



Memorandum

Date: June 20, 2007

To: Compliance Officer of
Institution Subject to the Home Mortgage Disclosure Act and/or
the Community Reinvestment Act

From: Tamara Wiseman, Executive Secretary
Federal Financial Institutions Examination Council

Background

The Federal Financial Institutions Examination Council (FFIEC) member agencies and the Department of Housing and Urban Development recently agreed to redesign the Home Mortgage Disclosure Act (HMDA) and Community Reinvestment Act (CRA) data processing systems over the next several years. The new architecture will improve the efficiency and speed of data processing and address significant issues that burden the existing legacy HMDA and CRA data processing systems.

HMDA and CRA Data Entry Software, V.2008

The first changes will be made to the HMDA and CRA Data Entry Software (DES), V.2008. The new versions of the DES will include an option that allows a respondent to submit data directly to the Board via a secured Web service. The Web service will verify that the transmittal information is correct before allowing the data submission to proceed (the respondent name, respondent ID and agency code of the current year transmittal sheet must match either previous year transmittal sheet or current year panel information in its entirety). The new DES will continue to provide a standalone encryption module for files sent via e-mail instead of the secured Web service. In the future, we plan to discontinue the standalone encryption module and therefore encourage importing the data into the DES prior to sending the data via secured Web service or export for submitting via e-mail. This process ensures that your data does not contain any validity errors prior to sending the data.

Generic E-mail Address

The most efficient and guaranteed method for an institution to receive timely HMDA and CRA data edit reports is via e-mail. Therefore, we plan to primarily use e-mail for the transmission of the resulting edit report following edit processing. The faxing capability will remain as a secondary means when an e-mail address is unavailable or invalid.

E-mail addresses on file with the FFIEC most often belong to an institution's compliance officer or a specific person on the HMDA processing staff. Because institutions generally do not provide the FFIEC with revised contact information and e-mail addresses when staffing changes occur, edit reports and other information are frequently not received by the appropriate staff member. In order to eliminate this issue and keep the CRA and HMDA data collection and processing on schedule, we strongly recommend that each institution establish a separate **generic e-mail address** to receive HMDA and CRA data-related e-mails. A generic e-mail address for your institution would allow any individual in the HMDA or CRA data processing group to check for edit reports and any HMDA- or CRA-related information and deal with the documents in a timely fashion. Once your institution has set up a generic e-mail address, please e-mail from the established generic e-mail address to crahelp@frb.gov for CRA and to hmdahelp@frb.gov for HMDA (include your 10-digit respondent ID and agency code and the institution's name in the subject line of the e-mail). In addition, be reminded to include the generic e-mail address on the transmittal sheets of your CRA (beginning with calendar year 2008 data) and HMDA reports.