

July, 2024

The CLIHTF Notes

[Click here to view as Webpage](#)



Please don't forget to take our satisfaction survey and follow us on Social Media! You can also view CLIHTF's Quarterly Reports using the link below.

CLIHTF's Quarterly
Reports

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

2025 Budget Revision Request Guidelines and Resources

Submit All Budget Revision Requests by Wednesday, July 31, 2024 at 11:59 PM

PLEASE NOTE: LANDLORDS MUST SUBMIT COMPLETE BUDGET REVISION REQUEST FORMS IN THE TRUST FUND CENTRAL PORTAL UNDER THE "UPLOAD INTERIM SUBMISSIONS" TAB. ANY BUDGET REVISION REQUEST DOCUMENTS SENT OUTSIDE OF THE "UPLOAD INTERIM SUBMISSIONS" TAB WILL NOT BE CONSIDERED FOR APPROVAL. DO NOT EMAIL BUDGET REVISION REQUEST DOCUMENTS.

Please note that the deadline to submit Budget Revision Request forms to request annual rent increases for the 2025 budget is 11:59 PM on **Wednesday, July 31, 2024**. Late submissions will NOT be considered for approval.

You will find a blank Budget Revision Request form attached in PDF format and in Excel format. You can also access the 2024-2025 Budget Revision Request form by clicking on the side menu icon on the Trust Fund Central Owner's Portal dashboard page, and then clicking the link titled "Blank Exhibit Forms." These documents will also be available on the Dashboard page of the Trust Fund Central Owner's Portal.

Where to submit?

PLEASE SEE ATTACHED GUIDE WITH INSTRUCTIONS FOR UPLOADING BUDGET

REVISION REQUESTS TO THE TRUST FUND CENTRAL OWNER'S PORTAL.

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What Is a Rent Increase Budget Revision Request?

A rent increase budget revision request is a two-page form submitted by the property owner or designated authorized agent to request changes to the breakdown of an approved subsidy. This includes properties under consideration for an annual rent increase. CLIHTF's Board of Directors will either deny or approve each applicant's budget revision request for an annual rent increase based on the guidelines listed below. Applicants will be notified of the Board's decision in December of 2024.

All approved budget revisions will be applied to the applicant's 2025 Rental Subsidy Program Annual Agreement, starting with the 2025 renewal of their tenant(s)' lease(s). Please note that rent increases will be implemented when the lease is renewed – this is a State of Illinois requirement for Trust Fund funding per the Rental Housing Support Program Act's administrative requirements (47 IL Admin. Code 380.307).

If approved, rent increases shall take effect either at the time the lease for the unit is renewed or, if a lease is not renewed, in the first month Rental Assistance is subsequently provided for a new tenant for the unit.

Guidelines for Rent Increase Budget Revision Request Submissions

1. CLIHTF will **NOT** consider budget revision requests for properties that are out of compliance with program guidelines at the time of Budget Revision Request submission. Compliance includes, but is not limited to:

- Passed annual inspection
- Current leases
- Tenant income recertification documents
- Proof of property insurance
- Paid Property Taxes

2. Consecutive budget revision requests will **NOT** be accepted, except under extenuating circumstances. These circumstances may include, but are not limited to, situations where the property is significantly below fair market rent. Landlords must verify extenuating circumstances with their designated program specialist before submitting a consecutive budget revision request.

3. CLIHTF (Chicago Low-Income Housing Trust Fund) does **NOT** consider budget revision requests for individual rents exceeding 120% of the current Fair Market Rent

(FMR) for the designated area. Click [HERE](#) to access the current FMR for your unit based on the zip code.

4. CLIHTF will **NOT** consider rent increases of more than 5% of the current rent.

5. CLIHTF will **NOT** consider budget revision requests for properties that have joined CLIHTF within the last year.

6. Participants under a multi-year agreement are **NOT** eligible for a 2025 rent increase.

7. To be considered for a 2025 annual rent increase, property owners **MUST** submit two comparable rent examples in the general area for the same unit size along with their completed Budget Revision Request form. Property owners can search for comparable rent rates using a third-party apartment rental website, then screenshot the page or print the page as a PDF. The following links are to popular third-party apartment rental websites:

- [Rent.com](#)
- [Zillow](#)
- [Apartments.com](#)
- [Rentometer](#)
- [Redfin](#)
- [Zillow Rent Estimate Calculator](#)

8. Property owners should **NOT** adjust the tenant portion of rent on the budget revision request form. Please note that the tenant portion of rent is solely based on the tenant's income, not the rent rate.

9. If applicable, properties with Special Initiative units **MUST** indicate the Special Initiative on the attached budget revision request form. This information can be found in Exhibit B of the property's current annual agreement.

10. If applicable, properties with Special Initiative units **MUST** inform the designated Service Provider of the budget revision request (rent increase) so that the service provider can verify that there is funding available under that Special Initiative for a rent increase.

11. If applicable, properties with Special Initiative units **MUST** list the name of the Service Provider notified below the signature line on the budget revision request form attached.

12. The full Budget Revision Request form (two pages) **MUST** be fully completed for the entire rent roll (this includes non-Trust Fund units), and the comparable rent rates must be submitted with this documentation.

Please note that rent increases are NOT guaranteed and are based on funding availability.

Click the buttons Below to Access Budget Revision Request (BRR) Resources

[Rent Increase
BRR Memo](#)

[Rent Increase
BRR PDF](#)

[Rent Increase
BRR Excel](#)

[Rent Increase
BRR TFC
Instructions](#)

[Link to TFC
Owner's Portal](#)

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@clihf.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 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

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

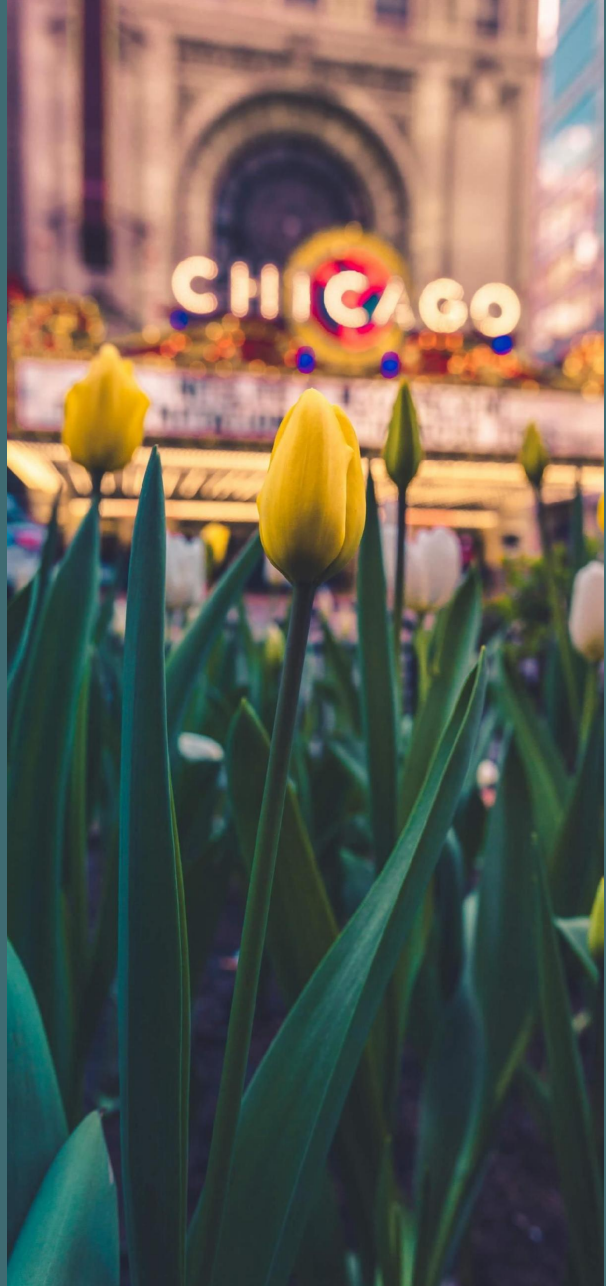
3. Register for a Subsidy Program Annual Agreement Training Session on Tuesdays at 12:30 PM

4. Register for a Service Provider Partnership Training Session on Wednesdays at 12:30 PM

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.



Important Memos, Please Read!

1.) Trust Fund Central Messages Tab Memo

As part of our continuous efforts to improve our communication and streamline processes, we are implementing a new protocol for all communications with your program specialist.

Effective as of May 24, 2024, all landlords are required to use the "Messages" tab within the Trust Fund Central Owner's Portal for any communication with your program specialist. Please refrain from emailing your program specialist directly.

Why the Change?

1. **Efficiency:** Centralizing communications within the portal ensures that all messages and documents are easily accessible and organized in one place.

2. **Security:** The portal offers a secure environment for exchanging sensitive information (like property address), reducing the risk of data breaches compared to traditional email.
3. **Tracking:** Using the portal allows us to better track and manage communication, ensuring timely responses and more efficient case management.

How to Use the "Messages" Tab:

1. **Log In:** Access the [Trust Fund Central Owner's Portal](#) using your credentials.

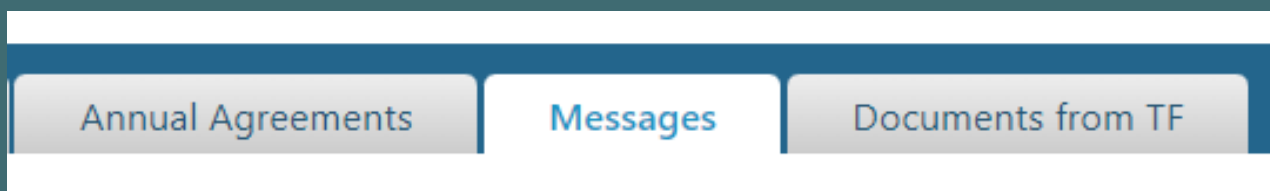


2. **Navigate:** From the Dashboard page, click on the ["View Property Details"](#) link.

Property ID ▲	Property Name	Property Address	
3559	TFC Test Holdings	77 W Washington Test Suit	View Property Details

Records 1-1 of 1

3. **Select:** Once you are inside of your property portfolio, select the ["Messages"](#) tab (between the "Annual Agreements" tab and "Documents from TF" tab) to start a new communication.



4. **Compose:** Type a ["Subject"](#) and a ["Message"](#), then press ["SEND"](#) to send the communication to your designated program specialist. [You can expect a response within 48 business hours.](#)

Messages

Direct communication with your property liaison.

Liaison

jemeika.hicks@clihtf.org

Jemeika Hicks

Subject *

Message *

64000

SEND

We understand that this change might require an adjustment period, and we are willing to assist in any way that we can. Additionally, our support team is available to help you with any questions or issues you may encounter.

If you have any immediate concerns or need assistance with accessing the portal, please do not hesitate to contact our technical assistance team at tfc@CLIHTF.org.

Thank you for your cooperation and understanding as we make this transition. We are confident that this change will lead to better service and communication for all parties involved.

Note: This memo is to be considered effective immediately. Please ensure that you adhere to this new communication protocol to avoid any delays or issues in your program participation.

2.) Annual Tenant Income Recertification and Compliance Requirements

Annual Tenant Income Recertification

- Requirement: Landlords must submit tenant income recertification documents annually, 45-60 days prior to the end of the lease term. Documents must be dated within 90 days of lease renewal.
- Consequence of Late Submission: Late recertifications may be subject to a subsidy adjustment.
- Multi-Year Leases: Landlords with multi-year leases are still required to submit tenant income verification annually, 45-60 days prior to the date the lease was executed.

Document Submission Process

- Rental Subsidy Program Units: Upload proof of income documents to the "Tenants" tab in Trust Fund Central. Upload Exhibit I-1, I-2, lease rider, and signed lease to the "Leases" tab.
- Special Initiative Units: Upload proof of income documents, Exhibit I-1, I-2, lease, and lease rider to the "Upload Interim Submissions" tab in Trust Fund Central.

You will find a list of acceptable forms of tenant income verification below.

Quarterly Payment Request Compliance

When submitting the Quarterly Payment Request, please be aware that payments will only be processed if you are in compliance with all program guidelines, which include but are not limited to:

- Passed Annual inspection
- Leases
- Tenant income recertification documents
- Proof of property Insurance
- Property taxes

Payment Processing Time Frame

After submitting the Quarterly Payment Request, please allow up to 30 days for payment processing. If you are not in compliance at the time of submission, the payment processing time frame will restart upon submission of all required documents. Therefore, the 30-day time frame for processing will restart at the point when all required documents are submitted.

Contact Information

If you have any questions or need further assistance, please do not hesitate to contact CLIHTF's Director of Program Development and Training at Marlana.Edwards@CLIHTF.org.

Acceptable forms of Tenant Income Verification

Download Memo

3.) 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. 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

4.) 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](#)

5.) 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 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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