

Memo

To: Irvine Recovery Plan Grants Review Subcommittee
 Via: Tim Gehrich, Director of Community Development *KG*
 From: Lisa Varon, Housing Manager *LV*
 Date: September 13, 2022
 Re: **ERRATA ITEM 2.1 – PROGRAM UPDATE AND APPLICANT PRESENTATIONS**

Subsequent to distribution of the agenda packet, staff and consultants determined that several updates are needed for the IRP Grants Review Subcommittee Meeting #1 Staff Report posted September 9, 2022. To address the situation, staff is providing the following revisions, consisting of an updated Summary of IRP Grants Program Applications table and an updated list of program applications (originally Attachment 3 of the staff report). The revised language below uses **bold underline** to represent additions or changes, and ~~strike through~~ to represent deleted text.

Summary of IRP Grants Program Applications Table

The first revision pertains to page 1 of the staff report:

The Subcommittee is responsible for reviewing, scoring, and ranking a total of 32 IRP Grants Programs applications. The applications, cumulatively, requested approximately ~~\$8.7~~ **\$9** million.

The second revision pertains to the table on page 4 the staff report. The number of applications and requested grant amounts are shown below using **bold underline** to represent revisions and ~~strike through~~ to represent deleted text:

Summary of IRP Grants Program Applications*		
<i>Original 9/9/22</i>	<i>Revised 9/13/22</i>	
19	19	Vulnerable Populations Applications
\$4,539,086	\$4,539,086	Vulnerable Populations Amount Requested
7	8	Small Business Applications
\$3,684,400	<u>\$3,977,200</u>	Small Business Amount Requested
6	5	Emerging Nonprofit Applications
\$549,450	<u>\$449,450</u>	Emerging Nonprofit Amount Requested
32	32	TOTAL

* *Three applicants were determined ineligible by staff and are not included in the figures above. **One applicant withdrew their application after the publishing of this agenda packet.***

The third and final revision pertains to Attachment 3. The Small Business table adds Asian Business Association of Orange County as their application was inadvertently left out of the original list and the Emerging Nonprofits table deletes Kingdom Business Group as it was determined that this organization is not qualified for the program.

Small Business

	Agency	Program	Amount Requested
1	Charitable Ventures	IRP Child Care Provider Relief Grant	\$2,200,000
2	CSU Fullerton Auxiliary Services Corporation	CSUF SBDC	\$300,000
3	Filipino American Chamber of Commerce of Orange County	Filipino American Chamber of Commerce	\$184,400
4	SCORE Orange County	Small Business Resilience Training	\$100,000
5	COR Community Development Corporation	Banking on Your Success Irvine	\$300,000
6	Orange County Hispanic Chamber of Commerce Education Foundation	New Start Business Grants	\$300,000
7	Orange County Iranian American Chamber of Commerce	Small Business Assistance Program	\$300,000
8	<u>Asian Business Association of Orange County</u>	<u>Asian Business Association of Orange County</u>	<u>\$292,800</u>

Total Requested: **\$3,977,200**
~~**\$3,684,400**~~
Total Available: **\$2,200,000**

Emerging Nonprofits

	Agency	Program	Amount Requested
1	Ektaa Center	South Asian Seniors Association (SASA)	\$60,000
2	Filipino Influential Leaders and Mentors	Making Your Mark - Starting a Business	\$100,000
3	Kingdom Business Group	Casa De MHTRA	\$100,000
3	Orange County Justice Fund	Irvine Just Recovery Plan	\$90,900
4	Small Business Diversity Network	Small Business Diversity Network	\$98,550
5	To Stop Abuse Proactively	To Stop Abuse Proactively	\$100,000

Total Requested: **\$449,500**
~~**\$549,450**~~
Total Available: **\$300,000**

Program Application

CITY OF IRVINE
IRP GRANTS PROGRAM
Small Businesses Grants - Application for Funding



Part 1. Organization Requesting Funding				
Name of Organization: Asian Business Association of Orange County				
Organization Address: 3943 Irvine Blvd #14, Irvine CA 92602				
Name of Program: IRP Small Business Grant Program				
Program Address: 3943 Irvine Blvd #14, Irvine CA 92602				
Amount Requested: \$292,800 Number of unduplicated small businesses to be Served: 3,600				
Prior Years City of Irvine Funding, if applicable:				
	2018-2019	2019-2020	2020-2021	2021-2022
Funds Awarded				
Source of funds	n/a	n/a	n/a	n/a
Faith-based Organization? Yes <input checked="" type="checkbox"/> No				
Employer Federal ID#: 33-0510434 UEI or DUNS#: None				
Contact person for application (name, title, phone and email):				
Name: Jay Ungos				
Title: Program Director and Past-President				
Phone: 949-285-4300				
Email: jay.ungos@abaoc.org				
Contact person for the implementation of the project (name, title, phone and email):				
Name: Jay Ungos				
Title: Program Director and Past President				
Phone: 949-285-4300				
Email: jay.ungos@abaoc.org				
Two officials authorized to sign contracts and expend funds for the Organization (name and title):				
Name: Tom Nguyen				
Title: President				
Name: Manish Bhardia				
Title: President-elect				

Part 2. Statement of Organization

The undersigned acknowledges the following:

1. That, by submission of this application, the Organization agrees that it will become a public document.
2. That, to the best of its knowledge and belief, all information provided is true and correct and all estimates are reasonable.
3. That no revised proposals/applications may be made in connection with this application once the deadline for applications has passed.
4. That the City of Irvine may request or require changes in the information submitted which it deems reasonable for any and all information provided.
5. That the Organization will cooperatively assist in the application review process.
6. That, if the program is recommended and approved by the City Council, the City reserves the right to fund less than the full amount requested. The City also reserves the right to reduce and/or cancel allocation if federal entitlements are cancelled, reduced, or rescinded.
7. That the City of Irvine reserves the right not to fund any submittals received.
8. By submission of this application, the Organization agrees to abide by the federal, state, or City requirements applicable to this program.
9. That past program and financial performance of similar programs may be considered in reviewing this application.
10. That services are to be provided only to eligible Irvine small businesses at no cost during the grant period.
11. That, if the program is funded, the City or a designated organization may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for program expenditures.
12. That, if the program is funded, the City may need to perform an environmental review prior to the obligation of
13. That, if the program is funded, a written agreement will be required that includes, among other matters, a statement of work, records retention and reporting, local and federal requirements, and circumstances that would trigger grant suspensions and terminations.
14. That a program's funding will be for a maximum of a two (2) year period.
15. That proof of insurance (general comprehensive public liability insurance with a company licensed to do business in California, and in the aggregate naming the City, its employees and agents as additional insured) will be submitted to the City prior to receiving funds.
16. That written signature authority from the Organization's governing body indicating who can execute contracts and amendments on its behalf will be submitted to the City prior to receiving funds.
17. That the Organization agrees to abide by the City of Irvine's Conflict of Interest Policy. Items of concern would include Board of Directors or staff members families having a monetary interest in any contract made by the City, and other matters that may give the appearance of a conflict of interest.
18. That the Organization certifies that it has participated in the workshop conducted on August 4, 2022 or has watched the application workshop recording which was posted on the City's IRP webpage at www.cityofIrvine.org/IRP

By signing below, the applicant acknowledges the above.

Name:	Jay Ungos	Title:	Program Director and Past President
Signature:		Date:	08/27/2022

Application Submission Checklist

APPLICATION FORM

- ☐ All questions are answered
- ☐ The application is signed at the end of Part 2 by an official authorized to sign contracts for your Organization
- ☐ A complete Activity Operating Budget is provided in Part 4

REQUIRED ATTACHMENTS:

- ☐ Verification of 501(c)(3) Status
- ☐ Most recent audited financial statement or Single Audit; or, if your Organization is not required to perform audits, a current balance sheet and profit/loss income statement
- ☐ Cover letter from the Executive Director or Board President describing the program or project to be implemented and how it will benefit Irvine businesses
- ☐ Job descriptions for each position to be funded under this application
- ☐ Resolution of Board of Directors authorizing an appropriate staff member to execute program applications, agreements, payment requests, and related documents on behalf of the Organization related to the Irvine IRP grant
- ☐ Current Board of Directors List

Part 3. Program Description & Level of Need

a. Please describe the program services to be provided and how IRP funds will be used to benefit small businesses in the City of Irvine.

(Be concise in stating the services to be provided, population served, reasonable start and end dates, program costs, positions and operating expenses to be funded. Do not exceed the space provided for each question.)

With this IRP grant, the Asian Business Association plans to provide beneficial services that will offer technical assistance and resource navigation for the Asian and diverse small businesses of Irvine. We plan on implementing this program for 2 years and hoping to start it on January 1st, 2023 through December 31st, 2023. The estimated program costs, positions, and operating expenses to be funded by the IRP grant (Small Business) is \$292,800. We are planning to use the IRP grant funds to hire a part-time executive director, event manager, and marketing manager to carry out and execute the program. The remaining funds will be used to purchase workers comp insurance. A more detailed description of the actual programs and services for the IRP grant can be found below.

b. Please describe the level of need for the proposed program and how the program will small businesses. Cite specific data to explain and document need.

This proposed IRP (Small Business) grant program is much needed right now for the small businesses of Irvine because alot of the businesses that have been affected by COVID need all the help they can get. DEI-Diversity Equity and Inclusion is a big deal right now and we need to create more awareness for the underserved small business community so they can have more access to resources that can benefit their businesses. Our IRP grant program can accomplish this by creating more outreach to the community. We can only accomplish this goal by hiring more personnel to be able to carry out the logistics, marketing and planning of these events. These events are beneficial for small businesses because they provide technical assistance on access to capital, minority certification, procurement, contracts, marketing and more. They also provide resource navigation when it comes to grants, microgrants, microloans, contracts, and procurement opportunities.

c. Please describe the target small businesses and number of unduplicated Irvine small businesses to be served from November 1, 2022 through October 31, 2024. Describe how the expected number of small businesses was determined.

The target small businesses that our IRP grant program will serve from November 1, 2022 to October 31, 2024 is about 3800. We determined this number through the number of attendees who will be attending our events and programs during the duration of the grant period. Here is the breakdown: Breakfast Networking Trainings(1000), Mixers(800), SBDD events(400), BIZCON events(400), Matchmaking events (300), GALA events (300), and Workshops (400). Out of the 3600 small businesses who will be attending our event we are estimating that at least half (1800) will be small businesses owners from Irvine. We will definitely target the underserved small businesses of Irvine if we are awarded this grant. Having this opportunity in working with the City of Irvine is a big deal for our organization. And that is why we will do whatever it takes to make sure that this IRP grant is a huge success.

d. Describe the program marketing/outreach and service delivery method.

(Please describe how you will reach the target small businesses and how the program will be carried out, what service(s) will be provided and who will deliver those services. How will the program address small businesses who do not read or speak English?)

ABAOC plans to leverage technology and its digital savviness to reach the target small businesses. During the COVID pandemic, ABAOC has built a solid digital foundation that has now grown and penetrated the Orange County business community. Now, we are able to maximize the hybrid approach when it comes to our events and programming. With the hybrid approach we are able to engage with our small businesses digitally or in real life. We have the strategies, the tools, and now we need more personnel to carry this program out to its maximum potential. The services we will provide to small businesses include technical assistance training, networking events, workshops, mixers, matchmaking events, and more (please see attached ABAOC media kit for more information). We will also provide resource navigation through our BIZCON and Matchmaking events. The programs and events will be carried out by ABAOC's internal team, vendors and suppliers, collaborative partners (e.g., SBA, SCORE, SBDC, SCMSDC, etc) and our volunteers. Most of our small business owners are English speaking. We can always request more funding to create a program for other languages. We will advise once the demand becomes worth it for us to make the request.

e. Describe the proposed program outcomes and objectives. The program objectives and outcomes should be specific, measurable, achievable, relevant, and time bound ("SMART goals"). Indicate how the outcomes and objectives will be measured.

(Outcomes and objectives should be "SMART." If the desired outcome is to provide a specific number of small businesses with a service, state the number of businesses and the expected outcome of that service for those receiving the service. What problem does the service address? How will the benefit(s) to participants be demonstrated?)

ABAOC's proposed outcomes for the IRP grant for small businesses are: 106 organizational training and resource navigation hours, 402,800 training hours for small businesses. We will also track the demographics of our small business owners so we can collect the data in order to create better programming and resources for them. We will also track the number of small businesses who will apply and receive grants, microloans, and loans. We will also track the referrals for our small business owners when we refer them to our partners(sba, sbdc, etc) for additional services. We will also do our best to track the referrals we make and the impact it creates with our small business owners. The benefits to the small businesses will be demonstrated through the reporting we will submit for every event and program we perform during the duration of the IRP grant.

f. Describe how the program prevents, prepares, or responds to the COVID-19 pandemic.

During the COVID pandemic, ABAOC has continued to provide programming and events for our small business community. We provided technical assistance and resource navigation for our small businesses for them to learn more about COVID, COVID programs, grant assistance, and other opportunities that can benefit their business. With the IRP grant, we can continue our mission in keeping our small businesses updated with the most current COVID-19 updates, resources, grants, assistance programs that they can take advantage of. Most of the small businesses have a very difficult time finding out the programs that can really help their small businesses because they don't have access to this information. This is why this IRP grant program is so important is because it will enable us to reach out to more small businesses so we can help them prepare and give them assistance if there business has been affected by this COVID-19 pandemic.

g. Describe how your program will meaningfully include Minority Business Enterprises and Women's Business Enterprises (MBE/WBE) businesses in the implementation of your program.

Orange County has a huge number of diverse businesses in the small business community. This IRP program we will be implementing will definitely support these MBE's/WBE's because we already have programs that exist that already provide assistance for them. Our programs for MBE's/WBE's educate our small businesses on the benefits of certification, certification process, and the next steps after certification. Our programs also provide resource navigation through our matchmaking events. In our matchmaking events we connect our MBE's/WBE's to buyers, procurement opportunities, referrals and more. Having this IRP grant will allow us to continue and grow our program so we can reach more MBE's/WBE's in our community.

Part 4. Activity Operating Budget

(Provide a summary of the anticipated operating expenses for the proposed IRP activity. The Activity Operating Budget **must reflect only those costs of serving IRP-eligible Irvine small businesses**. Additionally, provide your total Organization Operating Budget for each type of operating expense. Please round up to the nearest dollar.)

	Proposed Irvine IRP Activity Operating Budget			Total Organization Operating Budget*
	Irvine IRP Funds Requested	Leveraged Funds**	Total IRP Activity Operating Budget	
Direct Personnel Services				
Salaries	\$ 216,000	\$ -	\$ 216,000	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -
Other	\$ 72,000	\$ -	\$ 72,000	\$ 150,000
Subtotal:	\$ 288,000	\$ -	\$ 288,000	\$ 150,000
Direct Program Supplies				
Office Supplies	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ 12,000
Subtotal:	\$ -	\$ -	\$ -	\$ 12,000
Direct Client Service Expenses				
a. Venue	\$ -	\$ 70,000	\$ 70,000	\$ 70,000
b.	\$ -	\$ -	\$ -	\$ -
c.	\$ -	\$ -	\$ -	\$ -
Subtotal:	\$ -	\$ 70,000	\$ 70,000	\$ 70,000
Operating Expenses/Indirect Costs				
Telephone	\$ -	\$ -	\$ -	\$ 2,400
Utilities	\$ -	\$ -	\$ -	\$ -
Rent (Facility)	\$ -	\$ -	\$ -	\$ 18,000
Liability Insurance	\$ 4,800	\$ -	\$ 4,800	\$ 12,000
Printing	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Audit	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -
Subtotal (cannot exceed 10% direct costs):	\$ 4,800	\$ -	\$ 4,800	\$ 32,400
Other Indirect Expenses				
a.	\$ -	\$ -	\$ -	\$ -
b.	\$ -	\$ -	\$ -	\$ -
c.	\$ -	\$ -	\$ -	\$ -
Subtotal:	\$ -	\$ -	\$ -	\$ -
Total Budget:	\$ 292,800	\$ 70,000	\$ 362,800	\$ 264,400

* Attach a copy of the Organization's most recent audited financial statement, or, if your organization is not required to perform audits, copies of your most recent balance sheet and profit/loss income statement.

** Leveraged Funds are not required but will enhance your proposal. Leveraged Funds are the other non-IRP funds that will be used in conjunction with the IRP request to complete the activity. Leveraged Funds can be a blend of cash, gifts, in-kind gifts, or volunteer labor. These funds must be firmly assigned to the activity and immediately available.

Sources of Funding: Please list all of the sources of funding you anticipate using to implement the Irvine IRP activity by source, amount, type and status below. List the amount of IRP funding you are seeking first, followed by other sources.

Source (please write 'federal' if funding is from a federal source)	Amount	Type (Grant, Loan, other)	Loan Terms	Status (Not Yet Applied, Committed, In Hand, or Unknown)
IRP (this application)	\$ 292,800	Grant	N/A	Unknown
Sponsorships	\$ 70,000	Other	n/a	In Hand
	\$ -			
	\$ -			
	\$ -			

Part 5. Organization Experience and Capacity

In the field below, provide information that demonstrates your organization's capacity to implement the program.

(List and briefly describe similar programs your Organization has previously undertaken. Specify which programs have benefited the small businesses in the City of Irvine.)

For over 30 years ABAOC has been serving the small business communities of Orange County including Irvine. We have held numerous events, workshops, mixers, and trainings that has benefited the City of Irvine. Here is a more detailed description of our programming and events. SBDD(Small Business Development Day)-This is one of ABAOC's signature events that provide technical assistance and resource navigation for small businesses. Some of the programs include access to capital, grants, financial literacy, and more. SBDD also had opportunities to meet with our financial partners and organizations to get more financial resources for their businesses. ABAOC's BIZCON event offers a variety of programming which also includes technical assistance and resource navigation for small businesses. The BIZCON programming include business and procurement, entrepreneurial panels, keynote, and mayoral pitches. This signature event is very rich in programming and offers impactful information for our small businesses. ABAOC's Matchmaking event also offers technical assistance and resource navigation when it comes to certification, procurement and contracting. The small businesses also have the opportunity to meet with buyers, supplier diversity representatives, city managers, and also representatives from our county, state, and federal levels in charge of procurement. Our monthly networking breakfast trainings offer opportunities for our small businesses to promote their business, technical assistance training on a variety of topics, referrals and more. Our workshops offer technical assistance on related and impactful topics that are important for our small businesses to learn about. Our workshop trainings included technical assistance on financial literacy, marketing, grants, contracting, business plans, branding, video and photography, and more. Our mixers and gala events provide resource navigation and referrals to our small businesses. These networking events offer many opportunities for small businesses to connect with other small businesses, corporate sponsors(usbank, sce, socalgas,coh, and more), our resource partners(sbdc, sba, score, and more), other minority chambers (filipino, vietnamese, iranian, korean, hispanic and more) and also our local, county, state and federal officials. So as you can see, we can clearly demonstrate ABAOC's capacity to implement this program. All we are asking for is for more help so we can grow this program to reach more small businesses in the city of Irvine and Orange County.

Discuss the outcomes of the programs mentioned above in measurable terms.

ABAOC's proposed outcomes for the IRP grant for small businesses are: 106 organizational training and resource navigation hours, 402,800 training hours for small businesses. We will also track the demographics of our small business owners so we can collect the data in order to create better programming and resources for them. We will also track the number of small businesses who will apply and receive grants, microloans, and loans. We will also track the referrals for our small business owners when we refer them to our partners(sba, sbdc, etc) for additional services. We will also do our best to track the referrals we make and the impact it creates with our small business owners. The benefits to the small businesses will be demonstrated through the reporting we will submit for every event and program we perform during the duration of the IRP grant.

Explain how your Organization will verify that clients are eligible for IRP assistance.

With our advanced digital marketing strategy, we can identify the small businesses who are eligible for IRP assistance. Through our digital tools, mobile-apps, and programming we are able to provide you with data with all of our events and programs. Some types of data we collect include but not limited to industry, ethnic background, if the business is certified, place of business, business needs, and more. We can design the data capture to according to the type of information needed for the IRP program. This is what sets us apart from other organizations is the small details we put in our programming and events.

Describe your Organization's experience in working with other grant funds in communities other than Irvine, including outcomes.

We have been serving the small business community for over 30 years providing value and benefits through our programming and events. We have strong relationships with our sponsors (USBANK, SCE, SOCALGAS, COH, and more) because we are able to provide tangible benefits in our programming that supports their goals and initiatives. We also have experience working with the SBA with their CNPP(Community Navigator Pilot Program). This collaboration with the SBA and USPAACC has allowed ABAOC to be a spoke for this program for Orange County. This is just one example of the many collaborations we have with other national and state, and local organizations (USPAAC,CALASIAN, ABALA) who partner with us with grant opportunities in order to reach the Orange County Community.The 30 years experience and long lasting relationships with our sponsors who provide ABAOC with grants and resources should be a great indication that we would be a great fit for the IRP grant. (please see attached ABAOC reporting for outcomes)

Describe your Organization's experience in working with City of Irvine through other funds, including outcomes.

We have been working with the City of Irvine since our organizations inception. We have held many events and programs in the City of Irvine throughout our 30 years of serving the small business community. Some of the recent events in working with the City of Irvine include working with council member Tammy Kim and the Diamond Jamboree management team. This collaboration helped us put together this year's Lunar New Year celebration Mixer at the Tokyo table restaurant in the Diamond Jamboree shopping center in Irvine. This event brought the small business community together to celebrate the Lunar New Year in the City of Irvine. Another big event we did working with the City of Irvine was during AAPI month in May. We hosted a multi-chamber Golf Charity Golf tournament at the Strawberry farms golf course in the City of Irvine. This golf tournament brought minority chambers together to celebrate AAPI month. Mayor Farrah Khan was in attendance in support of this great event. The next experience in working with the City of Irvine that we are going to share is special. We were invited earlier this year to go to an AAPI rountable in the City of Irvine to discuss the needs of the AAPI small businesses and community. ABAOC was in attendance along with the other Asian chambers (FACCOC, KACCOC, ACE, OCAICC,) Boeing, Asian representatives from the White House WHIAAPPI, and small business owners. In this rountable we discussed alot of issues and concerns that we where experiencing in the community. We also discussed the needs more specifically of what the minority organizations needed in order to do more outreach to the communities. We also challenged the City of Irvine to do something about it and they did. I truly believed that this IRP program came as a result of that rountable discussion. When Mayor Farrah Khan told me about this program that it was up for approval at the next city council meeting we all came together and collaborated(ethnic chambers who were at the roundtable plus other minority chambers we invited that would benefit VACOC,OCHCC, FILAM, TIE) and spoke as one voice for the minority small businesses of Irvine to speak about the importance of this program. That same night it was passed and approved. So you see, this was a HUGE win for the small business community because we were able to come together as one voice and we were able to hold each other accountable for making this IRP program a reality. To me this is the BIGGEST outcome so far because the IRP grant opportunity would not be here if it wasn't for that roundtable discussion and the fact that the City of Irvine actually did something about it!! This is MONUMENTAL because the City of Irvine has now set the stage for the entire County of Orange and other 33 cities to follow.

List your Organization's personnel, consultants, and/or volunteers who will be carrying out the program and their qualifications.

Currently we have our team of board of directors, consultants, and vendors who will oversee and manage the program. As far as carrying out the program we are looking to expand and fill new positions so we can grow and implement this IRP program. We are asking for a part time executive director, event manager, and marketing manager(can be consultant or vendor). There is alot of work involved in ABAOC's programming and events. We need help to continue our mission in serving the small business community and with the IRP grant we can accomplish more together. (We will provide qualifications later- we have some pre-commitments on some of the positions but we are still looking to fill the others.)

For the personnel listed above, provide their salary, cost of benefits, and the approximate level of effort that will be charged to the program. Explain how the position(s) provide direct client services to Irvine small businesses and please attach a current job description.

For this IRP grant opportunity we are looking to hire 3 positions to add to our team. 1. Part-time executive director-manage IRP programs, daily operations, oversee events and programs, fund raising, oversee see marketing, create and develop strategic partnerships, oversee reporting, manage program outcomes, manage and oversee financials, and report to BOD. (\$60k a year for 2 years) 2. Event Manager(full time to part time)-manage events, manage event logistics, manage event planning, manage event marketing, manage event programming, and all event related tasks. (\$48k a year for 2 years). 3. Digital Manager (full to part time and can be a vendor and or consultant). Manage marketing(website, email campaigns, social media), create reporting for all events and programs, manage all event marketing needs and marketing related tasks, assist event manager and executive director on special projects. (\$36k a year for 2 years). These 3 positions will account for 90% of the level of effort that will be charged to this program. The remaining effort will be executed by the rest of the board of directors and internal team. These 3 positions will collectively provide the logistics needed in order for ABAOC to fulfill direct client services to the Irvine small businesses related to this IRP grant. This is the main reason why we are applying for this IRP grant. For 30 years we have been a volunteer organization and now during these challenging times coming out of the COVID pandemic we are need of a more sustainable and consistent business model that we can grow so we can continue our mission in helping the small businesses of Orange county starting with Irvine. This IRP grant is not just about a financial assistance to ABAOC. We see this opportunity as more of a partnership and collaboration with the City of Irvine. Together we can create a much needed economic development program for the underserved small businesses of Irvine. We know that there is alot of work that needs to be done and details of this IRP grant to be filled once you have decided if we are awarded. We look forward in working on this opportunity together with your team so we can develop a relationship between us that can create impactful outcomes for the small businesses we serve. TOGETHER we are Stronger!!

Identify and describe any audit findings, liens, investigations, or probation by any oversight agency in the past five (5) years. Additionally, identify and briefly describe any lawsuits (regardless of outcome), claims or settlements in the past five (5) years. If none, please state none.

n/a

Cover Letter



IRP Grants Program-Small Business Application

To the City of Irvine IRP Grant Committee,

Hi, my name is Jay Ungos, past-president, and program director for the Asian Business Association of Orange County, and we want to thank you for this opportunity for allowing us to apply for the IRP (Small Business) Grant.

Here is a little background of our organization. The Asian Business Association of Orange County (ABAOC) was founded in 1992, as a non-profit business under IRS 501(c) (6), to meet the needs of the growing Asian businesses in Orange County. Its vision was to build an organization that would provide all Asian Americans the opportunity to gain access to economic advancement through networking, education, and community representation.

For more than 30 years, ABAOC has been a leader in community service in the Asian and small business community in Orange County. Since its establishment, it has successfully organized many major events, including networking mixers, procurement events, and outreach programs through the support of its members, sponsors, and community affiliates. ABAOC events and programs inspire and stimulate small business owners, startups and entrepreneurs to grow and prosper through creation of new opportunities, education, networking and community participation.

This IRP grant program that we are proposing will actually help continue and grow the programming we have for the small businesses in the City of Irvine. Now we can really create a collaboration and strategic partnership with your city to enhance our programming so we can better serve your small businesses. The primary use and implementation of the IRP grant if we are awarded is for a dedicated logistics team comprising of an executive director, event manager, and marketing manager. ABAOC has been around for over 30 years and that is mainly due to the dedicated board members and volunteers who have served to keep our mission going.

We feel that coming out of the COVID pandemic, small businesses need us even more to keep them updated with all the resources they need to keep their businesses going. Whether it is technical assistance or resource navigation we feel that this IRP grant opportunity will not only help us continue our mission but also help us grow our organization so we can build the necessary capacity to serve more small businesses and do more outreach.

We truly feel that if awarded this IRP grant opportunity we can create a more collaborative partnership with the City of Irvine to help with its economic development. Please take time to review all the application answers, documents, reports, videos, and photos so you can really learn and understand who we really are and what we do and how we serve the small business community.

We can do a lot together and we are looking forward in this opportunity in working with the City of Irvine.

Please don't hesitate to reach out with any questions or concerns.

Sincerely,
Jay Ungos

Past-President/Program Director

e jay.ungos@abaoc.org

p 949-285-4300

Non-Profit Status

Results Detail

Last statement filed on: 10/11/2012

Corporation		
ASIAN BUSINESS ASSOCIATION OF ORANGE COUNTY		
Number: C1705386	Incorporation Date: 4/8/1992	Status: Active
Jurisdiction: CA	Type: Domestic Nonprofit	
Address		
2960 S. DAIMLER STREET, SANTA ANA, CA 92705		
Agent For Service Of Process		
MAURICE NGUYEN 2960 S. DAIMLER STREET, SANTA ANA, CA 92705		

Please review this information to determine if you have located the correct corporation. Statements of Information amendment filings are not eligible for electronic filing at this time. The corporation is not yet due to file the required statement; therefore, this filing is considered an amendment and must be filed either by mail or at our public counter in Sacramento. Forms and instructions can be downloaded from our website at http://www.sos.ca.gov/business/corp/corp_soinfo.htm.

[Search Results](#)[New Search](#)

Audited Financial Reports

Asian Business Association of Orange County
Profit and Loss
January - July, 2022

		TOTAL
Income		
CNPP Funding		27,617.49
Event Tickets		1,270.00
Membership		2,050.00
Sponsorship		85,150.00
Total Income	\$	116,087.49
Gross Profit	\$	116,087.49
Expenses		
Bank Charges & Fees		479.44
Contractors		12,500.00
Event		0.00
Rent		1,425.00
Total CNPP	\$	13,925.00
Event/Project Manager		10,000.00
Events		27,223.91
Independent Contractor		
Event Coordinator		8,746.71
Marketing		2,030.00
Picture/Video		2,170.00
Website, Technology		7,608.00
Total Independent Contractor	\$	20,554.71
Legal & Professional Services		239.99
Merchant fees		0.00
PayPal Fees		28.69
QuickBooks Payments Fees		68.75
Total Merchant fees	\$	97.44
Office Rental		1,605.00
Office Supplies & Software		1,100.21
Partner		600.00
Printing		748.15
Program Director		4,000.00
Travel		1,074.64
Uncategorized Expense		0.00
Venue		7,246.75
Virtual Assistant		2,000.00
Total Expenses	\$	90,895.24
Net Operating Income	\$	25,192.25
Net Income	\$	25,192.25

Asian Business Association of Orange County
Balance Sheet
As of July 31, 2022

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	\$ 150,476.00
Total Current Assets	\$ 150,476.00
Fixed Assets	
Intangible Assets	1,501.00
Machinery and Equipment	309.00
Total Fixed Assets	\$ 1,810.00
TOTAL ASSETS	\$ 152,286.00
LIABILITIES AND EQUITY	
Liabilities	0.00
Equity	
Retained Earnings	152,286.00
Total Equity	\$ 152,286.00
TOTAL LIABILITIES AND EQUITY	\$ 152,286.00

Job Description for Positions



IRP Grants Program-Job Description

For this IRP grant opportunity we are looking to hire 3 positions to add to our team.

1. Part-time Executive Director-Manage IRP programs, daily operations, oversee events and programs, fundraising, oversee marketing, create and develop strategic partnerships, oversee reporting, manage program outcomes, manage and oversee financials, and report to BOD. (\$60k a year for 2 years)
2. Event Manager (full time to part time)-manage events, manage event logistics, manage event planning, manage event marketing, manage event programming, and all event related tasks. (\$48k a year for 2years).
3. Digital Manager (full to part time and can be a vendor and or consultant). Manage marketing (website, email campaigns, social media), create reporting for all events and programs, manage all event marketing needs and marketing related tasks, assist event manager and executive director on special projects. (\$36k a year for 2years).

Board of Directors Resolution



ABAOC

Asian Business Association of Orange County
3943 Irvine Blvd#14
Irvine, CA 92602

IRP Grants Program

Small Business Grants

Dear City of Irvine,

We the Board of the Asian Business Association of Orange County have authorized Program Director Jay Ungos to execute the program applications, agreements, payment requests, and related documents on behalf of ABAOC regarding the IRP grant for Small Businesses.

Please don't hesitate to call or email me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Manish Bhardia".

Manish Bhardia

President-Elect

e manish.bhardia@abaoc.org

p 323-316-7354

List of Board of Directors



2022 Board of Directors

Officers

Tom Nguyen(President) e tom@wincorpsolutions.com p 949-433-0242
Manish Bhardia(Treasurer) e manish.bhardia@thinkaicorp.com p 323-316-7354
Marlene Nantell(Secretary) e mnantell@scmsdc.org p 562-277-6156
Diana Zuniga(Past-President) e dm.zuniga@yahoo.com p 808-277-2566

Board of Directors

Jeffrey Bautista e jeff@echomillennial.com p 714-309-7713
Roger Cheng e rcheng@meijun.cc p 562-888-2069
Hang Harper e hang@harpercpa.biz p 714-580-5301
Alexander Kim e alexander@3kingspa.com p 714-318-8367
Lindsey Poker e lindsey.poker@usbank.com p 612-978-1931
Gloria Rull(Past-President) e gloriarull.elite@gmail.com p 949-294-1056
Michelle Miu-Epstein e michelle@miuepsteinlaw.com p 949-302-9798
Troy Nguyen e troy.nguyen@sce.com p 626-222-6188
Pramod Kunju(Past-President) e pramod@nakunj.com p 818-209-0172