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Description of document: Federal Housing Finance Agency (FHFA) Office of Minority and Women Inclusion (OMWI) Laws and Regulations Assessment Workbook and FHFA Policy and Procedures List, 2018-2019

Requested date: 29-September-2018

Release date: 23-October-2018

Posted date: 22-July-2019

Source of document: FOIA Request  
Federal Housing Finance Agency  
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Washington, D.C. 20219  
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From: Easter, Stacy <[Stacy.Easter@fhfa.gov](mailto:Stacy.Easter@fhfa.gov)>  
Cc: Easter, Stacy <[Stacy.Easter@fhfa.gov](mailto:Stacy.Easter@fhfa.gov)>  
Sent: Tue, Oct 23, 2018 1:49 pm  
Subject: FHFA FOIA Request No.: 2019-FOIA-002  
October 23, 2018

Re: FHFA FOIA Request No.: 2019-FOIA-002

This is in response to your Freedom of Information Act (FOIA) request, dated September 29, 2018. Your request was processed in accordance with the FOIA (5 U.S.C. § 552) and FHFA's FOIA regulation (12 CFR Part 1202).

You requested the following:

1. The OMWI Laws and Regulations Assessment Workbook
2. The listing of FHFA Numbered Polices (1 to 400+)

A search of FHFA files and records located two documents responsive to your request. One document is being partially released (redacted) pursuant to exemption 5 of the Freedom of Information Act, 5 U.S.C. § 552 (b)(5), pertaining to the deliberative process. The responsive material is attached.

This is FHFA's final decision on your FOIA request. If you wish to appeal any aspect of FHFA's decision on your request, you must forward within 90 days:

- A copy of your initial request;
- A copy of this letter; and
- A statement of the circumstances, reasons, or arguments for seeking disclosure of the affected record(s).

The appeal must be sent either electronically by 5pm to [foia@fhfa.gov](mailto:foia@fhfa.gov) or by mail to the "FOIA Appeals Officer" at 400 7th Street, SW, 8th Floor, Washington, DC 20219. The subject line, or the envelope and the letter of appeal, must be clearly marked "FOIA Appeal." Please note that all mail sent to FHFA via the United States Postal Service is routed through a national irradiation facility, a process that may delay delivery by approximately two weeks. For any time-sensitive correspondence, please plan accordingly.

Additionally, you may seek dispute resolution services from the Office of Government Information Services (OGIS) at the National Archives and Records Administration. OGIS can be reached at 8601 Adelphi Road – OGIS, College Park, Maryland 20740-6001; by email at [ogis@nara.gov](mailto:ogis@nara.gov); by telephone at 202-741-5770 or toll free at 1-877-684-6448; or by facsimile at 202-741-5769.

Your FOIA request is releasable to the public under subsequent FOIA requests. In responding to these requests, FHFA does not release personal information, such as

home or email addresses and home or mobile telephone numbers which are protected from disclosure under FOIA Exemption 6 (5 U.S.C. § 552(b)(6)).

There are no fees associated with processing this request.

If you have any questions regarding the processing of your request, please contact me directly or the FOIA Office at [foia@fhfa.gov](mailto:foia@fhfa.gov).

Sincerely,

Stacy J. Easter  
FOIA/Privacy Officer  
FOIA Public Liaison  
Office of General Counsel | O G C  
Federal Housing Finance Agency | F H F A  
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## 2018 Compliance with Laws and Regulations Inventory - FOR ASSESSMENT FY18

CT	Div	Goal	Law/Regulation Provide a numeric reference to the Law or Reg	V/ M	2017 Control Description	Open/new Improvements/Issue
81	OMWI		<p><b><i>Title VII of the Civil Rights Act of 1964 (Title VII), as amended and interpreted.</i></b>  <b><i>Pub. L. 88-352</i></b></p> <p>Prohibits employment discrimination based on race, color, religion, sex (including pregnancy and LGBT<sup>1</sup> discrimination), national origin, and reprisal against those employees who engaged in prior protected equal employment opportunity (EEO) activity.</p> <p>Requires: (a) Every employer, employment agency, and labor organization, as the case may be, shall post and keep posted in conspicuous places upon its premises where notices to employees, applicants for employment, and members are customarily posted a notice to be prepared or approved by the Commission setting forth excerpts from or, summaries of, the pertinent provisions of this subchapter and information pertinent to the filing of a complaint.</p>	M	<p>FHFA's Director of EEO Services coordinates compliance with Title VII. FHFA has posted information about EEO rights and the process for filing EEO complaints on the internet and <u>intranet pages</u>, and it <u>displays EEO posters on bulletin boards</u>, which are located on each floor near the employee mailboxes at Constitution Center. The Agency also posts its <u>EEO Policy Statement</u>; <u>Anti-Harassment Policy Statement</u>; and <u>Anti-Harassment Policy, Procedures, and Responsibilities</u> on the internet and intranet pages. New employees receive pertinent EEO information and live No FEAR Act training during orientation to comply with the Agency's completion timeframe of within 80 days of on-boarding. New employees are also required to take the No FEAR Act online course in FHFA's FedTalent system. All FHFA employees are required to take a refresher online course in FHFA's FedTalent system or in-person every two years, which must be completed by the end of the fiscal year in which the training is due.</p> <p>[Document LR1 – FHFA EEO Intranet Page;  Document LR2 - EEO Policy Statement;  Document LR3 – FHFA Anti-Harassment Policy;  Document LR4 – FHFA Anti-Harassment Policy Statement;  Document LR5 – Photo of FHFA Bulletin Board;  Document LR6 – FHFA No FEAR Act Training;  Document LR7 – FHFA New Employee Orientation; &amp;  Document LR17 – FHFA FedTalent Training.]</p>	

<sup>1</sup> See Joint Guidance on Sexual Orientation at <http://www.opm.gov/LGBTGuide>. Refer to Baldwin v. Foxx, EEOC Appeal No. 0120133080 (July 15, 2015).

## 2018 Compliance with Laws and Regulations Inventory - FOR ASSESSMENT FY18

CT	Div	Goal	Law/Regulation Provide a numeric reference to the Law or Reg	V/ M	2017 Control Description	Open/new Improvements/Issue
82	OMWI		<p><b><i>Age Discrimination in Employment Act (ADEA) of 1967, as amended Pub. L. 90-202</i></b></p> <p>Prohibits employment discrimination based on age against individuals who are 40 years of age or older.</p> <p>Requires: Every employer, employment agency, and labor organization shall post and keep posted in conspicuous places upon its premises a notice to be prepared or approved by the Equal Employment Opportunity Commission setting forth information as the Commission deems appropriate to effectuate the purposes of this chapter.</p>	M	<p>FHFA has a Director of EEO Services who coordinates compliance with the ADEA. FHFA has posted information about EEO rights, processes, and procedures on the internet and intranet pages and displays relevant posters on the bulletin boards, which are located on each floor near the employee mailboxes at Constitution Center. New employees also receive pertinent EEO information and live No FEAR Act training during orientation to comply with the Agency's completion timeframe of within 80 days of on-boarding. New employees are also required to take the No FEAR Act online course in FHFA's FedTalent system. All FHFA employees are required to take a refresher online course in FHFA's FedTalent system or in-person every two years, which must be completed by the end of the fiscal year in which the training is due.</p> <p>[Document LR1 – FHFA EEO Intranet Page; Document LR2 - EEO Policy Statement; Document LR3 – FHFA Anti-Harassment Policy; Document LR4 – FHFA Anti-Harassment Policy Statement; Document LR5 – Photo of FHFA Bulletin Board; Document LR6 – FHFA No FEAR Act Training; Document LR7 - FHFA New Employee Orientation; &amp; Document LR17 – FHFA FedTalent Training]</p>	

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83	OMWI		<p><i>Rehabilitation Act of 1973, as amended, 29 U.S.C. 791, and Americans with Disabilities Act of 1990, as amended (42 U.S.C. 12101), ADA Amendments Act of 2008.</i></p> <p>Prohibits discrimination against qualified individuals with disabilities who work in the federal government, as well as applicants for employment.</p>	M	<p>FHFA has an Accommodation and Leave Specialist in the Office of Human Resources Management, who coordinates the Agency's compliance with the Rehabilitation Act. FHFA has a Director of EEO Services who is responsible for reporting and promoting workplace compliance with the Rehabilitation Act. FHFA has posted information about EEO rights and the EEO process on its internet and intranet pages, and has displayed this information on bulletin boards, which are located on each floor near the employee mailboxes at Constitution Center. New employees receive pertinent EEO information during orientation and live No FEAR Act training during orientation to comply with the Agency's completion timeframe of within 80 days of on-boarding. New employees are also required to take the No FEAR Act online course in FHFA's FedTalent system. All FHFA employees are required to take a refresher online course in FHFA's FedTalent system or in person every two years, which must be completed by the end of the fiscal year in which the training is due.</p> <p>[Document LR1 – FHFA EEO Intranet Page; Document LR2 - EEO Policy Statement; Document LR3 – FHFA Anti-Harassment Policy; Document LR4 – FHFA Anti-Harassment Policy Statement; Document LR5 – Photo of FHFA Bulletin Board; Document LR6 – FHFA No FEAR Act training; Document LR7 - FHFA New Employee Orientation; Document LR8 – OHRM Reasonable Accommodations Contact; &amp; Document LR17 – FHFA FedTalent Training]</p>	

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CT	Div	Goal	Law/Regulation Provide a numeric reference to the Law or Reg	V/ M	2017 Control Description	Open/new Improvements/Issue
84	OMWI		<p><b><i>Equal Pay Act of 1963 (EPA)</i></b> <b><i>Pub. L. 88-38</i></b></p> <p>Protects men and women who perform equal work on jobs, the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions, except where such payment is made pursuant to (i) a seniority system; (ii) a merit system; (iii) a system which measures earnings by quantity or quality of production; or (iv) a differential based on any other factor other than sex.</p>	M	<p>FHFA's Director of EEO Services provides protections and processes consistent with the EPA. The Agency posts its EEO Policy Statement on the internet, intranet, and bulletin boards. FHFA has posted information about EEO rights and the EEO process for filing EEO complaints on its internet and intranet pages as well as on bulletin boards, which are located on each floor near the employee mailboxes at Constitution Center. New employees receive pertinent EEO information during orientation and live No FEAR Act training during orientation to comply with the Agency's completion timeframe of within 80 days of on-boarding. New employees are also required to take the No FEAR Act online course in FHFA's FedTalent system. All FHFA employees are required to take a refresher online course in FHFA's FedTalent system or in person every two years, which must be completed by the end of the fiscal year in which the training is due.</p> <p>[Document LR1 – FHFA EEO Intranet Page; Document LR2 - EEO Policy Statement; Document LR3 – FHFA Anti-Harassment Policy; Document LR4 – FHFA Anti-Harassment Policy Statement; Document LR5 – Photo of FHFA Bulletin Board; Document LR6 – FHFA No FEAR Act Training Document LR7 - FHFA New Employee Orientation; &amp; Document LR17 – FHFA FedTalent Training]</p>	

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CT	Div	Goal	Law/Regulation Provide a numeric reference to the Law or Reg	V/ M	2017 Control Description	Open/new Improvements/Issue
85	OMWI		<p><b><i>Equal Employment Opportunity Commission (EEOC) Regulations and Management Directives (MDs) 110 and 715 (29 C.F.R. Part 1614)</i></b></p> <p>Directs federal agencies to promote equal employment opportunity, provides requirements and guidelines for implementing the administrative EEO complaint process, and requires agencies to identify and eliminate discriminatory practices and barriers. MD 715 is the EEOC's guidance specifying how federal agencies maintain a model EEO program by implementing EEO laws, meaning that many of the FHFA's controls for managing risk associated with the laws and regulations that govern its EEO programs are tied to extensive and detailed guidance outlined in MD 715 and MD 110.</p>	M	<p>FHFA posted notice to employees and applicants about EEO rights and the EEO process for filing EEO complaints on its internet and intranet pages, and by displaying notification on bulletin boards, which are located on each floor near the employee mailboxes at Constitution Center. New employees also receive pertinent EEO information during orientation and live No FEAR Act training during orientation to comply with the Agency's completion timeframe of within 80 days of on-boarding. New employees are also required to take the No FEAR Act online course in FHFA's FedTalent system. All FHFA employees are required to take a refresher online course in FHFA's FedTalent system or in person every two years, which must be completed by the end of the fiscal year in which the training is due.</p> <p>[Document LR1 – FHFA EEO Intranet Page; Document LR5 – Photo of FHFA Bulletin Board; Document LR6 – FHFA No FEAR Training; Document LR7 - FHFA New Employee Orientation; &amp; Document LR17 – FHFA FedTalent Training.]</p>	<p><b>FY15 : Open:</b> Automate EEO records in i-complaints.</p> <p><b>3/07/18 COMMENT:</b> At this time, the i-Complaints system cannot properly check cases older than 2014 due to a Micropact Design issue. Micropact is working on resolving the problem by September, 2018. (See update below.)</p>



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86	OMWI		<p><b><i>Genetic Information Nondiscrimination Act of 2008 (GINA)</i></b>  <b><i>Pub. L. 110 – 233 (42 U.S.C. § 2000ff et seq.)</i></b></p> <p>Prohibits discrimination on the basis of genetic information by health insurers and employers.</p>	M	<p>FHFA included information about GINA in its 2017 EEO Policy Statement. FHFA posted information about GINA on the Agency’s internet and intranet pages. New employees receive pertinent EEO information, including information about GINA, during orientation. In addition, the Agency provides live No FEAR Act training during orientation to comply with the Agency’s completion timeframe of within 80 days of on-boarding. New employees are also required to take the No FEAR Act online course in FHFA’s FedTalent system. All FHFA employees are required to take a refresher online course in FHFA’s FedTalent system or in person every two years, which must be completed by the end of the fiscal year in which the training is due.</p> <p>[Document LR2 - EEO Policy Statement;  Document LR5 – Photo of FHFA Bulletin Board;  Document LR6 – FHFA No FEAR Act Training;  Document LR7 – FHFA New Employee Orientation; &amp;  Document LR17 – FHFA FedTalent Training]</p>	

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87	OMWI		<p><b><i>Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act)</i></b>  <b><i>Pub. L. 107-174 (5 U.S.C. 2301 note)</i></b>  <b><i>5 C.F.R. Part 724</i></b></p> <p>Requires agencies to notify all federal employees and applicants for employment about their rights under federal law, to provide training to all their employees about their rights and remedies under anti-discrimination and anti-retaliation laws, and requires agencies to post quarterly No FEAR Act data on the internet. Requires agencies to submit to Congress, EEOC, the Department of Justice, and the Office of Personnel Management (OPM), an annual report with information about the Agency's efforts to improve compliance with the employment discrimination and whistleblower protection laws and detail the status of complaints brought against the agency under these laws.</p>		<p>FHFA has posted No FEAR Act quarterly data on the internet throughout FY 2017. FHFA provided notice to all its employees, former employees, and applicants for employment about the rights and remedies that are available to them under the federal antidiscrimination laws and whistleblower protection laws. This notice fulfilled FHFA's notification obligations under the No FEAR Act. The No Fear Act Annual Report was submitted in March 2018. The No Fear Act Notice is posted on the Agency's internet and intranet pages. New employees are provided a copy of the No Fear Act Notice during orientation and they receive live No FEAR Act training during orientation to comply with the Agency's completion timeframe of within 80 days of on-boarding. New employees are also required to take the No FEAR Act online course in FHFA's FedTalent system. All FHFA employees are required to take a refresher online course in FHFA's FedTalent system or in person every two years, which must be completed by the end of the fiscal year in which the training is due.</p> <p>Office of Special Counsel (OSC) certified FHFA through November 2020 under its 5 U.S.C. 2302 certification program, which required training and information to be provided to all supervisors and managers. The certificate is good until November 30, 2020.</p> <p>[Document LR5 – Photo of FHFA Bulletin Board;  Document LR7 – FHFA 2018 New Employee Orientation;  Document LR10 – FHFA No Fear Act Data Posting;  Document LR11 - FHFA No FEAR Notice 2017;  Document LR12 – FHFA FY 2017 No FEAR Report;  Document LR17 – FHFA FedTalent Training; &amp;  Document LR20 – OSC Certificate 2020]</p>	

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CT	Div	Goal	Law/Regulation Provide a numeric reference to the Law or Reg	V/ M	2017 Control Description	Open/new Improvements/Issue
88	OMWI		<p><b><i>Executive Orders 11478, 12067, 12106, 13087 and 13152</i></b></p> <p>These Executive Orders (1) prohibit federal agencies from discriminating on the basis of race, color, religion, sex, national origin, disability, age, sexual orientation, gender identity, and status as a parent, (2) direct agencies to establish and maintain EEO programs, and (3) establish responsibilities for the EEOC.</p>	M	<p>These protections are articulated on FHFA’s internet and intranet pages as well as on bulletin boards, which are located on each floor near the employee mailboxes at Constitution Center. New employees receive pertinent information about the Agency’s EEO program and complaint process during orientation.</p> <p>[Document LR1 – FHFA EEO Intranet Page; Document LR5 – Photo of FHFA Bulletin Board; &amp; Document LR16 – Agency Reports April 2018]</p> <p>FHFA provides EEO counselors who are available to assist</p>	
89	OMWI	1	<p><b><i>Federal Housing Enterprises Financial Safety and Soundness Act of 1992, as amended by the Housing and Economic Recovery Act of 2008</i></b> <b><i>12 U.S.C. 4520</i></b></p> <p>Requires the Federal National Mortgage Association (Fannie Mae), the Federal Home Loan Mortgage Corporation (Freddie Mac), the Federal Home Loan Banks (Banks) (collectively, “regulated entities”) and the Office of Finance to each:</p> <ul style="list-style-type: none"> <li>• establish an Office of Minority and Women Inclusion (OMWI);</li> <li>• develop and implement standards and procedures to promote the diversity and inclusion (D&amp;I) of women and minorities, and women- and minority-owned businesses in all business and activities of the regulated entity; and</li> <li>• submit an annual report to FHFA detailing the actions taken to promote D&amp;I.</li> </ul> <p>Requires FHFA to take affirmative steps to promote D&amp;I in its workforce.</p>	M	<p>FHFA issued a final Minority and Women Inclusion regulation that became effective January 27, 2011 (re-designated as 12 C.F.R. Part 1207). The regulation implements the provisions of 12 U.S.C. 4520 that apply to the regulated entities, and requires that each regulated entity:</p> <ul style="list-style-type: none"> <li>• establish an OMWI;</li> <li>• develop and implement standards and procedures to promote diversity in all business and activities of the regulated entity; and</li> <li>• submit an annual status report describing actions taken to promote D&amp;I.</li> </ul> <p>All reports were submitted in compliance with the regulation.</p> <p>[see Document LR14 - 17, 12 C.F.R. Part 1223; and Document LR9 - OMWI Annual Report 2017.]</p> <p>FHFA amended its Minority and Women Inclusion (MWI) regulation at 12 C.F.R. 1207 by requiring the Banks and the Office of Finance to include certain demographic information related to their boards of directors in the contents of their annual reports as well as a description of their related outreach activities and strategies executed during the reporting year. The rule was published in the Federal Register on May 4, 2015, and became effective</p>	

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					<p>July 6, 2015.</p> <p>The Banks and the Office of Finance collected demographic data about directors and provided OMWI a preliminary report with the baseline data and outreach information by September 30, 2015. The Banks and the Office of Finance included this data in their 2015 Annual MWI Report submitted by March 1, 2016.</p> <p><u>FY16 Update</u></p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>(b)(5)</p> </div> <p>[See Document LR13 - 12 CFR Part 1223 Amendments.]</p> <p><u>FY17 Updates</u></p> <p>On March 24, 2017, FHFA published its own Minority and Women Outreach Program (MWOP) final rule to establish its Program, pursuant to the Financial Institutions Reform, Recovery, and Enforcement Act of 1989; the Federal Housing Enterprises Financial Safety and Soundness Act of 1992; and the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2008. This final rule also re-designates the current MWI regulation in the Code of Federal Regulations to subchapter B, Part 1223 of FHFA's regulations.</p> <p>On July 13, 2017, FHFA issued the final rule, amending its MWI regulations to clarify the scope of the regulated entities' obligations. The final rule requires the regulated entities to: adopt strategic plans to promote the inclusion of minorities-, women-, and disabled individuals, and the businesses they own (MWDObS); amend their policies on EEO to include sexual orientation, gender identity, and</p>	

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					<p>status as a parent; and enhance the usefulness and comparability of information the regulated entities report to FHFA on their efforts to advance D&amp;I.</p> <p>[see Document LR18 - 12 CFR Part 1223 Final Rule; and See Document LR19 – 12 CFR Parts 1207 and 1223 Final Rule.]</p>	
90	OMWI	R M 2	<p><b><i>Dodd–Frank Wall Street Reform and Consumer Protection Act of 2010, Sec. 342</i></b> <b><i>12 U.S.C. 5452</i></b></p> <p>Requires FHFA and certain other financial agencies to establish an OMWI, which is responsible for developing standards to promote diversity in the workforce, in the programs and contracts of the agency, and for assessing the diversity policies and practices of the regulated entities. Requires FHFA to take affirmative steps to seek diversity in its workforce. Includes an annual congressional reporting requirement.</p>	M	<p>FHFA’s OMWI was established in January 2011. In March 2018, FHFA’s OMWI submitted its seventh annual report to Congress outlining the activities, successes, and challenges for the 2017 calendar year.</p> <p>[See Document LR9 - OMWI Annual Report 2017.]</p>	
91	OMWI		<p><b><i>Executive Order 13583</i></b></p> <p>Establishes a coordinated government-wide initiative to promote D&amp;I in the federal workforce.</p>	V <sup>2</sup>	<p>FHFA developed and issued an OMWI Strategic Plan that included the model elements set out in Executive Order 13583.</p> <p>[See Document LR15 - OMWI Strategic Plan FY2016 - 2018.]</p>	

<sup>2</sup> The Executive Order applies to Executive Departments and Agencies pursuant to 31 U.S. Code § 901. As a result, FHFA was not required to submit a Diversity and Inclusion Strategic Plan to OPM. However, OMWI developed a Strategic Plan that incorporates the model elements set out in the Executive Order.

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CT	Div	Goal	Law/Regulation Provide a numeric reference to the Law or Reg	V/ M	2017 Control Description	Open/new Improvements/Issue
92	OMWI		<p><b><i>Financial Institutions Reform, Recovery, and Enforcement Act of 1989, as amended</i></b>  <b><i>12 U.S.C. 1833e</i></b></p> <p>Applies Executive Order 11478, providing for equal employment opportunity in the Federal Government, to the FHFA and certain other financial agencies as well as applies sections 1 and 2 of the Executive Order providing for the adoption and implementation of EEO to Fannie Mae, Freddie Mac and the FHLBs. Also requires FHFA to prescribe regulations to establish and oversee a minority outreach program to ensure inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, including financial institutions, investment banking firms, underwriters, accountants, and providers of legal services, in all contracts entered into by FHFA with such persons or entities, public and private, in order to manage the institutions and their assets for which the FHFA is responsible or to perform such other functions authorized under any law applicable to FHFA.</p>	M	<p>FHFA implements programs to increase the participation of minority- and women-owned businesses in Agency programs and contracts.</p> <p>On July 13, 2017, FHFA issued final rule amending its MWI regulations to clarify the scope of the regulated entities' obligation. The final rule requires the regulated entities to: adopt strategic plans to promote the inclusion of minorities-, women-, and disabled individuals, and MWDOB; amend their policies on EEO to include sexual orientation, gender identity, and status as a parent; and enhance the usefulness of information the regulated entities report to FHFA on their efforts to D&amp;I.</p> <p>[See Document LR18 - 12 CFR Part 1223 Final Rule.]</p>	
<b>OMWI</b>		<b>12 L&amp;Rs; 1 Open Issue</b>				

**Section 2: Assessment Ratings and Findings**

**IO/CD/SD Guide:** See attached definitions.

Division	IO/CD/SD	FY ID	Identify and describe the Improvement Opportunity (IO), Control Deficiency (CD) or Significant Deficiency (SD)	Action Plan and update	Status
OMWI	IO	15	<p>FY15: <u>Automate EEO records in i-complaints:</u> As of 2014, FHFA's EEO Records were in hard copy and were not easily available to everyone in the EEO office. In the 2014 state, running reports, accessing history, and searching files was time-consuming and manual.</p> <p>OMWI and EEO Services staff will continue to enhance their knowledge and use of the automated system, complaints, for tracking all EEO activity. OMWI, through EEO Services, began using the tracking system during FY 2015. <b>(FY17-N2) Moved to L&amp;R WB in FY17.</b></p> <p>FY17: DUPLICATE IN OMWI: Only counted here in L&amp;R but also in OPS/N2 Workbook; FY18: Only in L&amp;R</p>	<p><b>03/07/18 COMMENT:</b> At this time, the i-Complaints system cannot check cases older than 2014 due to a Micropact Design issue. Micropact is working on resolving the problem by June 30, 2018.</p> <p><b>06/18/18 COMMENT:</b> At this time, the i-Complaints system still cannot check cases older than 2014 due to a Micropact Design issue. Micropact is working on resolving the problem by September 2018.</p>	<b>OPEN/In-Process</b>

Supporting Documentation					
Document Reference	Document Name/Description	Draft or Final Y/N	Document Date	Document Link or Location Reference	Policy or Procedure? Y/N
Additional Comments					
Prin					

## POLICIES & PROCEDURES

The following policies have been approved for FHFA use:

OFFICE OF THE DIRECTOR	BUDGET & FINANCE	CONGRESSIONAL AFFAIRS & COMMUNICATIONS
<ul style="list-style-type: none"><li>• FHFA Official Documents Policy (Policy 801)</li><li>• FHFA Style Guide (Policy 801-4)</li><li>• Chicago Manual of Style</li><li>• Staff Analysis Template (Policy 801-2)</li><li>• Executive Summary Template (Policy 801-3)</li><li>• Administrative Policy Template (Policy 801-5)</li><li>• Clearance Sheet for Executive Review Template (Form 001d)</li><li>• Committee Charters Policy(Policy 803)</li></ul>	<ul style="list-style-type: none"><li>• Acquisition Policy (Policy 503)</li><li>• Capitalization Policy (Policy 502)</li><li>• Property Management Policy (Policy 501)</li><li>• Travel Policy (Policy 506)</li></ul>	<ul style="list-style-type: none"><li>• Congressional Inquiries Policy (Policy 401)</li><li>• OCAC Standard Operating Procedure on Agency-Wide Email Distribution</li><li>• Public Inquiries Policy (Policy 403)</li><li>• FHFA.gov and FHFA Intranet Posting and Maintenance Procedures</li><li>• Consumer Communications Procedures</li></ul>
GENERAL COUNSEL	HUMAN RESOURCES	INFORMATION TECHNOLOGY
<ul style="list-style-type: none"><li>• Federal Housing Finance Agency Privacy Program Plan - August 2015</li><li>• FHFA Regulatory Review Plan</li><li>• Freedom of Information Act (FOIA) Procedures - September 2018</li><li>• Guidance on Accounting for Disclosures of Information Contained in an FHFA System of Records - April 2014</li><li>• Guidance on How and When to Respond to a Request for Amendment or Correction of a Record Contained in an FHFA System of Records - April 2014</li><li>• Privacy Threshold Analysis and Privacy Impact Assessment Guide</li><li>• Procedures on Drafting Privacy Act System of Records Notices - March 2017</li><li>• Procedures for Monitoring Information Technology Systems that Contain Personally Identifiable Information - August 2015</li><li>• Procedures for Monitoring FHFA's Website for Compliance with FHFA's Website Privacy and Social Media Policies - November 2014</li><li>• Procedures for Obtaining Approval of Outside Employment</li><li>• Process for Developing Regulations - June 2016</li><li>• Protecting PII: Teleworking or Working Remotely</li><li>• Use and Protection of Personally Identifiable Information Policy (Policy 301)</li></ul>	<ul style="list-style-type: none"><li>• Absence and Leave Policy (Policy 112)</li><li>• Administrative Grievance Policy (Policy 104)</li><li>• Executive Compensation Policy (Policy 103)</li><li>• Employment and Placement Policy (Policy 118)</li><li>• Awards Policy (Policy 115)</li><li>• Conduct and Discipline Policy (Policy 117)</li><li>• Domestic Violence, Sexual Assault and Stalking Policy (Policy 116)</li><li>• Merit Promotion Plan Policy (Policy 105)</li><li>• Non-Executive Compensation Policy (Policy 102)</li><li>• Performance Management Policy (Policy 101)</li><li>• Premium Pay Policy (Policy 111)</li><li>• Training Policy (Policy 114)</li><li>• Reimbursements and Stipends Policy (Policy 113)</li><li>• Telework Policy (Policy 109)</li><li>• Work Schedule Policy (Policy 110)</li><li>• Duty Station Policy (Policy 119)</li><li>• Reasonable Accommodation Policy and Procedures (Policy 106)</li><li>• Personal Use Policy (Policy 901)</li><li>• Workplace Violence Prevention Policy (Policy 120)</li></ul>	<ul style="list-style-type: none"><li>• FHFA Comprehensive Records Schedule</li><li>• Information System Rules of Behavior (ROB) - October 2018</li><li>• Records Management Policy (Policy 207)</li><li>• FHFA Information Technology Security Policy (Policy 209)</li><li>• System Development Lifecycle (SDLC) Policy (Policy 205)</li><li>• System Development Lifecycle (SDLC) Process and Procedures</li><li>• FHFA Information Classification Policy (Policy 221)</li><li>• FHFA Information Classification and Handling Procedures (Relates to Policy 221)</li><li>• FHFA Personally-Owned Device Wireless Network Terms of Use - January 2013</li><li>• Information Security Incident and Personally Identifiable Information Breach Response Plan</li></ul>



**DIVISION OF CONSERVATORSHIP**

- Conservatorship Committee Charter
- Conservatorship Decision Policy
- Conservatorship Decision Procedures
- Consumer Communications Procedures (related to Policy 405)
- External Communications Standards for Enterprises in Conservatorship
- Policies Related to Consumer Communications (Policy 405)
- Settlement Policy and Settlement Procedural Guide

**OPERATIONS**

- Facility Management Policy (Policy 701)
- Vehicle Use Policy (Policy 702)
- Parking Policy (Policy 703)
- Space Management Policy (Policy 704)
- FHFA Correspondence Processing Policy (Policy 203)
- Parking Policy Application Instruction Guide (Related to Policy 703)
- Trakker Procedures (related to Policy 203)
- FHFA Policy 705 Food and Beverage Policy
- FHFA Policy 706 Special Life Event, Commemorative and Promotional Expense
- Surge Capacity Force Policy (Policy 707)
- Office Supply and Mail Management Policy (Policy 708)

**OFFICE OF MINORITY & WOMEN INCLUSION / EEO SERVICES**

- Anti-Harassment Policy, Procedures, and Responsibilities (Policy 802)
- EEO Anti-Harassment Policy Statement (Related to Policy 802)
- EEO Complaint Official Time Policy (804)
- Policy Establishing Procedures to Determine Compliance by Contractors with the Minority and Women Inclusion Clause