



**AMENDMENT NO. 1  
PROFESSIONAL SERVICES AGREEMENT**

This Amendment to Professional Services Agreement ("***Amendment***") is effective as of the date of the Mayor's signature below, and is between the City of Everett, a Washington municipal corporation (the "***City***"), and the person identified as the Service Provider below ("***Service Provider***"). The City and Service Provider are parties to the Professional Services Agreement described below, as may have been previously amended ("***Agreement***"). In consideration of the covenants, terms and conditions set forth below, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Service Provider agree to amend the Agreement as set forth below:

<b>Service Provider</b>	Northwest Fair Housing Alliance
<b>City Project Manager</b>	Vicki Dorway
	vdorway@everettwa.gov
<b>Original Agreement Date</b>	9/11/2024

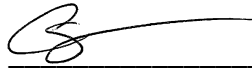
<b>AMENDMENTS</b>		
<b>New Completion Date</b>	If this Amendment changes the Completion Date, enter the new Completion Date: 6/30/2025  If no new date is entered, this Amendment does not change the Completion Date.	
<b>New Maximum Compensation Amount</b>	If this Amendment changes compensation, complete the following table. If the table is not completed, this Amendment does not change compensation.	
	Maximum Compensation Amount Prior to this Amendment	Enter amount, if applicable
	Compensation Added (or Subtracted) by this Amendment	Enter amount, if applicable
	<b>Maximum Compensation Amount After this Amendment</b>	Enter amount, if applicable

<b>Changes to Scope of Work</b>	Scope of Work is changed by ADDING the work in the attachment to this Amendment	Leaving selection as "Click for Dropdown Menu" means no change to Scope of Work.
<b>Other Provisions</b>	NA	
<b>Standard Amendment Provisions</b>	Regardless of the date(s) on which this Amendment is signed by the parties, and regardless of any Agreement completion date(s) that may have been in the Agreement prior to this Amendment, the parties agree that the Agreement is deemed continuously in effect since the Original Agreement Date.	
	This Amendment may be signed in counterparts, each of which shall be deemed an original, and all of which, taken together, shall be deemed one and the same document. AdobeSign signatures are fully binding. Any ink, electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Amendment will be deemed an original signature and will be fully enforceable as an original signature.	
	All provisions in the Agreement shall remain in effect except as expressly modified by this Amendment. From and after the effective date of this Amendment, all references to the Agreement in the Agreement are deemed references to the Agreement as modified by this Amendment.	

**SIGNATURES ON FOLLOWING PAGE**

IN WITNESS WHEREOF, the City and Service Provider have executed this Amendment.

**CITY OF EVERETT  
WASHINGTON**



\_\_\_\_\_  
Cassie Franklin, Mayor

04/02/2025

\_\_\_\_\_  
Date

ATTEST



\_\_\_\_\_  
Office of the City Clerk

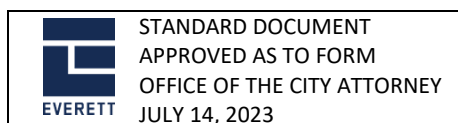
**NORTHWEST FAIR HOUSING ALLIANCE**

Signature: Marley Hochendoner

Name of Signer: Marley Hochendoner 04/02/2025

Signer's Email Address: marley@nwfairhouse.org

Title of Signer: Executive Director



SCOPE OF WORK AND PAYMENT SCHEDULE							
Task Breakdown	# of hrs. for task	Rate/Hr	Cost	Timeline for work	Payment Amount	Payment Due:	Invoice #
<b>Deliverable: Preliminary Scoping</b>	6	\$150	\$900	Sep-24			
· Meet with City Community Development and other relevant City Staff							
· Scoping to align existing 2025 – 2029 Consolidated Plan efforts with Equity Plan timeline, relative to engagement efforts and City staff availability							
· Formalize a calendar of efforts and expectations							
<b>Subtotal</b>	<b>6</b>		<b>\$900</b>				
<b>Deliverable: Research and Data Collection</b>							
· Gather necessary data collection for preliminary review and analysis				Sep-24			
· Work with City staff on collecting any necessary reports, including efforts related to the City's Planning Department Comprehensive Plan efforts relative to the Housing Chapter	6	\$150	\$900				
· Conduct fact-gathering meetings and solicit input from city staff							
<b>Subtotal</b>	<b>6</b>		<b>\$900</b>				
<b>PAYMENT #1</b>	<b>12</b>		<b>\$1,800</b>		<b>\$1,800</b>	<b>10/31/2024</b>	<b>798</b>
<b>Deliverable: Present an outline for public engagement</b>	5	\$150	\$750	Oct-24			
<b>Subtotal</b>	<b>5</b>		<b>\$750</b>				
<b>Deliverable: Public Engagement</b>							
· Formalize and implement any 'passive' public engagement efforts, such as posting findings on the City's website and/or notification of information collected to stakeholder groups:							
o Draft a community survey	2	\$150	\$300	Oct-24			
<b>PAYMENT #2</b>	<b>7</b>		<b>\$1,050</b>		<b>\$1,050</b>	<b>12/31/2024</b>	<b>805</b>
<del>o Draft a community survey</del>	<del>2</del>	<del>\$150</del>	<del>\$300</del>				
<del>o Translate survey to Spanish</del>	<del>3</del>	<del>\$150</del>	<del>\$450</del>				
<del>o Distribute survey; prepare notice for survey and provide with link for City's website, social media sites, and email campaigns</del>	<del>3</del>	<del>\$150</del>	<del>\$450</del>	Oct-24			
<b>Subtotal</b>	<b>8</b>		<b>\$1,200</b>				
<del>Conduct 6 Stakeholder interviews</del>							
<del>o Identify and contact stakeholders to request interviews</del>	<del>4</del>	<del>\$150</del>	<del>\$600</del>				
<del>o Conduct stakeholder video or phone interviews</del>	<del>12</del>	<del>\$150</del>	<del>\$1,800</del>	10/1/24 – 11/30/24			
<del>o Summarize interviews</del>	<del>6</del>	<del>\$150</del>	<del>\$900</del>				
<b>Subtotal</b>	<b>22</b>		<b>\$3,300</b>				
<b>PAYMENT #2</b>	<b>35</b>		<b>\$5,250</b>		<b>\$5,250</b>	<b>12/31/2024</b>	
<b>Deliverable: Research and Drafting of Equity Plan</b>							
· Gather, review, analyze, & summarize data, maps, and HUD Tables regarding Fair Housing Analysis sections:	85	\$150	\$12,750	10/1/24-12/31/24			
1. Demographics							
2. Segregation and Integration							
3. Racially or Ethnically Concentrated Areas of Poverty (R/ECAPs)							
4. Access to community assets							
5. Access to affordable housing opportunities							
6. Access to homeownership and economic opportunity							
7. Local and State policies and practices impacting fair housing							
8. Discrimination or violations of civil rights law related to housing or access to community assets based on protected class							
<b>Subtotal</b>	<b>85</b>		<b>\$12,750</b>				
<del>Summarize survey responses</del>	<del>8</del>	<del>\$150.00</del>	<del>\$1,200</del>	10/1/24-12/31/24			
<b>Subtotal:</b>	<b>8</b>		<b>\$1,200</b>				
<b>Deliverable: Data Validation</b>				Dec-24			
· Formalize data collected and present findings for Fair Housing Analysis secs. 1-8 to City staff for review	10	\$150	\$1,500				
<b>Subtotal:</b>	<b>10</b>		<b>\$1,500</b>				
<b>Deliverable: Public Engagement</b>							
<del>Conduct the first in-person public engagement efforts, presenting data findings and supporting information for public comment</del>							

o-Conduct 4-public meeting		12	\$150	\$1,800-	Jan-24			
§-Locate-and-reserve-meeting-venues								
§-Draft-and-provide-notice-of-public-meeting-to-City-for-distribution-on-City's-website, social media sites, and email campaigns-								
§-Prepare-presentation-slides								
§-Travel-to-and-from-meeting-venues								
§-Present-at-and-facilitate-public-meetings								
Subtotal:						12		\$1,800-
PAYMENT #3		115-95		\$17,250-\$14,250		\$17,250-\$14,250	2/28/2025	806
Deliverable: Present a draft of Equity Plan to City staff for review, including the following sections:					Feb. 2025			
· Executive Summary								
-Summary-of-Community-Engagement-Activities-								
· Fair Housing Issues								
· Fair Housing Goals								
Subtotal:		30 28	\$150	\$4,500-\$4,200				
PAYMENT #4		28	\$150	\$4,200			\$4,200-	3/15/2025
o Distribute survey: prepare notice for survey and provide with link for City's website, social media sites, and email campaigns		3	\$150	\$450	<del>10/2024</del> 3/12/25-4/30/25			
Subtotal		3		\$450				
· Conduct 6 Stakeholder interviews					10/1/24-11/30/24- 3/12/25-4/30/25			
o Identify and contact stakeholders to request interviews		4	\$150	\$600				
o Conduct stakeholder video or phone interviews		12	\$150	\$1,800				
o Summarize interviews		6	\$150	\$900				
Subtotal		22		\$3,300				
Deliverable: Public Engagement					1/1/2024-3/12/25- 4/30/25			
· Conduct the first in-person public engagement efforts, presenting data findings and supporting information for public comment		12 15	\$150	\$1800-\$2250				
o Conduct 4-public meeting, and/or present at and solicit input at scheduled stakeholder organization meetings, or additional stakeholder interviews, as available. Activities may include:								
§ Locate and reserve meeting venues								
§ Draft and provide notice of public meeting to City for distribution on City's								
§ Prepare presentation slides								
§ Travel to and from meeting venues								
§ Present at and facilitate public meetings								
Subtotal:		12 15		\$1800-\$2,250				
Deliverable: Public Engagement:								
· Conduct a second in-person public engagement efforts, presenting data findings and		12	\$150	\$1,800	Feb. 2025- 3/12/25-4/30/25			
o Conduct 4-public meeting, and/or present at and solicit input at scheduled stakeholder organization meetings, or additional stakeholder interviews, as available. Activities may include:								
§ Locate and reserve meeting venues								
§ Draft and provide notice of public meeting to City for distribution on								
§ Prepare presentation slides								
§ Travel to and from meeting venues								
§ Present at and facilitate public meeting								
Subtotal:		12		\$1,800				
· Summarize survey responses		8	\$150.00	\$1,200	10/1/24-12/31/24- 5/15/25			
Subtotal:		8		\$1,200				
PAYMENT #5		60		\$9,000		\$9,000	5/31/2025	

Summary of Community Engagement Activities		2	\$150	\$300	<del>10/1/24-12/31/24-</del> 5/31/25			
Subtotal:		2		\$300				
Deliverable: Finalize Equity Plan		10	\$150	\$1,500	3/1/2025 5/31/25			
Present final draft of Equity Plan for Staff review								
Subtotal:		10		\$1,500				
Deliverable: Present final version of Equity Plan for staff review								
Deliverable: Plan Adoption		20	\$150	\$3,000				
Present final plan to Community Development Advisory Committee for adoption								
o Prepare presentation slides								
o Travel to and from meeting								
o Presentation								
Subtotal:		20		\$3,000				
PAYMENT #6		32		\$4,800		\$4,800	6/15/2025	
TOTAL:		234		\$35,100		\$35,100		
B. Optional Additional Services								
Task Breakdown		Rate						
Deliverable: Additional fair housing analysis, outreach, presentations, or planning		\$150/hr.						
Deliverable: Translation of materials for distribution of fair housing information		Other languages besides English and Spanish: Reimbursement for actual costs						
Deliverable: Photocopies		Reimbursement for actual costs						
Deliverable: Venue rentals - for community engagement activities		Reimbursement for actual cost						
Deliverable: Advertising - in media for community engagement opportunities		Reimbursement for actual cost						
Deliverable: Travel - Approved travel to and from Everett for meetings with staff and community engagement activities		Reimbursement for actual cost of coach airfare or GSA mileage rate, and hotel and per diem at GSA rate						











# 2024 Northwest Fair Housing Alliance PSA Short Form Amendment No 1\_3.26.25\_SD


Final Audit Report

2025-04-03

Created:	2025-04-02
By:	Ashleigh Scott (AScott@everettwa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAALjEGw2EMR4x3k6zr0XbrGT2iNYwmqaG

## "2024 Northwest Fair Housing Alliance PSA Short Form Amendment No 1\_3.26.25\_SD" History

-  Document created by Ashleigh Scott (AScott@everettwa.gov)  
2025-04-02 - 4:10:04 PM GMT
-  Document emailed to Vicki Dorway (VDorway@everettwa.gov) for approval  
2025-04-02 - 4:10:46 PM GMT
-  Email viewed by Vicki Dorway (VDorway@everettwa.gov)  
2025-04-02 - 4:12:55 PM GMT
-  Document approved by Vicki Dorway (VDorway@everettwa.gov)  
Approval Date: 2025-04-02 - 4:13:50 PM GMT - Time Source: server
-  Document emailed to Marley Hochendoner (marley@nwfairhouse.org) for signature  
2025-04-02 - 4:13:53 PM GMT
-  Email viewed by Marley Hochendoner (marley@nwfairhouse.org)  
2025-04-02 - 4:21:19 PM GMT
-  Document e-signed by Marley Hochendoner (marley@nwfairhouse.org)  
Signature Date: 2025-04-02 - 4:21:47 PM GMT - Time Source: server
-  Document emailed to Tim Benedict (TBenedict@everettwa.gov) for approval  
2025-04-02 - 4:21:49 PM GMT
-  Email viewed by Tim Benedict (TBenedict@everettwa.gov)  
2025-04-02 - 4:27:22 PM GMT
-  Document approved by Tim Benedict (TBenedict@everettwa.gov)  
Approval Date: 2025-04-02 - 4:27:41 PM GMT - Time Source: server

 Document emailed to Cassie Franklin (cfranklin@everettwa.gov) for signature

2025-04-02 - 4:27:42 PM GMT

 Email viewed by Cassie Franklin (cfranklin@everettwa.gov)

2025-04-02 - 5:15:33 PM GMT

 Document e-signed by Cassie Franklin (cfranklin@everettwa.gov)

Signature Date: 2025-04-02 - 5:15:45 PM GMT - Time Source: server

 Document emailed to Ashleigh Scott (AScott@everettwa.gov) for signature

2025-04-02 - 5:15:47 PM GMT

 Document e-signed by Ashleigh Scott (AScott@everettwa.gov)

Signature Date: 2025-04-03 - 4:35:54 PM GMT - Time Source: server

 Agreement completed.

2025-04-03 - 4:35:54 PM GMT