

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 Wednesday September 14th, 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



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 09/14/22 at 5:30 PM

LEAST ONE TRUST FUND CENTRAL INTRODUCTORY TRAINING SESSION TO OBTAIN Q4 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 SUBMIT Q4 2022 PAYMENT REQUEST.

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

4. FOR NEW PROPERTY OWNERS: On Wednesday September 19th, 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 September 12th, 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

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 09/19/22 at 12:30 PM

5. Register for our Service Provider Partnership Webinar on 09/12/22 at 12:30 PM

will cover our zero income waiver policy as well as well as special initiatives.



Important Memos! Please Read!

1. 2022 Annual Inspection Memo

Please contact your Trust Fund Coordinator immediately if CLIHTF's Inspection Contractor, Bravura Facility Management, LLC., has not conducted 2022 Annual Inspection at your property.

Please note that in order to remain in compliance with CLIHTF's Rental Subsidy Program Guidelines, properties must pass annual inspection.

Click the link below to view your inspection date and report in the THRYV Portal.

THRYV 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.

2. TFC and Fourth Quarter 2022 Payment Request Memo

Please note the following:

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

- If you attended a Trust Fund Central Introductory training session in the months of May, June, July or August YOU ARE ELIGIBLE FOR FOURTH QUARTER PAYMENT, so long as all your documents are current, and you are in compliance with CLIHTF RSP Guidelines.
- 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 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, CLIHTF terminated 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 fourth 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

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](#)

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 resources and materials for CLIHTF's Service Provider Partners.

[Landlord/Service Provider Package](#)

date.

Please select a preferred time below:

Register for a 12:30 PM Training Session

Register for a 5:30 PM Training Session



Meet CLIHTF Staff

This month, the Chicago Low-Income Housing Trust Fund would like to highlight new staff members and shine the spotlight on some of the staff members who are currently assisting with the transition to CLIHTF's new document management portal, Trust Fund Central. Read the bios below to learn more about CLIHTF staff!

Welcome New Staff!

Evelyn Campbell

Evelyn Campbell is a Data Entry Intern for CLIHTF. She obtained her PhD in Microbiology from the University of Chicago in August 2022. Her research interests include microbiology, mucosal immunology, and data science. She hopes to use her analytical skills from her scientific training to help the CLIHTF with data wrangling and organization. In her free time, she enjoys reading, exploring new hobbies, and spending time with family and friends.



Morgan June Brown

Morgan Mourillon Brown is an Operations Intern for CLIHTF. She was born in Chicago, Illinois and

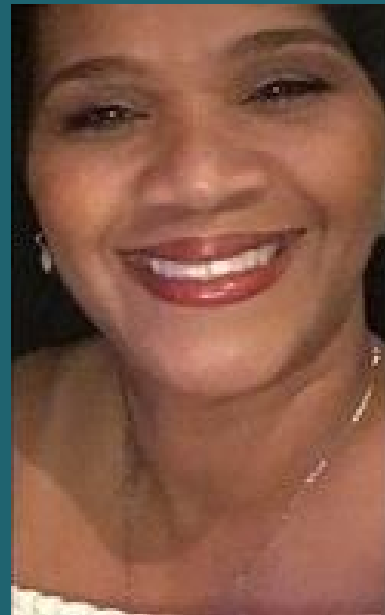
raised in South Shore. Morgan went to DePaul University and she is passionate about linguistics and politics. Morgan speaks French, Papiamentu, Spanish and Dutch in order of fluency. She hopes to combat the effects of gentrification in her neighborhood through advocacy and education.



Staff Spotlight!

Annissa Lambirth-Garrett, MPA CPM

Annissa Lambirth –Garrett began working for the City of Chicago, Department of Planning and Development in March 2013 and began serving as the Executive Director of the Chicago Low-Income Housing Trust Fund in October 2016. As Executive Director, Annissa is responsible for leading the Trust Fund and overseeing its daily operations and \$35 million dollar budget. She comes to the Trust Fund with over 22 years of Affordable Housing, Economic, and Community Development experience. Her experiences include Urban Planning, Housing Development, Economic Development, Community Development, Workforce Development, and Affordable Housing Property Management.



Timothy Bailey, MS

Timothy Mitchell Bailey is a CLIHTF Program Development Coordinator and he earned a Masters of Science Degree in Sport, Fitness and Recreational Leadership from DePaul University in Chicago, Illinois and a Bachelor's of Science Degree in Sport Management from Bowling Green State



Deana Gilbert

Deana Gilbert began working as a Program Development Coordinator for the Chicago Low Income Housing Trust Fund in January 2022. Deana brings with her more than 10 years of experience in an educational setting and most recently worked at one of Illinois' North Suburban High Schools where she was a Payroll Specialist. She has experience in budget management and reconciliation, union contract negotiations, W2 auditing, and she also played a vital role as an auxiliary member for Hanover Park, IL. Development Commission Committee.



Bethanne Holifield

Bethanne Holifield (Beth) joined the Chicago Low-Income Housing Trust Fund as a Program Development Coordinator in January 2022. Beth's background is in child welfare, sociology, and psychology. Beth previously worked as a Child Welfare Specialist for Lutheran Social Services of Illinois. She holds a bachelor's degree in Sociology from Illinois State University.



BreAnah Bolden

BreAnah joined the Chicago Low-Income Housing Trust Fund as a full-time Program Development Coordinator in May of 2021. She worked with the Trust Fund during the years prior as an intern learning the ins and outs of the program. BreAnah holds a bachelor's degree in Sociology and Criminal Justice with an emphasis in Social Justice, She is an alumnus of Coe College, a small private institution in Iowa. Here she completed extensive social justice research and discovered her passion. BreAnah is a Chicago native, and currently resides on the South Side of Chicago.



Reese Robinson

Reese Robinson started with The Chicago Low-

Income Housing Trust Fund in 2021 as an intern. He is a 2021 Morehouse College Graduate, with a bachelor's degree in Business Administration with a concentration in Marketing. Reese is now employed at CLIHTF full time and he manages CLIHTF's social media platforms and assists with outreach initiatives.



Marlana Edwards

Marlana joined The Chicago Low-Income Housing Trust Fund in September 2020. She holds a bachelor's degree in communications from Howard University, with a concentration in linguistics and global Black studies. She currently facilitates the Trust Fund's program development and training and provides translation services for Spanish Speaking participants.



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



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.

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](#)

[Open Enrollment Flyer for Tenants Spanish](#)

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 Service Provider Resources \(Social Service Agencies\)](#)

[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!



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](#)