

November, 2023

# The CLIHTF Notes

[Click here to view as Webpage](#)



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

---

**RSVP for CLIHTF's 2024 Annual Meeting**

*You're Invited*

The Chicago Low-Income Housing Trust Fund

## 2024 Annual Meeting

*"Expanding The Possibilities"*

### DETAILS

- WHEN: MARCH 25, 2024
- WHERE: BMO TOWER 320 S CANAL ST
- TIME: 9 AM - 11 AM CST

Join CLIHTF as we highlight the accomplishments of 2023. Enjoy complimentary breakfast, live music, guest speakers, a raffle and more!



RSVP by February 25, 2024

RSVP TODAY (Spots Limited)

View CLIHTF's Brand New "About Us" Video!

**LEARN ABOUT**

**CLIHTF**

**THE CHICAGO LOW INCOME  
HOUSING TRUST FUND**

**WWW.CLIHTF.ORG**



---

## **CLIHTF In Action**

---

CLIHTF Shines at Woodlawn Winter Housing Fair! Our team joined over 60 resource tables, bringing housing solutions to the heart of Woodlawn. Together, we're making affordable housing a reality for Chicagoans.



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.

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

**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 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.

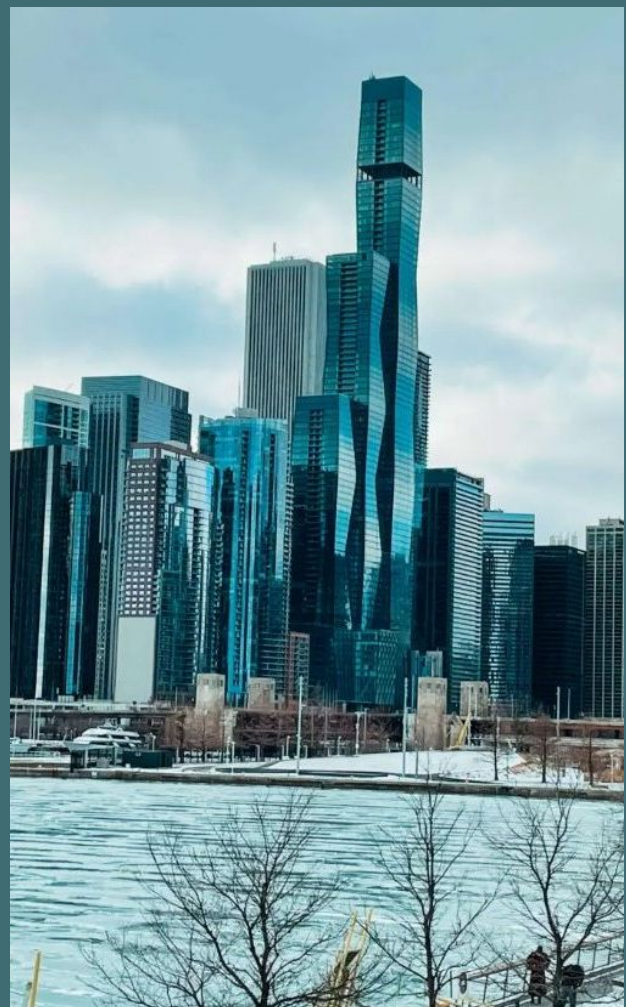
**4. FOR SERVICE PROVIDER PARTNERS:** This interactive webinar for CLIHTF's Service Provider Partners will cover the Roles and Responsibilities for service providers. This session will also explain CLIHTF's New Unit inspection policy in depth, as well as the tenant relocation process and Zero Income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

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

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 Wednesdays at 12:30 PM



---

**Important Memos, Please Read!**

---

## 1.) 2024 Rental Subsidy Program Agreements due 30 days after receipt

Please note that 2024 Rental Subsidy Program Annual Agreements have been uploaded to the Trust Fund Central portal. Agreements should be submitted within 30 days of receipt. Please contact your designated program specialist with any questions or concerns about the submission deadline.

Please click the link below to register for an upcoming Rental Subsidy Program Annual Agreement training session for step by step instructions for completing and submitting the 2024 Rental Subsidy Program Annual Agreement.

Please note that your receipt of this Agreement does not in any way indicate that your obligations under the 2023 RSA have been completed. If you still have payment requests or other paperwork or documentation left outstanding, you must submit all such documentation, correct and complete, no later than March 31st, 2024, before we may process any remaining 2023 payments.

[Register for a Subsidy Program Annual Agreement Training Session](#)

## 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](#)

## 3.) 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.

**Note that the transfer has been postponed until approximately March of 2024.**

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 for Landlords

Click here to read and download CLIHTF's Special Initiative Transfer Notification for Service Providers/Tenants

#### 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 Standards

View CLIHTF's Service Provider Memos 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



---

## 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.

**Please note: Landlords with Special Initiative units must upload all documents to the "Interim Submissions" Tab. See tip number 5.**

# Update Profile

UserID	UserName <sup>?</sup>
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="....."/>

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).
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
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	Approved 11/29/2022

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 Coordinator to update your property's unit information.

### Add a Tenant

Suffix \*      First Name \*      Middle Name      Last Name \*

-Please Select-                 

Last 4 of SSN      Birthday (MM/DD/YYYY) \*      Age       Veteran       Disabled

Gender \*      Race \*      Ethnicity \*

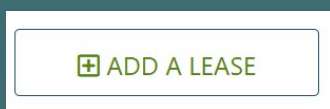
-Please Select-      -Please Select-      -Please Select-

Property Name \*      Unit Number \*

-Please Select-      -Please Select-      -Please Select-

**NEXT ▶**

8. Property owners are responsible for uploading all leases, lease riders, lead disclosure forms, and Tenant Income Verification forms for households living in CLHTF units. Property owners should have these documents on file while creating leases under the "leases tab".



### Upload Documents

Signed Lease      Income Certification Form

No file chosen       No file chosen

Lease Rider      Transitional Assistance Letter

No file chosen       No file chosen

Lead Disclosure

No file chosen

**NEXT ▶**

9. Property owners can use the tab titled "Documents from TFC Liaison(s)" to download important documents from their CLHTF liaisons.

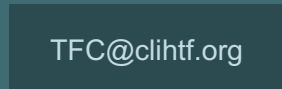
Property Detail   Owner   Units   Transitional Assistance   Leases   Tenants   Interim Submissions   Submissions   Annual Agreement(s)   Documents from TFC Liaison(s)

### Documents from TFC Liaison(s)

Year	Document Type	Doc Name	Document	Upload Date	Start Date	End Date
2022	Other	Test	TEST PDF.pdf	8/29/2022	8/29/2022	8/29/2023
2023	Notice of Eviction	Test 2	Test Doc.txt	8/31/2022	8/31/2022	8/31/2023
	Signed Amended Agreement (RSA)	New payment request form	Exhibit C-Ownership.docx	9/30/2022	9/30/2022	9/30/2022

Show per page 25      Records 1-3 of 3

10. Property Owners must email [tfc@clhtf.org](mailto:tfc@clhtf.org) for technical assistance with the Trust Fund Central portal. **Click the link to the right to send an email.**



# 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

[Unsubscribe cary.steinbuck@cityofchicago.org](mailto:cary.steinbuck@cityofchicago.org)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by [annissa.lambirth-garrett@clihtf.org](mailto:annissa.lambirth-garrett@clihtf.org) powered by



Try email marketing for free today!