



BOARD OF GOVERNORS  
OF THE  
**FEDERAL RESERVE SYSTEM**  
WASHINGTON, D. C. 20551

DIVISION OF  
INFORMATION TECHNOLOGY

## MEMORANDUM

May 30, 2007

**TO:** Compliance Officer, and  
Contact Person of Institution Subject to the Home Mortgage Disclosure Act

**FROM:** Patricia Dykes  
Manager, CRA/HMDA Operations Unit

**SUBJECT:** Transfer of Home Mortgage Disclosure Act Data Collection from the  
Federal Reserve Banks to the Federal Reserve Board

### Background

The Federal Reserve Bank of St. Louis, on behalf of the twelve Federal Reserve Banks, recently agreed to transfer the collection and processing of Home Mortgage Disclosure Act (HMDA) data from each Federal Reserve District to the HMDA Operations Unit at the Federal Reserve Board (Board) beginning with calendar year (CY) 2007 HMDA data collected in 2008. From 2008 and forward, all aspects of HMDA data collection and processing will be completed at the Board by HMDA Operations staff including the respondent final panel determination, data collection and loading of HMDA

LAR files, micro and macro data editing and resolution, and verifying HMDA data quality by generating some end-of-cycle reports and resolving issues with institutions that are flagged on those reports.

**Beginning in January 2008 with the reporting of CY 2007 HMDA data, all aspects of HMDA data collection and processing will be completed by HMDA Operations staff at the Board.**

### Collection of Calendar Years 2005, 2006, and 2007 Home Mortgage Disclosure Act Data

All processing tasks of CYs 2006 and 2005 HMDA data from institutions regulated by the Federal Reserve System (FRS) will be completed by Reserve Bank staff. (Note that the last day that 2005 HMDA resubmissions will be loaded to the Federal Financial Institutions Examination Council (FFIEC) HMDA mainframe system will be Monday, November 26, 2007. Therefore, the 2005 HMDA data resubmissions should be sent to your Reserve Bank prior to November 26).

Panel work for CY 2007 HMDA data for all FFIEC member agencies, including the FRS, will be completed in October and November, 2007. (The panel is a list of depository and nondepository institutions for each FFIEC member agency that are expected to report CY 2007 HMDA data in 2008).

The 2007 FFIEC HMDA mainframe system will be moved into production sometime during the first week of January, 2008; the system will accept CYs 2007 and 2006 HMDA data. The CY 2007 HMDA data are due by March 1, 2008; however, you can send your data as early as the first week in January. We will load CYs 2007 and 2006 HMDA data when the production system is available.

## FFIEC HMDA Data Entry Software

The FFIEC HMDA Data Entry Software (DES), Version 3.30, for the CY 2007 data collection that is posted on the FFIEC HMDA web site includes the correct e-mail and mailing addresses for institutions regulated by the FRS. **If you downloaded and installed Version 3.30 prior to May 22, 2007, please download and install the most recently updated software, same version, from the FFIEC HMDA web site (<http://www.ffiec.gov/hmda>).** The next scheduled release of the software, V.2008, for CY 2008 data will also contain the correct e-mail and mailing addresses for institutions regulated by the FRS and will be available by download from the FFIEC HMDA web site in Fall 2008 (<http://www.ffiec.gov/hmda>). The software is free and can be utilized for editing, reporting and submitting HMDA data.

## HMDA Editing and Reporting

All HMDA data must be checked using the FFIEC HMDA edits **prior** to submission (<http://www.ffiec.gov/hmda/edits.htm>). Regulation C requires all HMDA data submissions to be free of validity errors prior to submission. You must submit a validity-free submission or your institution is at risk of noncompliance. If you utilize a third party vendor's software package, you can still take advantage of the benefits of the HMDA Data Entry Software by using the editing and reporting features. The software includes editing and reporting features to help you verify, complete, and analyze your HMDA data. The 'Import' feature will accept a valid 'hmda.dat' file created in a third party vendor's software that meets the HMDA file specifications. Once the file has been successfully imported into the software, the user can utilize the editing and reporting features. The 'Export to Regulatory Agency via Internet e-mail' feature creates a validity-free encrypted file that can be transmitted via Internet e-mail directly to the Board at [HMDASUB@frb.gov](mailto:HMDASUB@frb.gov). Download your free copy of the software at <http://www.ffiec.gov/hmda>.

If your institution uses a third party vendor to prepare and transmit your HMDA data, **it is extremely important that you notify them immediately of this change.** Your vendor needs to be informed of the Board's file specification and editing requirements (<http://www.ffiec.gov/hmda/fileformats.htm>). Internet e-mail submission is the preferred electronic method to transmit HMDA data. Other electronic submission media types that can be used are diskette and CD-ROM. However, regardless of the media type chosen, you must follow the HMDA file specifications and edits.

## HMDA Submission Checklist for 2007 HMDA Data Collected in 2008

- Prepare your HMDA data submission.
- Download and install a free copy of the FFIEC HMDA Data Entry Software (<http://www.ffiec.gov/hmda>).
- 'Import' the correctly formatted 2007 'hmda.dat' file for editing purposes.
- Perform a 'Batch Edit' on the HMDA data and correct all validity errors.
- Choose the (1) 'Export' option from the Front Page. Choose the (2) 'Export to Regulatory Agency via Internet e-mail' option for encrypted submission to the Board.
- Address your e-mail to [HMDASUB@frb.gov](mailto:HMDASUB@frb.gov), include all the required institution information and attach the encrypted HMDA file named HMDAENCR.ENC located at the following path:  
C:\HMDADES\HMDASubmission\hmdaenr.enc.
- Send your encrypted, validity-free, 2007 HMDA data submission to the Board on or before March 1, 2008.

**Submission Address**

Send encrypted e-mail files to [HMDASUB@frb.gov](mailto:HMDASUB@frb.gov) for 2007 HMDA reporting on or before March 1, 2008. Sending your submission via Internet e-mail is the most efficient process for submitting HMDA data. If you choose to mail your submission in one of the other acceptable media types -- diskette or CD-ROM – please use an overnight delivery service. The submission must be postmarked by March 1, 2008 to the following address:

Federal Reserve Board  
ATTN: HMDA Processing, FRS  
20th & Constitution Avenue, NW  
MS N502  
Washington, DC 20551-0001

If your institution is required to resubmit its data, submit a “Complete Resubmission”, including an error-free transmittal sheet. Partial data resubmissions will not be processed in the majority of situations.

**HMDA Questions**

Questions regarding panel information, respondent ID numbers, HMDA data entry software, the processing and reporting of HMDA data should be addressed to [HMDAHELP@frb.gov](mailto:HMDAHELP@frb.gov) or the HMDA Assistance Line (202-452-2016). We expect the transfer of HMDA collection responsibilities to the Board will go smoothly and appreciate your support and cooperation as we complete the transition.