

**PROFESSIONAL SERVICES AGREEMENT
with**

FOOTHILLS COMMUNITY ALLIANCE

(hereinafter "FCA"), and Whatcom Family Community Network (hereinafter "WFCN")

FCA (mailing address PO Box 159 Maple Falls WA 98266)
WFCN as fiscal sponsor (with offices located at 2303 Moore Street, Bellingham WA 98229. Phone: 360.728.1196) and _____ project (hereinafter the "Contractor").

Please provide the following information:

Address: _____

Phone(s): _____

E-mail: _____

TIN (business tax id)/SSN (Indiv. tax id): _____

in consideration of the mutual covenants herein, do hereby agree as follows:

- I. **PURPOSE:** The Contractor agrees to provide the services as outlined in the brief Scope of Work and Deliverables or Anticipated Outcomes below or attached in an addendum. FCA and WFCN agrees to act as fiscal agent of the _____ coordinated at the direction of _____.
- II. **TERM OF AGREEMENT:** This Agreement shall be in effect, regardless of execution date, from _____ until _____ for this contract. Extension of service dates may be amended upon mutual agreement.
- III. **LIAISON:** The FCA's agent responsible for this agreement is Lisa McOmber, Interim Chair. WFCN Fiscal agent responsible for this Agreement is Kristi Slette, Executive Director. the project coordinator responsible person is

Name Title

the Contractor's responsible person is

Name Title

IV. SCOPE OF WORK & DELIVERABLES/ANTICIPATED OUTCOMES:

Approved Contract Budget and Fact Chart #1 (attach documents/extra page(s) as needed)

Contractor Name:	
Contract Start Date:	
Contract End Date:	
Scope of Work:	
Deliverables/Anticipated Outcomes:	
Total cost anticipated:	
Cost Justification:	

V. PAYMENT:

The amount payable to the Contractor under this Agreement is Up to \$ _____ for all time and related costs.

- VI.** FCA and WFCN agrees to reimburse the Contractor or pay directly to vendors the contractor is working with from invoices submitted to the FCA/WFCN in accordance to program timelines. Submissions shall be sent to the above address PO BOX 159 Maple Falls WA 98266 or by e-mail to info@foothillscommunityalliance.com.

Contractor/Liaison shall submit invoices/receipts monthly. Invoices and documentation evidencing costs shall be received by the close of the grant period for which services have completed.

At a minimum, submit invoices/receipts no more than 30days after end of project, activity event:

_____ for the period _____

- VII.** EXTRA WORK AND CHANGE ORDERS: Work in addition to, or different from, that provided for in the Scope of work section, shall only be allowed by prior authorization in writing, as modification to this Agreement. Such modifications shall be attached hereto and made a part hereof and shall be approved in the same manner as this Agreement by FCA and the Contractor.

- VIII.** ASSIGNMENT: Neither party shall assign or delegate any or all interests in this Agreement without first obtaining the consent of the other party.

- IX.** VENUE STIPULATION: This Agreement has been and shall be considered as having been made and delivered within the State of Washington and shall be governed by the laws of the State of Washington both as to interpretation and performance.

- X.** EVALUATION/MONITORING: Evaluation/reporting of this contract shall be the responsibility of FCA, Contractor, Nonprofit/fiscal sponsor and individual responsible for initiating project (liaison).

- XI.** COMPLETION OF PROJECT: Upon completion of the project, it shall be the responsibility of the individual, responsible for initiating the project. To provide a written report of impact, outcomes or products. This report must be submitted to FCA no later than 30 days from the end of project.

- XII.** RELEASE OF FUNDS TO 501c3 OR OTHER FISCAL SPONSORS FOR PROJECTS: In the event funds are released directly to a fiscal sponsor or a nonprofit, for a project on behalf of a group or individual requesting project funds

- An attached budget for expenses must accompany the request and agreement
- The Sponsor or 501 entity agrees to provide documentation of all expenses incurred and funds released to the FCA no later than 30 days from the end of the project being funded. These dates shall be noted on the Professional Services Agreement attached.
- All funds not utilized at the end of the project will be returned to WFCN and copies of records will be provided to FCA no later than (30 days from end of project)

Month: _____ **Date:** _____ **Year:** _____

This contract reflects the total of the agreements between parties.

EXECUTED, this _____ day of _____,

for the Contractor: Signature from _____

Contractor: Signature _____

EXECUTED, this _____ day of _____, f

or the 501c3/Fiscal Sponsor FISCAL SPONSOR/501C3: _____

Signature from _____ UBI #: _____

Fiscal Sponsor/501c3: Signature _____

EXECUTED, this _____ day of _____,

for the Liaison: Signature from _____

Liaison: Signature _____

EXECUTED, this _____ day of _____,

for FCA: Signature from: Lisa McOmbler, Interim Chair

FCA: Signature _____

EXECUTED, this _____ day of _____,

for WFCN: Signature from: Kristi Slette, Executive Director:

WFCNSignature _____