

CLIHTF Notes



From the Director

Welcome to the Chicago Low Income Housing Trust Fund, **CLIHTF NOTES!** This Newsletter will be utilized as a platform to keep you, our visiting audience, abreast on the latest information, highlights, and achievements, occurring within CLIHTF.

Collectively, our mission is to meet the permanent housing needs of Chicago’s low-income residents filling the gap between the costs of market rate rental housing and what a household can afford when their income is

at or below 30% AMI.

Within the past few years, CLIHTF has fostered a number of efforts, in order to achieve our goal of becoming a top notch organization that is committed to providing “Safe Buildings, Stable Communities, and Strong Families”. We are pleased with the progress that we’ve made thus far, in moving towards this goal, and will aggressively continue to strive forward. As

we continue in our pursuit of achieving the objectives we have set forth, we look forward to sharing more of our successes with you.

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Introducing Video Tutorials!

You now have access to video tutorials on our website for each exhibit document in the agreement!

The videos will explain what is needed and expected to be filled out in each document as well as help with explaining some of the language in the document.

Please click [here](#) to view the videos.



Landlord Training Module

CLIHTF is committed to providing its participants with the best quality service. In line with our commitment to continuous improvement, we have created a way to help you better understand the program!

The **training module** will detail the **eligibility requirements and policies and procedures** important for your participation in the CLIHTF Rental Subsidy Program.

At least **one member** of your organization should **complete** the training **before your 2019 Agreement** can be issued. Please be sure to share this information with all appropriate members of your staff.

The training will need to be **completed prior to December 31, 2018.**

Please [click here](#) to complete the Landlord Training Module.

The password is: CLIHTF2018

Quarter 3 Payment

As a reminder, **Quarter Three** Payment Request Forms can now be sent in to your Trust Fund Liaison.

2018 Documents

The Trust Fund is **no** longer accepting **old forms**. New, 2018 forms can be found on the website [here](#).

IMPORTANT DATES

August 30, 2018: All inspections should be scheduled with Globetrotters .
For scheduling please call (312)-922-6400

Role of Social Service Agencies

The Service Provider acts as a resource for tenant and works toward the goal of achieving economic stability by providing affordable housing.

The Service Provider is **NOT** responsible for :

- ◆ **Screening or selecting tenants for your units.**
- ◆ **Negotiating any lease terms**

- ◆ **Managing the lease agreements between you and your tenants; or**
- ◆ **Paying any portion of the tenants rent.**

Keep these in mind when reaching out to your Social Service Agency.



New to the Trust Fund

Let us introduce you to some of the new features that are now on our website!

FAQ

You will find a [FAQ section](#) that answers many of your commonly asked questions.

Staff List

Do you know your Trust Fund staff? To find your TF representative and contact information please view the list located in item Q2 in the [FAQ section](#).

Available Subsidy Form

Do you have a vacant unit you want to fill? An [Available Subsidy Notification Form](#) was created for landlords to be able to share with the Trust Fund any approved subsidy unit that is vacant.

Fax

The Trust Fund has a new fax number! Please forward all faxed documents to **844-204-7910**.



We Hear You!

CLIHTF is committed to providing its participants with the best quality service. In line with our commitment to continuous improvement, we are looking to examine our current performance across a broad range of issues critical to our success. The best way to do this is by asking you to participate in this Survey and to provide us with your opinion on how CLIHTF is currently performing.

*We keep your responses strictly confidential and do **NOT** allow results that may identify you individually to be provided to any other third party unless permitted by you.*

The 6 question survey is completed on-line, and will take you 10 minutes to complete. Each question should be responded to before moving to the next.

Please remember, there are **NO** right or wrong answers. It is your honest feedback we are seeking. We appreciate your feedback!



[CLICK HERE TO COMPLETE SURVEY](#)



Did You Know?



Peer review is another term for Quality Control Review. When receiving an email from your coordinator the language “your file was chosen for a peer-review”, is the Trust Fund saying, we have reviewed your file for quality purposes and have noticed that there are somethings missing from the file. When documents are requested of you due to the “peer-review” you should provide them immediately.

