

April, 2024

# 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!



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## 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

## CLIHTF 2024 Annual Meeting Recap



## CLIHTF 2024 Annual Meeting Photos



**(From Left to Right) CLIHTF Board President, Andrew Geer, CLIHTF Board Member, Emilio Carrasquillo, 2024 Douglas C. Dobmeyer Partnership Award Recipient and CLIHTF Landlord, Hazel Scott and CLIHTF Executive Director, Annissa Lambirth-Garrett.**



**(From Left to Right) CLIHTF Public Relations Specialist, Pat Milhizer, CLIHTF Executive Director, Annissa Lambirth-Garrett, CLIHTF 2024 Thomas J. McNulty Service and Dedication Award Recipient and Vice President of Lawndale Christian Legal Center, Matthew McFarland and Impact Networking Chief Diversity Officer, Bill Jacobs.**



**(From Left to Right) CLIHTF Executive Director, Annissa Lambirth-Garrett, 8th District Illinois State Representative, La Shawn K. Ford and 19th District Illinois State Representative, Lindsey Lapointe.**



**(From Left to Right) CLIHTF Board Member, Emilio Carrasquillo, CLIHTF Board Member, Jacqueline C. Edens, CLIHTF Board Treasurer, Vicky Arroyo, CLIHTF Board Communications Chair, Justin DeJong and CLIHTF Board President, Andrew Geer.**



(From Left to Right) CLIHTF Executive Director, Annis Lambirth-Garrett and U.S. Department of Housing and Urban Development (HUD) Regional Administrator, Diane Shelley.

Invite CLIHTF to an Upcoming Community Event

## Upcoming Training Webinars

### Join us for Upcoming Training Webinars!

**FOR ALL PROPERTY OWNERS:** All landlords are required to attend one Trust Fund Central training session and one Rental Subsidy Agreement training session annually. The due date for completion of these training modules is September 30th, 2024. Please reach out to [tfc@clihtf.org](mailto:tfc@clihtf.org) with any questions on scheduling or attending training sessions.

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

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

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

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 a Subsidy Program Annual Agreement Training Session on Tuesdays at 12:30 PM

4. Register for a Service Provider Partnership Training Session on

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.

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.

4. **FOR SERVICE PROVIDER PARTNERS:** This interactive webinar for CLIHTF's Service Provider Partners will cover the Roles and Responsibilities for service providers. This session will also explain CLIHTF's New Unit inspection policy in depth, as well as the tenant relocation process and Zero Income Waiver eligibility.

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



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## Important Memos, Please Read!

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### 1.) 2024 Inspection Policy Update

Effective March 1, 2024, any CLIHTF scheduled Housing Quality Inspection dates are final and cannot be changed, with failure to grant entry resulting in a fee of \$35.00 per unit. Attached, please find a "Tenant Notice of Chicago Low-Income Housing Trust Fund 2024 Inspection" form for each tenant in your building, notifying them (at least 14 days in advance) of the CLIHTF inspection date.

For further information or questions regarding the scheduled inspection dates, please contact our office at 312-741-1912 or email Melvin Harris, Rental Housing Support Program Manager, Inspections Division, at [Melvin.harris@clihtf.org](mailto:Melvin.harris@clihtf.org). Thank you for your cooperation in ensuring the smooth and efficient execution of the program and for your continued partnership in providing safe,

decent, and sanitary housing to the CLIHTF RSP program.

Notice of Updated Inspection Process for Landlords

Notice of Updated Inspection Process for Landlords to Give to Tenants

## 2.) Important Update Regarding Tenant Portion of Rent

Commencing with the 2024 lease renewals, The Chicago Low-Income Housing Trust Fund will initiate the updating of tenant portions for RSP units. We kindly request you to check the 'Units' tab in the Trust Fund Central Portal for any modifications to your approved CLIHTF subsidy, starting December 20th. It is crucial that you promptly inform your tenants about these changes.

Please note that Special Initiative Units will remain unaffected by this adjustment. Should you have any questions or concerns, we encourage you to reach out to your designated program specialist. They will be happy to assist you and provide any necessary clarification. We appreciate your cooperation and understanding as we work to ensure continued compliance and the effective delivery of our housing assistance programs.

Download the Memo Regarding Update in Tenant Portion of Rent

View IDHA Memo with Updated Tenant Portions of Rent

## 3.) Landlords, Please Distribute this Survey to Tenants Occupying CLIHTF Units

CLIHTF Landlords and Property managers, your support is requested to distribute a short, online survey to the tenants in your buildings whose rent is subsidized by CLIHTF.

We are asking that the tenants complete the survey by Friday, April 19th. Your participation is greatly appreciated!

Share this link with tenants in CLIHTF Units:  
<https://www.surveymonkey.com/r/CLIHTFResidentSurvey>

## 4.) Service Provider Resources

CLIHTF strongly encourages service provider partners to review the resources below on a regular basis, and to attend at least one Service Provider Partnership training session per year.

Register for an Upcoming Service  
Provider Partnership Training Session

View our Service Provider Partner  
Package

View CLIHTF's Housing Quality

View CLIHTF's Service Provider Memos

Standards

the website

View CLIHTF's Service Provider Roles  
and Responsibilities

View a Sample Tenant Relocation Letter  
for Tenants

Please visit [www.CLIHTF.org](http://www.CLIHTF.org) for Open  
Enrollment Updates

**CLIHTF'S  
OPEN  
ENROLLMENT  
IS  
CURRENTLY  
CLOSED**



**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!

## 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!



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

Chicago Low-Income Housing Trust Fund | 77 W. Washington | Chicago, IL 60602 US

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