

April 2025

# 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



Dear CLIHTF Team, Board of Directors, and Partners,

As I prepare to transition from my role as CEO of the Chicago Low-Income Housing Trust Fund (CLIHTF), I want to extend my deepest gratitude to each of you. Leading CLIHTF has been an incredible journey, and I am immensely proud of the work we have accomplished together. From expanding our reach across Chicago's 77 community areas to securing critical funding that ensures the sustainability of our programs, we have strengthened the foundation of CLIHTF and its mission to provide stable, affordable housing for those most in need. Your dedication and support have made this success possible, and for that, I am profoundly thankful.

During my tenure, we transitioned CLIHTF into a fully independent 501(c)(3), enhanced operations with a fully automated system, doubled the State of Illinois Rental Housing Support Program funding receipts for 2024, achieved a 99.99% housing quality inspection pass rate, and maintained a 99% accounts payable rate. Additionally, we recovered over \$14 million in held state funding and reconciled significant financial discrepancies, ensuring the organization's long-term stability. These milestones reflect the hard work, passion, and commitment of our remarkable team, board members, and community partners. As I continue my work in affordable housing as the CEO of Community Housing Network, I look forward to new opportunities to collaborate and advance our shared mission.

I am also pleased to share that our Chief of Staff, **Monica Watson**, will serve as **Interim Executive Director** during this transition. Monica's journey with CLIHTF began as a Program Specialist assisting landlords and developers. She was later promoted to Policy and Data Director, where she played a pivotal role in shaping policy decisions and ensuring data-driven success. Most recently, she has been my right hand in leading CLIHTF through its 2024 Five-Year Strategic Planning process, demonstrating her keen leadership and vision for the organization's future. She is the perfect person to guide CLIHTF forward, and I have the utmost confidence in her ability to continue our important work.



Thank you for your partnership, support, and dedication to the mission of CLIHTF. This organization is in excellent hands, and I look forward to seeing it continue to thrive. Though I am embarking on a new chapter, my commitment to affordable housing remains steadfast, and I look forward to crossing paths again in the work we all hold dear.

With gratitude,

*Chancia Lambert-Harrett*

# 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 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.

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

**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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**What's New @ CLIHTF ?**

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**CLIHTF PRESENTS**



# FIRST FRIDAY BLOG

- **TENANT TIPS**
- **HOME MAINTENANCE & SEASONAL TIPS**
- **UNDERSTANDING SUBSIDIES**
- **SUCCESS STORIES**
- **AND MORE!**



**STARTING  
APRIL 4, 2025**

**VISIT [WWW.CLIHTF.ORG](http://WWW.CLIHTF.ORG) FOR MONTHLY BLOG POST**

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**March Landlord of the Month**

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# CLIHTF'S LANDLORD OF THE MONTH

MARCH 2025



JACQUELINE & ROMELLA  
FERGUSON



Congratulations to Jacqueline and Romella Ferguson, our March Landlords of the Month! The Ferguson sisters are passionate about building strong, respectful relationships between landlords and tenants—and they lead by example. They currently house tenants in the very same home they grew up in, a testament to their deep roots and commitment to community. We're proud to honor their dedication and partnership with CLIHTF!



CHICAGO  
LOW-INCOME  
HOUSING  
TRUST FUND

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## 2025 Annual Meeting

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THANK YOU FOR  
ATTENDING CLIHTF'S

# *2025 Annual Meeting*

A BOLD CHAPTER: SHOWCASING  
IMPACT, UNVEILING VISIONS

THE CHICAGO LOW-  
INCOME HOUSING  
TRUST FUND  
THANKS YOU FOR  
JOINING US IN  
CELEBRATING OUR  
2024  
ACCOMPLISHMENTS.



Instagram: @CLIHTF



Twitter: @CLIHTF



Facebook: Chicago Low-Income Housing Trust  
Fund



View a recap of the 2025 Annual Meeting Below!



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## **Important Memos, Please Read!**

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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.

[Download Lease Extension Memo](#)

### 3.) 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

### 4.) 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](#)

## 5.) 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](#)

## 6.) 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](#)

## 7.) Debt Relief Initiatives

On April 1, 2025, the City launched two critical debt relief initiatives: the Vehicle Violation Debt Relief Program and the Commercial Driveway and Signs Violation Debt Relief Program.

### Vehicle Violation Debt Relief

This program allows all motorists, regardless of income, to resolve eligible violations at a reduced cost, by paying only the base fine—with penalties and fees fully waived—as long as full payment is made by June 30, 2025.

#### *Eligible violations include:*

- Non-meter parking tickets and standing violations.
- Compliance violations (e.g., expired registration, no City sticker, or missing license plate).
- Automated speed and red-light camera tickets.
- A Notice of Final Determination must have been issued on or before December 31, 2023.

#### *Additional program features:*

- Tickets currently enrolled in a payment plan are eligible, if paid in full by June 30, 2025.
- Seizure-related fees (towing, storage, booting, etc.) are also waived with limited exceptions.
- Exclusions include expired meter tickets and any violation where the City has filed a case in court or has initiated administrative proceedings to collect the debt.

No application is required—eligible tickets have been adjusted and will reflect the applicable waivers until June 30, 2025. To learn more about these programs and to search or pay for tickets, visit: [www.Chicago.gov/VDR](http://www.Chicago.gov/VDR) or call (312) 744-7275 (Monday – Friday, 7 AM–7 PM).

### Commercial Driveway & Signs Violation Debt Relief

This program offers property owners and businesses the chance to pay only the base fine for eligible, commercial public way use violations. Penalties and fees are waived if full payment is made by June 30, 2025.

#### *Eligible violations include:*

- Failure to pay required driveway permit fees.
- Failure to secure a permit to use or build on the public way.
- Improper construction of driveways over sidewalks.

Violations must have a final order entered by the Department of Administrative Hearings on or before December 31, 2023. For assistance with the Commercial Driveway & Signs Violation Debt Relief Program, please contact Heller & Frisone, Ltd. at (312) 236-3644.

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

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# 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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