Project Narrative Template

**Directions:**

1. Complete all sections in this form. Even if a section is not applicable to your project, write “N/A”. Do not leave any sections blank.
2. Provide succinct and complete responses in each section. Do not assume that the application reviewer is familiar with your community. The Narrative should include all pertinent information not already stated or explained sufficiently in other application sections.
3. **THIS FORM SHALL NOT EXCEED 15 PAGES.** If you need additional space, you can delete these directions, and the directions within each section below. Do not change the font size in this form to include more information.
4. Save this form as a PDF and attach the PDF to your Smartsheet form application, in the section “ATTACHMENTS” at the end.

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| **1. PROJECT LOCATION AND DESCRIPTION** |
| *(REPLACE TEXT) Briefly describe the project location and any project description detail not included in the main application form. Describe the public space or spaces to be addressed, specifying right-of-way, park, pathway, transit center, tribal land, or other space. Discuss where the space is located, including its visibility and access to the public. If the applicant does not own the property but has written approval from the owner to make and maintain improvements to the property for the life of the project, this should be discussed in the Narrative as well. Include a copy of the written approval in the “Other Materials” attachment.* |

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| **2. PROJECT MAP** |
| *(REPLACE TEXT) Insert a map of all your project site(s) here. At a minimum, the map should include the following elements:*   * *Overall project limits* * *Jurisdictional boundaries* * *Proposed elements or activities* * *Clear labels* * *North Arrow* |

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| **3. PHOTO OF EXISTING CONDITIONS AT PROJECT SITE(S)** |
| *(REPLACE TEXT) Include a photo of the existing conditions for each project site(s). Just include one photo per site here. If you’d like to include more photos, you can include them in the “Other Materials” attachment. No photo should include the faces of individuals.* |

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| **4. DEMONSTRATED COMMUNITY NEED AND POTENTIAL OUTCOMES** |
| *(REPLACE TEXT) Below, briefly describe the demonstrated community need for the project and the project’s expected outcomes that relate to the four goals of the CCLGP program. Specifically, describe the existing conditions of the project location(s), and how the project meets one or more of the four program goals below. The more program goals that a project substantively meets, the more competitive it is. Also, the more severe the community need is, the more competitive the project is. Address each goal separately below. If your project does not meet one of the below goals, write “N/A” in that section.* |
| ***Goal 1. Reduce the Amount of Waste and Debris*** |
| *Describe the types of existing waste and debris, and improvements to be made to prevent or reduce this litter. Also describe any litter pickup activities and who will conduct these activities. Describe how the litter removal will improve access to use of a public space(s).* |
| ***Goal 2. Beautify and Improve Public Space*** |
| *Describe the need for beautification or access improvements, including enhanced greening measures that provide shade, reduce the urban heat island effect, or use native, low-water plants. Identify any enhancements to be made, rehabilitation to be performed, or new installations to be placed.* |
| ***Goal 3. Improving Public Spaces for Walking and Recreation*** |
| *Describe the need for walking and recreation improvements in your project location(s), and how your project will implement these improvements while also enhancing public health, cultural connection, and/or community placemaking.* |
| ***Goal 4. Advance Equity for Underserved Communities*** |
| *Applicants must explain which underserved community will benefit from their project, how this community was identified, and how the project directly benefits that community.* |

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| **5. PUBLIC ENGAGEMENT** |
| *(REPLACE TEXT) Describe the local public engagement process that culminated in the project identification and how the project reflects community priorities. Specifically, the Narrative should describe the stakeholder/community engagement efforts, either online or in-person, that went into identifying the proposed elements as a priority for the community. These efforts should include engagement with underserved communities and/or any community-based organizations that serve them. The Narrative should discuss how exactly the engagement influenced the project proposal. The more specific the engagement is to the CCLGP project, the more competitive the project’s application will be. The applicant can cite an engagement that was sponsored by Caltrans or others. Also, briefly describe how the project is consistent with or included in existing local or regional plans such as General Plans, Improvement Plans, bicycle and/or pedestrian plans, and complete street plans, that were the products of extensive public outreach. Finally, the applicant should briefly describe how they will market the project, through materials such as press releases, fact sheets, social media posts, website pages, or speeches. The applicant should also state whether there will be a ground-breaking or ribbon-cutting ceremony for any infrastructure improvements that are part of the project.* |

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| **6. PROJECT DELIVERABILITY** |
| *(REPLACE TEXT) Briefly describe project deliverability, including the applicant’s confidence that the project will be completed, opened to the public, and all implementation funds expended by June 30, 2026. Any major risks to the project’s Scope, Cost, and Schedule should be identified, as well as ways that the applicant will mitigate those risks. For instance, all permits required for the project should be identified in the Narrative, and those permits that have not been approved at the time of application submittal should be noted. For any permit not obtained, explain which steps your agency has completed so far in the permitting process, and how your agency will complete the steps while staying on track to complete the project by June 30, 2026. For infrastructure projects, also describe all outstanding pre-construction work required to deliver this project by its completion date. Projects with less pre-construction work are more shovel-ready and are more competitive. Also, projects that have obtained all permits or do not need permits at time of application are more competitive.* |

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| **7. MAINTENACE PLAN** |
| *(REPLACE TEXT) If applicable, briefly describe how the improvement(s) will be maintained. Identify the lifespan of the improvement(s), the activities to maintain them throughout their lifespans, the resources to fund maintenance activities, and the commitment of those resources. This information is required for physical project improvements and litter abatement events (i.e., there needs to be an explanation of the strategy for preventing litter from accumulating again, after the abatement event). This information is also required for any artwork or vegetation that is part of the proposal. If the proposal includes vegetation, details on how plant establishment will be implemented need to be provided. A maintenance plan is not required for educational programs, such as social media campaigns. If your project does not require maintenance, write N/A here.* |