust Fund | [Website](#)