

Carol M. Peterson Housing Fund (CMPHF)

Summary of Changes for 2025 Program Guide

The following lists changes for the 2025 Carol M. Peterson Housing Fund (CMPHF) Program Guide. The section and item(s) changed are emphasized in **bold** print. Please see a complete copy of the 2025 Carol M. Peterson Housing Fund Program Guide available on the FHLB [website](#) for all changes and detailed program requirements.

Schedule for the Carol M. Peterson Housing Fund

- Funds will be available for reservation beginning at **10am EST on February 3, 2025**.

Member Eligibility

- Within the availability of funds, all Members are eligible to receive up to **\$1,000,000** of the available CMPHF funds.
- Each project (member/sponsor pairing) is limited to a maximum of **\$750,000**.

Property Eligibility

- Must be a single-family detached home, *eligible two-family unit*, or qualified manufactured home. This year for CMPHF **an eligible two-family unit that is housed under a single roof and where the second unit is either unoccupied or non-income producing is eligible for participation for repairs to the building exterior and/or the owner-occupied unit.**
- For CMPHF eligibility purposes, a single section manufactured home must be Energy Star **certified**.

Eligible Uses of Funds

- CMPHF funds may be used to fund reasonable rehab repairs related to the maintenance and upkeep of the dwelling unit, not just emergency or accessibility repairs.**
Note: Identified repairs will be thoroughly screened to ensure that they are for repair items that may impact/impair the overall habitability of the home. Additionally, invoices and receipts will be thoroughly reviewed to ensure that they accurately reflect the cost of repairs/work completed.
- A portion of the funds awarded may be used to pay an administration fee to the Sponsor (**not to exceed 15 percent of the total costs of work completed and documented**).

Disbursing CMPHF Funds

- Funding Requests must be submitted by **5pm EST on December 15, 2025** or the request will be denied.

Sponsor Capacity Form

- The properly completed Sponsor Capacity Form must be submitted at least two business days (**5pm EST on January 29, 2025**) before the CMPHF opens to Reservation Requests.

Sources and Uses Statement (Attachment A & Labor Breakdown)

- The administrative costs cannot exceed **15 percent** of the total material and labor cost.
- Job evaluation, technical assistance, project oversight, site preparation, travel time, mileage inspection fees, etc., should not be included as they are not allowable labor costs.
Note: Consideration for these costs has been included in the increased administration fee.

Pre-Rehabilitation Inspection Form & Post Rehabilitation Inspection Form

- The form must be completed by a certified/licensed inspector **or someone approved by FHLB Cincinnati based on their experience and work history.**