



SBA Information Notice

TO: All SBA Employees and Certified
Development Companies

SUBJECT: Revised SBA Form 1253

CONTROL NO.: 5000-20097

EFFECTIVE: 2/26/2021

The purpose of this Notice is to announce that SBA has issued a revised [SBA Form 1253](#), Certified Development Company (CDC) Annual Report Guide, that CDCs must comply with in preparing their Annual Reports. The revised form updates, clarifies and provides further guidance on the reporting requirements for Certified Development Companies (CDCs) to comport with current SBA Loan Program Requirements. The revisions effective as of the release date of this notice are summarized below:

- The term “Lead District Office” replaces “SBA Field Office”
- The option of submitting certain documents through the Corporate Governance Repository, including the Annual Report, has been added
- Requirements pertaining to the following have changed:
 - Providing Multi-State CDCs with an alternative to establishing a separate Loan Committee in each State into which the CDC expanded
 - Information required for Professional Services Contracts
 - Independent Loan Review Package
 - 159 Reporting
 - 504 Employment Impacts
 - Information required regarding Ownership and Control

The estimated burden for the collection of information remains the same at 28 hours.

Notification and Questions

SBA field offices must notify CDCs about the updates to the Form. Questions concerning this notice should be directed to the lender relations specialist in the [local SBA Field Office](#).

Dianna L. Seaborn
Director
Office of Financial Assistance