

Funding Readiness Scorecard Worksheet

Use this worksheet to check whether a transportation project package is ready for a focused funding push. Score each item as 0 = Not in place, 1 = Partial, or 2 = Ready. This is a self-assessment tool, not a guarantee of award.

Score key	0 = Not in place	1 = Partial	2 = Ready
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#	Domain	Question	Score	Notes / missing evidence
1	Plan freshness	Do you have a current adopted plan, corridor study, capital program, or board-recognized planning document that clearly supports this project?	0 1 2	_____ _____
2	Project definition clarity	Is the project scope clear enough to explain location, purpose, limits, and the phase you are asking funding to support?	0 1 2	_____ _____
3	Cost estimate basis	Do you have a documented cost estimate basis that is appropriate for this phase and recent enough to defend?	0 1 2	_____ _____
4	Match readiness	Have you identified likely match requirements, constraints, and the realistic source of any local share?	0 1 2	_____ _____
5	Outreach evidence	Do you have recent outreach, stakeholder input, or community need evidence that supports the project narrative?	0 1 2	_____ _____
6	Data and mapping readiness	Are the core maps, location data, crash/safety data, demand context, or other supporting evidence organized and usable?	0 1 2	_____ _____
7	Board or leadership readiness	Do you know what board action, tribal approval, executive signoff, or internal authorization will be needed to submit on time?	0 1 2	_____ _____
8	Narrative support materials	Can you already point to the core benefits, target users, implementation story, and why-now case in plain language?	0 1 2	_____ _____
9	Delivery capacity	If funding lands, do you have a realistic path for consultant support, internal staffing, procurement, or delivery sequencing?	0 1 2	_____ _____
10	Package discipline	Are supporting attachments, schedules, GIS figures, partner letters, and submission responsibilities organized for clean package assembly?	0 1 2	_____ _____

Result bands

Total score	Result band	Recommended next step
0–9	Needs Foundation Work	Focus on definition, evidence, approvals, and the basic narrative package before chasing a live application window.
10–15	Almost Ready	Close the highest-leverage gaps so the application story, technical support, and internal approvals are aligned before submission.
16–20	Ready to Pursue	Use the remaining time to tighten program fit, submission discipline, and final evidence for a clean, defensible package.

Notes for internal review

Highest-priority gaps to close: _____

Owner(s): _____

Target funding window / program: _____

First three next actions: _____

If you want a scoped review of the biggest readiness gaps, use the website intake at natfordplanning.com/contact/funding-readiness.