# Project Narrative (Pilot Grant)

This template is provided as a guide to assist you in drafting the project narrative for a Pilot Grant. You are not required to use this template but please be sure to include the four sections identified below and address all the questions listed. **The project narrative should not exceed five (5) pages.** You may include images or other references as appendices to the project narrative.

## Section 1: Community Benefit

This section must answer the following:

* What community transportation need(s) will the proposed pilot address and how will the proposed pilot meet the identified need(s)?
* What community engagement efforts were conducted to inform this project concept? Please describe research, lived experience, and/or outreach that served to identify the need.
* How will the proposed pilot fill a gap in the transportation system and/or facilitate improved connections between modes?
* What are the top three outcomes you hope to achieve through the implementation of this project and how will you track and measure progress?

## Section 2: Alignment with ODOT Priorities

This section must answer the following:

* How will historically underserved communities be served by this project?
* How will you engage the intended beneficiaries of the pilot in culturally sensitive ways throughout the duration of the project? How will feedback be documented and incorporated throughout the pilot?
* How will this project support or encourage non-drive-alone modes of travel?
* How will safety-related issues and concerns regarding the pilot service be addressed throughout the project? (For example, safety concerns related to micromobility devices will be addressed in micromobility pilots through rider education.)

## Section 3: Project Approach and Readiness

This section must answer the following:

* How do you plan to accomplish the project in the designated timeframe? Please include a list of anticipated project activities along with a timeline of key milestones and deliverables in your response.
* Who will be part of your project team? Please provide a staffing overview that identifies roles and responsibilities for the project management team. If you plan to secure additional team members, please describe your plan for identifying, hiring, and/or contracting with additional team members and ensure adequate time is budgeted in your project scope.
* What experience does your entity have with implementing grant-funded projects? Please include relevant work experience of project team members, including past work with historically underserved communities, if applicable.
* What are the potential risks or barriers to accomplishing the proposed project and how do you intend to address those barriers? (For instance, if an update to a local ordinance is needed before the project is implemented, please identify the plan for accomplishing the update.)

## Section 4: Long-Term Impact

This section must answer the following:

* What is your current plan for continuation/scalability of this project? Please identify funding opportunities you may pursue for the continuation of the service.

# Appendices

Appendices are optional. You may include images or other reference materials here. (Appendices are not included in the 5-page limit.)