

# The CLIHTF Notes



**W**elcome to a new and exciting year with the Chicago Low-Income Housing Trust Fund! Our monthly newsletter is a platform to keep you, our property owners, participants, partners, supporters, and friends, abreast on the latest information, highlights and achievements, occurring within the Trust Fund.

Within the past year, CLIHTF has fostered a number of efforts in order to achieve our goal of becoming an efficient top-notch organization that is committed to providing “Safe Buildings, Stable Communities, and Strong Families.” We are excited to share with you our wonderful accomplishments to date and our plans for the future. We are dedicated to our pursuit of achieving the objectives we set for 2020. We are looking forward to what this next year has in store.

Thank you for your participation and your continued support!

*Anissa Lambirth-Garrett, MPA, CPPM*  
*Executive Director*

## Office Hours and Days

### 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

### Holiday Hours:

**Martin Luther King, Jr. Day**  
**1/20/20: Closed**

**Friday**  
8:30 AM - 4:30 PM



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**We do not accept walk-ins.  
Please call 312-741-1912 to schedule an appointment.  
The Landlord portal (CLINKED) is the preferred method to communicate  
with your staff liaison.**

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*Tell Us How We Are Doing!*

Click the button below to submit your feedback. We are looking forward to hearing from you!

**Take the Survey**

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## 2020 Agreements



2020 Agreements are in the process of being uploaded into your Clinked portals.

*Reminder: Agreements are due 30 days from the date it was uploaded to the portal.*

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## RSP Landlord Training's for 2020

Join us for our monthly In-Person and Webinar Rental Subsidy Program Training's! The training will cover an overview of the RSP guidelines, annual agreement, and Clinked.

*\*Content has been updated and reflects updates to the program.\**

**January 29, 2020**

**12:30 PM - 3:30 PM**

In-Person: **[Register Here](#)**

Webinar: **[Register Here](#)**

**February 26, 2020**

**12:30 PM - 3:30 PM**  
In-Person: [Register Here](#)  
Webinar: [Register Here](#)



## Quarterly Subsidy Payments

### 2019 Payments

Please note in order to receive any *outstanding* 2019 Quarterly Payment Requests; tenant documents and other documentation as required under the 2019 Rental Subsidy Agreement must be **submitted, correct and complete, to the Trust Fund no later than May 1st, 2020.**

It takes the Trust Fund up to 30 days to complete a review of submitted documentation.



### 2020 Payments

#### **Quarterly payment request due dates have changed.**

The window for submissions of each quarterly payment request is as follows:

- **First Quarter 2020:**
  - Dec. 1st, 2019 - Apr. 30th, 2020.
- **Second Quarter 2020:**
  - Mar. 1st, 2020 - Jul. 31st, 2020.
- **Third Quarter 2020:**
  - Jun. 1st, 2020 - Oct. 31st, 2020.
- **Fourth Quarter 2020:**
  - Sept. 1st, 2020 - Jan. 31st, 2021.

**If you do not submit your payment requests and required documentation in accordance with this schedule, you will not be paid.**

## Monthly Poll

Which upcoming Landlord Training will you attend?

**January**

Select

**February**

Select

## Did You Know?

**You must send in tenant income certifications (Exhibit I-1 and I-2):**

1. Every year when you renew your lease agreement with the tenant;

2. Each time a new tenant applies for a vacant unit; and
3. Each time a tenant's household size or income changes

*The Trust Fund will not subsidize units where the tenant is not income qualified.*



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