

The CLIHTF Notes

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Please don't forget to participate in our satisfaction survey and follow us on Social Media!

Take our
Survey!



Hours of Operation

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 PROPERTY OWNERS (NOT FOR EXISTING CLHIF LANDLORDS): Do you rent to low-income tenants in the City of Chicago? 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 Wednesday August 10th, 2022 at 5:30 PM

2. TRUST FUND CENTRAL INTRODUCTORY TRAINING SESSIONS, TUESDAYS AT 12:30 PM.

FOR ALL PROPERTY OWNERS: ALL CURRENT PROPERTY OWNERS MUST ATTEND AT LEAST ONE TRUST FUND CENTRAL



Please click on any of the links below to register for one of the upcoming webinars or to schedule a one-on-one virtual training session!

1. Register for our Open Enrollment Webinar in 08/10/22 at 5:30 PM

INTRODUCTORY TRAINING SESSION TO OBTAIN Q3 2022 PAYMENT.

Property owners must become familiar with navigating Trust Fund Central so that they can utilize this new system to ensure that their properties follow CLIHTF's Rental Subsidy Program guidelines. This session will focus on showing select property owners (from the test group) how to use Trust Fund Central effectively and provide property owners with the opportunity to ask questions about the new system.

Please click on the drop-down menu to select a training date.

3. TRUST FUND CENTRAL INTRODUCTORY TRAINING SESSIONS, THURSDAYS AT 5:30 PM.

FOR ALL PROPERTY OWNERS: ALL CURRENT PROPERTY OWNERS MUST ATTEND AT LEAST ONE TRUST FUND CENTRAL INTRODUCTORY TRAINING SESSION TO OBTAIN Q3 2022 PAYMENT.

Please click on the drop-down menu to select a training date.

4. FOR NEW PROPERTY OWNERS: On Monday August 15th, 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.

4. FOR SERVICE PROVIDERS: Please join us on **August 8th, 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

2. Register for a TFC Introductory Training session on Tuesdays at 12:30 PM

3. Register for a TFC Introductory Training Session on Thursdays at 5:30 PM

4. Register for our Rental Subsidy Program Annual Agreement Webinar on 08/15/22 at 12:30 PM

5. Register for our Service Provider Partnership Webinar on 08/08/22 at 12:30 PM

special initiatives.



Important Memos! Please Read!

1. 2023 Budget Revision Request Memo

Please note the deadline to submit Budget Revision Request forms to request annual rent increases for the 2023 budget is 5:00 PM on August 31, 2022. Late submissions will **NOT** be considered for approval.

You will find a blank Budget Revision Request form below.

ALL BUDGET REVISION REQUEST FORMS MUST BE SUBMITTED IN THE **TRUST FUND CENTRAL PORTAL** UNDER THE INTERIM SUBMISSION TAB. Please note that we will not accept budget revision request forms in the CLINKED portal. Please click [**HERE**](#) to access the Trust Fund Central Portal.

3. 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**

Please click the button below to view budget revision request guidelines.

***Please note that Rent increases are NOT guaranteed and are based on funding availability.**

[CLIHTF's 2023 Budget Revision Request Guidelines](#)

[2023 Budget Revision Request Form](#)

2. TFC and Third Quarter 2022 Payment Request Memo

Please note the following:

FOR PARTICPANTS WHO HAVE ATTENDED TRUST FUND CENTRAL INTRODUCTORY TRAINING SESSION:

- If you attended a Trust Fund Central Introductory training session in the month of May or June, YOU ARE ELIGIBLE FOR THIRD QUARTER PAYMENT, so long as all your documents are current, and you are in compliance with CLIHTF RSP Guidelines.
- Due to system errors in Trust Fund Central, THIRD QUARTER PAYMENT REQUESTS MUST BE SUBMITTED IN THE CLINKED PORTAL, ALONG WITH THE TRUST FUND CENTRAL CERTIFICATE OF COMPLETION. Please attach your Trust Fund Central Certificate of Completion to your Q3 payment request and submit these documents together. Q3 payment requests that are submitted without a Trust Fund Central Certificate of Completion will NOT be processed.
- Please note that all payment requests submitted after July 15th, 2022 must be submitted in the Trust Fund Central portal.
- When requesting your Trust Fund Central Certificate of Completion, please ensure that you have submitted an Exhibit E (Designated Authorized Agent Form) that includes the name(s) and contact information for EACH property manager that will be utilizing the portal. Please do not list the name of the property management company, as this will cause a delay in receipt of your Trust Fund Central Certificate of Completion. Properties with multiple property managers may submit an attachment

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](#)

4. 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 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](#)

5. 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 resources

with the names and contact information for ALL designated authorized agents. You will find an updated designated authorized agent form attached.

FOR PARTICIPANTS WHO HAVE NOT ATTENDED TRUST FUND CENTRAL INTRODUCTORY TRAINING SESSION:

- CLIHTF has transitioned to a new document management system, Trust Fund Central. On July 31st, 2022, property owners will no longer have access to the CLINKED portal.
- Property owners MUST attend a Trust Fund Central Introductory Training Session to become familiar with navigating this new portal. The training sessions will focus on showing property owners how to use Trust Fund Central effectively and provide property owners with the opportunity to ask questions about the new system.
- Please be advised that property owners must attend and complete at least one Trust Fund Central Introductory Training Session to obtain a Trust Fund Central Certificate of Completion. Property owners must earn a Trust Fund Central Certificate of Completion to be eligible for third quarter payment from CLIHTF.
- Please select whether you want to attend an afternoon or evening session below, and you will be redirected to the registration page. Please click on the drop-down menu to select a training date.

Please select a preferred time below:

Register for a 12:30 PM Training Session

Register for a 5:30 PM Training Session

and materials for CLIHTF's Service Provider Partners.

Landlord/Service Provider Package



CLIHTF IN THE MEDIA!

The link below to a Sun-Times article highlights the great work done by the Chicago Low-Income Housing Trust Fund, and describes the partnerships that CLIHTF is executing. Please be sure to read about CLIHTF in the media!

[Click here to read about CLIHTF in the media!](#)

Learn More!

Open Enrollment

Are you a landlord that rents to low-income tenants in the City of Chicago? If you, or anyone you know rents to low income tenants in the City of Chicago, 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. Property Owners with existing Trust Fund properties 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.

Open Enrollment Flyer for Landlords in English



Are you a Chicago Landlord?

Join CLIHTF in our mission to combat homelessness today.

visit www.CLIHTF.org to learn more about our property based rental subsidy program.

Access Our Educational/Outreach 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

[Open Enrollment Flyer for landlords in Spanish](#)

[media profiles](#)

[Open Enrollment Flyer for Tenants English](#)

[Click here for an introduction to our Rental Subsidy Program \(Social Service Agencies\)](#)

[Open Enrollment Flyer for Tenants Spanish](#)

[Click here to register for our Upcoming General Overview Webinar](#)

FOLLOW CLIHTF ON SOCIAL MEDIA

In an effort to make CLIHTF more accessible for all, we are broadening our social media presence. Click the links below to like and follow CLIHTF on social media!



Leave Us A Testimonial!

Click the link below to leave a CLIHTF testimonial. We would love to know how CLIHTF has impacted you!

[Leave us a Testimonial!](#)



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