



CRAHMDA REPORTER

January 2014

Calendar Year 2014 CRA and HMDA Data Entry Software Enhancements

This section details the upcoming enhancements to both the 2014 Community Reinvestment Act (CRA) Data Entry Software (DES) and the Home Mortgage Disclosure Act (HMDA) DES. These enhancements have been made in response to CRA Help and HMDA Help e-mail inquiries.

“Submit or Export” button:

On the DES homepage, the “Export” button has been renamed “Submit or Export” to communicate clearly that selecting this will initiate the process to create an encrypted data file for transmission.

“Advanced Options” and new features accessible from the DES submission window:

An “Advanced Options” menu and new features for DES database and file management have been added to the submission window of the DES. These new features automate tasks frequently performed by software support personnel.

“Export for other purposes” default change:

“Export for other purposes” will default to the application user’s desktop instead of the C:\ drive.

Add current install path to Help/About menu:

The path where the software is currently installed was added to the Help/About Menu to help the CRA and HMDA DES Support Team better assist DES users.

Calendar Year 2013 Initial Submission Deadline

The annual reporting deadline of March 1st occurs on a Saturday in 2014; therefore the deadline for submitting an initial calendar year 2013 CRA/HMDA data file will be the next business day, Monday, March 3, 2014. Initial submissions sent subsequent to 11:59 p.m. EST, Monday, March 3, 2014, will be considered late.

NEED ASSISTANCE?

Contact CRA and HMDA staff through their websites or via e-mail.

CRA

www.ffiec.gov/cra
CRAHELP@FRB.GOV

HMDA

www.ffiec.gov/hmda
HMDAHELP@FRB.GOV

Correcting a Calendar Year 2013 Loan Application Flagged with Quality Edits Q026, Q067, and Q068

Every April, the Federal Reserve Board's HMDA Operations staff conducts its annual data-quality assessment of the calendar year (CY) HMDA data being processed. The most recent assessment (conducted during April 2013 of the CY 2012 HMDA data) revealed a high rate of misreporting when the following data fields were reported in combination for a single loan application register (LAR):

- Applicant Ethnicity, Race, and Sex: 4, 7, and 4, respectively
- Co-applicant Ethnicity, Race, and Sex: 4, 7, and 4, respectively
- Applicant Income: numeric value

These specific LARs will be simultaneously "flagged" with quality edits Q026 and Q068 when the applicant and the co-applicant's ethnicity, race, and sex are reported as 4, 7, and 4, respectively; reporting as such communicates that the applicants are not natural persons, i.e., a corporation, partnership, or other entity. Additionally, if this same LAR reports the applicant income as a numeric value, quality edit Q068 will also be listed.

If reporters encounter this combination of edits per a

specific LAR, they should first confirm the accuracy of the reported applicant ethnicity, race, and sex. If the applicant information is correct as reported, then the reporter should verify the accuracy of the co-applicant ethnicity, race, and sex. If the co-applicant information remains 4, 7, and 4, then applicant income must be corrected to "NA" since the applicants are both either a corporation, partnership, or other entity that is not a natural person. (See the 2013 edition of "A Guide to HMDA Reporting," available at www.ffiec.gov/hmda/pdf/2013guide.pdf, pages 15-16.) Alternatively, if it is discovered that there is no co-applicant, then the co-applicant ethnicity, race, and sex should be revised to 5, 8, and 5, respectively. In this case, an applicant income must be corrected to "NA" because the only applicant is not a natural person.

Use of the FFIEC HMDA DES Error Report function flags LARs with edits and identifies LARs with this particular combination of edits; please correct these particular data field errors prior to transmitting your CY 2013 HMDA LAR. Visit www.ffiec.gov/hmda to obtain a copy of the CY 2013 HMDA Edits to further review the quality edits discussed above and to download a copy of the FFIEC HMDA DES.

Possible Overreporting of Preapproval Loan Applications

Annually, the Federal Reserve Board's CRA/HMDA Operations staff conducts a series of analyses of the HMDA current year data being processed. During the analyses of the 2012 calendar year (CY) data, it was discovered that some respondents are overreporting loan applications that started as preapprovals but never transitioned to full loan applications. These particular loan applications are easily identifiable on the LAR as per the following:

- The loan application started as a preapproval application.
- The MSA, County, and Census Tract were reported as "NA."
- The reported Action Taken is either "4-App withdrawn by applicant" or "5-File closed for incompleteness." (These Action Taken codes are reserved for a full loan application; they should never be used for an application that remains a preapproval. See the 2013 edition of "A Guide to HMDA

Reporting," available at www.ffiec.gov/hmda/pdf/2013guide.pdf, page A-3.)

Given this combination of reported data fields, please verify if the loan application remained as a preapproval or if it transitioned to a full application. If the loan transitioned to a full application, the Action Taken field remains as reported. Alternatively, if the loan application remained a preapproval, then the loan application should be removed from the LAR; withdrawn and incomplete preapproval applications are not reported under HMDA.



How to Request a Copy of Your Institution's HMDA or CRA Data from CRA/HMDA Operations

Regulatory bank examiners often ask an institution to provide them with a copy of the institution's CRA or HMDA data file in advance of a bank exam. Oftentimes, institutions contact CRA/HMDA Operations because they accidentally misplaced or deleted their most recent data files from their FFIEC DES. In this case, these institutions may request a copy of their most recent CRA or HMDA data submission for a specific year from CRAHELP@frb.gov or HMDAHELP@frb.gov. In order to release the data to the institution via e-mail, CRA/HMDA Operations must receive the data release request on bank letterhead from a bank officer and the request must include the following information:

- Calendar year(s) requested
- Contact person's name and phone
- The e-mail address the data file should be sent to

Once we receive the request, the data file will be sent via secure e-mail. This transmission method encrypts the e-mail, as the .dat file includes confidential data. Upon receipt of the secure e-mail, create a password to access the e-mail and the .dat file; save it locally or import it into your DES.

Note for CRA reporting institutions: We cannot provide a micro data version of your institution's CRA reported data. We can only provide your institution's data in the composite or aggregate form that it was first submitted to us. Before submitting your request for your institution's CRA data file, please verify if it is the micro data or composite data file that you need. Please contact CRAHELP@frb.gov if you need further assistance with a request.

Using the FFIEC HMDA DES to Make LAR Updates

Throughout the year, HMDA respondents will need to add or remove loan applications to their LAR or update individual data fields of loan applications currently on

record. Any data field on the LAR can be updated through the institution's FFIEC DES. For institutions using the FFIEC HMDA DES, the process to revise the LAR is very straightforward and is detailed below in four steps:

1. Open up the respective calendar year's FFIEC HMDA DES.
2. From the Submission Window, click on your "Respondent ID-agency-year" combination and then click on "Open."
3. Next, at the HMDA DES homepage, go to the "LAR" section to select the desired action, e.g., "Add," "Update," or "Delete."
4. Update or delete a record from the LAR, by using the find feature. To access the find feature, select "Update" or "Delete" from the homepage, under the "LAR" section. In the subsequent window select "Find" at the top of the page which is denoted by a binoculars icon. Once the find feature is opened, you may search for any loan record by the loan number or browse through the list of loan numbers manually.

If you are using the FFIEC HMDA DES to create your annual LAR, it is highly recommended that this process is followed to make revisions to the LAR. This will ensure the greatest chance of accuracy. Additional questions about this process may be directed to HMDAHELP@frb.gov or HMDATECH@frb.gov.

Using Third-Party Software to Collect HMDA Loan Applications

Updates that are made to the LAR outside of the HMDA DES may be imported as a .dat file. Be aware that an imported LAR, with the same Respondent ID and agency code, will override any LAR with that same loan record number currently in the HMDA DES. It is essential that the imported LAR contains all of your LAR and not just the updates. In addition, a resubmission of an updated LAR can only be transmitted as a "Submission via Web," as an e-mailed .enc file, or in paper form if less than 25 applications need to be reported. Submissions of LAR in Excel or .dat format are not accepted.

HMDA Transmittal Sheet

The HMDA Transmittal Sheet (TS) is submitted with a reporting institution's LAR and is the first row of data within the reporter's electronic data file submission. The TS contains pertinent information that identifies the reporting institution, i.e., the reporter, and provides a point of contact. The TS includes the following:

- Respondent Information: The reporting institution's respondent ID (RID) number, regulatory agency code, activity year, and tax ID
- Respondent Mailing Address: The reporting institution's name and the address, city, state, and zip code of the main office
- Contact Information: Point of contact's name, phone, fax, and e-mail address
- Parent Company Mailing Address (if applicable): Name, address, city, state, and zip code

A reporter should ensure all applicable fields on the TS are complete and accurate at the time of data submission. If the reporter underwent a change in regulatory agency, then the respondent information should contain the correct 10-digit RID number and agency code. (Refer to page 4 of the [2012 CRA/HMDA Reporter Newsletter](#).)

[HMDA Reporter Newsletter](#).) Reporters should verify that the institution name, city, and state for the respondent mailing address is that of the main office and is consistent with the prior year's submission, where applicable. (For tips on how to properly enter the institution name field, refer to page 7 of the [2011 CRA/HMDA Reporter Newsletter](#).) The parent company mailing address information should be completed only if applicable to the institution; not all institutions have parent companies. (Refer to page 4 of the [2012 CRA/HMDA Reporter Newsletter](#).)

In the event of staff changes, reporters should update the contact information on the TS and transmit a complete resubmission of the data file. Once the resubmission is processed, an edit report will be sent to the contact's e-mail address as submitted on the updated TS. Upon receipt of the e-mailed edit report, reporters must provide an explanation for the resubmission as requested on the Confirmation Sheet. The response will determine if a revised institution disclosure report is warranted.

Generally, the TS data should match the structural data from the Federal Reserve's [National Information Center website](#), where applicable. If you have questions, contact HMDAHELP@FRB.GOV.

HUD-Regulated Independent Mortgage Companies: Report HMDA as a CFPB or HUD Respondent?

If your institution is a nondepository independent mortgage company, please submit the 2013 calendar year (CY) LAR with an agency code of "7-HUD." Submitting the CY 2013 HMDA LAR with an incorrect agency code will delay the processing of your HMDA submission. Please do not submit the CY 2013 HMDA LAR for your HUD-regulated mortgage company under any agency code other than "7-HUD," unless you are specifically instructed to do so by the Federal Reserve Board's CRA/HMDA Operations unit.

If you have questions about this topic, please contact us

at HMDAHELP@frb.gov. To help us better assist you, please type in the subject heading of the e-mail, "CY 2013 HMDA: Report as a CFPB Respondent."



FFIEC Reporting Resources

Below are links to reporting publications and filing resources produced by the Federal Financial Institutions Examination Council (FFIEC), and made available on the FFIEC CRA and HMDA websites.

CRA

CRA Aggregate Reports

www.ffiec.gov/craadweb/aggregate.aspx

CRA Disclosure Reports

www.ffiec.gov/craadweb/DisRptMain.aspx

Interagency Questions & Answers

www.ffiec.gov/cra/qnadoc.htm

FFIEC CRA Data Entry Software

www.ffiec.gov/cra/softinfo.htm

FFIEC CRA Edits

www.ffiec.gov/cra/edits.htm

FFIEC Geocoding System

www.ffiec.gov/Geocode/default.aspx

Submitting CRA Data

www.ffiec.gov/cra/submit.htm

HMDA

HMDA Aggregate Reports

www.ffiec.gov/hmdaadwebreport/AggWelcome.aspx

HMDA Disclosure Reports

www.ffiec.gov/hmdaadwebreport/DisWelcome.aspx

HMDA National Aggregate Reports

www.ffiec.gov/hmdaadwebreport/NatAggWelcome.aspx

Frequently Asked Questions

www.ffiec.gov/hmda/faq.htm

FFIEC HMDA Data Entry Software

www.ffiec.gov/hmda/softinfo.htm

FFIEC HMDA Edits

www.ffiec.gov/hmda/edits.htm

FFIEC Geocoding System

www.ffiec.gov/Geocode/default.aspx

FFIEC Rate Spread Calculator

www.ffiec.gov/ratespread/default.aspx

Mailing Addresses for

HMDA Data Submission

www.ffiec.gov/hmda/submit.htm

NEED ASSISTANCE?

Contact CRA and HMDA staff through their websites or via e-mail.

CRA

www.ffiec.gov/cra
CRAHELP@FRB.GOV

HMDA

www.ffiec.gov/hmda
HMDAHELP@FRB.GOV