

VENTURES

504 Jobs Documentation & Reporting

Overview

The SBA 504 Loan Program offers financing to small businesses so they can create new jobs and improve the local economy. Definitions of Jobs provided on this page are as shown on SBA Form 1253 (06-25).

In this workbook we will show you where to enter Jobs data at application and post funding within Ventures to satisfy your Jobs reporting requirement, we will also show you how to run the Annual Jobs report.

Definitions:

Accelerated Debentures are loans that are placed in liquidation status and the debenture is required to be repurchased by SBA. When the loan's status is changed to 'accelerated,' the loan accounting is transferred to SBA.

Job Opportunity means a full time (or equivalent*) permanent or contracted job created within two years of receipt of 504 funds, or retained in the community because of a 504 loan.

Job Created means a full-time equivalent (8 productive hours per day/40 productive hours per week) permanent or contracted employment created within 2 years of financing.

The Government Accountability Office's (GAO) methodology for calculating full-time equivalent employees demonstrates how to convert part-time or temporary jobs into "full-time equivalent" (FTE) jobs:

Cumulative Hours Worked / Cumulative Hours Worked in a Full-Time Schedule = FTE

For example: Assume that a full-time schedule for the 52-week work-year is 2,080 hours/year. An employee that works part-time 15 hours per week would qualify as 0.375 FTEs.

$(15 \text{ hours} \times 52 \text{ weeks}) / 2080 \text{ hours} = 0.375$

Jobs Retained means jobs that otherwise **would be lost to the community** if the project was not done. **Do not count all existing jobs as being retained if they were not at risk of being lost.** CDC must be able to reasonably show that jobs would be lost to the community if the project was not done.

Jobs – At Application

Prior to submitting your SBA Form 1244 to SBA you should have collected Jobs information.

- Jobs *at time of application* are entered in **Eligibility > General > Jobs Tab > Click the As of Date**

Notes & Tasks

Partner Contacts

Entities

Financing

Eligibility ¹

General ²

Purpose Occupancy Public Policy **Jobs** ³ Credit Elsewhere Custom Fields

Type	As of Date ↓	Existing	Retained	Created	Comments
Origination	1/17/2024 ⁴				

Edit Jobs Tracking

As of Date [?] * 1/17/2024

Jobs Existing # of jobs

Jobs Created [?] # of jobs

Jobs Retained [?] # of jobs

Comments

Save Cancel

Jobs – 2 Year Anniversary

Notes

Overview
Notes & Tasks
Partner Contacts
Entities
Financing
Eligibility
Deposits & Expenses
Collateral
Analysis
Verification
SBA Submission
Closing Requirements
Tracking
Financials & Tax Returns
Insurance
Jobs Tracking

2024011704 • Demo
Type **SBA 504** • Status **Funded: Active** • Funded **2/14/2024** • SBA Processing **504 - Accredited Lenders Program (ALP)**
Loan > Tracking > **Jobs Tracking**

+ Add

Tickler	Type	As of Date ↓	Existing	Retained	Created	Comments
	Jobs at 2 Years	Not Confirmed	3			2 Year Anniversary Date: 2/14/2026
	Origination	1/17/2024				

Jobs Tracking Page for a 504 Loan

During Servicing, for 504 Loans, you can enter Jobs at 2 Year Anniversary data on the **Tracking > Jobs Tracking page**. You will see a Jobs at 2 Years record entered in the table for you to add data to. **Click the As of Date** to enter data. If it is your first time on the page it will say “Not Confirmed” or it will list a date. We cover the pop up that appears on the next page.

For 7A loans you can add additional job data on the same page. Click Add to start the process.

Jobs – 2 Year Anniversary Continued

Edit Jobs Tracking

Optional Tickler

☐ Attach Tickler to this Record

Tickler to create: [2 Year Anniversary System Template](#)

As of Date
MM/DD/YYYY

2 Year Anniversary Date
2/14/2026

Jobs Existing
of jobs

Jobs Created
of jobs

Jobs Retained
of jobs

Verification Attempts

1st Attempt
MM/DD/YYYY

2nd Attempt
MM/DD/YYYY

3rd Attempt
MM/DD/YYYY

Comments

2 Year Anniversary Date: 2/14/2026

Save
Cancel

- If you have a tickler template set up, you can check the Attach Ticker to this Record to assign a tickler.
- Highlighted RED fields transfer to the SBA Jobs Report
- Highlighted BLUE fields are good recordkeeping fields to document attempts made to obtain the information
- The As of Date field will be editable after you enter data into any of the fields.

Jobs – 2 Year Anniversary TIPS

- **Jobs Retained** field - *Jobs retained at the 2 year mark can never be greater than the retained at application.*
- **Jobs Created** field – If no jobs were created at 2 years the entry would be 0. *Entering negative numbers will skew your final numbers and is not recommended.*
- **As of Date** field- The “Date Verified” column under “Debentures Funded 2 or More Years” in Annual Jobs report must match the date on the document signed by the authorized employee of the borrower. Input that date in this field.

Jobs – 2 Year Anniversary Examples

You've sent your 2 year anniversary letter to the borrower. Borrower returns the *signed certification dated October 31, 2017* stating 22 actual jobs. They previously had 15 jobs existing, with 3 of those being retained jobs and continue to retain those jobs. How do you show this in Ventures?

- **Jobs Existing:** 22
- **Jobs Retained:** *Jobs retained at the 2 year mark can never be greater than the retained at application.* In this example it will remain at 3.
- **Jobs Created:** 7
- **As of Date:** 10/31/2017

Edit Jobs Tracking

Optional Tickler

☐ Attach Tickler to this Record

Tickler to create: [2 Year Anniversary System Template](#)

As of Date *

10/31/2017

2 Year Anniversary Date

11/14/2017

Jobs Existing

22.00

Jobs Created

7.00

Jobs Retained

3.00

Verification Attempts

1st Attempt

8/31/2017

2nd Attempt

9/30/2017

3rd Attempt

MM/DD/YYYY

Comments

Save

Cancel

In this example the letter was sent out twice to the borrower. **The As Of Date field populates the “Date Verified” column under “Debentures Funded 2 or More Years” in Annual Jobs report. Must match the date on the document signed by the authorized employee of the borrower.**

Jobs – 2 Year Anniversary Examples

You've sent your 2 year anniversary letter to the borrower. Borrower returns the *signed certification dated October 31, 2017* stating 19 actual jobs. They previously had 15 jobs existing, with 0 of those being retained jobs How do you show this in Ventures?

Edit Jobs Tracking [X]

Optional Tickler

☐ Attach Tickler to this Record

Tickler to create: [2 Year Anniversary System Template](#)

As of Date * 10/31/2017

2 Year Anniversary Date 11/14/2017

Jobs Existing 19.00

Jobs Created 4.00

Jobs Retained 0.00

Verification Attempts

1st Attempt 8/31/2017

2nd Attempt 9/30/2017

3rd Attempt MM/DD/YYYY

Comments

[Empty text area]

Save Cancel

- **Jobs Existing:** 19
- **Jobs Retained:** 0 as *Jobs retained at the 2 year mark can never be greater than the retained at application.*
- **Jobs Created:** 4
- **As of Date:** 10/31/2017

In this example the letter was sent out twice to the borrower. **As of Date field** populates the “Date Verified” column under “Debentures Funded 2 or More Years” in Annual Jobs report. Must match the date on the document signed by the authorized employee of the borrower.

Jobs – 2 Year Anniversary Examples

You've sent your 2 year anniversary letter to the borrower. Borrower returns the *signed certification October 31, 2017* stating 13 actual jobs – a loss in jobs as they previously had 15 jobs with 0 retained. How do you show this in Ventures?

Edit Jobs Tracking

Optional Tickler

☐ Attach Tickler to this Record

Tickler to create: [2 Year Anniversary System Template](#)

As of Date *
10/31/2017

2 Year Anniversary Date
11/14/2017

Jobs Existing
13.00

Jobs Created
0.00

Jobs Retained
0.00

Verification Attempts

1st Attempt
8/31/2017

2nd Attempt
9/30/2017

3rd Attempt
MM/DD/YYYY

Comments

Save

Cancel

- **Jobs Existing at 2 Years:** 13
- **Jobs Retained:** *Jobs retained at the 2 year mark can never be greater than the retained at application.*
- **Jobs Created:** 0 – you would not list a negative number. Jobs are either created (*represented by a positive value*) or not (*represented by a 0*).
- **As of Date:** 10/31/2017

As of Date field populates the “Date Verified” column under “Debentures Funded 2 or More Years” in Annual Jobs report. Must match the date on the document signed by the authorized employee of the borrower.

Jobs Created at 2 Years – *Check your data*

Debentures Funded 2 or More Years						Actual Job Creation Section					
SBA Loan No	Company Name	Date Funded	503/504 Approval Amount	Date Verified ³	Created ²	Retained ²	Total	Difference bet. Estimate and Actual	Public Policy Loan?		
888888888 M	Demo Operating Company	3/11/2014	\$569,000.00	3/10/2016	10	2	12	5	Yes		
6645235006	Tenacious 22 Grill, a Penn	3/12/2014	\$557,000.00	3/30/2016	6	0	6	-3	Yes		

Debentures Funded 2 or More Years – **Created** column

- It is not recommended for negative numbers to be entered in **Jobs Created** field. Jobs have either been created (represented by a positive value) or they haven't (represented by a 0).
- We recommend you check with SBA if you're going to correct historical data.
- If you want to *check* your data we suggest running the report labeled **Job Report – All Jobs in Portfolio** and clicking on the **Filters** tab

Report Name* Jobs Report - All Jobs in Portfolio ☆

Details Fields **Filters** Results Favorites

Select records where **all** of the following apply

Loan Loan Status starts with F

and ~~Loan Out of Portfolio is not true~~

and Loan Eligibility General Jobs Created at 2Years is less than 0

[Add new condition] Table Field Criteria Value

Add this row to the Filter by clicking on 'Add new condition'

Remove this row by clicking on the X

Jobs Retained at 2 Years – *Check your data*

How do you verify the following on your database?

Jobs Retained field - *Jobs retained at the 2 year mark can never be greater than the retained at application.*

- We recommend you check with SBA if you're going to correct historical data.
- If you want to *check* your data we suggest running the report labeled **Jobs Report – All Jobs in Portfolio**.
- Click on Reports & Letters. In the search bar on the reports page search for **Jobs Report – All Jobs in Portfolio**. Click on the report name in the results to access the system provided report and temporarily alter it, or if you want to create a permanent version of the report below, click the copy button.
- Whether you temporarily modify the system report or create a copy, click on the **Filters** tab
 - Add 2 filters to correct any values where you may have reported Jobs Retained at the 2 year mark that are greater than the retained at application. In this *example* we're comparing against values greater than 0
 - Delete the row containing **Loan Out of Portfolio** by clicking on X
 - If you are working on a copied report, click save to save your changes to the filters.
 - Click the Results Tab, fill in any parameters and click Run to run the report.

Report Name* Jobs Report - All Jobs in Portfolio ☆

Details Fields **Filters** Results Favorites

Select records where **all** of the following apply

Loan Loan Status	starts with	F	Remove this row by clicking on the X ✕ Add this row by clicking on 'Add new condition' ✕ Add this row by clicking on 'Add new condition' ✕ Add this row by clicking on 'Add new condition' ✕	
and	Loan Out of Portfolio is not true	✕		
and	Loan Eligibility General Jobs Retained	is equal to 0		✕
and	Loan Eligibility General Jobs Retained at 2Years	is greater than 0		✕

[Add new condition] Table Field Criteria Value

Generating the Annual Job Report

Test Database

Home Loans Tasks CRM Documents Payments **Data** ? ⚙️ 👤

Imports Exports Loan File Transfer Reports **SBA CDC Annual Report** PPP Loans

SBA Annual Jobs Report for 504 Category Portfolio

Generate SBA Annual Jobs Report

Criteria

Specify criteria to create SBA Form 1253A - Annual Job Opportunity Analysis.

Fiscal Year End Date *

States

Organization

☐ Exclude Special Geographic Area

Per the SOP, the organization must maintain a job opportunity average of one Job Opportunity created or retained for every:

- \$90,000 guaranteed by SBA; or
- \$100,000 guaranteed by SBA for Projects located in Special Geographic Areas (Alaska, Hawaii, State-designated enterprise zones, empowerment zones, enterprise communities, Opportunity Zones 1, and labor surplus areas). A CDC may choose to separate these loans from the remainder of its portfolio for the purpose of calculating the averages.
- Loans to Small Manufacturers and eligible Energy Public Policy Projects are excluded from this average.


Generate

- The Annual Job Report is located in the Data section of Ventures. Mouse over **Data > Reports**
- In the menu on the left click on SBA CDC Annual Report.

Generating the Annual Job Report - Continued

Criteria

Specify criteria to create Annual Job Report.

Fiscal Year End Date * 2/14/2024 

States

Organization - Not Set - **Leaving this field Not Set will merge ALL Organizations** ▼

☐ Exclude Special Geographic Area

Per the SOP, the organization must maintain a job opportunity average of one Job Opportunity created or retained for every:

- \$90,000 guaranteed by SBA; or
- \$100,000 guaranteed by SBA for Projects located in Special Geographic Areas (Alaska, Hawaii, State-designated enterprise zones, empowerment zones, enterprise communities, Opportunity Zones 1, and labor surplus areas). A CDC may choose to separate these loans from the remainder of its portfolio for the purpose of calculating the averages.
- Loans to Small Manufacturers and eligible Energy Public Policy Projects are excluded from this average.

Generate

- Input the **Fiscal Year End Date**
- Select **State(s)** - can be multiple selections or leave blank to gather all.
- Select your **Organization** although if you have multiple Organizations you can leave it blank
- **Exclude Special Geographic Area.** OCRM will be releasing some guidance that states that the special geo loans have to be shown in the report even if they are going to be excluded from the average. *We suggest not excluding them from your report.**
- Click on **Generate**

*if a substantial portion of your portfolio is a special geographic area (Hawaii, Alaska), please contact us for assistance in excluding them from the average.

Manufacturing and Energy Public Policy loans are part of the report however the job creation average is splitting out jobs separately for each of those as well as combo of the two.

Debentures Funded Less Than 2 Years				Estimated Job Opportunity Section				Is Loan a Manufacturing or Energy Public Policy Project?	
SBA Loan No	Borrower's Name	Date Funded	504 Approval Amount	Created ¹	Retained ²	Total			
20250715101 E	QA Tenacious 22 Grill (OT491)	8/11/2024	\$614,000.00	8	2	10	Y		
20250715104 M	QA Plástico Amor (OT491)	9/14/2024	\$1,418,000.00	18	3	21	Y		
11223456	First Borrowers, LLC	1/15/2025	\$3,000.00	0	0	0	N		
	Evergreen	3/25/2025	\$3,000.00	0	0	0	N		
Totals	4 Loans		\$2,038,000.00	26	5	31			
Manufacturing		14	\$1,418,000.00	18	3	21			
Energy		15	\$614,000.00	8	2	10			
Total for Manufacturing and Energy Public Policy Projects		16	\$2,032,000.00	26	5	31			
Other (Not Manufacturing or Energy)		17	\$6,000.00	0	0	0			
*If a project can be categorized as both Manufacturing and Energy, it will be categorized solely as Manufacturing (and therefore counted only once)									
Debentures Funded 2 or More Years				Actual Job Opportunity Section				Is Loan a Manufacturing or Energy Public Policy Project?	
SBA Loan No	Borrower's Name	Date Funded	504 Approval Amount	Created ³	Retained ⁴	Total	Estimate vs Actual	Date Verified ⁵	
20250715102 M	QA EVA-05 (OT4919 Manufacturing)	3/16/2020	\$1,098,000.00	39	11	50	8	3/10/2024	Y
20250715103	Horimiya Bakery (OT4919)	4/16/2022	\$473,000.00	8	0	8	-2	4/10/2024	N
20250715103	4 Barrels, LLC	4/11/2023	\$24,000.00	3	0	3	3	4/11/2025	N
Totals	3 Loans		\$1,595,000.00	50	11	61	9		
Manufacturing		18	\$1,098,000.00	39	11	50			
Energy		19	\$0.00	0	0	0			
Total for Manufacturing and Energy Public Policy Projects		20	\$1,098,000.00	39	11	50			
Other (Not Manufacturing or Energy)		21	\$497,000.00	11	0	11			
*If a project can be categorized as both Manufacturing and Energy, it will be categorized solely as Manufacturing (and therefore counted only once)									
¹ Job Creation Estimates as Indicated on Application ² Jobs to be Retained as Indicated on Application ³ Actual Job Creation as Reported on 2-Year Anniversary ⁴ Actual Job Retention as Reported on 2-Year Anniversary ⁵ Only Required for Debentures Funded in Fiscal Year 1999 or Later ^M Manufacturing project ^E Energy project									

Comparison against Ventures data

Purpose Occupancy **Public Policy** Jobs Credit Elsewhere

Specialized

☐ New Market Tax Credit (NMTTC) ?

☒ Small Manufacturer ?

Determined by the NAICS code of the primary operating company.

How does Ventures know to classify a loan as a **Manufacturer** on the Jobs report?

The determination is made by the Primary Operating Company's NAICS code of 31, 32, or 33 (MFG codes). If the company was assigned a MFG code then by default the platform selects **Small Manufacturer** in the **Eligibility > General > Public Policy** tab.

Debentures Funded 2 or More Years			
SBA Loan No.	Company Name	Date Funded	
888888888 M	Demo Operating Company	3/11/2014	

On the Jobs Report the Manufacturer would have an **M** listed next to the SBA Loan No.

Comparison against Ventures data

How does Ventures know to classify a loan as an **Energy** on the Jobs report?

On the Jobs Report the **Energy** would have an **E** listed next to the SBA Loan No.

The determination is made by the **Eligibility > General > Public Policy** tab.

SBA Loan No	Borrower's Name	Date Funded
20250715102 M	QA EVA-05 (OT4919 Mant	3/16/2020
20250715103	Horimiya Bakery (OT4919	4/16/2022
3331225428 E	4 Bards... LLC	1/1/2023

Public Policy

- ☐ Rural ?
- ☐ Exports ?
- ☐ Enhanced Economic Competition ?
- ☐ Federal Budget Cutbacks or Base Closures ?
- ☐ Veteran Owned ?
- ☐ Renewable Energy Production ?
- ☐ Revitalization ?
- ☐ Reduces Unemployment in Labor Surplus Areas ?
- ☐ Minority Business Development ?
- ☐ Federally Mandated Standards/Policies ?
- ☐ Woman Owned ?
- ☐ Reduce Energy ?
- ☐ Sustainable Building Design ?

Comparison against Ventures data

Annual Job Report:
Debentures Funded Less than 2 Years (top portion of your report) is going to capture Ventures data from the Origination Record.

- The **Total** column is not captured in Ventures. The math happens on the worksheet.

Purpose	Occupancy	Public Policy	Jobs	Credit Elsewhere	Custom Fields
Type	As of Date ↓	Existing	Retained	Created	
Origination	9/30/2016	10	2	5	

CDC Fiscal Year Ending:		09/30/2016					
<u>Debentures Funded Less Than 2 Years</u>				<u>Estimated Job Creation Section</u>			
SBA Loan No	Company Name	Date Funded	504 Approval Amount	Created ¹	Retained ¹	Total	
999999888888	Sunshine For You, Inc.	1/30/2015	\$1,065,000.00	5	2	7	

Comparison against Ventures data

Annual Job Report: Debentures Funded 2 or More Years (middle portion of report) is going to capture Ventures data from the 2 Year Anniversary column.

- The **Total** column is not captured in Ventures. The math happens on the worksheet.
- *Difference between Estimate and Actual* column is using fields labeled **Created** in the 2 Years Record minus **Created** in the Origination Record(Application)
- **Public Policy Loan** column is looking at the **Public Policy** tab of your loan (Eligibility > General > Public Policy). If any are checked the column will show **Yes**.

Type	As of Date ↓	Existing	Retained	Created
Jobs at 2 Years	3/10/2016	8	2	10

Debentures Funded 2 or More Years					Actual Job Creation Section				Difference bet. Estimate and Actual	Public Policy Loan?
SBA Loan No	Company Name	Date Funded	503/504 Approval Amount	Date Verified ³	Created ²	Retained ²	Total			
888888888 M	Demo Operating Company	3/11/2014	\$569,000.00	3/10/2016	10	2	12		2	Yes

Updating Portfolio Job Ratio

After you have submitted your annual report you must **update** the **Portfolio Job Ratio** located within **Administration > Organizations> Click the Organization you need to update > Fees** tab for the proper organization. This number must match the number shown on your Annual Report submitted to SBA.

The Job Ratio is listed in your Annual Jobs report. It will be bolded and labeled “*Report As Annual Jobs Ratio”

Job Creation Average Calculation		\$479,000.00	17+21 from above
of Other (not Manufacturing or Energy) Jobs	divide by	8	9+13 from above
		\$59,875.00	*Report as Annual Jobs Ratio

Edit Organization

Company

Fees

Document Settings

Fee & Amount Defaults

SBA Guarantee Fee %

0.0000 %

Processing Fee %

1.5000 %

CDC Closing Fee

\$2,000.00

Other Out of Pocket

\$700.00

Funding Fee %

0.2500 %

Portfolio Job Ratio ⓘ

\$605,200

Job opportunity average: 1 job created per this amount of funding.