Region I-V Federal, State, and Local Partners
The Coronavirus Preparedness and Response Supplemental Appropriations Act 2020 (H.R. 6074) expanded the Small Business Act’s definition of a disaster to include Coronavirus (COVID-19). As a result, the SBA will be able to provide Economic Injury Disaster Loans (EIDLs) under a Governor’s Certification Disaster Declaration. In order for SBA to issue an EIDL declaration, the Governor must submit a written request to SBA with supporting economic injury loss information that certifies at least five (5) small businesses in a disaster area have suffered substantial economic injury as a result of the disaster.

Field Operations Center East (FOCE), Office of Disaster Assistance, U.S. Small Business Administration handles all field operations for SBA during disaster declarations in FEMA/SBA Regions I-V. We have a rich history of working seamlessly together during Presidential Disaster Declarations. The Coronavirus, however, is a different type of disaster and challenges our existing procedures. In response to this challenge, FOCE has assembled a team of disaster professionals who will be assigned to FEMA/SBA Regions I-V respectively to provide detailed instructions to our State partners on how to request an SBA EIDL declaration and to answer any questions that you may have.

For most disasters this effort is led by the Emergency Management Community but since this is a declaration for businesses only, the Economic Development/Commerce Community is leading the way for the Governors’ Office.

I have attached the following documents for widest dissemination within your State:
• SBA Handout: This is an overview of Declaration Process and the EIDL process
• How to Request Disaster Declaration (Region I-V only): A-Z instructions on how a State must request a disaster declaration
• SBA COVID-19 Declaration Request Contact List: State officials should call or email their respective point of contact for assistance in preparing the declaration request
• SBA State District Directors and Regional Administrators Contacts

The SBA District Directors (DD) in each State and the SBA Regional Administrators can assist you with finding business to survey for declaration requests. They are integral to this response effort and should be used as a resource to the States.

We are also prepared to provide you a complete overview brief of the SBA EIDL program. If you or your staff desire a brief don’t hesitate to let my office know and we will work around your schedule. POC for any briefing will be FOCE Public Affairs Manager, Michael Lampton, Michael.Lampton@sba.gov, (404) 331-0333 ext. 2177, (404) 909-9471 Cell. Michael will also be reaching out directly to your external affairs departments to develop a joint outreach plan.

Tanjie Kyer
Field Operations Specialist
Field Operations Center East, Office of Disaster Assistance

U.S. Small Business Administration
(404) 331-0333 Ext. 2105
Cell (404)909-1535
tanjie.kyer@sba.gov