



Federal Home Loan Bank  
NEW YORK

# Homebuyer Dream Program<sup>®</sup> (HDP<sup>®</sup>) *Submission of an HDP<sup>®</sup> Funding Request*

January 2025

# Tutorial on How to Submit an HDP Funding Request

In this tutorial we will provide an overview on how to complete the HDP, HDP Plus and HDP Wealth Builder Funding Request, as well as how to submit the completed HDP Funding 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

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

# Overview

## Overview

## HDP Funding Request

## HDP Request Form (HDP-005)

## File Transfer System (FTS)

- The FHLBNY requires reimbursement of funds to the member to occur by the household's 120-day commitment expiration.
- Funding requests must be submitted by the member to the FHLBNY upon receipt of closing documentation and no later than fifteen (15) days prior to commitment expiration.
- All documentation is reviewed for eligibility, consistency and accuracy as to the household closing.
- If applicable, the FHLBNY will email the member for additional details.
- The FHLBNY will reimburse the member on a post closing basis.
- Grant funds are disbursed to the member's Overnight Investment Account with the FHLBNY.
- An email will be sent to the member to confirm the funding of the HDP grant.
- The member is responsible for the issuance (or recordation) of a subordinate lien for the HDP grant.

# HDP Request Form (HDP-005)

Overview

HDP Funding 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's website: [www.fhlbny.com](http://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](mailto: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**

# Submission of an HDP Funding Request

Overview

HDP Funding Request

HDP Request Form  
(HDP-005)

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The member is responsible for ensuring HDP retention documents are fully executed at the time of closing.

Retention documents can be found with all HDP Forms & Agreements.

Note: Retention documents are not required for HDP Plus & HDP Wealth Builder.

The screenshot shows the Federal Home Loan Bank of New York website. The navigation menu includes 'ABOUT US', 'MEMBERS', 'BUSINESS LINES', 'COMMUNITY', 'CAREERS', 'NEWS', 'EVENTS', and 'FINANCIAL INTE'. The 'COMMUNITY' menu is expanded, showing 'Housing Programs', 'Community Lending Programs', 'Small Business Recovery Grant Program', and 'Success Stories'. The 'Forms & Agreements' section lists the following forms:

Form ID	Description	Download Link
AHP-153	Affordable Housing Program (AHP) Recapture Request Form	XLS
AHP/HDP-001	AHP/HDP Zero-Income Certification	PDF
HDP-001	HDP Member Participation Agreement	PDF
HDP-002	HDP File Transfer System Enrollment Form	PDF
HDP-004	HDP Homebuyer Certification	PDF
HDP-005	2023 HDP Round Request Form	XLS
HDP-006	Retention Documents	PDF
HDP-006COOP	Co-Op Intention to Record	PDF
HDP-006FHA	FHA Retention Documents	PDF
HDP-006FHAPR	FHA Retention Documents (for Puerto Rico only)	PDF
HDP-006PR	Retention Documents (for Puerto Rico only)	PDF

# HDP Funding Request Package – FHLBNY Retention Documents

Overview

HDP Funding Request

HDP Request Form  
(HDP-005)

File Transfer System  
(FTS)

- Fully executed FHLBNY retention documents must be provided within the HDP Funding Request
- Retention documents are fillable PDF forms
- No alterations may be made to the retention documentation
- The Subordinate Mortgage or Declaration of Restrictive Covenant must be signed by all individuals listed on the title to the subject property

- ✓ Conventional Loan
  - Retention (HDP-006)
- ✓ Federal Housing Administration (FHA)
  - FHA Retention (HDP-006 FHA)
- ✓ Co-Op Financing
  - Retention (HDP-006 COOP)
- ✓ Puerto Rico
  - Retention (HDP-006 PR)
  - FHA Retention (HDP-006 FHA PR)

# HDP Funding Request Package – Closing Disclosure

Overview

HDP Funding Request

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File Transfer System  
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The Closing Disclosure must demonstrate the following:

- The total grant amount must be itemized as follows:
  - “Homebuyer Dream Program” or “HDP”
  - “Homebuyer Dream Program Plus” or “HDP Plus”
  - “Homebuyer Dream Program Wealth Builder” or “HDP Wealth Builder”
- The non-profit counseling agency fee, if applicable, must be itemized on the Closing Disclosure
- The household’s minimum equity contribution of \$1,000 used towards down payment, closing costs or costs paid before closing for the purchase of the property must be clearly identified
- Participating members may provide cash back to a household at closing in an amount not exceeding \$250. A member shall use AHP direct subsidy exceeding such amount as a credit to reduce the principal of the mortgage loan or as a credit toward the household's monthly payments on the mortgage loan. HDP grant funds cannot be used to reimburse household for earnest deposits or cash down payments.

The image shows a stack of five Closing Disclosure forms. The top form is the most prominent and contains the following sections:

- Closing Disclosure** (Title)
- Closing Information:** Date Issued, Closing Date, Disclosure Date, Settlement Agent, FTA #, Power of Attorney, Estimated Prop. Value.
- Transaction Information:** Borrower, Seller, Lender.
- Loan Information:** Loan Type, Purpose, Product, Loan Type (Conventional, FHA, etc.), Loan ID #, MFC #.
- Loan Terms:** Loan Amount, Interest Rate, Can this amount increase after closing?
- Monthly Principal & Interest:** See Projected Payments below for your Estimated Total Monthly Payment.
- Prepayment Penalty:** Balloon Payment, Does the loan have these features?
- Projected Payments:** Payment Calculation, Principal & Interest, Mortgage Insurance, Estimated Escrow, Estimated Total Monthly Payment.
- Estimated Taxes, Insurance & Assessments:** This estimate includes Property Taxes, Borrower's Insurance, Other. In escrow? Yes/No.
- Costs at Closing:** Closing Costs (Includes: In Loan Costs +, In Lender Credits, In Other Costs -), Cash to Close (Includes Closing Costs, See Calculating Cash to Close on page 3 for details).

The bottom of the forms shows signature lines for the Applicant and Co-Applicant, along with dates and the page number (PAGE 1 OF 5 - LOAN ID #).



# HDP Request Form (HDP-005)

Overview

HDP Funding Request

HDP Request Form  
(HDP-005)

File Transfer System  
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The HDP-005 Request Form is a Microsoft Excel-based document that can accommodate six (6) different request types, depending on the selection:

- Homebuyer Dream Program®
- Homebuyer Dream Program® Plus
- Homebuyer Dream Program® Wealth Builder
  - New Household Reservation Request
  - Funding Request
  - Other Documentation Request

Federal Home Loan Bank  
NEW YORK

**Homebuyer Dream Program® Request Form - 2025 Round**

Which program would you like to select?  
Homebuyer Dream Program

Which type of Homebuyer Dream Program request would you like to submit?  
Funding Request

**Initiate Funding 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](#)
- [FHLBNY Homebuyer Dream Program Plus \(HDP Plus\) Webpage](#)
- [FHLBNY Homebuyer Dream Program Wealth Builder \(HDP Wealth Builder\) Webpage](#)

HDP-TBD: Homebuyer Dream Program® Request Form

# HDP Request Form (HDP-005)

Overview

HDP Funding Request

HDP Request Form  
(HDP-005)

File Transfer System  
(FTS)

Select the [**Funding Request**] option, then the [**Initiate Funding Request**] button 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 FHLBNY website, or close and reopen the downloaded form.

Federal Home Loan Bank  
NEW YORK

Homebuyer Dream Program® Request Form - 2025 Round

Which program would you like to select?  
Homebuyer Dream Program

Which type of Homebuyer Dream Program request would you like to submit?  
Funding Request

Initiate Funding 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](#)
- [FHLBNY Homebuyer Dream Program Plus \(HDP Plus\) Webpage](#)
- [FHLBNY Homebuyer Dream Program Wealth Builder \(HDP Wealth Builder\) Webpage](#)

HDP-TBD: Homebuyer Dream Program® Request Form

# HDP Request Form (HDP-005)

Overview

HDP Funding 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 - 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 <a href="#">FHLB NY Member</a>	Complete ✓	4 <a href="#">Purchase Property</a>	Complete ✓
2 <a href="#">Household Information</a>	Complete ✓	5 <a href="#">Household Qualification</a>	Complete ✓
3 <a href="#">Grant Summary</a>	Complete ✓	6 <a href="#">Member Certification</a>	Complete ✓

# HDP Request Form (HDP-005)

Overview

HDP Funding Request

HDP Request Form  
(HDP-005)

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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 Funding Request

Overview

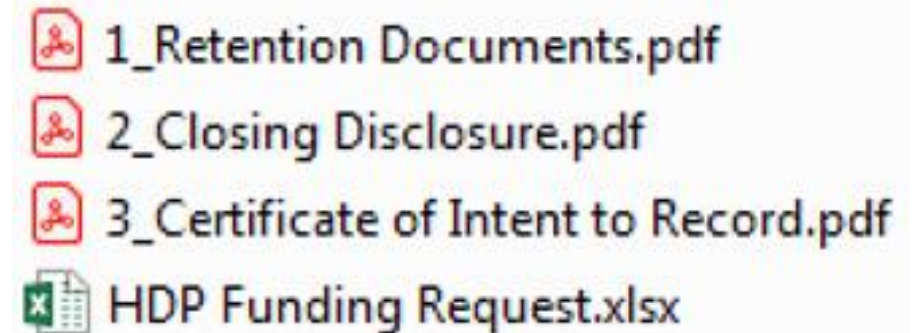
HDP Funding Request

HDP Request Form  
(HDP-005)

File Transfer System  
(FTS)

- Household files are submitted to the FHLB NY 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 FHLB NY via our FTS.

## Funding Request



# Submission of the Funding Request

Overview

HDP Funding Request

HDP Request Form  
(HDP-005)

File Transfer System  
(FTS)

Prior to the submission of the HDP Request Form to the FTS, please ensure the required fields section (located on the top right of the form) reflects 100% completion.

% Complete (Required Fields)

100%



Funding Request

The screenshot shows the 'Homebuyer Dream Program Request Form' with a progress indicator at the top right showing 100% completion. The form includes sections for Member Information, Household Information, Grant Summary, and Mortgage Information. The 'Grant Summary' section shows a requested grant amount of \$1,275.00 and a total requested grant amount of \$1,000.00. The 'Mortgage Information' section shows a first mortgage loan amount of \$250,000.00 at a 4.0000% APR for 360 months. The form also includes a table of contents and a table of completion status for various sections.

Section	Progress	Section	Progress
1 FHLBNY Member	Complete	4 Mortgage Information	Complete
2 Household Information	Complete	5 Other Grants	Complete
3 Grant Summary	Complete	6 Member Certification	Complete

# Accessing the FTS for HDP

Overview

HDP Funding Request

HDP Request Form  
(HDP-005)

File Transfer System  
(FTS)

Navigate to the section to submit your HDP Request.

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

ABOUT US MEMBERS BUSINESS LINES **COMMUNITY** CAREERS NEWS EVENTS FINANCIAL INTELLIGENCE LOGIN

Housing Programs Community Lending Programs Small Business Recovery Grant Program Success Stories

Affordable Housing Program

**Homebuyer Dream Program® Suite**

AHP System

## Homebuyer Dream Program® (HDP®) Suite Funding Request

Grant funds under the HDP and HDP Plus are disbursed to the member on a post-closing basis. The FHLBANY 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 FHLBANY no later than fifteen (15) days prior to commitment expiration.

HDP® HDP® Plus

The member will need to submit an [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 following documentation (in PDF format), must be submitted via the [FHLBANY File Transfer System](#) as one Zip file per household:

- Closing Disclosure
- Subordinate Mortgage
- Certification of Intent to Record
- Promissory Note (applicable to Puerto Rico only)
- Declaration of Restrictive Deed Covenant (applicable to FHA financing)

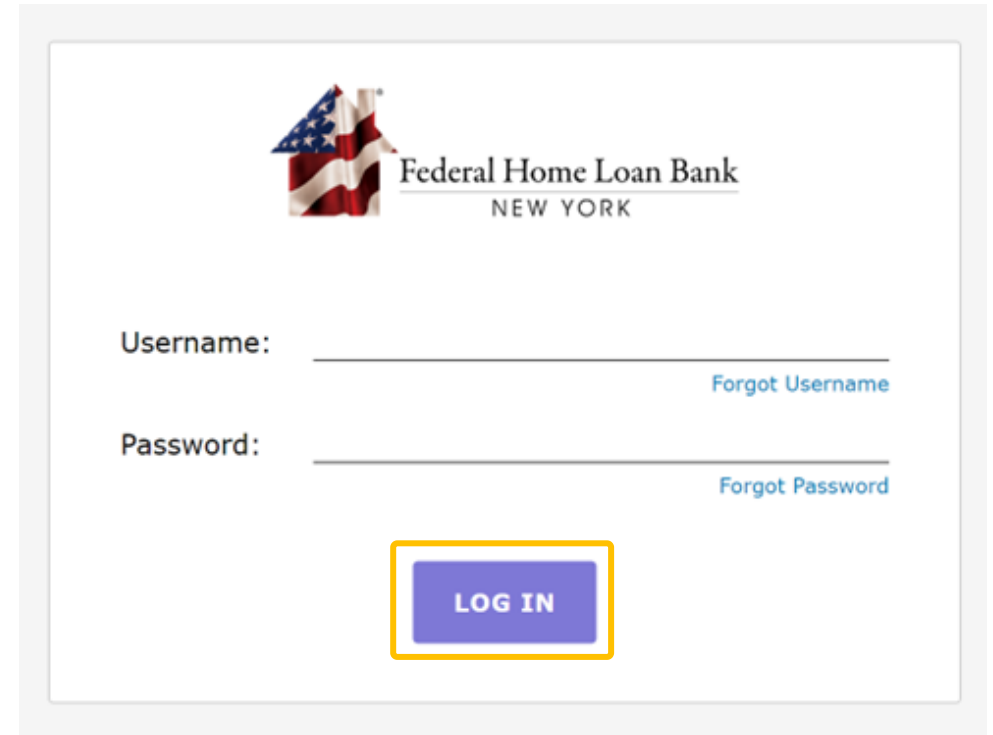
HDP® OVERVIEW  
HOMEBUYER INFORMATION  
RESERVATION REQUEST  
**FUNDING REQUEST**  
FORMS, GUIDELINES & AGREEMENTS

**Key Contacts**  
HDP  
HDP@fhlbny.com  
Relationship Managers  
(212) 441-6700  
FHLBANY@fhlbny.com

**SUBMIT YOUR HDP REQUEST**

# Logging into the FTS

- Only authorized users can access the FHLBNY FTS and upload zipped household files to the FHLBNY via Multi-Factor Authentication (MFA).
- Enter the user credentials provided by the FHLBNY to enter the FTS.



The screenshot shows the login interface for the Federal Home Loan Bank of New York. At the top left is the bank's logo, which features a stylized house with an American flag pattern. To the right of the logo, the text "Federal Home Loan Bank" is displayed in a serif font, with "NEW YORK" in a smaller, sans-serif font below it. Below the logo and text, there are two input fields. The first is labeled "Username:" and has a text input field with a "Forgot Username" link in blue text to its right. The second is labeled "Password:" and has a text input field with a "Forgot Password" link in blue text to its right. Below the password field is a purple rectangular button with the text "LOG IN" in white, which is highlighted with a yellow border.



# Logging into the FTS

- You will be asked to enter a one-time passcode sent via email from [noreply-FTS@fhlbny.com](mailto:noreply-FTS@fhlbny.com) to the address you supplied when you enrolled in the FHLBNY FTS.
- If you do not see the e-mail, check your spam folder and ensure the email address, [noreply-FTS@fhlbny.com](mailto:noreply-FTS@fhlbny.com), is whitelisted.
- Passwords assigned to authorized users can not be personalized. If you forget your password, please email us at [HDP@fhlbny.com](mailto:HDP@fhlbny.com) and we will resend your password to the authorized user on file.

**From:** Federal Home Loan Bank of New York <noreply-FTS@fhlbny.com>

**Sent:** Tuesday, December 3, 2024 11:19 AM

**To:** Doe, John <John.Doe@email.com>

**Subject:** Complete the authentication process in EFT

Hi [john.doe@email.com](mailto:john.doe@email.com),

Here is your one-time passcode to access the FHLBNY File Transfer System (FTS):

**384643**

This passcode will expire in 5 minutes.

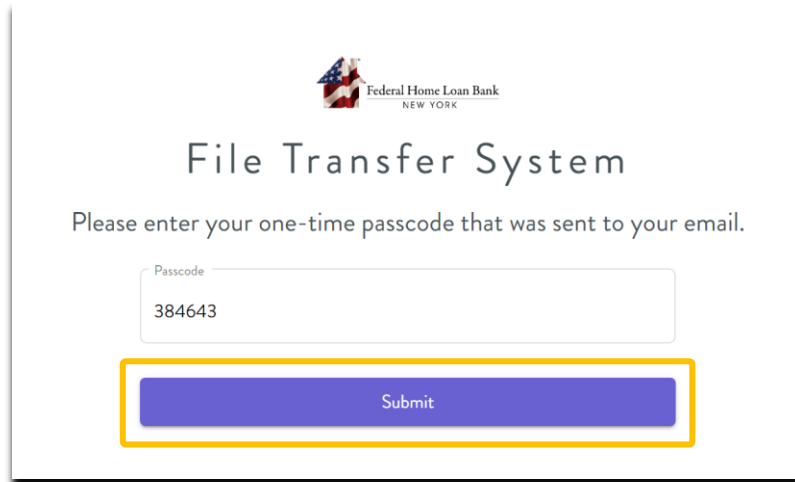
If you have any questions, please contact us at the following email address:

Collateral Users: [mediafiles@fhlbny.com](mailto:mediafiles@fhlbny.com)

Homebuyer Dream Program® Users: [HDP@fhlbny.com](mailto:HDP@fhlbny.com)

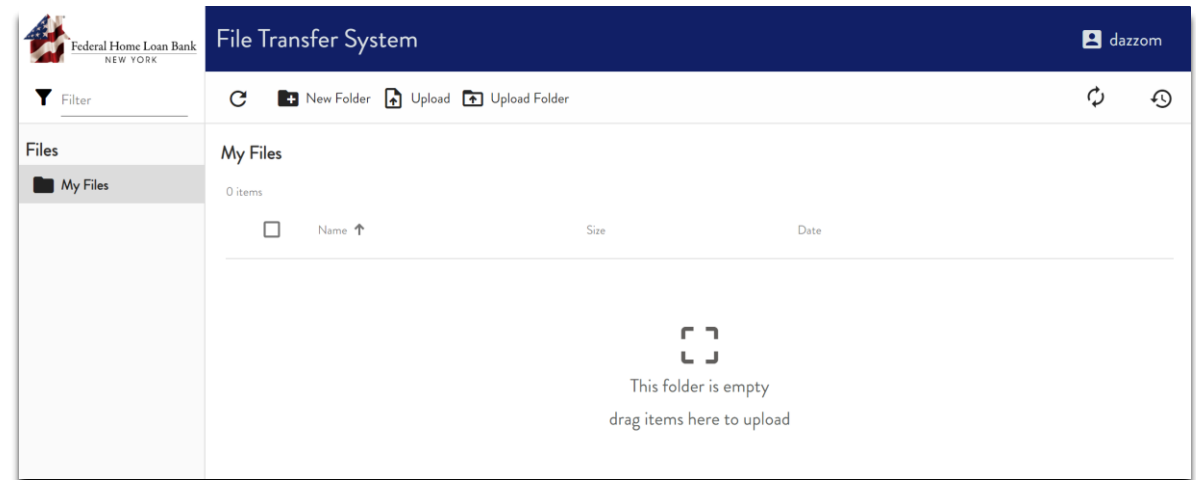
# Logging into the FTS

- Enter the one-time passcode from your email and select **Submit**.



The screenshot shows the login page for the File Transfer System. At the top left is the Federal Home Loan Bank New York logo. The title "File Transfer System" is centered. Below the title, it says "Please enter your one-time passcode that was sent to your email." There is a text input field labeled "Passcode" containing the number "384643". Below the input field is a blue "Submit" button, which is highlighted with a yellow rectangular border.

- Upon successful verification, you will be able to access the FHLB NY FTS.



# Uploading your HDP Request

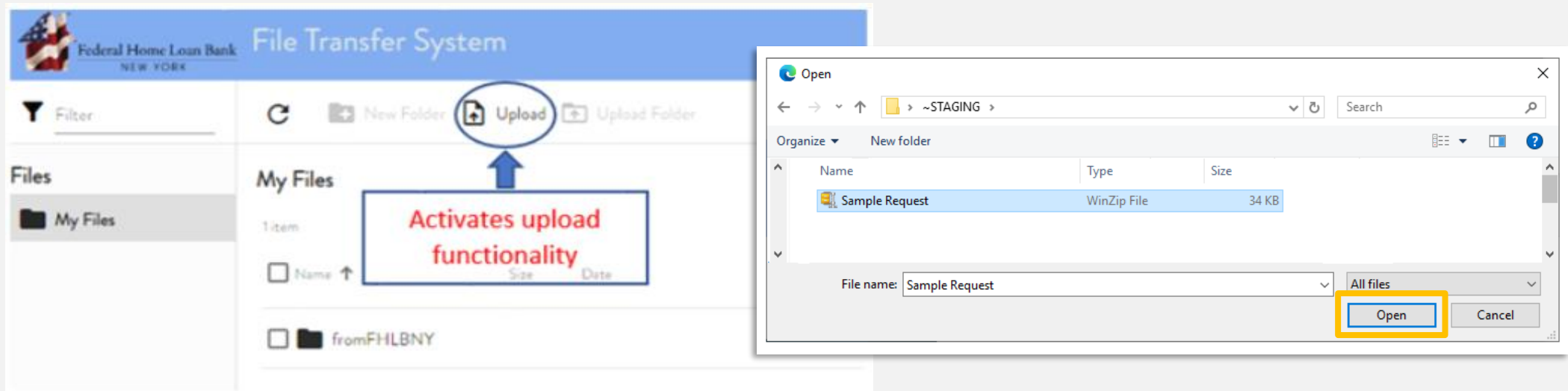
Overview

HDP Funding 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 Funding 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 shows the File Transfer System (FTS) interface for the Federal Home Loan Bank of New York. The interface is divided into several sections: "My Files", "In-Progress", and "History".

- My Files:** A table with columns for Name, Size, and Date. A folder named "fromFHLBNY" is listed. A blue arrow points from a box labeled "Retrieve from the FHLBNY" to this folder. Another blue arrow points from a box labeled "Used to Upload Information to the FHLBNY" to the "Upload" button in the top navigation bar.
- In-Progress:** A section with a blue arrow pointing to it from a box labeled "Displays the status of all transfers & history of transfers".
- History:** A section showing a list of transfers. A yellow box highlights this section, containing a message: "You uploaded Sample Request\_zip.zip to My Files".
- Navigation:** The top navigation bar includes a refresh icon (circled in blue) with a callout box: "Used to refresh the FTS session". The "Upload" button is also circled in blue.
- Refresh Icons:** Two refresh icons are circled in yellow in the top right corner of the interface.

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

# Submission of the Funding Request

Overview

HDP Funding Request

HDP Request Form  
(HDP-005)

File Transfer System  
(FTS)

- 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 - 2025 Round

Which program would you like to select?  
Homebuyer Dream Program

Which type of Homebuyer Dream Program request would you like to submit?  
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](#)
- [FHLB NY Homebuyer Dream Program Plus \(HDP Plus\) Webpage](#)
- [FHLB NY Homebuyer Dream Program Wealth Builder \(HDP Wealth Builder\) Webpage](#)

HDP-TBD: Homebuyer Dream Program® Request Form

HDP-TBD: Homebuyer Dream Program® Request Form

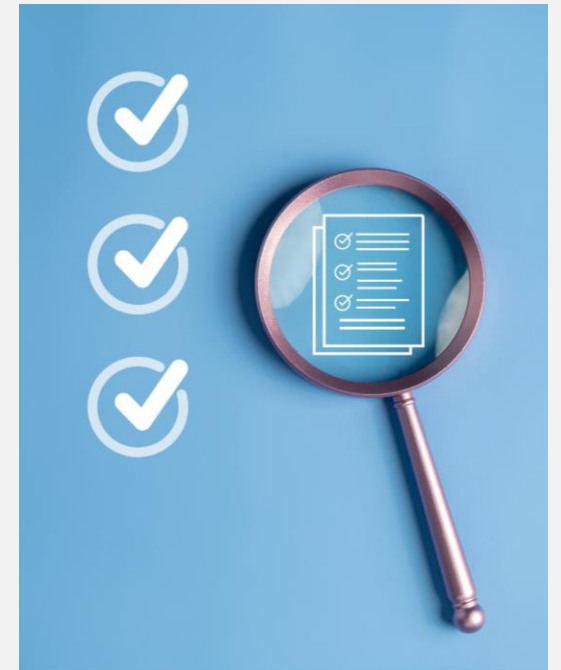
# In Closing

We encourage you to review the AHP Implementation Plan, the HDP Guidelines, and the HDP tutorials located on our website: [www.fhlbny.com](http://www.fhlbny.com).

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

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

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





# Advancing Housing and Community Growth

Questions or additional  
information:

[HDP@fhlbny.com](mailto: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.