

Attachment

CY 2002 FFIEC HMDA PC SOFTWARE

Lending data that consists of loans and applications for home purchases, home improvements and refinancings for Calendar Year (CY) 2002 must be submitted between January 1, 2003 and March 1, 2003 in the form of a Loan/Application Register (LAR). The enclosed software will assist you in collecting and submitting your 2002 HMDA data in an appropriate machine-readable format. You may also use this software to process your 2001 data. The program can be downloaded from the Internet at www.ffiec.gov/hmda.

If you elect to use the FFIEC software to collect and submit your CY 2002 HMDA data, you must install the enclosed version. The new version accommodates current HMDA reporting requirements and includes updated edits and procedures.

If you choose not to use the enclosed software, you must do the following:

- Use software that conforms **exactly** to the file specifications required by your regulator for Regulation C reporting.
- Edit the data before submitting by using the FFIEC public edits, made available by the Board of Governors. The file specifications and edits for 1998 through 2002, included in this package, can also be obtained by the 'how to file' link from the FFIEC Web site (www.ffiec.gov/hmda).
- The file specifications for CY 2002 are the same as those for CY 2001; they are included in this package. The edits can be obtained from the FFIEC web site noted above.

Major Changes and Features for 2002 HMDA Software

- FFIEC supports the enclosed software (Version 2.20) to run only in a Windows environment. The software is distributed on CD-ROM only. Minimum hardware requirements for the 2002 software are: Premium or equivalent processor; Windows (95, 98, ME, XP, 2000 or NT software (Service Pack 3 or higher); 32MB of RAM; MPC-compatible, double-speed CD-ROM drive; 40MB free disk space; Super VGA monitor; Mouse; 1.44MB diskette drive (for exporting data).
- HMDA data for five consecutive years—CYs 2002, 2001, 2000, 1999 and 1998—can be collected using the 2002 (Version 2.20) software because all edits and census data for those years are included in this software release. The databases for activity years 1996 and 1997 will no longer be active. If you installed version 2.10 of the data entry software, your 1996 data were archived and placed in the Archive subdirectory. With version 2.20, the data files for 1997 data will be stored in the data subdirectory within this application.
- The HMDA data entry software continues to be designed for installing over previous versions of the software without loss of data stored from previous years. However it is advised that you make a backup copy of your data.

If you used the default directory of C:\hmdaw during your previous installation, the files will be located in the C:\hmda\data subdirectory. You should copy all files in this subdirectory to another location. Once this backup is created, the new software should be installed. If you find that your old data are missing from your new software, you can copy the back-up files to the C:\hmdaw\data subdirectory. If you had 1996 data that was archived during the previous installation of Version 2.10 of the software, you should also make a copy of the archive files in the C:\hmdaw\Archive subdirectory.

- The 1990 Census tract and demographic information will continue to be used for HMDA 2001 and 2002 calendar year data. We anticipate that the U.S. Census Bureau's 2000 census data will be fully available for use with calendar year 2003 HMDA data. If you opt not to use the FFIEC Data Entry Software and you choose to rely on outside vendors to identify the tract/BNA location of your loans (the geocoding process), please verify that the service provider is using the 1990 census information. The accuracy of your submission, including the correct geocoding information, is your responsibility.

Certain features from the FFIEC 2001 (Version 2.10) are still in effect and continue to be noteworthy:

- The integrated Geocoding Utility, which was added as an option for obtaining geographical data on particular loans is available. If you choose to use the utility and purchase regional geography information from Geographical Data Technology (GDT), you will receive a database of geographical data for the specific region(s) on CD-ROM. (The GDT order form can be found on the software by going to the *Help* menu and choosing *Search*.) You do not need to install the database from this CD-ROM; you must, however, place it in your computer's CD-ROM drive for the geocoding function of the software to work properly. The integrated geocoding utility searches the CD-ROM for the Metropolitan Statistical Area (MSA), state, county and census tract codes that match an address and automatically includes the information on the loan entry screen.
- If you choose not to purchase the CD-ROM from GDT, refer to the FFIEC's Web Site (www.ffiec.gov) and then click on the "FFIEC Geocoding.Mapping Systems" link to obtain geographic information. Input a street address to obtain the geographical data for your HMDA-LAR. This web site includes a map feature that allows you to open a map of census tract code areas and determine geocoding information for certain property areas. You may find this feature most helpful when the Geocoder is unable to locate the address you requested. The map feature may allow you to determine the census information on your own.
- If you are interested in printing a "User Guide," you must follow the instructions that are included in the software; no paper copy of the user guide is provided with the software.
- An extensive on-line help system is included to assist you on each screen of the application. Additionally, you can get specific help on any of the transmittal sheet and loan fields by pressing the F1 key while you are in the field.

ASSISTANCE FOR COLLECTING AND REPORTING HMDA DATA

There are several helpful reference documents to consult for assistance in collecting and reporting HMDA: *A Guide To HMDA Reporting: Getting it Right!*, *Regulation C*, and the *CRA/HMDA Reporter Newsletter*.

A Guide to HMDA Reporting: Getting it Right!: There were no major changes to Regulation C that would necessitate a 2001 version of the *Guide*. The 1998 *Guide* will be used for guidance on collection and reporting of CY 2001 HMDA data due March 1, 2002.

CRA/HMDA Reporter Newsletter: This newsletter was distributed to HMDA reporters in November 2001. It was also placed in an Adobe Portable Document Format (PDF) file on the FFIEC HMDA web site (www.ffiec.gov/hmda). The newsletter contains helpful tips on several topics that deserve special attention when collecting data and preparing the LAR report. The content of the articles includes topics such as submitting your data by e-mail, and continuing to use the 1990 Census Data for collection CY 2001 HMDA data. It would be useful to read the newsletter prior to submitting your CY 2001 HMDA report.

REVISIONS TO REGULATION C

The Federal Reserve Board announced on December 19, 2001 that the asset-size exemption threshold for depository institutions under Regulation C (Home Mortgage Disclosure Act) has been increased from \$31 million to \$32 million. Accordingly, depository institutions with assets of \$32 million or less as of December 31, 2001 are exempt from data collection in 2002. However, an institution's exemption from collecting data in 2002 does not affect its responsibility to report the data it was required to collect in 2001. This revision to the exemption threshold is based on the annual percentage change in the Consumer Price Index for Urban Wage Earners and Clerical Workers for the twelve-month period ending in November 2001. This change was incorporated in the Regulation C Staff Commentary on December 19, 2001.