



CITY OF SAN ANTONIO
OFFICE OF EMERGENCY MANAGEMENT

Dear Resource Partner,

As you know, the virus that causes COVID-19 is easily transmitted, especially in group settings, and it is essential that the spread of the virus be slowed to protect the most vulnerable members of the San Antonio community.

This email is to inform you that Mayor Ron Nirenberg has issued a new Public Health Emergency Declaration that places additional restrictions on all restaurants, while closing bars, lounges, nightclubs, taverns, gyms and health studios, bowling alleys, bingo parlors, and indoor commercial entertainment establishments, such as movie theaters.

Beginning at midnight tonight, March 18th, 2020, San Antonio restaurants may only provide take out, delivery, drive-in or drive-through services and must maintain a 6-foot social distance between customers at all times. Dine in service at restaurants is prohibited.

The declaration continues to prohibit all mass gatherings of 50 persons or more, with exceptions for the Airport, schools, childcare facilities, places of worship, funeral homes, museums, offices, hotels, grocery stores, shopping malls, hospitals and jails.

To read the declaration, click the button below.

Mayor's 4th Emergency Declaration

The Emergency order begins at midnight tonight, March 18, 2020, and continues for seven days. The Council may choose to extend it to 30 days tomorrow.

We understand that these are difficult times for all businesses, and we are grateful for your cooperation and partnership in our collective efforts to prevent the spread of COVID-19. The declaration as written reduces the risk of transmission while ensuring that food is still available to our community.

For more information and continuing updates, please visit the City of San Antonio's website, sanantonio.gov. We have recently updated it to include information for local businesses and individuals seeking employment, including the following:

SBA Loans

On 3/17/20, Texas Governor Greg Abbott requested designation from the Small Business Administration (SBA) Economic Injury Disaster Declaration to access the Economic Injury Disaster Loan (EIDL) program for the entire state of Texas. This was a crucial step in making long-term, low-interest SBA loans available to qualifying businesses across the state.

[Click HERE to begin the loan application process.](#)

As you prepare to submit your application, the following financial/accounting data and information will most likely be required. You should have these documents ready to immediately upload into the SBA Disaster website as soon as it opens for the Coronavirus emergency relief for Central South Texas:

1. Written narrative statement justifying the nature and scope of economic injury and how/why nature of business was adversely impacted by the

- Coronavirus (one page/no more than two), such loss of revenues, cancelled contracts, interrupted supply chain, etc.
2. Current Accounts Payable and Accounts Receivable Aging as of date of filing for the loan
 3. Three (3) years' 1040 Federal Income Tax Returns for the business & owner
 4. Three (3) years' company FYE Income Statement and Balance Sheet and latest YTD Financial Statements (Company prepared)
 5. Company and Owners' Debt Schedule Tables [e.g., Lender, original loan amt., date, current balance, interest rate (F or V?), collateral, purpose of loan, guarantors, status (e.g., current or past due with explanation) per row in table]
 6. Monthly (reasonably detailed) two (2) years cash flow projections
 7. Three (3) years' Monthly Sales History up to date of filing for loan
 8. Current copies of owners' credit reports from the three (3) credit bureaus with explanations for any negative reports
 9. Owners' Personal Financial Statements (SBA Form 413)
 10. SBA Form of Personal History for each (10% or more) owner

[Click HERE for Additional Information about Disaster Loans](#)

0% Interest Loan Program

Through a partnership with LiftFund, the City of San Antonio helps make 0% interest loans available to qualifying local small, minority, and women-owned businesses. Loans range from \$500 to \$100,000 and can be used to help start-up or existing business.

[Click HERE to learn more.](#)

Contingency Planning

Small businesses are also encouraged to create a contingency plan. The U.S. Chamber of Commerce Offers guidance online.

[Click HERE for Additional Small Business Guidance and Resources](#)

Unemployment Benefits

On 3/17/20, Texas Governor Greg Abbott instructed the Texas Workforce Commission to waive the waiting week, for Unemployment Benefits. In addition to waiving the waiting week, the Texas Workforce Commission is exercising its authority under the Governor's declaration of a Statewide Disaster to waive Unemployment Insurance work search requirements effective immediately.

Those seeking to apply for [Unemployment Benefits](#) will need to submit an [application](#).

You will need the following:

- Last employer's business name and address
- First and last dates (month, day and year) you worked for your last employer
- Number of hours worked and pay rate if you worked this week (including Sunday)
- Information related to your normal wage
- Alien Registration Number (if not a U.S. citizen or national)

[Click HERE for Additional Services](#)

To access the City's COVID-19 web page, click the button below.

[City of San Antonio COVID-19 Webpage](#)

