

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 CLIHTF 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 April 11th, 2022 at 5:30 PM

2. FOR PROPERTY OWNERS: Please join us on April 13th, 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.

3. FOR NEW PROPERTY OWNERS: On April 18th, 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.

4. FOR SERVICE PROVIDERS: Please join us on April 20th, 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



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 04/11/22 at 5:30 PM

2. Register for our CLINKED Webinar on 04/13/22 at 12:30 PM

3. Register for our Rental Subsidy Program Annual Agreement Webinar on 04/18/22 at 12:30 PM

4. Register for our Service Provider Partnership Webinar on 04/20/22 at 12:30 PM

special initiatives.

5. FOR INTERESTED PROPERTY OWNERS, CURRENT PROPERTY OWNERS, SERVICE PROVIDERS, AND HOUSING PARTNERS:

CLIHTF now offers one-on-one virtual training sessions for service providers and landlords. Please submit the one-on-one virtual training session form to schedule your session.

5. Schedule Your One-On-One CLIHTF Training Session Today

Important Memos! Please Read!

1. Share CLIHTF's 2022 ARPA Funding Request

The Chicago Low-Income Housing Trust Fund would like to invite our participants to review and share our 2022 ARPA Funding Request.

Please join CLIHTF in our mission to provide safe and stable housing for low-income Chicagoans by contacting your legislators in support of our 2022 Request for ARPA Funding.

Please click the link below to review, download and share our request.

CLIHTF's 2022 ARPA Funding Request

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

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

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 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](#)

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.

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. If all or a portion of the income of a potential or existing subsidized household cannot be verified by any other acceptable documentation of income, an Owner may instead be permitted to collect and submit a signed and notarized self-certification affidavit from such household attesting to the portion of the household's income that is not able to be verified. All other household income must still be verified by the collection of acceptable documentation of income.

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

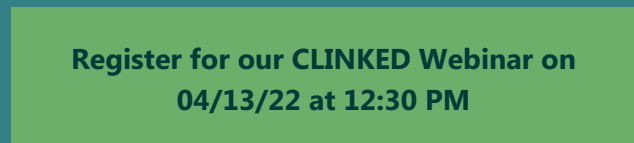
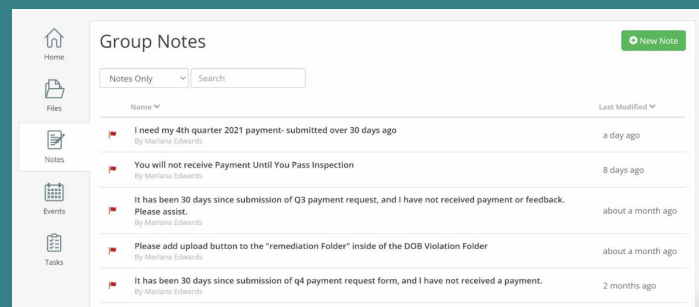
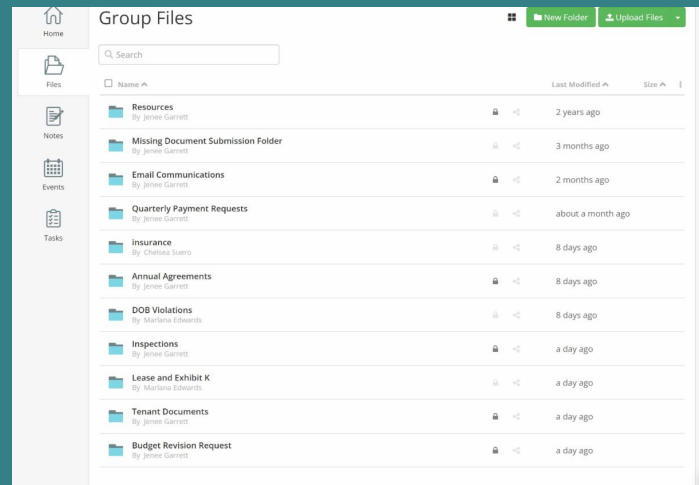
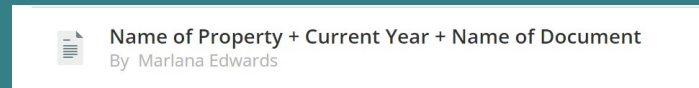
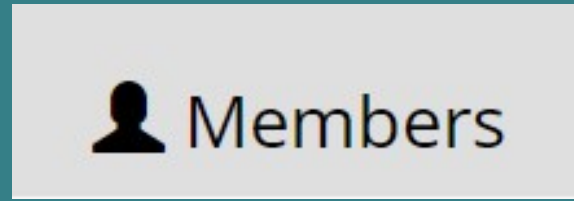
1. Please note that properties are divided among Trust Fund staff. Your staff liaison is subject to change. **Remember to click the "members" tab in CLINKED periodically, to view your current Trust Fund liaison.**

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 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.



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

Open Enrollment Flyer for landlords in Spanish

Open Enrollment Flyer for Tenants 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 media profiles

Click here for an introduction to our

**Open Enrollment Flyer for Tenants
Spanish**

**Rental Subsidy Program (Social Service
Agencies)**

**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!



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](#)