SBA Information Notice

TO: All SBA Employees and Certified Development Companies

CONTROL NO.: 5000-869194

SUBJECT: SBA Form 1253 - Certified Development Company Annual Report Guide and SBA Form 1253A Job Opportunity Analysis Template

EFFECTIVE: June 18, 2025

The purpose of this Notice is to announce the renewal of the Certified Development Company (CDC) Annual Report Guide (SBA Form 1253) and supplemental Job Opportunity Analysis Template (SBA Form 1253A), effective immediately. CDCs with a fiscal year-end on or after the publication of this Notice must utilize the updated SBA Form 1253. CDCs with a fiscal year-end prior to the publication of this Notice may elect to use the previous version of SBA Form 1253 for the current reporting period only. This form remains a critical tool for CDCs to report their operational activities as required under 13 CFR §§ 120.826 and 120.830. The renewed SBA Form 1253 ensures continued alignment with SBA's Loan Program Requirements, as outlined in SOP 50 10, and provides updated guidance for CDCs to maintain compliance while fostering economic development through the 504 Loan Program.

Purpose and Updates:
SBA Form 1253 standardizes the annual reporting process for CDCs, enabling the SBA to monitor operational performance, job creation, and adherence to program standards. The renewed guide reflects a comprehensive revision of its predecessor, designed to streamline CDC reporting by enhancing utility, refining data collection, and improving accuracy through standardized formats.

Key updates include:

i. A fully redesigned format, featuring hyperlinks to resources such as the Electronic Code of Federal Regulations (e-CFR) and relevant guidance documents, alongside additional guidance and user-friendly templates and tables for enhanced utility;

ii. A completely revised Economic Development Report simplified to four tables as applicable;

iii. Minor refinements of the Financial Report to improve clarity and consistency;

SBA Form 1353.3 (4-93) MS Word Edition; previous editions obsolete

Must be accompanied by SBA Form 58

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iv. Adjustments to the Operational Report, incorporating revisions to reporting elements such as Board, Committee, and Staff reporting, Affiliations, and Legal Certifications;

v. An updated Report on Compensation clarifying "Total Compensation" with an accompanying table;

vi. A renamed and updated "Job Opportunity Analysis Report" capturing job opportunity data for loans eligible under 13 CFR 120.862, accompanied by a revised SBA Form 1253A;

vii. Clarifications and modifications to submission procedures and delegated authority renewal processes; and

viii. Updated Corporate Governance Repository "CDC Online" tags to align with the updated 1253.

Submission Requirements:

CDCs must submit a complete Annual Report within 180 days of their fiscal year end via one of the following two methods:

CDC Online (Recommended): The Annual Report should be submitted through the Corporate Governance Repository, which is located on the Capital Access Financial System under the CDC Online function. The Corporate Governance Repository does not have email size limitations and documents submitted are accessible by multiple SBA Offices.

Email: The Annual Report may also be submitted by emailing the Office of Credit Risk Management at cdcannualreports@sba.gov. CDCs may need to separate the electronic file into multiple attachments to avoid SBA email size limitations.

Support and Inquiries:
CDCs are encouraged to consult the updated SBA Form 1253 and SOP 50 10 for detailed instructions. For questions or assistance please email CDCAnnualReports@sba.gov.

The SBA remains committed to supporting CDCs in their mission to drive small business growth and job creation. Thank you for your continued partnership.

Susan Streich
Director
Office of Credit Risk Management

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