



January 23, 2023

Landlord Notice/ Special Initiatives Units Transfer

To Our Deeply Valued Participant:

This is a follow-up to the letter sent November 14, 2022 announcing the agreement that the Chicago Low-Income Housing Trust Fund ("CLIHTF") has reached to transfer the management of all "Special Initiative" rental units to a new administrator. The "Special Initiatives" are a subset of the Rental Subsidy Program ("RSP") created to assist vulnerable groups by connecting them to social services. The transfer to a new administrator will not impact units that are part of the general Rental Subsidy Program. While there will be a transition in the subsidy administrator, the terms of all contracts through 2023 will be honored by the new administrator.

We would like to inform you that the tentative program transfer date for the Special Initiatives units will be around July 2023. The City of Chicago's Department of Housing ("DOH") will provide a revised timeframe when available. In the interim, CLIHTF will continue to be the administrator for the Special Initiatives units within the RSP.

The "Special Initiatives" unit transfers includes the following programs:

1. AIDS Foundation of Chicago (AFC)
2. Chronic Homeless Initiative (CHP/CHIP)
3. Ending Veterans Homelessness (VETS)
4. Families First (FF)
5. Families In Transition (FIT)
6. Homeless Dedicated Initiative (HD)
7. Homeless Dedicated Prevention (HDP)
8. Homeward Bound (HB)
9. Second Chance (SC)
10. Women's Self-Sufficiency (WSS)

For Landlords participating in the general RSP and its Special Initiative subset, you will be receiving two separate 2023 Rental Subsidy Agreements (the "Agreement"); one for the general RSP and another for the Special Initiative units.

1. **"Rental Subsidy Program (RSP)" Agreement** - One agreement will be for the administration of all "Rental Subsidy Program (RSP)" units.
 - a. This agreement must be uploaded to Trust Fund Central.
 - b. Applicable exhibits must also be completed in Trust Fund Central.

2. **“Special Initiative” Agreement** - One agreement will be for the administration of “Special Initiative” units.
 - a. This agreement must be uploaded to the Trust Fund Central “Interim Submissions” folder.
 - b. All exhibits must be printed and completed manually. Upon completion they should be uploaded to the Trust Fund Central “Interim Submissions” folder.

Our CLIHTF program coordinating team is committed to ensuring the smooth transition of your Special Initiative unit(s). You do not need to take any action at this time – we will keep you informed every step of the way. Over the next several months, you can expect to receive additional communication advising you of the next steps, but we strive to make this transition seamless for you and your tenants.

Should you have any questions, please do not hesitate to reach out to BreAnna Scott, Rental Housing Support Program Specialist, Special Initiatives, breanna.scott@clihtf.org or 312-741-1912. Due to the high volumes of calls and emails, please expect two (2) business days before a response.

Best,

Annissa Lambirth-Garrett
Executive Director/CLIHTF