Catalyst Project Application- Community Enhancing Project

Proposals must be received by **March 14, 2025** at **11:59 p.m. Pacific Standard Time (PST)**.Your submission will be disqualified if it exceeds 10 pages, minus this cover page, the reference letter(s), partnership agreements, and budget documents and must use Calibri 12-point font. Please submit this application, budget documents, and letter of reference(s) in one email to [jobsfirst@ocbc.org](mailto:to%E2%80%AFjobsfirst@ocbc.org). If there are any questions about this application, please email [jobsfirst@ocbc.org](mailto:jobsfirst@ocbc.org). An FAQ for the NOFO can be found [here](https://ocbc.org/wp-content/uploads/2025/02/NOFO-FAQ.pdf).

Project Contact (who can we come to with detailed questions about the project, budget, etc.?)

o Contact First Name:

o Contact Last Name:

o Title:

o Organization:

o Email:

Fiscal Sponsor/Agent (who will sign the contract and administer the funds?)

▪ Sponsor First Name:

▪ Sponsor Last Name:

▪ Title:

▪ Organization:

▪ Email:

▪ Organization/Incorporation type (nonprofit, Tribal Nation, county

or city, special district, school or university, business, etc.):

▪ Tax ID/EIN or other official registration number:

▪ Are there additional organizations who are co-applicants or partners in your proposal? Please attach and MOU’s, contracts, signed letters, and/or other evidence of their involvement in this project as attachments to this application.

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| 1. Is this project in the Concept, Accelerate, or Last Mile phase? See NOFO page 6 for definitions. |
| 1. Project Impact    * Provide a concise overview of the project, including its main goals, activities, how these activities will be executed, and expected results.    * Describe how the project addresses topic(s) in the [Regional Plan Part 2.](https://ocbc.org/wp-content/uploads/2024/10/CJF-OC-Regional-Plan-Part-2.pdf) Please reference the page(s) and section (s) from the Regional Plan Part 2 in your response. Please quantify how many people will be served by this project and describe how their lives could be improved because of the project.    * Describe how the project contributes to improving the climate or mitigating climate impacts. For examples, please see sections in the [Regional Plan Part 2](https://ocbc.org/wp-content/uploads/2024/10/CJF-OC-Regional-Plan-Part-2.pdf) that reference green technology, the environment, and/or climate. |
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| 1. Equity    * Describe how the project's outcomes will benefit disinvested communities and/or its residents. See glossary in NOFO for definition of disinvested community. Census tracts for disinvested communities in Orange County can be found in green for the Lower Income Areas map and blue for the Designated Disadvantages Areas map found [here](https://storymaps.arcgis.com/stories/1f820103ed014015a36b22c140ca2d19) (24 points).    * If the beneficiaries are Native American, they do not need to be on the map.    * Describe how residents of disinvested communities have expressed a need for this project, or how they will be engaged in the project planning and design (6 points). |
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| 1. Work Plan  * Provide a list and timeline of the specific pre-development activities the funds you are requesting will help advance your project, why they are necessary, and assigned roles for key staff, project partners, and potential consultants. * Address the Key Considerations in the “Predevelopment Project Phases” depending on which phase this project is in. * Reference any supplemental funding that has been received or committed, and/or possible sources of supplemental funding, if applicable. * Examples of pre-development activities are explained in the NOFO, but can also be found [here.](https://ocbc.org/wp-content/uploads/2024/06/PDF-CA-Jobs-First-Document-Template-Example-Pre-Development-Activites.pdf) |
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| 1. Organizational Qualifications    * Describe the lead applicant organization, including relevant experience, and capacity to manage the project    * Describe the organization’s capacity to execute similar projects, outlining specific past projects and outcomes    * Describe the organization’s process and methods to ensure effective reporting and compliance with this project. |
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| 1. Budget Narrative and Budget Template  * Submit as separate attachment(s) * Budget items should be focused on the time frame and execution of the pre-development activities stated in question 4. * Provide a detailed budget that itemizes costs by category (e.g., personnel, materials, travel, subcontractors). See template [here.](https://ocbc.org/wp-content/uploads/2025/02/NOFO-Budget-Template.docx) * Provide a budget narrative that provides justification for each line item, explaining how costs were calculated and how they are necessary for pre-development activity completion. See template [here](https://ocbc.org/wp-content/uploads/2025/02/Catalyst-Budget-Narrative.docx). * Fiscal agent contact name and contact information, if applicable. |
| 1. References   Provide one letter of reference that includes the following:   * Their name, email, and phone number. * A summary of your capacity to deliver the type of work outlined in your proposal and your ability to meet reporting requirements and adhere to the approved budget. * Submit as a separate attachment |