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Sent: Monday, March 16, 2020 9:16 AM
To: Tara Vance
Subject: Commerce Notification – Small Business Administration (SBA) Disaster Assistance
Attachments: HANDOUT_SBA Disaster Assistance_Resources for Businesses.pdf; Economic Injury Worksheet - 051410.pdf

Importance: High

The Department of Commerce is working closely with the Kansas Department of Emergency Management (KDEM) to complete the required steps for requesting an SBA Economic Injury Disaster Loan Declaration. As part of this process, KDEM needs to obtain information from small businesses that have suffered substantial economic injury as a result of the COVID-19 disaster.

Background: The Coronavirus (COVID-19) disaster incident period began 1/31/2020 and is ongoing. This means that businesses may look at loss beginning 1/31/2020. SBA is using the attached Estimated Disaster Economic Injury Worksheet For Businesses form to determine damages in support of a Declaration. This is the same form that used for this purpose during other disasters. An SBA Economic Injury Disaster Loan Declaration will rely on state certification that at least five small business have suffered substantial economic injury as a result of the COVID-19 disaster. A declaration is for a primary county or counties, and will also include the contiguous counties as requested by KDEM. It is important that we gather forms from a businesses across the State.

Step 1: Businesses effected by the Coronavirus (COVID-19) disaster should complete the attached Estimated Disaster Economic Injury Worksheet For Businesses form in its entirety. The form will need to be printed out, completed, and then scanned.

Step 2: Save your scanned form using the following naming convention: County 2-letter abbreviation.companyname.date. For example, ABC Manufacturing located in Wyandotte county would use: WY.abcmanufacturing.17Mar2020

Step 3: Email a copy of your completed form to the Department of Commerce to amy.selm@ks.gov. You will received a confirmation email that the form has been received and forwarded to KDEM.

Additional information is available on the KDEM website: <http://www.ksready.gov/>

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