

# Rise Up Program Instructions for Closing Agents

**RE:** \_\_\_\_\_ (Homebuyer)

The above referenced client(s) will be using Rise Up Program grant funds from the Federal Home Loan Bank of Cincinnati (FHLB). The Rise Up Program helps make homeownership more attainable for first-generation, first-time homebuyers by providing assistance with down payment, closing costs, and principal reduction.

The program is designed to work with a variety of mortgage programs, including FHA, VA, and Rural Development (RHS). **The FHLB Member must originate the first mortgage but may close the loan in their investor's name.**

**As the loan closer for the Rise Up grant, you are responsible for:**

- Disbursing the Rise Up grant funds;
- Providing the FHLB Member and/or Reviewer with a Closing Disclosure.;
- Ensuring that the Rise Up funds are shown on the Closing Disclosure as a grant from the FHLB to the borrower. The item should be identified as “Rise Up Funds,” “FHLB Grant,” “Rise Up Grant” or some similar term;
- Ensuring that the homebuyer contribution in the transaction is at least \$500. Items paid outside of closing can count towards this requirement (e.g., homeowner’s insurance premiums, application fees, earnest money, appraisal fees, home inspections, etc.), but items paid outside of closing need to appear clearly on the Closing Disclosure;
- Ensuring that the homebuyer completes a homebuyer education course from a HUD approved agency prior to the loan closing;
- Ensuring that any mortgage loan rate is not higher than 9.875%;
- Ensuring the Rise Up Retention Language Acknowledgement for FHA Loans form is executed (required for FHA loans only);
- Ensuring the FHLB’s Rise Up retention language is included in the new deed. The retention language can be included in the body of the deed or as a referenced attachment/exhibit; and,
- Ensuring that no other debt is being paid off through the closing. It is not acceptable to payoff credit cards, loans, collections, etc., unless the borrower brings sufficient funds to closing (over and above the \$500 required) to make these payments.