

Instructions for submitting an Economic Injury Disaster Loan (EIDL) request to the Governor through OMD, Oregon Emergency Management (OEM)

Background:

When disaster damage is insufficient to meet SBA Physical Disaster criteria, or in cases where there is little or no physical damage to businesses, but rather a loss of sales and revenue due to the disaster, the Governor may request that Economic Injury Disaster Loans be made available by the SBA Administrator. Economic injury loans can only be made available to small businesses. Criteria used by the SBA in analyzing a request for an Administrator's economic injury declaration are that at least five small businesses in the state have suffered substantial economic injury due to a sudden physical event, and there is not reasonable financial assistance available in the area. This SBA disaster program provides low interest loans (not grants).

Instructions:

The Local Emergency Program Manager or his/her designee should locate five or more small businesses in your jurisdiction that suffered substantial economic injury due to the winter storm and are willing to complete the [Estimated Disaster Economic Injury Worksheet for Businesses form](#). Have the business owner or manager complete this form. Because the form cannot be electronically re-saved with the completed data, the businesses will need to print the forms once they have completed them, or you will need to provide a paper version of the form for the businesses to complete. Collect the completed forms.

Send a signed letter from your Chief Elected Official (CEO) or Board/Council to the Governor through the OEM Director, Ken Murphy, asking that the Governor request that the SBA Administrator make an Economic Injury Disaster Loan Declaration for your jurisdiction due to the sudden and severe winter storm. Have your CEO describe in that letter a little about the severity and unusual nature of this storm, and the substantial economic consequences it had in your jurisdiction.

Fax the request letter, plus the completed forms to the OEM administrative fax (503-373-7833), to the attention of Joseph Murray. Follow-up by mailing these to Joseph via:

OMD - Oregon Emergency Management
P.O. Box 14370
Salem, Oregon 97309

These should be submitted to OEM by close of business on January 30, 2009.