



SBA Procedural Notice

TO: All SBA Employees and All Certified
Development Companies

CONTROL NO.: 5000-1950

EFFECTIVE: 6-26-2017

SUBJECT: 504 ETRAN Updates

All Certified Development Companies (CDCs) must begin using the ETRAN system by June 30, 2017 to submit all 504 loan applications. CDCs may choose to either use a vendor solution that integrates with the Capital Access Financial System (CAFS) loan platform or manually use the ETRAN web screens to submit all 504 loan applications. Detailed guidance on the ETRAN submission process can be found in the [504 ETRAN User Guide for Submitting Loan Applications](#) and the [SLPC Loan Submission Process](#) PowerPoints, which have been posted on SBA's website (under the Sacramento Loan Processing Center section <https://www.sba.gov/SacramentoSLPC/useful-links>).

There will be no grace period to use the current e504 system after the transition to ETRAN, and any pending e504 applications will have to be resubmitted in ETRAN after the cutoff date.

A new feature of the 504 ETRAN will allow CDCs to submit following 327 servicing actions using their unilateral authority:

- (1) 504 Loan Cancellation (prior to initial disbursement).
- (2) Post-Debtenture Purchase maturity extension, as long a new maturity is under 48 months (applicable to PCLP CDCs only).
- (3) Borrower, EPC or OC mailing address. Note: CDCs must not exercise unilateral authority to change the address of the Project Property.
- (4) Borrower, EPC or OC phone numbers.
- (5) Principal or Guarantor mailing address.
- (6) Principal or Guarantor phone number.

Questions

SBA field offices must notify CDCs about this Notice. Questions concerning this Notice should be directed to the Lender Relations Specialist in the local SBA field office. The local SBA field office may be found at www.sba.gov/about-offices-list/2.

Steven Kucharski
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