
[Home](#) [Document search](#) Certified Development Company (CDC) Annual Report Guide

SBA FORM 1253

Certified Development Company (CDC) Annual Report Guide

This document outlines CDC annual reporting requirements to SBA for the oversight of 504 Loan Program requirements.

CDCs must submit an Annual Report on their operations to the SBA, per 13 CFR §§ 120.826 and 120.830. Reports must be prepared in accordance with these regulations, SOP 50 10, and this guide's instructions. SBA Form 1253 standardizes the annual reporting process for CDCs, enabling the SBA to monitor operational performance, job creation, and adherence to program standards.

Download .docx


File size: 173KB

The Annual Report must include all required documents, signatures, and attachments and comply with this guide's instructions.

Incomplete or unacceptable reports will be returned to the CDC, in full or in-part, and the CDC will be considered to have not fulfilled the requirement. Failure to submit the Annual Report by the deadline may result in supervisory or enforcement actions.

Deadline: The Annual Report must be submitted within 180 calendar days after the CDC's fiscal year-end.

Submission Methods: CDCs must submit an Annual Report 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.

Questions: Please direct all questions regarding CDC Annual Reporting to

cdcannualreports@sba.gov .

Owned by: Office of Capital Access

OMB Control Number: 3245-0074

Related Programs: CDC/504

Related documents

SOP 50 10

**Lender and Development
Company Loan Programs**

SBA FORM 1253A

**Job Opportunity Analysis
Report Template**

SOP 50 56 1

**Lender participation
requirements**

[Return to top](#)

About SBA

[Contact SBA](#)

[Locations](#)

[Upcoming events](#)

[Newsroom](#)

[SBA blog](#)

[Leadership team](#)

Open government

[Freedom of Information Act](#)

[No Fear Act](#)

[Open data sources](#)

[Policies and guidance](#)

[Budget and performance](#)

[Regulations.gov](#) 

About the site

[Site map](#)

[Privacy policy](#)

[Linking policy](#)

[Plain language](#)

[Accessibility](#)

[Disclaimers](#)

Oversight

[Inspector General](#)

[Advocacy](#)

[Hearings and appeals](#)

[Ombudsman](#)

[Fraud and identity theft](#)

[WhiteHouse.gov](#) 

[USA.gov](#) 

Sign up

Receive information about upcoming SBA events, news alerts, and program updates.

** indicates a required field*

Email *

ZIP Code *

Subscribe to SBA
emails

Your information will only be used in accordance with our [website privacy policy](#).



U.S. Small Business Administration

409 3rd St., SW

Washington, DC 20416

[800-827-5722](tel:800-827-5722) 