



Federal Home Loan Bank
NEW YORK

Homebuyer Dream Program[®] (HDP[®])

Submission of an HDP Reservation Request

December 2023

Tutorial on How to Submit an HDP Reservation Request

In this tutorial we will provide an overview on how to complete the HDP Reservation Request, as well as how to submit the completed HDP Reservation Request via the Federal Home Loan Bank of New York's File Transfer System (FTS).

SUBMISSION VIA A FILE TRANSFER SYSTEM

Pursuant to applicable Federal and State laws, to protect household information that may be utilized to develop a credit profile if intercepted by an unauthorized third party, the FHLBNY requires that all HDP documentation be submitted through the FHLBNY's File Transfer System (FTS).

OUR SECURITY POSTURE

The FHLBNY takes protecting our members' information and data very seriously, and became [ISO 27001 certified](#) on October 15, 2022 to continue our commitment to enhance our cybersecurity and resiliency.



Tutorial Topics

- Overview
- HDP Reservation Request
- HDP Request Form (HDP-005)
- File Transfer System (FTS)

Submission of an HDP Reservation Request

Overview

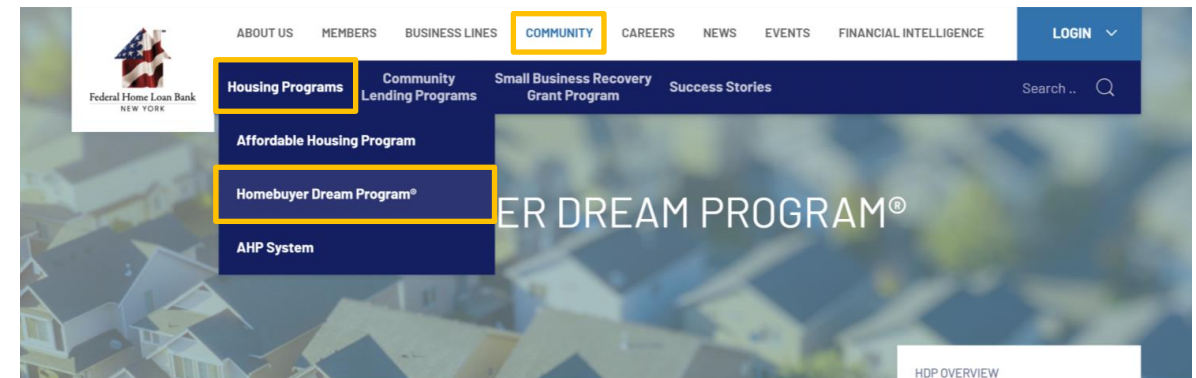
HDP Reservation Request

HDP Request Form (HDP-005)

File Transfer System (FTS)

The HDP Request Form, along with the required documentation, must be submitted to the FHLB NY via the File Transfer System (FTS) as one zip file per household.

HDP documentation is located on the FHLB NY's website: www.fhlbny.com.



Homebuyer Dream Program® (HDP®) Forms, Guidelines and Agreements

Prior to the completion and submission of the request, we recommend you review the tutorials below.

If you need assistance with these forms or agreements, please contact us at hdp@fhlbny.com or review program details in the Homebuyer Dream Program® Guidelines.

We look forward to working with you to address the diverse affordable housing needs of your communities.

- HDP OVERVIEW
- HOMEBUYER INFORMATION
- RESERVATION REQUEST
- FUNDING REQUEST
- PARTICIPATING MEMBERS
- FORMS, GUIDELINES & AGREEMENTS**

Community > Housing Programs > Homebuyer Dream Program®

Overview

Overview

HDP Reservation Request

HDP Request Form (HDP-005)

File Transfer System (FTS)

- Household Reservation Requests must be submitted via the FHLBANY's File Transfer System (FTS) by an authorized user representative
 - If applicable, the FHLBANY will email the member for additional details
 - Failure to include all supporting documentation related to household eligibility may result in a denial of the submitted Reservation Request
 - An email will be sent to the member to confirm the commitment of the HDP grant
 - HDP Commitments:
 - Valid for 120 days
 - Not transferrable to another:
 - Purchase property
 - Member
 - Homebuyer(s)
 - May not increase after issuance
- ✓ Income documentation
 - For all sources of income
 - ✓ Homeownership Counseling Certificate
 - ✓ HDP Homebuyer Certification (HDP-004)
 - ✓ HDP Request Form (HDP-005)
 - Select "New Household Reservation Request"
 - 100% Completed
 - MS Excel format, containing the ".xlsx" file extension
- If applicable:*
- Zero Income Certification (AHP/HDP-001)
 - Legal separation agreement and/or divorce decrees

HDP Reservation Request Package

Overview

HDP Reservation Request

HDP Request Form (HDP-005)

File Transfer System (FTS)

The HDP Request Form (in MS Excel format, containing the .xlsx file extension), along with the following required documentation (in PDF format), must be submitted to the FHLB NY via the FTS as **one zip file per household:**

- Income documentation for all sources of income for each income-earning adult in the household
- Fully executed HDP Homebuyer Certification (HDP-004) dated within 60 days of the reservation date
- Fully executed homeownership counseling certificate

The screenshot displays the 'Homebuyer Dream Program Request Form' (HDP-005) for 'Doe, Jane'. The form is titled 'Homebuyer Dream Program Request Form' and includes a 'Field Symbol Legend' with categories: Required (yellow), Valid Entry (green), Invalid Entry (red), and No Entry Required (grey). A 'Table of Contents' shows sections 1 through 6, all marked as 'Complete'. The 'Federal Home Loan Bank of New York Member' section shows 'Status: Complete' and 'Member Name: Sample Bank'. The 'Household Information' section asks 'Does the household qualify as a first-time homebuyer?' (Yes) and 'Is this household currently enrolled in the FHC Program?' (No). It also lists 'Borrower(s)' with a table:

Borrower	Prefix	First Name	Last Name	Marital Status
Primary	Ms.	Jane	Doe	Single
Co-Borrower				
3rd Borrower				

The 'Current Household Address' section shows: Street Address (no P.O. Boxes): 123 Sample Street XXXX-XX; City: Sample; State: NY; Zip Code: 55555; County / Municipio: New York; MSA: 55555; Census Tract (xxxx-xx): 5555 - 55. The 'Grant Summary' section shows: Requested Grant Amount: \$ XXXX-XX; Counseling Cost Defrayment Amount: \$ XXXX-XX; Total Requested Grant Amount: \$ XXXX-XX. The form also includes a 'Date' field (1/1/2021) and a 'Telephone (Including Area Code)' field (555-555-5555).

HDP Reservation Request Package

Overview

HDP Reservation Request

HDP Request Form (HDP-005)

File Transfer System (FTS)

The member is responsible for verifying all sources of income for all individuals who will reside in the home.

The homebuyer(s) must demonstrate a reliable stream of income, which includes full time employment (defined as ≥ 32 hours a week), pension, disability award, Social Security, Individual Retirement Accounts, or other recurring sources.

TheClean Janitorial Maintenance Inc. 1239 Carrie Lane Deer Park		EARNINGS STATEMENT				
EMPLOYEE NAME	SSN	EMPLOYEE ID	CHECK NO.	PAY PERIOD	PAY DATE	
Sample Employee Name	XXX-XX-1234	0000123456	23131			
INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	CURRENT TOTAL	YEAR-TO-DATE
GROSS WAGES	24.00	40.00	960.00	FICA MED TAX	13.92	13.92
				FICA SS TAX	59.52	59.52
				FED TAX	114.16	114.16
YTD GROSS	YTD DEDUCTIONS	YTD NET PAY	CURRENT TOTAL	CURRENT DEDUCTIONS	NET PAY	
960.00	187.60	772.40	960.00	187.60	772.40	

EARNINGS STATEMENT		
CK NO.	PAY PERIOD	PAY DATE
H131		
CURRENT TOTAL		YEAR-TO-DATE
13.92		13.92
59.52		59.52
114.16		114.16
CURRENT DEDUCTIONS		NET PAY
187.60		772.40

THECLEAN JANITORIAL MAINTENANCE INC.
1239 CARRIE LANE DEER PARK

CHECK DATE	CHECK NUMBER
------------	--------------

THIS IS NOT A CHECK

PAY ****772** DOLLARS AND **40** CENTS**

TO THE ORDER OF: SAMPLE EMPLOYEE NAME

Direct Deposit

Non-Negotiable

THECLEAN JANITORIAL MAINTENANCE INC.
1239 CARRIE LANE DEER PARK

CHECK DATE	CHECK NUMBER
------------	--------------

THIS IS NOT A CHECK

PAY ****772** DOLLARS AND **40** CENTS**

TO THE ORDER OF: SAMPLE EMPLOYEE NAME

Direct Deposit

Non-Negotiable

HDP Reservation Request Package

Overview

HDP Reservation Request

HDP Request Form (HDP-005)

File Transfer System (FTS)

The HDP Homebuyer Certification (HDP-004) is located on the FHLB NY's website: www.fhlbny.com.

This document must be fully executed by the household, including a certification that the household meets one of the criteria of a first-time homebuyer, as defined by the U.S. Department of Housing and Urban Development (HUD) and described in the HDP Guidelines.

Certification of household size is also required and is based upon the number of people who will reside in the home being purchased.

Federal Home Loan Bank
NEW YORK

ID: HDP - 004

**HOMEBUYER DREAM PROGRAM
HOMEBUYER CERTIFICATION**

Borrower Name ("Borrower") _____
Co-Borrower Name ("Co-Borrower") _____

Current Address _____
City _____ State _____ Zip Code _____

FHLB NY Member Financial Institution ("Lender") _____

I/We hereby certify that the Lender informed me/us of the requirements of the Federal Home Loan Bank of New York ("FHLB NY") Homebuyer Dream Program ("HDP"), which provides grants for the purchase of a primary residence for first-time home buyers who meet HDP requirements as set forth in the HDP Guidelines. The HDP Guidelines, as may be amended from time to time, are available on the FHLB NY website.

- I/We certify that Borrower and/or Co-Borrower meet one of the following conditions of a first-time homebuyer, as defined by the U.S. Department of Housing and Urban Development ("HUD") and described in the HDP Guidelines (check box that applies):
 - An individual who has had no ownership in a principal residence during the 3-year period ending on the date of the purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers).
 - A single parent who has only owned a principal residence with a former spouse while married.
 - An individual who is a displaced homemaker and has only owned a principal residence with a spouse.
 - An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations.
 - An individual who has only owned a property that was not in compliance with state, local or model building codes and could not be brought into compliance for less than the cost of constructing a permanent structure.
- I/We understand that at the time of reservation, the household must meet the income guidelines set forth in the HDP Guidelines with a total household income of 80% or below of the Area Median Income for the county in which the home being purchased is located, adjusted for household size. Household size is based upon the number of people who will reside in the home being purchased.
- I/We understand that any changes to household size must be disclosed to the Lender. In the event the household's family size changes, the FHLB NY reserves the right to re-evaluate the household's size and qualifying income(s).
- I/We agree to purchase an eligible property type as described below in FHLB NY's district of New York, New Jersey, Puerto Rico and the U.S. Virgin Islands:
 - Eligible properties include 1-4 family dwellings, townhouses, condominiums, cooperative housing units or manufactured housing (must be affixed to a permanent foundation) to be used as the household's primary residence.
 - Ineligible properties include investment properties and vacant land.
- I/We agree to contribute a minimum equity contribution of \$1,000 of my/our own funds towards the down payment or closing costs for the purchase of the home.
- I/We agree to complete a homebuyer counseling program as described in the HDP Guidelines.
- I/We agree to obtain mortgage financing through the Lender for the purchase of a primary residence.

Page 2

established commitment period as identified at the time of the reservation document(s) at the time of closing, and will abide by the requirements of the Homebuyer Dream Program as described in the HDP Guidelines. The HDP Guidelines are available on a first-come first-served basis. The HDP grant is to be used for the purposes approved by the FHLB NY for the purchase of a primary residence.

Signature of Borrower _____

Signature of Co-Borrower _____

FEDERAL HOME LOAN BANK OF NEW YORK

ID: HDP-004

HDP Reservation Request Package



The member must ensure that one of the homebuyer(s) listed within the HDP Request Form has completed a homeownership counseling program within 18 months prior to the Reservation Request date, as evidenced by a completion certificate.

The counseling agency must be accredited by the

- ✓ U.S. Department of Housing and Urban Development (HUD)
- ✓ State Government or State Housing Finance Agency **or**
- ✓ National Industry Standards for Homeownership Education and Counseling.

The use of online homeownership counseling programs through either Framework or eHome America is permitted.



HDP Request Form (HDP-005)

Overview

HDP Reservation Request

HDP Request Form (HDP-005)

File Transfer System (FTS)

The HDP Request Form, along with other Forms, Guidelines and Agreements, are located on the FHLB NY website: www.fhlbny.com.

Community > Housing Programs > Homebuyer Dream Program® > (sidebar) Forms, Guidelines & Agreements



Homebuyer Dream Program® (HDP®) Forms, Guidelines and Agreements

Prior to the completion and submission of the request, we recommend you review the tutorials below.

If you need assistance with these forms or agreements, please contact us at hdp@fhlbny.com or review program details in the [Homebuyer Dream Program® Guidelines](#).

We look forward to working with you to address the diverse affordable housing needs of your communities.

HDP Request Form (HDP-005)

Overview

HDP Reservation Request

HDP Request Form (HDP-005)

File Transfer System (FTS)

The HDP-005 Request Form is a Microsoft Excel-based document that can accommodate three (3) different request types, depending on the selection:

- New Household Reservation Request
- Funding Request
- Other Documentation Request

Federal Home Loan Bank
NEW YORK

Homebuyer Dream Program® Request Form - 2023 Round

Which type of form would you like to submit?

New Household Reservation Request

Funding Request

Other Documentation Request

Initiate New Household Reservation Request

Note that once you've started the request form, you **will not** be able to change the form type; please ensure the correct type is selected before proceeding.

Additional Resources

[FHLBNY Homebuyer Dream Program \(HDP\) Webpage](#)

HDP-005: Homebuyer Dream Program Request Form

HDP Request Form (HDP-005)

Overview

HDP Reservation Request

HDP Request Form (HDP-005)

File Transfer System (FTS)

Select the [**New Household Reservation Request**] option, then [**Initiate New Household Reservation Request**] to begin.

Once a request type has been selected and initiated, there is no opportunity to change the request type or start over. In this event, a new copy of the form can be downloaded from the FHLB NY website, or close and reopen the downloaded form.

Federal Home Loan Bank
NEW YORK

Homebuyer Dream Program® Request Form - 2023 Round

Which type of form would you like to submit?

New Household Reservation Request

Funding Request

Other Documentation Request

Initiate New Household Reservation Request

Note that once you've started the request form, you **will not** be able to change the form type; please ensure the correct type is selected before proceeding.

Additional Resources

[FHLB NY Homebuyer Dream Program \(HDP\) Webpage](#)

HDP-005: Homebuyer Dream Program Request Form

HDP Request Form (HDP-005)

Overview

HDP Reservation Request

HDP Request Form (HDP-005)

File Transfer System (FTS)

- A status bar is located at the top of the form to assist as you complete each required section
- The HDP Request Form must be 100% completed prior to submission to the FHLB NY
- Each Section has a Field Symbol indicating whether the section is Required for completion, has been completed with a Valid Entry or contains an Invalid Entry. A Field Symbol Legend indicates the meaning of each symbol
- Incomplete sections within the HDP Request Form submission will result in delays during processing. For ease of use, a hyperlinked table of contents is provided at the top of the form to assist the user during navigation
- The table of contents includes progress indicators which are updated in real time as you complete the form
- The progress indicators confirm which sections are completed as well as those sections which require attention

Homebuyer Dream Program® Request Form - 2024 Round
HDP-005: Homebuyer Dream Program Request Form

Dive, Jane % Complete (Required Fields) 100% New Household Reservation Request

Field Symbol Legend

Required Valid Entry Invalid Entry No Entry Required

Table of Contents

Section	Progress	Section	Progress
1 FHLB NY Member	Complete ✓	4 Purchase Property	Complete ✓
2 Household Information	Complete ✓	5 Household Qualification	Complete ✓
3 Grant Summary	Complete ✓	6 Member Certification	Complete ✓

HDP Request Form (HDP-005)

Overview

HDP Reservation
Request

HDP Request
Form (HDP-005)

File Transfer
System (FTS)

The member representative executing the HDP Request Form is one of the designated users authorized to submit household files via the FHLBANY's FTS.

Submissions by unauthorized users will be denied.

Member Certification Back to Top ^

Status: Complete

The undersigned acknowledges that:

- (1) The Member shall comply with all the requirements established by the Federal Housing Finance Agency ("FHFA") Affordable Housing Program regulations, 12 C.F.R. Part 1291 ("AHP Regulation"), the FHLBANY AHP Implementation Plan (the "Implementation Plan"), and the FHLBANY Program Guidelines (the "Program Guidelines"), which govern the Bank's Homebuyer Dream Program, whether now existing or hereafter amended or implemented;
- (2) the FHLBANY may deny or recover the grant if the FHLBANY discovers that the household does not meet Program requirements, the Member provided false, misleading or incomplete information to FHLBANY, or pursuant to the terms and conditions set forth in the AHP Regulation, Implementation and Program Guidelines; and
- (3) nothing contained in the Program Guidelines, Implementation Plan or this Program Request Form may be construed as an agreement or commitment on the part of FHLBANY to provide reimbursement of grant subsidy to the Member.

The undersigned certifies that the information contained in this Program Request Form is true and accurate.

By typing or signing your name below, you agree that you signed this document with an electronic signature. You intend your authorized electronic signature to have the effect of your written signature. You have viewed and read this disclosure and this document before you signed it and you agree to be bound by the terms contained in this document. Please print and/or save a copy of this document. We may rely on, and enforce, this document in electronic form or as a paper version of the electronic form.

Authorized Member Representative Name	Title	Date
<input type="text" value="John Doe"/>	<input type="text" value="Loan Servicer"/>	<input type="text" value="1/1/20XX"/>
Email Address	Telephone (Including Area Code)	
<input type="text" value="John.Doe@Sample.com"/>	<input type="text" value="555-555-5555"/>	

^ Back to Top HDP-005: Homebuyer Dream Program Request Form

Submission of the Reservation Request

Overview

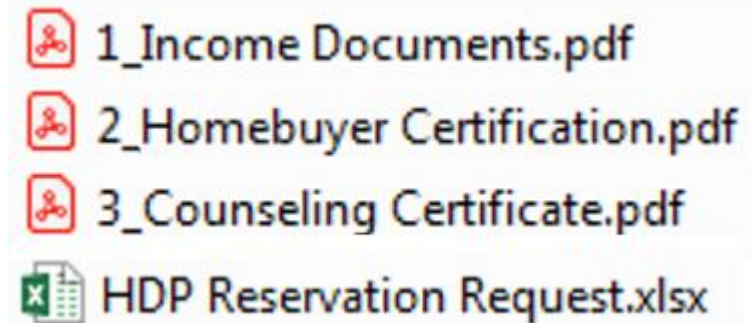
HDP Reservation Request

HDP Request Form (HDP-005)

File Transfer System (FTS)

- Household files are submitted to the FHLBNY as **one zip file per household.**
- The user must submit an HDP Request Form (in MS Excel format, containing the .xlsx file extension).
- Supporting documentation must be included within the zip file in clear and legible PDF format.
- Once all the required documents have been saved in one zip file per household, the user is ready to submit the file to the FHLBNY via our FTS.

Reservation Request



Accessing the FTS for HDP®

Overview

HDP Reservation Request

HDP Request Form (HDP-005)

File Transfer System (FTS)

Navigate to the section to submit your HDP Reservation Request.

- The [**SUBMIT YOUR HDP REQUEST**] button brings you directly to the FHLB NY's FTS login screen.

Homebuyer Dream Program® (HDP®) Funding Request

Grant funds under the HDP are disbursed to the member on a post-closing basis. The FHLB NY requires the closing and the reimbursement of funds to the Member to occur within the 120-day commitment period. Funding requests should be submitted to the FHLB NY no later than fifteen (15) days prior to commitment expiration.

The member will need to submit a [HDP Round Request Form](#) (in MS Excel format, containing the .xlsx file extension) selecting the Funding Request option. The HDP Round Request Form along with the

SUBMIT YOUR HDP REQUEST

Logging into the FTS

Overview

HDP Reservation
Request


HDP Request
Form (HDP-005)

File Transfer
System (FTS)

Only authorized users can access the FHLB NY's FTS and upload zipped household files to the FHLB NY.

- Enter the user credentials provided by the FHLB NY to enter the FTS.
- Passwords assigned to authorized users can not be personalized. If you forget your password, please email us at HDP@fhlbny.com and we will resend your password to the authorized user on file.

Log in



Federal Home Loan Bank
NEW YORK

Username: [Forgot Username](#)

Password: [Forgot Password](#)

The Web Transfer Client has been tested for use with the following browsers:

- Microsoft Edge - v110 or later
- Google Chrome - v110 or later
- Firefox - v65 or later
- Safari - Mac, v11 or later

Please Note: Cookies must be enabled in the browser.

Uploading your HDP Request

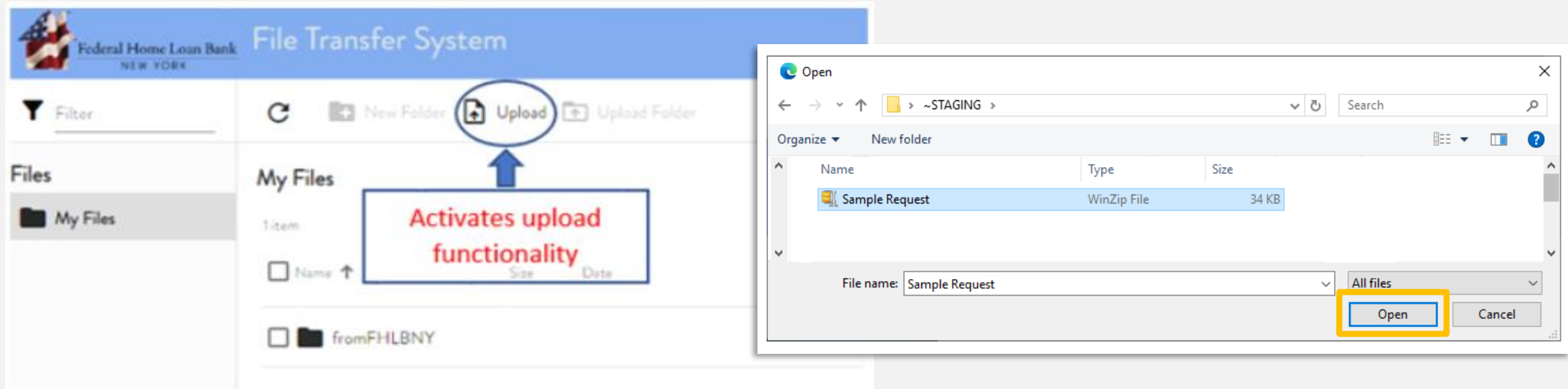
Overview

HDP Reservation Request

HDP Request Form (HDP-005)

File Transfer System (FTS)

- To upload a file, select the [**Upload**] icon at the top of the screen.
- Locate the zipped household file and select [**Open**] to upload the file to the FTS.



Uploading your HDP Request

Overview

HDP Reservation Request

HDP Request Form (HDP-005)

File Transfer System (FTS)

- The uploaded zip file will appear within the landing page of the FTS under the “In-Progress” section.
- This section will indicate to the user that the file upload was successful.
- An automatic email message is also sent to the member confirming a successful file submission.

The screenshot displays the File Transfer System (FTS) interface for the Federal Home Loan Bank of New York. The interface is divided into several sections:

- Files:** A sidebar on the left shows the current directory structure, including "My Files".
- My Files:** The main content area shows a list of files. A folder named "fromFHLBNY" is highlighted, with a callout box indicating it was "Retrieve from the FHLBNY".
- In-Progress:** A section on the right shows the status of uploads. A callout box indicates it "Displays the status of all transfers & history of transfers".
- History:** A section on the far right shows a list of past uploads. A callout box indicates it shows "History" and lists a recent upload: "You uploaded Sample Request.zip to My Files".

Additional callouts include:

- A refresh icon (circular arrow) is circled in yellow, with a callout box stating "Used to refresh the FTS session".
- An "Upload" button is circled in blue, with a callout box stating "Used to Upload Information to the FHLBNY".

Note: The submission of a new household reservation request through the FTS does not constitute a reservation or commitment of funds.

Submission of the Reservation Request



- If additional documentation is requested by the FHLB NY, the member is required to submit an HDP Request Form (in MS Excel format, containing the .xlsx file extension) by selecting the [**Other Documentation**] form request type.
- The HDP Request Form, along with the requested documentation (in PDF format), must be submitted via the FTS as one zip file per household.

Federal Home Loan Bank
NEW YORK

Homebuyer Dream Program® Request Form - 2023 Round

Which type of form would you like to submit?

New Household Reservation Request

Funding Request

Other Documentation Request

Initiate Other Documentation Request

*Note that once you've started the request form, you **will not** be able to change the form type; please ensure the correct type is selected before proceeding.*

Additional Resources

[FHLB NY Homebuyer Dream Program \(HDP\) Webpage](#)

HDP-005: Homebuyer Dream Program Request Form

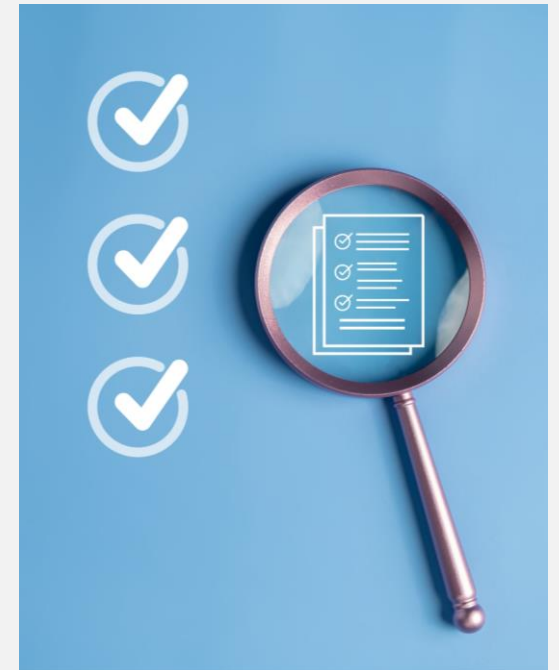
In Closing

We encourage you to review the AHP Implementation Plan, the HDP Guidelines, and the HDP tutorials located on our website: www.fhlbny.com.

Thank you for viewing the tutorial on the Submission of an HDP Reservation Request.

If you have any program or household specific questions, please contact us!

- ✓ AHP Implementation Plan
- ✓ HDP Guidelines
- ✓ HDP Tutorials





Federal Home Loan Bank
NEW YORK

Advancing Housing and Community Growth

Questions or additional
information:

HDP@fhlbny.com

The information provided by the Federal Home Loan Bank of New York (FHLBNY) in this communication is set forth for informational purposes only. The information should not be construed as an opinion, recommendation or solicitation regarding the use of any financial strategy and/or the purchase or sale of any financial instrument. All customers are advised to conduct their own independent due diligence before making any financial decisions. Please note that the past performance of any FHLBNY service or product should not be viewed as a guarantee of future results. Also, the information presented here and/or the services or products provided by the FHLBNY may change at any time without notice.