

October, 2024

# The CLIHTF Notes

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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

CLIHTF will be CLOSED on  
Monday, October 14th, 2024

## 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.**

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

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.**

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



## Important Memos, Please Read!

1.) Tipalti W-9 Memo

# TIPALTI MEMO

## Attention Landlords!

**Please check tipalti account for w-9 and ensure that information is valid and current.**

**If you need additional assistance with tipalti please inform your designated program specialist**



### **2.) Lease Extensions for Households Receiving Transitional Assistance**

This memo is being posted to provide you with an important clarification on procedures for over-income Qualified Households benefiting from Chicago Low-Income Housing Trust Fund ("CLIHTF") subsidies. Please review the following information carefully:

When a Qualified Household is determined to be over-income and is placed on Transition Assistance (as discussed in Section 24 of the Rental Subsidy Agreement ("RSA")), the following actions are required to be taken:

- **The Qualified Household's lease must be extended for a minimum of 12 months from the date of placement of the Qualified Household on Transition Assistance.**
- **Any lease extended in this manner must be resubmitted to CLIHTF for approval.**

The above steps are required to be taken due to recent changes made by IHDA and JCAR to the Administrative Code sections governing the RHSP Act (310 ILCS 105, and see 47 IAC 380.308). These requirements are already in effect and will be enforced each time a Qualified Household is placed on Transition Assistance.

Please ensure compliance with the above requirements; you may direct any questions to your designated program specialist.

## 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](mailto: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](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](#)

#### 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](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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