

# 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

CLOSED:  
Friday February 11, 2022  
and

## Upcoming Events!

### Join us for Upcoming Training Webinars!

1. **FOR INTERESTED 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 February 7th, 2022 at 5:30 PM

2. **FOR NEW LANDLORDS:** On February 14th, 2022, 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.

2. **FOR SERVICE PROVIDERS:** Please join us on February 16th, 2022 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 February 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 02/07/22 at 5:30 PM

2. Register for our Rental Subsidy Program Annual Agreement Webinar on 02/14/22 at 12:30 PM

4. Register for our Service Provider Partnership Webinar on 02/16/22 at 12:30 PM

5. Register for our CLINKED Webinar on 02/23/22 at 12:30 PM

# Important Memos! Please Read!

## 1. First Quarter 2022 Payment Request Instructions

Landlords approved for 2022 rent increases, must write, "to be determined" for part F of the 2022 Quarter 1 payment request form, next to "Total Approved Agreement Amount".

When completing part G of the form, landlords must request the amount that they were approved for in the **2021 Annual Agreement**.

Landlords must write this amount next to "Reimbursement amount requested". This information can be found in Exhibit B of the 2021 Annual Agreement.

Landlords approved for a 2022 rent increase, will receive the difference between the 2021 and 2022 subsidy amounts retroactively.

**The 2022 Annual Agreement will be uploaded to CLINKED for review by January 31, 2022.**

[SAMPLE 2022 Q1 Exhibit L-1, L-2](#)

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

## 2. 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 median income to qualify for a Trust Fund unit.

[2021-2022 Income Limits](#)

## 4. Chicago Heat Ordinance

The Department of Building enforces the Chicago Building Code, which includes the Chicago Heat Ordinance. The Heat Ordinance mandates that during cold weather months landlords supply heat to rental units or to any unit where owners do not have individual control of the heat.

**From September 15 through June 1, the temperature inside a rental residence is required to be at least 68 degrees from 8:30 AM to 10:30 PM, and at least 66 degrees from 10:30 PM to 8:30 AM.**

Landlords face fines of up to \$1000 per day, per violation, for each day they do not supply adequate heat. The reason for lack of heat does not matter -- landlords must follow the law, and apartments must be heated. Please click the link below to view the Chicago Heat Ordinance.

[Chicago Heat Ordinance](#)

## 5. 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.

Please note that CLIFTF 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.

### 3. 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**

### 6. First Quarter 2022 Payment Release Date

Please note that 2022, first quarter payments will be released to eligible landlords on Friday, January 7th, 2022.

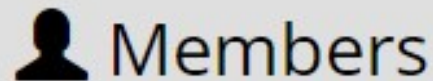
Landlords must remain in compliance with program guidelines and submit quarterly payment requests in order to be eligible for quarterly payments.

Please allow 30 days for processing of all payment request forms.

## 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 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.



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

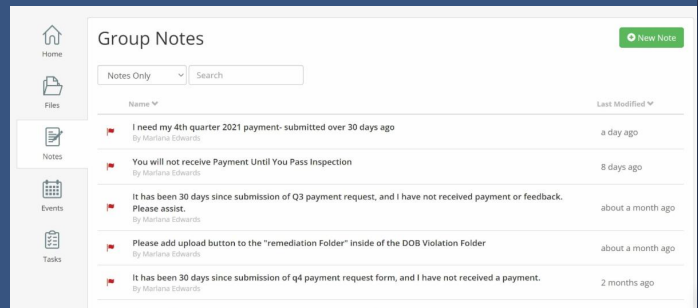
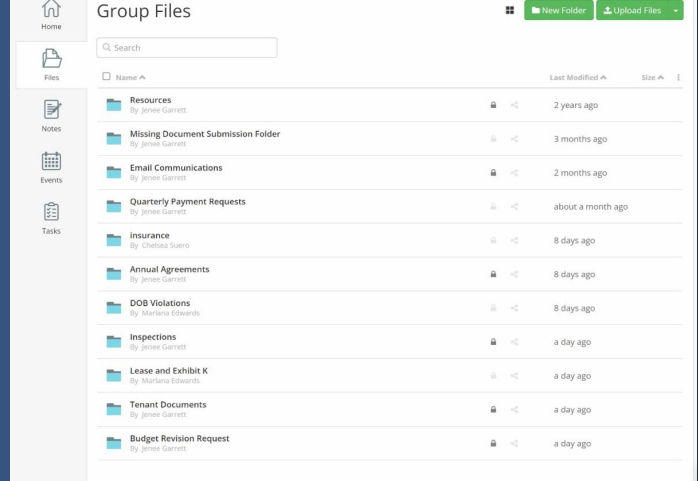
**Guide for Uploading Documents to the Correct Folders in CLINKED**

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  
02/23/22 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 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](http://www.CLIHTF.org), email us at [info@CLIHTF.org](mailto: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**

## Access Our Educational/Outreach Resources!

Please click on any of the links to access CLIHTF's educational, outreach and covid-19 assistance 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 take an interactive Quiz on our Rental Subsidy Program Guidelines (Landlords)**

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

## **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](#)