

# The Exam Process – Are You Ready?

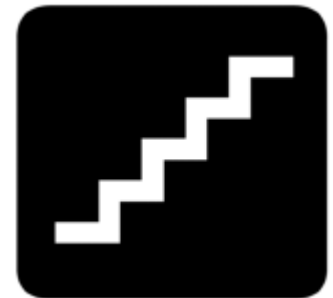


# Objectives

- Understand examination steps
- Understand what CRA Officers can do to prepare for examinations

# Examination Steps

- 4 Months in Advance
  - Bank notification
  - Data request
- 3 Months in Advance
  - Data verification
  - Request letter



# Examination Steps

- 2 Months in Advance
  - Review requested information
  - Review AA
- 1 Month in Advance
  - Income requests
  - Community contacts
  - Develop performance context
  - Compile market share/competitor information

# Examination Steps

- Pre-examination Week
  - Loan data analysis
- Examination Week
  - Review investments, services, and CD loans
  - Confirm analysis
  - Review public file
  - Meet with bank management

# Examination Steps

- **Post-examination**
  - Draft Public Evaluation
  - Mail Public Evaluation
  - Publish Public Evaluation

# CRA Officer Examination Preparation

- Obtain board and management support
- Employ team approach
  - CRA performance is NOT the responsibility of one person
- Train staff
- Define staff roles/responsibilities re: CRA



# CRA Officer Examination Preparation

- Know your bank's assessment area (AA)
- Document your performance context
  - Environment in which bank operates
  - Information regarding:
    - Bank
      - Product offerings
      - Business strategy
      - Capacity
      - Constraints
      - Prior performance





# CRA Officer Examination Preparation

- Information regarding:
  - Community
    - Economic and demographic data of AA
    - Lending, service and investment opportunities
  - Competitors
  - Peers
- Develop system to capture qualified investments, community development loans and services



# CRA Officer Examination Preparation

- Understand CRA test requirements
- Perform a self-assessment (not required)
- Keep board and management informed
- Establish examination contact
- Review/respond to Request Letter
- Ask questions
- Take a vacation!



# You Will Be Ready!

