

NOTE: Significant errors should be corrected and resubmitted to:

Federal Reserve Board
Attention: FDIC HMDA Processing
Fifth Floor
1709 New York Avenue, NW
Washington, D.C., 20006

(202) 452-2016 (HMDA Assistance Line)

Adequate notation of errors and omissions should be made on all records currently available to the public. Financial institution controls should be revised and corrected to prevent recurrence. The institution should review 1-3 years of HMDA-LAR data to correct significant inaccuracies.

5. Determine if the financial institution has the necessary tools to compile the geographic information.
 - a. Determine if the financial institution uses the U.S. Census Bureau's Census Tract Street Address Lookup Resources for 2000, the Census Bureau's 2000 Census Tract Outline Maps, LandView 5 equivalent materials available from the Census Bureau or from a private publisher, or an automated geocoding system in order to obtain the proper census tract numbers.
 - b. If the financial institution relies on outside assistance to obtain the census tract numbers (for example, private "geocoding" services or real estate appraisals), verify that adequate procedures are in place to ensure that the census tract numbers are obtained in instances where they are not provided by the outside source. For example, if the financial institution usually uses property appraisals to determine census tract numbers, it must have procedures to obtain this information if an appraisal is not received; such as in cases where a loan application is denied before an appraisal is made.
 - c. Verify that the financial institution has taken steps to ensure that the provider of outside services is using the appropriate 2000 Census Bureau data.
 - d. Verify that the financial institution uses current MSA and MD definitions to determine the appropriate MSA and MD numbers and boundaries. MSA definitions and numbers (and state and county codes) are available from the supervisory agency, the "FIPS PUB 8-6, Metropolitan Statistical Areas" (as updated periodically), or "A Guide to HMDA Reporting, Getting it Right!"
6. For banks and savings associations required to report data on small-business, small-farm, and community development lending under the CRA, verify that they also collect accurate data on property located outside metropolitan areas MSAs or MDs in which the

institution has a home or branch office, or outside any metropolitan area MSAs or MDs.

Examination Conclusions

1. Summarize the findings, supervisory concerns, and regulatory violations.
2. For the violations noted, determine the root cause by identifying weaknesses in internal controls, audit and compliance reviews, training, management oversight, or other factors; also, determine whether the violation(s) are repetitive or systemic.
3. Identify action needed to correct violations and weaknesses in the institution's compliance system.
4. Discuss findings with the institution's management and obtain a commitment for corrective action.

References

Statute: Home Mortgage Disclosure Act
www.fdic.gov/regulations/laws/rules/6500-3030.html#6500hmda1975

Many of the following reference links can be found at the FFIEC HMDA website at **www.ffiec.gov/hmda**

Regulation C:

- *Regulation effective for data collected thru 2003*
www.ffiec.gov/hmda/pdf/regulationc.pdf
 - *Commentary effective for data collected through 2003*
www.ffiec.gov/hmda/pdf/commentary.pdf
 - *Regulation effective on January 1, 2004*
www.ffiec.gov/hmda/pdf/regulationc2004.pdf
 - *Commentary effective on January 1, 2004*
www.ffiec.gov/hmda/pdf/regc_staff2004.pdf
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Transition rules for HMDA 2004:

www.ffiec.gov/hmda/pdf/transitionrules.pdf

Special limited exception for new 2004 reporters in new MSAs:

www.ffiec.gov/hmda/geocode.htm

Census Products

- *Census Data; Counties Located in Non-Metro Area Listing; and HUD estimated Metropolitan Area Median Family Income Listing*
www.ffiec.gov/hmda/censusproducts.htm
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History of 2002 Amendments to Reg C and Commentary:

- *Amendments—published February 2002*
www.ffiec.gov/hmda/pdf/regc_020702.pdf
- *Delay of effective date—published May 2002*
www.ffiec.gov/hmda/pdf/regc_050202.pdf
- *Further amendments—published June 2002*
www.ffiec.gov/hmda/pdf/regc_062102.pdf

- *Amendments effective January 1, 2003—published June 2002*

www.ffiec.gov/hmda/pdf/regtech_062102.pdf

Consideration and Calculation of Civil Money Penalties (FIAP) Manual:

http://fdic01/division/dsc/rm/fiap_manual/chap10-civil%20money%20penaltied.pdf

Financial Institution Letters:

- Pending FIL re 2002-2005 changes, to be issued shortly.

Job Aids

FFIEC HMDA Site—Interagency aspects of HMDA:

www.ffiec.gov/hmda

A Guide to HMDA Reporting: Getting It Right!

A summary of requirements and instructions for reporting HMDA data. The 2004 version will be available on the HMDA web site by January 1, 2004, and will be mailed to HMDA reporting institutions shortly thereafter.

www.ffiec.gov/hmda/guide.htm

HMDA Data Entry Software:

Designed by the FRB on behalf of the FFIEC, the HMDA Data Entry Software assists respondents in automating the filing of their HMDA data. Provided free of charge to HMDA lenders, the software includes editing features to help verify and analyze the accuracy of the data. The current version is available only by download at the FFIEC HMDA web site.

www.ffiec.gov/hmda/softinfo.htm

Rate Spread Calculator:

www.ffiec.gov/ratespread/default.aspx

Data Submission:

Encrypted HMDA data should be emailed annually by March 1st to: hmdasub@frb.gov

HMDA 2004: Revisions to Reg C—A Training Presentation in various formats:

www.ffiec.gov/hmda/powerpoint.htm

FFIEC Geocoding System:

Allows the user to retrieve Metropolitan Area (MA), State, County, and Census Tract codes for street addresses.

www.ffiec.gov/geocode/default.htm

To read more about the FFIEC Geocoding/Mapping System, go to www.ffiec.gov/geocode/help_1.htm

Disclosure Statements:

Annually each July, the FFIEC mails a complimentary copy of the FFIEC HMDA Aggregate & Disclosure CD-ROM that contains ALL HMDA reporters' individual Disclosure Statements. Institutions may access and print a copy of their Disclosure Statement from this CD-ROM or from the FFIEC's web site.

<http://www.ffiec.gov/hmdaadwebreport/DisWelcome.aspx>

National Aggregate Reports:

<http://www.ffiec.gov/hmdaadwebreport/NatAggWelcome.aspx>

Aggregate Reports by state, MSA:

<http://www.ffiec.gov/hmdaadwebreport/Agg/Welcome.aspx>

Sampling Guidelines for Compliance and CRA:

www.fdic.gov/regulations/compliance/manual/appendix/app-h.pdf

CRA Wiz/MAPPS:

fdic01/division/dsc/cra/CRAWiz/index.html

Census Information:

www.ffiec.gov/webcensus/ffieccensus.htm

HMDA Glossary:

www.ffiec.gov/hmda/glossary.htm

CRA/HMDA Reporter Newsletter:

Annual on-line publication that provides information on various topics to assist in the collection and reporting of CRA and HMDA data, informing readers of new developments and changes, as well as answering commonly asked questions.

www.ffiec.gov/hmda/newsletter.htm