

CJF Los Angeles Catalyst RFP Checklist

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Submission Deadline: Monday, March 10, 2025, 5:00 PM

Submission Instructions: Review the [LA Jobs First Catalyst RFP](#) and submit application materials via the [Catalyst Submission Form](#)

Award Information: \$9 million funding opportunity aligned with the [LA Regional Plan](#) for a minimum of 22 projects

All LA Jobs First Catalyst proposals must include:

- A **Project Description and Work Plan**, including
 - A **Cover Letter**,
 - A **Detailed Project Description**
 - Project Work Plan and Schedule**,
 - Team Qualifications**,
 - Partnership Letter of Intent**, and
 - Financial Information**
- Budget and Financial Projections**
- Attachment 1:** Conflict of Interest Form
- Attachment 2:** Contractor Checklist
- Attachment 3:** Notice Regarding CA's Public Records Act

Before submitting your Catalyst Proposal, please double check :

Your project meets the Eligible Applicants Requirements. The lead applicant must:

1. Be **Based in Los Angeles County:** The lead applicant is based in Los Angeles County
2. Be an **Eligible Lead Entity:** The lead entity is a community-based organization (CBO), nonprofit, non-governmental organization (NGO), labor organization, academic institution, or local government entity. View the [CJF Catalyst Q&A](#) for more clarifying information.
3. Have Been **Onboarded by the Required Deadline:** The lead applicant was onboarded as a partner of the CJF LA Collaborative by January 27th, 5:00 PM (PT). View the [public list of entities](#) that met this requirement on the [Catalyst RFP webpage](#).

Your project meets the Eligible Projects Requirements by:

1. **Aligning with CA Jobs First Priorities:** The project aligns with the CA Jobs First priorities of advancing equity, climate, job quality and access through activities that support members of disinvested communities.
2. Aligning with the Sector-Specific and/or Sectoral Neutral strategies: described in the [LA Regional Plan Part II](#) report.
3. Engaging in Pre-Development Project Activities: as outlined in Section III. Catalyst Predevelopment Phase Description & Objectives of the LA Jobs First Catalyst RFP (pg. 5).
Please note: projects may involve activities that are not explicitly listed as predevelopment activities in the Catalyst RFP (pgs. 7-8) so long as the activities meet the guidelines of a predevelopment project outlined in Section III of the Catalyst RFP.
4. **Including at least one Community-Based Organization (CBO) or Worker-Based Organization** as a project partner