

# 2020 Carol M. Peterson Housing Fund



## Logistics

- ◆ Presenter – Jasmine P. Grant, Housing Financial Analyst I.
- ◆ You may direct any questions of concerns to the Carol M. Peterson Housing Fund email inbox at [cmphf@fhlbcin.com](mailto:cmphf@fhlbcin.com).



*This presentation may contain forward-looking statements that are subject to risks and uncertainties including, but not limited to, the effects of economic market conditions on demand for the FHLB's products, legislative or regulatory developments concerning the FHLB System, competitive forces and other risks detailed from time to time in the FHLB's filings with the Securities and Exchange Commission. The forward-looking statements speak as of the date made and are not guarantees of future performance. Actual results or developments may differ materially from the expectations expressed or implied in the forward-looking statements, and the FHLB undertakes no obligation to update any such statements.*



## CMPHF Webinar Agenda

- ◆ Background
- ◆ Program Overview
- ◆ Reserving Funds
- ◆ Disbursing Funds
- ◆ Online Forms
- ◆ Other Program Documents and Forms
- ◆ Contact Information



## Background



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## General FHLB Profile

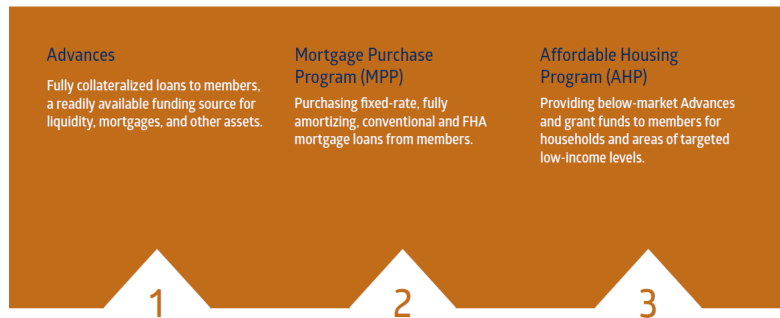
- ◆ Congressionally chartered in 1932, privately owned wholesale bank.
- ◆ Government Sponsored Enterprise (GSE).
- ◆ Not a government agency; no Federal appropriations.
- ◆ Owned by “Member Financial Institutions.”
- ◆ Cooperative Structure; Members are both owners and customers.



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## FHLB Mission

Provide financial intermediation between our Member stockholders and the capital markets in order to facilitate and expand the availability of financing and flow of credit for housing and community lending throughout the Fifth District.



## FHLB Cincinnati is the Fifth District

- ◆ Kentucky, Ohio, and Tennessee
- ◆ Approximately 640 Members



## Housing & Community Investment

The Housing & Community Investment (HCI) department administers the FHLB's housing and economic development programs.



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## HCI Mission

The primary mission of the Housing and Community Investment Department is to support our Members' community investment efforts through the responsible investment of available funds in sustainable affordable housing and economic development activities benefiting low- and moderate-income households across the Fifth District.



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## Program Overview

## CMPHF Overview

Provides grants up to \$7,500 to fund accessibility and emergency repairs for low-income special needs and elderly homeowners in Kentucky, Ohio, and Tennessee.

## Funds Available

- ◆ \$2,000,000 available.
- ◆ \$7,500 per household.
- ◆ \$75,000 per project.
- ◆ Members are limited to 10 percent of available funding ( $\$2,000,000 \times 10\% = \$200,000$ ).



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## Program Schedule

- ◆ Opens June 1 at 10:00AM EST.
- ◆ First-come, first-served.
- ◆ Closes December 1 at 5:00PM ET.



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## Changes for 2020

- ◆ If repairs are being completed to correct code violations, the citation must be submitted with the Reservation Request.
- ◆ The five-year retention mechanism is no longer required. However, the warranty deed must be submitted to show ownership of the property.
- ◆ The Reservation Request form now requires the Sponsor to be selected from a dropdown list. New Sponsors must submit a Sponsor Capacity Form by May 27<sup>th</sup> in order to be approved to participate in the program.

## Member Eligibility

- ◆ All Members are eligible for participation in the program.
- ◆ May partner with more than one Sponsor.



## Sponsor Eligibility

- ◆ Must submit a Sponsor Capacity Form, unless previously approved in 2018 or 2019.
- ◆ May only partner with one Member per program year.
- ◆ Must be a non-profit organization with a current 501 (c)(3) or (c)(4) designation from the IRS.
- ◆ Must have experience with analyzing income, determining special needs and/or elderly status.
- ◆ Must have experience with rehab projects and improving accessibility.



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## Sponsor Eligibility

- ◆ Must show satisfactory performance with other FHLB programs.
- ◆ Must make appropriate determinations and maintain appropriate documentation.



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## Homeowner Eligibility

- ◆ Special needs or elderly (60 years of age or older);
- ◆ Household income at or below 60 percent of the area median income based on the Mortgage Revenue Bond income limits; and,
- ◆ The applicant must have ownership interest in the property to be repaired.



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## Property Eligibility

- ◆ Primary residence;
- ◆ Located in Kentucky, Ohio, or Tennessee; and,
- ◆ Must be a single-family detached home or manufactured home.



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## Member's Role

◆ The Member is responsible for the following:

- ◆ Submitting a Reservation Request;
- ◆ Executing a Direct Subsidy Agreement;
- ◆ Submitting a Funding Request; and,
- ◆ Disbursing the funds to the Sponsor.

*Note: In the event the funds are misused and repayment is required, the FHLB will seek repayment directly from the Sponsor, not the Member.*



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## Sponsor's Role

- ◆ Completing the Sponsor Capacity Form;
- ◆ Determining and documenting the household income;
- ◆ Determining and documenting the household meets the special needs or elderly requirement;
- ◆ Determining repairs to be made and completing repairs;
- ◆ Completing the Pre-Rehabilitation and Post-Rehabilitation Inspection forms;



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## Sponsor's Role

- ◆ Completing an Attachment A (Sources and Uses) that shows all projects costs and funding sources, not just the CMPHF costs;
- ◆ Maintaining and submitting invoices/receipts that correspond to charges listed on the Attachment A for the home repairs; and,
- ◆ Requesting the funds from the FHLB Member institution.



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## Eligible Uses for Accessibility Rehab

- ◆ Adding grab bars and handrails
- ◆ Widening doors
- ◆ Altering cabinets
- ◆ Replacing fixtures, etc.
- ◆ Building ramps



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## Eligible Uses for Emergency Repair

- ◆ Immediate repairs to an essential system.
- ◆ Repairs that enable the homeowner to continue to reside in the home.
- ◆ Examples include: Repairing/replacing roofs, electrical systems, plumbing systems, septic systems, heating and air systems, and structural repairs to floors or walls.



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## Eligible Uses for Other

- ◆ Some weatherization repairs are permitted.
- ◆ Repairs to correct code violations are permitted if a copy of the citation is submitted.
- ◆ 10 percent administrative fee is permitted.
- ◆ Can be used in conjunction with other funding sources.



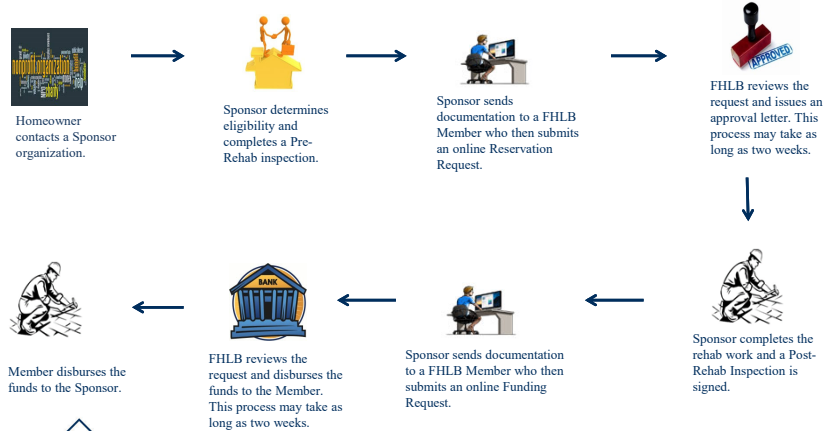
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## Ineligible Uses

- ◆ Paying for repairs already completed or materials purchased by the homeowner.
- ◆ Purchase of appliances, furniture, or tools.
- ◆ Landscaping and outdoor beautification of the property.

## The Process

## CMPHF Process



## Reserving Funds

## Reserving CMPHF Funds

- ◆ Funds will be reserved for specific homeowners with specific address information and reservations cannot be transferred to other homeowners or other properties.
- ◆ Members may reserve funds via the Carol M. Peterson Housing Fund link through the FHLB's Members Only portal available at [www.fhlbcin.com](http://www.fhlbcin.com).
- ◆ For assistance in accessing the "Members Only" portal, please contact the "Members Only" Administrator at your institution or contact the FHLB's Service Desk at 800-781-3090 (8:30–5:00 PM ET).



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## Reserving CMPHF Funds

- ◆ The following documentation must be uploaded as ONE attachment to the Reservation Request:
  - ◆ Certification of Household Income Eligibility;
  - ◆ Certification of Special Needs and/or Elderly;
  - ◆ Citation for code violations (if applicable); and,
  - ◆ Pre-Rehabilitation Inspection form.



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## Reserving CMPHF Funds

- ◆ The FHLB will perform a preliminary review of the Reservation Request and the documentation submitted to determine eligibility of the homebuyer, availability of funds in the program, and availability of funds for the Member.
- ◆ If any of the information is insufficient, a Request for Additional Information form will be emailed to the Member contact. **The requested information and/or documentation must be submitted within five business days or the request will be denied.**



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## Reserving CMPHF Funds

- ◆ FHLB approval letter will be emailed to Member and Sponsor
- ◆ Submission of the Reservation Request does not constitute a reservation of funds. Funds are only reserved upon written notification from the FHLB. The rehab work should not be completed prior to receiving a reservation approval or funds will not be disbursed.



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## Withdrawing a Request

- ◆ If a Reservation Request has been submitted and the funds are no longer required, the Member or Sponsor should send an email to [cmphf@fhlbcin.com](mailto:cmphf@fhlbcin.com) with the homeowner's name and ask that it be withdrawn.
- ◆ A withdrawal letter will be generated and emailed to both the Member and the Sponsor.
- ◆ The next status report will reflect this action.

## Disbursing Funds

## Disbursing Funds

- ◆ Funds cannot be disbursed until the Member executes and submits the Direct Subsidy Agreement (DSA). It will be sent to the Member contact when the first Reservation Request is received.
- ◆ A DSA with original signatures is no longer required. An emailed copy signed by Members authorized to draw down fund from FHLB is acceptable.
- ◆ Funds will be disbursed to the Member who will then provide the funds to the Sponsor.



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## Disbursing Funds

- ◆ Under no circumstances can the CMPHF grant be disbursed directly to the homeowner.
- ◆ To request the disbursement of funds, Members must complete a Funding Request via the Carol M. Peterson Housing Fund link through the FHLB's Members Only portal available at [www.fhlbcin.com](http://www.fhlbcin.com).
- ◆ For assistance in accessing the "Members Only" website, please contact the "Members Only" Administrator at your institution or contact the FHLB's Service Desk at 800-781-3090 (8:30–5:00 PM ET).



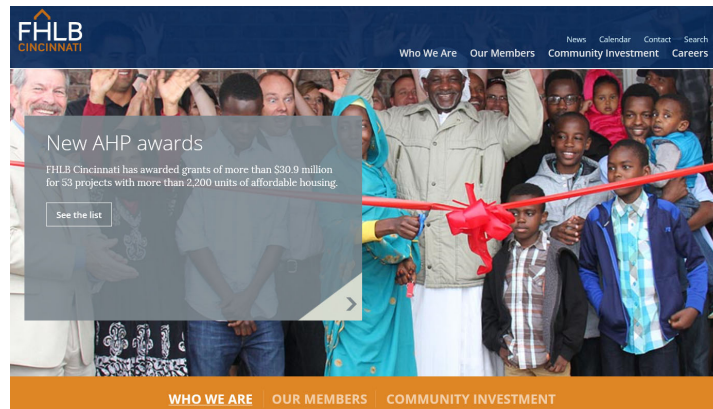
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## Disbursing Funds

- ◆ The following documentation must be uploaded as ONE attachment to the Funding Request:
  - ◆ Post-Rehabilitation Inspection form;
  - ◆ Sources and Uses Statement (Attachment A);
  - ◆ Invoices and/or receipts for all materials; and,
  - ◆ Warranty Deed for the subject property.

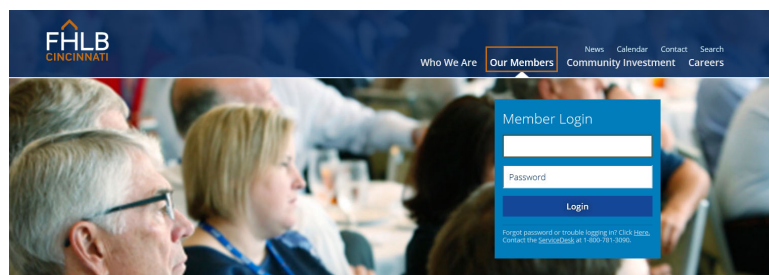
## Online Forms

[www.fhlbcin.com](http://www.fhlbcin.com)



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## Member Login



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[Borrow](#)
[Deposits](#)
[Safekeeping](#)
[Funds Transfer](#)
[Your Stock](#)
[Community Investment](#)
[MPP](#)

[RATES](#)
[REPORTS](#)
[RESOURCES](#)
[QUICKLINKS](#)
[INBOX \(6\)](#)

Welcome Back  
Jasmine

### Rates

[See all rates](#)

CMA Variable	CMA Fixed: 4 week	Fixed Rate: 11 month
1.73 %	1.70 %	1.69 %

Indications as of 2/13/2020 9:57:06 AM

### Balances

000000

Advances	-
LOCs	-
Safekeeping	-
DDA	-
Capital Stock	-

As of End of Day:

### Collateral-based borrowing capacity

USED

Available

[Click here for more detail](#)  
As of End of Day: 02/12/2020

### Housing programs open for application

Online Application System (OASYS)

Closed for new AHP applications. Applications can only be viewed.

Carol M. Peterson Housing Fund

Will open June 1.

Welcome Home

Will open March 2.

### Inbox

[View all](#)

Feb 10, 2020  
Putable Fixed Rate Advance Special ends today...> [Read More](#)

Feb 10, 2020  
Fifth District Markets Memo for February 10...> [Read More](#)

Feb 03, 2020  
Fifth District Markets Memo for February 3...> [Read More](#)

Jan 31, 2020

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## Identify your Institution

- ◆ Select your institution name from the list, if applicable.

[Change Institution](#)
[Settings](#)
[Logout](#)

Please select the institution with which you are associated.

-- Select Institution --

Select

# Reservation Request

## 2020 Carol M. Peterson Housing Fund

### Main Menu

[Reservation Request](#)

[Funding Request](#)

Please select the type of request you wish to submit from the selections above.

Note: Please allow up to 24 hours for processing

#### Comments

A status of *Submitted* means your request has been completed online but has not been received in our database. It may take up to 24 hours to be received by the FHLB.

A status of *Received* means your request has been completed online and received in our database. This status does not constitute an approval of funds.

To learn about the Carol M. Peterson Housing Fund process and for complete program guidelines, reference the [CMPHF Guide](#).

The following requests have been submitted for [REDACTED] in 2020:



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# Reservation Request

- ◆ Provide complete applicant names.
- ◆ Enter the household size, which must match the size indicated on the income certification.
- ◆ Enter the annual household income, which must match the amount shown on the income certification.
- ◆ Complete the property information section.

Member Information			
Member:	[REDACTED]		
User:	[REDACTED]		

Applicant Information			
Applicant Name:			
First:	MI:	Last:	
Carol	M	Peterson	
Co-applicant (if applicable)			
First:	MI:	Last:	
Household Size:	Annual Gross Household Income:		
1	\$25,000.00		
<small>(Number of persons who reside in the home)</small>			

Property Information			
Address:			
225 East Fourth Street			
City:	State:	ZIP:	County:
Cincinnati	OH	45202	Hamilton
Is this a manufactured home?			
<input type="radio"/> Yes <input checked="" type="radio"/> No			



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## Reservation Request

- ◆ The Sponsor must be selected from the dropdown list. This will autofill the Sponsor Information.
- ◆ Sponsors that have not completed a Sponsor Capacity Form will not be on the list and cannot submit.
- ◆ Enter the amount of grant being requested.

Cincinnati OH 45202 Hamilton

Is this a manufactured home?  
☐ Yes ☒ No

**Sponsor Information:**

Sponsor:  Sponsor Contact:

Sponsor Address:

City:  State:  ZIP:

Sponsor Contact:

First Name:  MI:  Last:

Phone:  Fax:  Email:

Funds must be drawn no later than 3PM EST, December 1, 2020.

CH2PH Grant Requested:  (May not exceed \$12,000.00)

## Reservation Request

- ◆ Enter the name and phone number of the person actually completing the form.
- ◆ Choose the Member contact from the dropdown list. Choose Unknown if there is no list or you do not recognize the names.
- ◆ Check the box confirming you understand the statements above and that you are familiar with the program requirements.

**Contact Information:**

(Note: The Name and Phone are that of the person completing the form. The Member Contact will receive all communication from the FHLB. If unknown, the FHLB will contact you to identify someone.)

Name:  Phone #:  Member Contact:

I have read and understand the statements above, and I am familiar with the requirements of the Carol M. Peterson Housing Fund.

☐ I agree



## Reservation Request

- ◆ All supporting documentation must be uploaded as one attachment.
- ◆ The form will not allow you to submit if there is no attachment.
- ◆ You will receive a red error message if all fields are not complete or the data entered is incorrect.
- ◆ If you receive an error message, fix the field where the error message is displayed, and upload the documents again.
- ◆ Click the Submit button.

**Required Documentation**

The following items must be uploaded and attached to this form:

- Certification of Household Income Eligibility;
- Certification of Special Needs and/or Elderly; and
- Pre-Rehabilitation Inspection form.

Please note: [View >](#)

- \*File will need to be re-uploaded if there are errors on the page.
- \*Upload file extension: pdf, doc, docx, if
- \*Max file size: 20 MB
- \*All documents must be included in one attachment and the attachment name cannot contain any illegal characters, such as \, /, &, #, or !
- \*Max number of file allowed: 1

Select files...

Submit



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## Reservation Request

- ◆ You will receive this message if the request was successfully submitted.
- ◆ This does not constitute an approval of funds.
- ◆ Within 24 hours an email will be sent to the Member and Sponsor contact stating the request has been received.



2020 Carol M. Peterson Housing Fund

Reservation Request

Main Menu

Your Carol M. Peterson Housing Fund request has been successfully submitted.

Please do not use the Back button or refresh the page, as this may cause your request to be submitted again.

Should you have any questions, please contact the Carol M. Peterson Housing Fund staff at [1-888-345-2246](tel:1-888-345-2246).



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# Funding Request


Housing Program Forms
Change Institution
Offerings ▾
Logout

## 2020 Carol M. Peterson Housing Fund

Main Menu

[Reservation Request](#)
[Funding Request](#)

Please select the type of request you wish to submit from the selections above.  
 Note: Please allow up to 24 hours for processing

### Comments

A status of Submitted means your request has been completed online but has not been received in our database. It may take up to 24 hours to be received by the FHLB.

A status of Received means your request has been completed online and received in our database. This status does not constitute an approval of funds.

To learn about the Carol M. Peterson Housing Fund process and for complete program guidelines, reference the [CMPHF Guide](#).

The following requests have been submitted for [REDACTED] in 2020:

### Reservation Requests

Applicant	Submission Date	User	Status
Peterson, Carol M.	2/13/2020 11:08:23 AM	MUTHIGTJ	Submitted



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# Funding Request

- ◆ Choose the Sponsor from the dropdown list.
- ◆ Choose the applicant from the dropdown list. *(If the reservation has not been approved, the name will not appear).*
- ◆ Complete the MSA and Tract Code fields.
- ◆ Enter the grant amount requested. *(Cannot exceed the amount approved).*

Funding Request

[Main Menu](#)
[Reservation Request](#)

To be completed in its entirety and submitted after closing to draw requested funds.

Member Information

Member:

User:

Sponsor Information

Sponsor Name:

Sponsor Contact:

Applicant Information

Applicant:

Address:

City:

State:

ZIP:

County:

Property/Census Tract (pre-filled)

MSA/MSA Code:

Tract Code:

CMPHF Grant Requested:

(\$100,000)

(\$100,000)



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## Funding Request

- ◆ Enter the name and phone number of the person actually completing the form.
- ◆ Check the box that shows you understand the statements above and are familiar with the program requirements.

In order to receive a disbursement of funds, a Direct Student Agreement signed by two persons authorized to borrow funds from the FHLB is required. The FHLB forwarded this agreement at the time of approval of the first disbursement request. This Agreement is required only once - prior to the initial draw down of funds.

Contact Information

Name	Phone #
Bill Carson	606-565-2346

I have read and understand the statements above, and I am familiar with the requirements of the Carol M. Peterson Housing Fund.

☒ Agree



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## Funding Request

- ◆ All supporting documents must be uploaded as one attachment.
- ◆ The request cannot be submitted without an attachment.
- ◆ A copy of the deed is required but there is no longer a retention mechanism.
- ◆ If you receive an error message, fix the field where the error message is displayed, and upload the documents again.
- ◆ Click the Submit button.

Upload Documentation

The following items must be uploaded and attached to this form:

- Post-Inspection Inspection Report
- Sources and Uses Statement (Statement of)
- Insurance and/or receipts for all materials used
- Copy of the deed for the subject property.

Please note: [View](#)

\* If it will not be re-submitted if there are errors on the page

\* Allowed file extensions: .pdf, .doc, .docx, .rtf

\* Max file size: 20 MB

\* All documents must be included in one attachment and the attachment name cannot contain any illegal characters, such as \, /, &, @, etc.

\* Max number of files allowed: 1

Select files...

Submit



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## Funding Request

- ◆ You will receive this message if the request was successfully submitted.
- ◆ This does not constitute an approval of funds disbursement.
- ◆ Within 24 hours an email will be sent to the Member contact stating the request has been received.

### Housing Program Forms

2020 Carol M. Peterson Housing Fund  
Funding Request

[Main Menu](#)

Your Carol M. Peterson Housing Fund request has been successfully submitted.  
Please do not use the Back button or refresh the page, as this may cause your request to be submitted again.  
Should you have any questions, please contact the Carol M. Peterson Housing Fund staff at 1-888-345-2246.



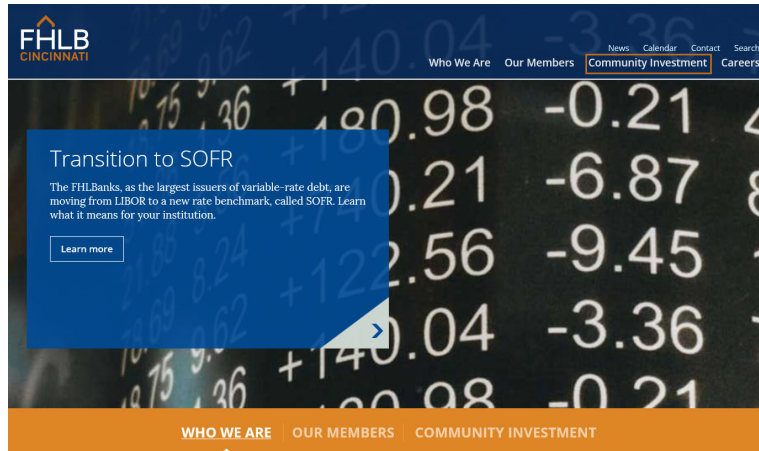
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## Other Program Documents and Forms



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[www.fhlbcin.com](http://www.fhlbcin.com)



COMMUNITY  
INVESTMENT

Program Documents and  
Forms  
Affordable Housing Program  
Welcome Home Program  
Disaster Reconstruction  
Program  
Other Programs  
First Time User Guide  
Recent Funding Awards  
Sponsor Directory  
News  
Calendar  
Webinars and Presentations



## Housing and Community Investment

The Federal Home Loan Bank of Cincinnati (FHLB) plays an important role in supporting the affordable housing and economic development initiatives throughout our Fifth District states of Kentucky, Ohio and Tennessee.

The FHLB offers a range of flexible programs to help our member financial institutions and housing partners build strong communities, whether it involves single-family housing, housing for special needs households, community infrastructure or job creation.

### Programs



#### Affordable Housing Program

AHP is our largest and most impactful initiative. Grants of up to \$1 million are awarded on a competitive basis and can fund both ownership and rental projects.



#### Disaster Reconstruction Program

Households affected by natural disasters can qualify for help with repairing, rebuilding or acquiring a new home through the DRP.



#### Community Investment Cash Advances

The FHLB provides discounted Advances to support housing and economic development. These loans are available year-round.



#### Zero Interest Fund

The ZIF provides zero-interest loans to promote housing and economic development, helping to fund upfront infrastructure costs.



#### Carol M. Peterson Housing Fund

Special needs and elderly households in need of accessibility modifications or emergency repairs may receive up



#### Welcome Home Program

Welcome Home is our most widely used program, providing grants of up to \$5,000 toward down payment and closing costs for low- and moderate-

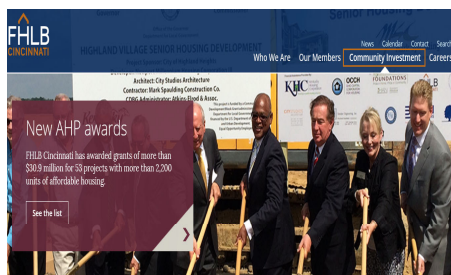
# Program Description

- ◆ Abbreviated program description.
- ◆ Complete program information can be found in the CMPHF Program Guide.
- ◆ Click on link at top of page to navigate to the program documents and forms.



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# Program Documents and Forms



COMMUNITY INVESTMENT  
Program Documents and Forms  
Webinars and Presentations  
Affordable Housing Program  
Welcome Home Program

## Housing and Community Investment

The Federal Home Loan Bank of Cincinnati (FHLB) plays an important role in supporting the affordable housing and economic development initiatives throughout our FHLB District states of Kentucky, Ohio and Tennessee.

The FHLB offers a range of flexible programs to help our member financial institutions and housing partners build strong communities, whether it involves single-family housing, housing for special needs households, community infrastructure or job creation.

## Carol M. Peterson Housing Fund

- ◆ CMPHF Program Guide [\[PDF\]](#)
- ◆ Certification of Income Eligibility [\[PDF\]](#)
- ◆ Certification of Special Needs or Elderly [\[PDF\]](#)
- ◆ Example Sources and Uses when work is completed by a Contractor [\[PDF\]](#)
- ◆ Example Sources & Uses when work is completed by a Sponsor [\[PDF\]](#)
- ◆ Instructions for Accessing Members Only
- ◆ Income Limits
- ◆ Pre-Rehabilitation Inspection Form [\[PDF\]](#)
- ◆ Post-Rehabilitation Inspection Form [\[PDF\]](#)
- ◆ Sample Release and Satisfaction [\[PDF\]](#)
- ◆ Sources & Uses (Attachment A and Labor Breakdown) [\[EXCEL\]](#)
- ◆ Sponsor Capacity Form [\[PDF\]](#)
- ◆ Subsidy Recapture Procedures
- ◆ Subsidy Payoff Request Form [\[PDF\]](#)
- ◆ Information for Homeowners [\[PDF\]](#)

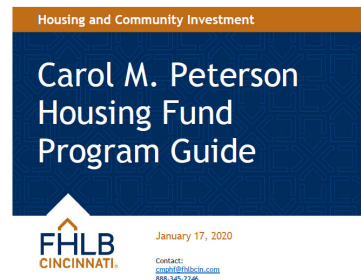


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## CMPHF Guide



- ◆ Complete resource for all program information.
- ◆ Provides instructions on how to complete the program forms.



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## Certification of Household Income Eligibility

- ◆ This form should be completed and signed by the Sponsor.
- ◆ Do not send us the actual income documents used to complete this form.
- ◆ Circle the program for which this form is being completed.

Housing and Community Investment

**Certification of Household Income Eligibility**

(This form should be completed by the Sponsor for the CMPHF, but can be completed by the Member or Sponsor for the DRP.)

Sponsor's Name: \_\_\_\_\_

Name of Homeowner(s): \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

County: \_\_\_\_\_ Phone: \_\_\_\_\_

Below, list each person living at the address above, indicate that person's age as of the date of application, and indicate that person's annual gross income. (Instructions are included below.)

Age	Doc Type	Income
Age _____	Doc Type _____	Income _____
Age _____	Doc Type _____	Income _____
Age _____	Doc Type _____	Income _____
Age _____	Doc Type _____	Income _____
Age _____	Doc Type _____	Income _____
Age _____	Doc Type _____	Income _____
Age _____	Doc Type _____	Income _____
Age _____	Doc Type _____	Income _____

Number of Persons in Household \_\_\_\_\_ Total Household Income \_\_\_\_\_

MRB Income Limit for County (based on household size) \$ \_\_\_\_\_

Total Household Income as a Percent of MRB Income Limit \_\_\_\_\_%

If the income is greater than 60 percent of the MRB limit for the County, the household is not eligible for the Carol M. Peterson Housing Fund (CMPHF). If the income is greater than 100 percent of the MRB limit for the County, the household is not eligible for Disaster Reconstruction Program (DRP).

Based on the information above, I certify that this household is income eligible for participation in the (circle one)

Carol M. Peterson Housing Fund Disaster Reconstruction Program.

Member or Sponsor \_\_\_\_\_

Name of Contact (Printed) \_\_\_\_\_

Signature of Contact \_\_\_\_\_ Date \_\_\_\_\_

Certification of Household Income Eligibility  
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Revised 1/17/2020



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- ◆ The instructions explain all acceptable types of income verification.
- ◆ Consult Section VII of the Income Eligibility Guide if not sure how to calculate the income.



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## Certification of Special Needs and/or Elderly



Name of Spouse: \_\_\_\_\_

Name of Houseowner(s): \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

County \_\_\_\_\_ Phone \_\_\_\_\_

Below, identify at least one person living at the above address who meets the **FHRLB Cincinnati's** special definition and/or is elderly (60 years of age or older).

Name: \_\_\_\_\_

Nature of special needs (Choose one of the right options from the attached list): \_\_\_\_\_

Age: \_\_\_\_\_

Based on the information above, I certify that this household meets the program requirements for the Carol M. Peterson Housing Fund.

Spouse: \_\_\_\_\_

Name of Spouse Contact (Printed): \_\_\_\_\_

Signature of Spouse Contact \_\_\_\_\_ Date \_\_\_\_\_



This program is intended only for persons with special needs, as defined by the FHLB Cincinnati, or who are considered elderly (60 years of age or older). No prior approval from the FHLB is required. While the FHLB is willing to discuss elderly homeowners or other persons, or specific situations, it is the FHLB's intention to rely on the reasonable determinations made by the Sponsor. Below is the FHLB's definition of special needs and elderly. At least one member of the household must meet one of these definitions or the household will not be eligible.

- "Physically disabled" means any person (a) with a physical impairment which results in substantial limitations and who is receiving disability benefits from federal or state government; or (b) who is deemed to be physically disabled by a licensed physician, psychologist, psychiatrist, or clinical social worker for a period of at least one year; or (c) who is deemed to be physically disabled for a period of at least one of the major domains of life: working, learning, or socializing.
- "Mentally disabled" means any person (a) who is deemed to be mentally disabled by a licensed physician, psychologist, psychiatrist, or clinical social worker for a period of at least one year; or (b) who is deemed to be mentally disabled for a period of at least one of the major domains of life: working, learning, or socializing.
- "Substance abuse or dependency" means any person (a) whose physical or mental health has been damaged with mental retardation and who is receiving disability benefits from federal or state government; or (b) who is deemed to be substance abuse or dependent by a licensed physician, psychologist, psychiatrist, or clinical social worker for a period of at least one year; or (c) who is deemed to be substance abuse or dependent by reason of this impairment to unable to perform life tasks in at least one of the major domains of life: working, learning, or socializing.
- "Co-occurring disability" means any person (a) diagnosed as having both a psychiatric disorder as well as a physical disability; or (b) who is deemed to be co-occurring disabled by a licensed physician, psychologist, psychiatrist, or clinical social worker for a period of at least one year; or (c) who is deemed to be co-occurring disabled for a period of at least one of the major domains of life: working, learning, or socializing.
- "Addiction" means any person (a) who is deemed to be addicted to alcohol or drugs by a licensed physician, psychologist, psychiatrist, or clinical social worker for a period of at least one year; or (b) who is deemed to be addicted to alcohol or drugs by reason of this impairment to unable to perform life tasks in at least one of the major domains of life: working, learning, or socializing.
- "Aggravated or Foster Care" means any person within a state foster care system, orphanage, or other residential facility.
- "Aggravated or Foster Care" means any person within a state foster care system, orphanage, or other residential facility.
- For the purpose of the Carel's Mr. Peterson Housing Fund, this definition is considered elderly if they are 60



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## Income Limits

- ◆ The last two columns are the CMPHF limits.
- ◆ The income limits will not be changed even if the state housing finance agencies change their limits during the year.

### Income limits for the Carol M. Peterson Housing Fund

Income limits for 2020 are obtained from the state housing finance agency for each state.  
Use the 60% limits for the Carol M. Peterson Housing Fund.

Kentucky

County	100% limits		60% limits	
	1-2 Persons	3+ Persons	1-2 Persons	3+ Persons
Adair	\$75,240	\$81,780	\$45,144	\$32,668
Allen	\$75,240	\$81,780	\$45,144	\$32,668
Anderson	\$68,800	\$79,120	\$41,280	\$47,472
Ballard	\$62,700	\$72,105	\$37,620	\$43,263
Barren	\$62,700	\$72,105	\$37,620	\$43,263
Bath	\$75,240	\$81,780	\$45,144	\$32,668
Bell	\$75,240	\$81,780	\$45,144	\$32,668
Boone	\$81,300	\$93,495	\$48,780	\$56,097
Bourbon	\$89,400	\$104,300	\$53,640	\$62,580
Boyd	\$62,700	\$72,105	\$37,620	\$43,263
Boyle	\$75,240	\$81,780	\$45,144	\$32,668

## Pre-Rehabilitation Inspection

- ◆ Page three asks for an explanation of how the rehab work meets the program guidelines.
- ◆ We prefer inspectors be licensed but it is not mandatory. An experienced contractor can do the inspections as long as they are not completing the work too.
- ◆ Be sure the homeowner, inspector, and Sponsor initial and sign this form.

Housing and Community Investment

### Pre-Rehabilitation Inspection Form

January 17, 2020

Module Name: \_\_\_\_\_

Homeowner Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County: \_\_\_\_\_

Single-Family Dwelling? Yes ☐ No ☐

Manufactured Home? Yes ☐ No ☐

Sponsor Name: \_\_\_\_\_

Sponsor Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Estimated Rehabilitation**

List below the estimated construction costs for the work that will be completed on the Homeowner's residence. Provide as much detail as possible.

Description	Specifications	Unit Costs	Quantity	Cost of Work
Roof				
Exterior Siding				
Interior Siding				
Hardwood				
Wallpaper				
Window Treatments				
Other				
Heating, Ventilation, and Air Conditioning				
Plumbing and Air Conditioning				
Appliances				
Landscaping				
Painting				
Electrical				
Plumbing				
Thermostat				
Other				

- ◆ In the Description of Work Completed section, you must describe the work actually completed, any changes to the original scope of work, and how the work completed meets the program guidelines.
- ◆ No funds will be disbursed unless this form is completed in its entirety.



- ◆ Enter the sources and uses for the entire project.
- ◆ Do not complete the Labor Breakdown if all work was completed by a contractor.
- ◆ Do not submit receipts to support a contractor's invoice.
- ◆ If the last column shows "OK" all the way down, the sources and uses balance.
- ◆ This workbook must be converted to a pdf before uploading it with the Funding Request.



# Sponsor Capacity Form

- ◆ All Sponsors must complete this form, unless approved in 2018 or 2019.

- ◆ Must be submitted by 5pm EST on May 27.



Housing and Community Investment

**Carol M. Peterson Housing Fund  
Sponsor Capacity Form**

(This form must be submitted at least two business days before the Carol M. Peterson Housing Fund opening date.)

Sponsor Organization Name: \_\_\_\_\_

Sponsor Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please provide the information requested below and include sufficient detail to demonstrate your qualifications and experience.

1. Attach a copy of your organization's "IRS Documentation of Status" letter. The letter should refer to the organization identified as the Sponsor for this application and should not have expired.
2. Identify the FHLB Member with which you will be partnering. Include the contact person's name and email address.
3. Describe how you will identify and verify income eligible households.

Sponsor Capacity Form  
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Revised 01/17/2020

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# Information for Homeowners

- ◆ This flyer explains the process for homeowners.

- ◆ It contains links for homeowners to search for Members or Sponsors in their area.



Housing and Community Investment

**Carol M. Peterson Housing Fund  
Information for Homeowners**

The Federal Home Loan Bank of Cincinnati (FHLB) offers grants of up to \$7,500 to fund accessibility and emergency repairs for low-income special needs and elderly homeowners through the Carol M. Peterson Housing Fund.

**Who are Eligible Homeowners?**

A homeowner would be eligible if all of the following are met:

- At least one person in the household meets the FHLB Cincinnati's definitions of special needs or elderly (60 years of age or older); and,
- The total household income for all occupants in the home is at or below 60 percent of the Mortgage Revenue Bond (MRB) limit for the county and state where the property is located.

**What is an Eligible Property?**

A property would be eligible if all of the following are met:

- At least one of the property owners of record is an applicant for the grant;
- The property is the owner's primary residence;
- The property is located in Kentucky, Ohio or Tennessee; and,
- The property is a single family detached house or qualified manufactured home. (Manufactured homes may be eligible if they are used as real estate and affixed to a permanent foundation.)

**How Do I Apply?**

For more information, homeowners should contact a FHLB Cincinnati Member financial institution or a Sponsor. A list of Members is available at <https://www.fhlbcin.com/who-we-are/members-directory/> and a list of Sponsors is available at <https://www.fhlbcin.com/community-investments/sponsor-directory/>.

**The Process**

Information for Homeowners  
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Revised 01/17/2020

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## Request for Additional Information

- ◆ This form will be emailed to the Member and Sponsor contact.
- ◆ Do not fax documents to us.
- ◆ Must respond within five business days if items required pertain to the reservation request.

**Carol M. Peterson Housing Fund**  
**Request for Additional Information**

**FHLB CINCINNATI**

Applicant:   
Project #:

One or more of the following items is needed to continue review of the CMFHF request for the above household. Please email all items at one time to the person indicated below or to [cmfhf@fhlbcin.com](mailto:cmfhf@fhlbcin.com).

- ☐ Signed and dated Certification of Household Income Eligibility.
- ☐ Signed and dated Certification of Special Needs and/or Elderly.
- ☐ Completed and signed Pre-Rehabilitation Inspection form.
- ☐ Completed Attachment A (Sources and Uses).
- ☐ Completed Labor Breakdown that corresponds to the Attachment A.
- ☐ Copies of all receipts and invoices to support the totals on the Attachment A.
- ☐ Confirmation (classification of number of people residing in the household).
- ☐ Copy of the deed showing at least one applicant is the property owner.
- ☐ Copy of the city or county citation showing the required repairs.
- ☐ Completed and signed Post-Rehabilitation Inspection form.
- ☐ Copy of the Direct Subsidy Agreement.
- ☐ Detailed description of work anticipated and/or completed.

Completed by:  Date:

Email address:



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## Reservation Approval Letter

- ◆ Once we have approved a request, the contact will receive this approval letter.
- ◆ The repairs can be completed as soon as this letter is received.

**FHLB CINCINNATI**

221 East Fourth Street  
Suite 400  
Cincinnati, OH 45202

T (513) 852-7500  
F (513) 852-7500  
[www.fhlbcin.com](http://www.fhlbcin.com)

February 20, 2020

[Redacted Address]

RE: Project No. : 202015-0003 - Peterson, Carol M.  
221 East Fourth Street, Cincinnati, OH 45202

Dear [Redacted Name]:

The FHLB has approved your Carol M. Peterson Housing Fund Reservation Request for the above referenced homeowner in the amount of \$7,500.00.

Funds will be disbursed upon proof of work completion and documentation of all costs. This approval is not transferable to other properties or to other homeowners. If the funds have not been drawn by 12/31/2020, the reservation will be cancelled.

After all work is completed, a Funding Request must be submitted in order to draw funds. The Funding Request should indicate the total amount of Carol M. Peterson Housing Fund grant funds requested, which may include a ten percent administrative fee. A Post-Rehabilitation Inspection, Attachment A (Sources and Uses) with corresponding invoices and receipts, and a copy of the deed showing the applicant(s) owns the home must also be submitted.

Please review all of the Carol M. Peterson Housing Fund requirements in the 2020 Carol M. Peterson Housing Fund Guide posted at [www.fhlbcin.com](http://www.fhlbcin.com).

If you have any further questions, please contact me at 888-945-2246.

Regards,  
  
Donna V. Allen  
Senior Vice President

JPG



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## Status Report

- ◆ This report is emailed to the Member contact on the last business day of the month but only until the project is complete and closed.
- ◆ Shows the amount requested, the status of all requests, and the amount disbursed.

FEDERAL HOME LOAN BANK OF CINCINNATI Cash & Reserve (including) and Status by Project As of 12/31/2018									
Project Member Name Member Location Member State Member Address	Date Requested	Requester	Amount Requested	Preliminary App Date	Final App Date	Information Request Date	Disbursement Date	Amount Disbursed	Final Date
20181001									
411208	True		\$2,515.00	6/12/2018	10/12/2018		10/12/2018	\$2,515.00	
411208	True		\$1,300.00	6/12/2018	10/12/2018		10/12/2018	\$1,300.00	
411208	True		\$1,475.00	6/12/2018	11/12/2018		11/12/2018	\$1,475.00	
Total for Project 20181001 (Requests)			\$5,290.00					\$5,290.00	
Unassigned Funds Available			\$75,000.00						
Funds Requested			\$5,290.00						
Less Requested Disbursed			\$0.00						
Less Requested Withdrawn			\$0.00						
Less Disbursed			\$0.00						
Net Funds Requested			\$5,290.00						
Unassigned Funds			\$69,710.00						

## Frequently Asked Questions (FAQs)

## FAQs

- ◆ How often are Sponsor organizations required to submit the Sponsor Capacity form?
- ◆ Can a qualified staff person conduct the Pre-Inspection?
- ◆ How do we prove that our staff person is a qualified inspector?
- ◆ Can the same inspector complete the Pre & Post rehab Inspection reports?
- ◆ Is HVAC repair/replacement still an acceptable CMPHF repair.
- ◆ Does the person identified as the property owner (as evidenced by the deed) have to be the household member that is elderly or special needs?

## Contact Information

## CMPHF Contacts

Staff Name and Title	Phone Number	Email Address
Jodi Pendleton Housing Financial Analyst II	513-852-7602	pendletonjm@fhlbcin.com
Jasmine Grant Housing Financial Analyst I	513-852-7617	grantjp@fhlbcin.com
Kristina Jordan Housing Financial Analyst I	513-852-7609	jordankl@fhlbcin.com
Samantha Walker Housing Financial Analyst I	513-852-7621	walkersm@fhlbcin.com
Jill Cravens HCI Manager	513-852-7550	cravensja@fhlbcin.com
Dawn Grace HCI Vice President	513-852-7613	gracede@fhlbcin.com

**Service Desk (for technical issues only)**  
**800-781-3090**



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## Contact Us

### **FHLB Cincinnati**

P.O. Box 598

Cincinnati, OH 45201-0598

Toll free: (888) 345-2246

Email: [cmphf@fhlbcin.com](mailto:cmphf@fhlbcin.com)

[www.fhlbcin.com](http://www.fhlbcin.com)



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## Connect with Us!

Get the latest news, events and updates at FHLB Cincinnati by connecting with us on social media.



@FHLBCin  
[www.twitter.com/fhlbcin](http://www.twitter.com/fhlbcin)



[www.facebook.com/fhlbcincinnati](http://www.facebook.com/fhlbcincinnati)



[www.linkedin.com/company/federal-home-loan-bank-of-cincinnati](http://www.linkedin.com/company/federal-home-loan-bank-of-cincinnati)



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We encourage all FHLB Members and housing sponsors to notify us of plans to celebrate or recognize any FHLB funded housing or community investment project. The FHLB is often available to participate and to offer public relations assistance for community events such as ribbon cuttings, groundbreakings, and dedications. Please contact Member Services/Public Affairs, toll free at 877-925-FHLB(3453).



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# Thank You

