CITY OF SEQUIM
152 W. Cedar Street, Sequim, WA 98382
PH (360) 683-4139

MUNICIPAL FUNDING PROGRAM SCORING CRITERIA 2027

1. Pre-Clearance: Yes or No

a. **Meets a Category Definition** (per WA State Statute Article VIII, Sections 5 & 7):

i. **PATH A -** Broad Public Benefit: Services whole community, including Economic Development and/or Recreational Activities

ii. **PATH B -** Health & Human Services: Services to the "poor and infirm"

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2. Gate Check: 0 - 15 points

a. **Sequim-Centric (Deliverables)** 0 -10 points: 100% of stated deliverables services/goals are within the Sequim School District boundary. *(If less than 100%, the points will be prorated in whole numbers: i.e. 95% and above earns 10 points and 90% - 94% earns 9 points).*

b. **Proposed Budget** 5-points (0 or 5 points): 25% or less going to "Indirect Expenses".

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3. Core Scoring Domains: 0 - 45 points using sliding scale (used for **both** paths)

a. **Community Need** 0 - 15 points: Project clearly addresses a community need (supported by local data).

b. **Evaluation & Outcomes** 0 - 20 points: "Deliverables" are clearly defined, specific, and measurable.

c. **Collaboration & Partnerships:** 0 - 10 points

i. Collaborates with other service organizations or volunteer programs: 0 -5 points

ii. Project utilizes additional funding sources: 0 - 5 points

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4. Category-Specific Domains: 0 – 30 points using sliding scale (used for **one** path)

a. **PATH A:** Broad Public Benefit 0 – 30 points

i. **Accessibility** 0 – 10 points: Free/low-cost options to increase public access.

ii. **Demonstrates ADA access considerations** 0 -10 points

iii. **Local Impact** 0 – 10 points: Contributes to local growth, enhancement, or improvement.

*HHS – Health and Human Services
*HRSA – Health and Resources Services Administration

b. **PATH B:** Health & Human Services 0 - 30 points

i. **Evidence-Based/Best-Practices Approach** 0 - 10 points: Aligns with *HHS/HRSA guidance or comparable standards.

ii. **Communities in Need** 0 - 10 points: Clearly focuses on improving outcomes for underserved groups.

iii. **Coordination of Care Continuum** 0 - 10 points: Cross-coordination with other service providers.

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5. Reporting Compliance: 10-points (0 or 10 Points)

Applicant has previously complied with Annual Report requirements. (If first time applicant, 10-points are given.)

Optional Bonus: 0 – 5 points

Alignment with Council priorities.

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Scoring Rubric:

Scoring Domain	Points Available	Points Awarded
1. Pre-Clearance	Yes/No	
2. Gate Check		
Sequim-Centric	0 - 10	
Proposed Budget	0 or 5	
Total:	0 - 15	
3. Core Scoring Domains		
Community Need	0 - 15	
Evaluation & Outcomes	0 - 20	
Collaboration & Partnerships	0 - 5	
Utilizes Additional Funding Sources	0 - 5	
Total:	0 - 45	
4. Category-Specific (choose <u>one</u>)		
<u>PATH A:</u> Broad Public Benefit		
Accessibility	0 - 10	
ADA	0 - 10	
Local Impact	0 - 10	
<u>PATH B:</u> Health & Human Services	OR	
Evidence-Based/Best Practices	0 - 10	
Community of Need	0 - 10	
Continuum of Care	0 - 10	
Total:	0 - 30	
5. Reporting Compliance Total:	0 or 10	
Optional Bonus (Alignment w/Council Priorities) Total:	0 - 5	
TOTAL	**Total (w/Bonus):** 0 – 105 Available	

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Reviewer Notes

Use the space below to record rationale for scores and comments for applicant feedback.

*HHS – Health and Human Services
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RESOLUTION NO. R2025-032

A RESOLUTION OF THE CITY OF SEQUIM, WASHINGTON, ADOPTING SCORING CRITERIA FOR THE MUNICIPAL FUNDING PROGRAM

WHEREAS, since at least the 1980s, the City of Sequim's annual budget has included funding for human services and other types of programs and initiatives with a broad public benefit; and

WHEREAS, for approximately 30 years, municipal funding targets were designated by the City Council and the funds distributed through Clallam County and United Way; and

WHEREAS, by the mid-2000s, Council was independently reviewing requests for municipal funding to support human services and other programs, such as recreational opportunities for teens, the senior center, and local economic development groups; and

WHEREAS, in 2018, the City of Sequim held a Human Services Summit based on guiding principles adopted by Council with the goal of prioritizing funding to meet the greatest need for Sequim residents, ensuring collaboration among providers to maximize the City's investment, and focusing on outcomes and results; and

WHEREAS, the Summit resulted in provider collaboration that streamlined some human services funding awards addressing Sequim/Eastern Clallam County issues surrounding sheltering, physical and mental health, food insecurity, and substance use disorders; and

WHEREAS, Council also separately continued to approve funding for recreational programs and economic development that provided broad public benefits; and

WHEREAS, the acceptance of requests for municipal funding (human services and broad public benefit) and the approval and monitoring process continued to be complex and administratively burdensome; and

WHEREAS, in 2022, the municipal funding request and approval process was overhauled and replaced with the Municipal Funding Program and solidified in the City's annual budget; and

WHEREAS, the Municipal Funding Program application and reporting procedures have been periodically updated since 2022 to refine, improve, and modernize the process and incorporate Council's directions, such as determining maximum term lengths and setting Program budget caps; and

WHEREAS, in 2025, Council asked Staff to research methods for scoring Municipal Funding applications annually as a further process improvement for the Program; and

WHEREAS, Staff developed scoring criteria based on Council's direction to be formally approved through this Resolution;

NOW THEREFORE, the City Council of the City of Sequim, Washington, hereby resolves as follows:

Section 1: Municipal Funding applications will be scored using Scoring Criteria approved at the 10-27-2025 Municipal Funding Work Session.

Section 2: City Staff will score "Pre-Clearance", "Gate Check", and "Historical Reporting Compliance" of all Municipal Funding Applications. Those scores will be aggregated and compiled for presentation.

Section 3: City Council will score" Core Domains", "Category Specific Domains", and the Optional Bonus of all Municipal Funding Applications. Those scores will be aggregated and compiled for presentation.

Section 4: City Staff will present each Application with its aggregate score in a Council Work Session after the Application period closes on June 15th of each year.

Section 5: There will be no cap assigned to the amount of money each applicant can ask of the City Council. Council has previously determined a cap of 1.5% of the General Fund Budget, which may be applied to the Municipal Funding Program annually.

Section 6: Each Municipal Funding award will be for a term not to exceed one year.

Section 7: Deliverables for Municipal Funding applications should be 100% within the Sequim School District boundary line and therefore considered as Sequim-centric.

APPROVED by the City Council of the City of Sequim at a regular meeting thereof this 10th day of November 2025.

on behalf of Mayor
Brandon Janisse, Mayor

Attest:

Heather Robley
Heather Robley, City Clerk

Approved as to Form:

Kristina Nelson-Gross, City Attorney