

**FIRST AMENDMENT TO  
PROFESSIONAL SERVICES CONTRACT  
Contract No.: 2025-205**

This First Amendment to the Contract No. 2025-205 dated July 25, 2025 is entered into this \_\_\_\_\_ day of \_\_, 2025 by and between the City of Flagstaff, a political subdivision of the State of Arizona ("City"), and Housing Solutions of Northern Arizona, Inc., an Arizona nonprofit corporation ("Firm").

**RECITALS**

WHEREAS, in March 2025 the City issued a solicitation for Homebuyer Education and Assistance Programs, with the intent of expanding the Community Homebuyer Assistance Program (CHAP), and the Firm was selected to provide services for those programs; and

WHEREAS, on July 25, 2025 the City entered into a Contract with the Firm for services; and

WHEREAS, on October 21, 2025 the City Council approved program changes and an expansion of the Community Homebuyer Assistance Program (CHAP);

**AGREEMENT**

NOW THEREFORE, in consideration for the mutual promises contained herein, the City and Firm (the "parties") agree as follows:

Paragraph 1 Scope of Work of the Contract is amended by revising the following paragraph of Exhibit A (additions shown in redlined capitalized text, and deletions are shown as stricken):

9.6 Annual Presentation. HSNA will present annually ~~in September~~, **NO LATER THAN NOVEMBER 1**, to the Flagstaff City Council, summarizing key information in the annual summary report and including program impact and outcomes for the previous fiscal year, and any proposing guideline updates (if any). Presentation materials shall be provided to City staff for review no later than four (4) weeks in advance of the presentation.

Paragraph 10 Compensation of the Contract is amended to read as follows (additions shown in redlined capitalized text, and deletions are shown as stricken).

Compensation: Firm shall be paid \$2,000 per CHAP and Employer Assisted Housing (EAH) loan post-closing and \$200 per CHAP applicant for satisfactory performance of the services in accordance with the Scope of Work identified in *Exhibit A*. The total expenditures under this contract shall not exceed ~~Eighty Thousand Dollars (\$80,000.00)~~ **FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00)**.

All other terms and conditions of the Contract shall remain in full force and effect.

In witness whereof, the parties have caused their authorized representatives to execute this First Amendment to the Contract.

[SIGNATURE PAGE FOLLOWS]

**CITY OF FLAGSTAFF**

\_\_\_\_\_  
Becky Daggett, Mayor

Attest by:

\_\_\_\_\_  
Stacy Saltzburg, City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney

**FIRM: HOUSING SOLUTIONS OF NORTHERN ARIZONA**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name and title