

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. 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 INTRODUCTORY TRAINING SESSION.

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 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 a TFC Introductory Training session on Tuesdays at 12:30 PM

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

3. Register for an upcoming Rental

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

2. 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.

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

3. **FOR NEW PROPERTY OWNERS:** Join us for an upcoming 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.

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



CLIHTF is now in Open Enrollment!

[Learn How to Apply for CLIHTF's Rental Subsidy Program](#)

Important Memos, Please Read!

Changes in Household Size

- Please note that property owners should immediately notify CLIHTF of any changes in household size for households occupying CLIHTF units.
- If the household size is no longer compatible with the unit size, and there is a compatible unit at the property, the household should move to the compatible unit as soon as it becomes available.
- If the household size is no longer compatible with the unit size, but there is NOT a

compatible unit at the property, the household must relocate when the lease expires.

[Click here to view CLIHTF's Occupancy Standards](#)

Special Initiative Transfer Notification for Landlords

- The Chicago Low-Income Housing Trust Fund has reached an agreement to transfer the management of all "Special Initiative" unit(s) to a new administrative that will be selected by the City of Chicago in 2023. The transition will be an opportunity for landlord partners to receive continuity of social services for their tenants.
- CLIHTF will continue to communicate additional details when the administrator has been selected and when the timeline for this transition has been finalized.
- Landlords with "Special Initiative" unit(s) should click the link below to read and download the official *Special Initiative Transfer Notification*, which contains updated instructions for submitting quarterly and annual submissions.

[Click here to read and download CLIHTF's Special Initiative Transfer Notification](#)

Special Thanks to Our Stakeholders!

Dear friend of the Chicago Low-Income Housing Trust Fund:

Thank you to the many stakeholders who voiced their support for HB3878 in the veto and lame duck sessions of the recent Illinois General Assembly. Thanks to our collective advocacy, both the Senate and House have passed this legislation and it will soon be sent to Governor JB Pritzker to sign this bill into law.

Many of you are very aware of the multi-year effort to get this legislation passed. We thank our legislative champions - Sen. Pacione-Zayas and Rep. Tarver - as well as our co-sponsors and members of the General Assembly who voted for this legislation. This wouldn't have been possible without the advocacy of affordable housing advocates statewide, for the tremendous outpouring of support. More people will have access to affordable housing thanks to this incredible work. Truly a team effort. Thank you.

For Property Owners: Tips for Trust Fund Central

The tips and tricks below will help property owners to navigate the Trust Fund Central portal with ease.

1. The Trust Fund Central portal is an owner-based portal. Each owner will get one username and password, and owners can share this information with the designated authorized agent(s).

Update Profile

UserID	UserName
467	JPJ6ZFT4
First Name	Last Name
<input type="text" value="Semore"/>	<input type="text" value="Dunbar"/>
Title	
<input type="text" value="Test User"/>	
Email *	Phone
<input type="text" value="hiperf00@gmail.com"/>	<input type="text"/>
Password *	Confirm Password *
<input type="password" value="....."/>	<input type="password" value="....."/>

2. The Trust Fund Central portal should be used on a computer or laptop. The portal is not yet compatible with smart phones.

3. The Trust Fund Central portal is most compatible with the google chrome browser.

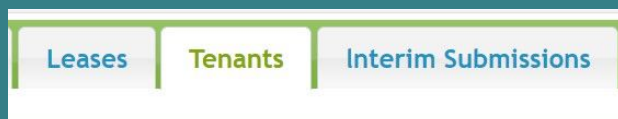
[Click here to learn more about downloading Google Chrome](#)

4. The Trust Fund Central Portal only accepts PDF files and excel files.

5. If you are unable to submit digital quarterly payment requests under the "New Quarterly Submission" tab, you should upload the quarterly payment request form under the "Interim Submissions" tab.

Year	Document Type	Doc Name	Document Upload	Upload Date	Start Date	End Date	Approval Status
2022	Property's Proof of Insurance	POIns	Exhibit E - Auth.Agent 2.docx	11/15/2022	11/1/2022	11/30/2023	Currently in review 11/17/2022
2022	Budget Revision Request Form	Dunbar Estates 2023 »	EXHIBIT K - 2022 Trust Fund Lease Rider (1).pdf	11/17/2022	1/1/2023	1/1/2024	Rejected 11/17/2022
2022	Other	Q4 2022 Exhibit L-1, L-2	Exhibit E - Designation of Authorized Agent Letter2022-11-17.pdf	11/29/2022	11/29/2022	12/30/2022	

6. Property owners are responsible for adding tenants to the portal, and for uploading each tenant's proof of income under the "Tenants Tab".



7. If you are unable to select the correct unit number for your tenant, please ask your Trust Fund



THANK YOU FOR
ATTENDING
CLIHTF'S
2023
ANNUAL MEETING
Integrate, Elevate & Inspire

<https://www.clihtf.org/>

Take a look at CLIHTF's 2023 Annual Meeting E-booklet!

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!



We Would Love to Hear from You!

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](#)