



City of Santa Fe New Mexico

Memorandum



Date: April 11, 2024

To: Governing Body

Via: Regina Wheeler, Public Works Department Director *Regina Wheeler*
Regina Wheeler (Apr 15, 2024 12:09 MDT)

From: Gabrielle Chavez, Transit Director of Administration *Gabrielle Chavez*
Gabrielle Chavez (Apr 15, 2024 10:46 MDT)

ACTION:

1. Request for Approval of a Grant Agreement (FTA G-30), with the US Department of Transportation Federal Transit Administration Section 5307 American Rescue Plan Funds, for Public Transportation Service Funding in the Amount of \$5,041,451. (Gabrielle Chavez, Transit Director of Administration: gchavez@santafenm.gov)
2. Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of \$5,041,451 to Allocate Proceeds from the FTA Section 5307 American Rescue Plan Funds to FY24 Revenue. (Gabrielle Chavez, Transit Director of Administration: gchavez@santafenm.gov)

BACKGROUND AND SUMMARY:

The City has been awarded an FTA Grant, identified as FY21 ARP Section 5307 Operating Formula Funding. The purpose of the grant is for transit operating assistance, preventative maintenance, or project and program administration reimbursements.

Reimbursements packages for operating expenses including salaries, benefits and equipment and facility maintenance will be submitted to FTA which will offset the City's subsidy of the Public Works Transit Division.

FUNDING SOURCE: NM DOT / FTA Section 5307 ARP Grant ID #QLN2YKMMJ8X6

Munis Project Ledger ID: TAD2454002

Munis Fund Name/Number: Transit/540

Munis Org Name/Number: Transit Operations/5400491

Munis Revenue Obj Name/Number: US DOT/490550

Munis Expenditure Obj Name/Number: Various Transit Operating

ATTACHMENTS:

MOA with NMDOT

BAR

Summary of Contracts

Log # {Finance use <u>only</u> }:	
Journal # {Finance use <u>only</u> }:	

City of Santa Fe, New Mexico BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME Public Works Department / Transit					DATE 3/26/2024	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE	
EXPENDITURES				{enter as <i>positive</i> #}	{enter as <i>negative</i> #}	
REVENUES				{enter as <i>negative</i> #}	{enter as <i>positive</i> #}	
US Dept of Transportation - 5307 ARP 2021 Operating	5400491	490550	TAD2454002	(5,041,451)		
JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo				\$	(5,041,451)	\$ -

American Rescue Plan Act of 2021 (ARP) in the total amount of \$5,041,451 (Less 1% allocation to NCRTD) for Transit
 Operating Assistance and Preventive Maintenance to cover expenses incurred beginning 06/01/2023 until 09/30/2026
 to prevent, prepare for, and respond to long-term effects of coronavirus including salaries, for transit agency operations
 supervision, drivers, mechanics, dispatch, and operations support; occupancy costs; equipment and supplies; and vehicle
 costs including fuel, preventive maintenance, cleaning and sanitization, repair and replacement.

{Complete section below if BAR results in a net change to ANY Fund}	
Fund(s) Affected	Fund Balance Increase/(Decrease)
TOTAL:	0

Halona Crowe Prepared By {print name}	3/26/2024 Date	{Use this form for Finance Committee/ City Council agenda items ONLY}	<i>Andy Hopkins</i>
Division Director Signature {optional}	Date	CITY COUNCIL APPROVAL	Budget Officer: Andy J. Hopkins
<i>Regina Wheeler</i>	Date	City Council Approval Date 	Finance Director {≤ \$5,000}
Department Director Signature: Regina A. Wheeler	Date	Agenda Item #: 	City Manager {≤ \$60,000}

**UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION**

**GRANT AGREEMENT
(FTA G-30)**

On the date the authorized U.S. Department of Transportation, Federal Transit Administration (FTA) official signs this Grant Agreement, FTA has obligated and awarded federal assistance as provided below. Upon execution of this Grant Agreement by the Recipient named below, the Recipient affirms this FTA Award, enters into this Grant Agreement with FTA, and binds its compliance with the terms of this Grant Agreement.

The following documents are incorporated by reference and made part of this Grant Agreement:

- (1) "Federal Transit Administration Master Agreement," FTA MA(30), <http://www.transit.dot.gov>,
- (2) The Certifications and Assurances applicable to the FTA Award that the Recipient has selected and provided to FTA, and
- (3) Any Award notification containing special conditions or requirements, if issued.

WHEN THE TERM "FTA AWARD" OR "AWARD" IS USED, EITHER IN THIS GRANT AGREEMENT OR THE APPLICABLE MASTER AGREEMENT, "AWARD" ALSO INCLUDES ALL TERMS AND CONDITIONS SET FORTH IN THIS GRANT AGREEMENT.

FTA OR THE FEDERAL GOVERNMENT MAY WITHDRAW ITS OBLIGATION TO PROVIDE FEDERAL ASSISTANCE IF THE RECIPIENT DOES NOT EXECUTE THIS GRANT AGREEMENT WITHIN 90 DAYS FOLLOWING FTA'S AWARD DATE SET FORTH HEREIN.

FTA AWARD

Federal Transit Administration (FTA) hereby awards a Federal Grant as follows:

Recipient Information

Recipient Name: CITY OF SANTA FE

Recipient ID: 2066

UEI: QLN2YKMMJ8X6

DUNS: 069420818

Award Information

Federal Award Identification Number: NM-2024-004-00

Award Name: City of Santa Fe 5307 ARP 2021 Operating

Award Start Date: 12/27/2023

Original Award End Date: 12/31/2026

Current Award End Date: 12/31/2026

Award Executive Summary: City of Santa Fe, New Mexico is applying for American Rescue Plan Act of 2021 (ARP) funding in the amount of \$5,041,451. The full apportionment to City of Santa Fe was \$5,388,538 (Pub. L. 117-2, March 11, 2021). The New Mexico Department of Transportation ("NMDOT") has allocated the amount of \$347,087 to the North Central Regional Transit District ("NCRTD") for operations in the small urbanized area, NMDOT will apply on behalf of NCRTD for that allocation (see attached letters). NMDOT has suballocated the remaining amount of \$5,041,451 to City of Santa Fe as a designated direct recipient. 1% of funds apportioned via the 5307 Urbanized Area Formula program must be used for public transportation security projects. City of Santa Fe will employ a full time security guard during transit operations at the Southside Transit Center. The cost of this will exceed the 1% requirement.

Funding for Operating Assistance, Preventive Maintenance, or Project/State/Program Administration from other applications must also be used to conduct transit operations during this same time period. The total cost to provide normal operations is approximately ten million five hundred thousand dollars (\$10.5M) per year and other available funding for this time period is insufficient to meet the total cost.

Additional applications are as follows:

- 2021 CRRSAA (temporary FAIN 2066-2023-1)
- 2021 Section 5307 (FAIN TBD)
- 2022 Section 5307 (temporary FAIN 2066-2023-2)

ARP funds will be programmed to cover expenses for existing service incurred beginning 06/1/2023 until 09/30/2026, including to prevent, prepare for, and respond to long-term effects of coronavirus including salaries (payroll) for transit agency operations supervision, drivers, mechanics, dispatch and operations support; occupancy costs; equipment and supplies; and vehicle costs including fuel, preventive maintenance, cleaning and sanitization, repair and replacement. City of Santa Fe certifies the city has not furloughed any employees since March 27, 2020 due to coronavirus.

Per ARP, the project in this application is not required to be programmed in the Long-

Range Transportation Plan, Statewide Transportation Plan, or Statewide Transportation Improvement Program.

The Recipient agrees that if it receives Federal funding from the Federal Emergency Management Agency (FEMA) or through a pass-through entity through the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a different Federal agency, or insurance proceeds for any portion of a project activity approved for FTA funding under this Grant Agreement, it will provide written notification to FTA, and reimburse FTA for any Federal share that duplicates funding provided by FEMA, another Federal agency, or an insurance company.

See attached Period of Performance (“POP”) & Budget.

Research and Development: This award does not include research and development activities.

Indirect Costs: This award does not include an indirect cost rate.

Suballocation Funds: Recipient organization is suballocated these apportioned funds and can apply for and receive these funds directly.

Pre-Award Authority: This award is not using Pre-Award Authority.

Award Budget

Total Award Budget: \$5,041,451.00

Amount of Federal Assistance Obligated for This FTA Action (in U.S. Dollars): \$5,041,451.00

Amount of Non-Federal Funds Committed to This FTA Action (in U.S. Dollars): \$0.00

Total FTA Amount Awarded and Obligated (in U.S. Dollars): \$5,041,451.00

Total Non-Federal Funds Committed to the Overall Award (in U.S. Dollars): \$0.00

Award Budget Control Totals

(The Budget includes the individual Project Budgets (Scopes and Activity Line Items) or as attached)

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (ARPA)	5307-9	20507	\$5,041,451

Local			\$0
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
Total Eligible Cost			\$5,041,451

(The Transportation Development Credits are not added to the amount of the Total Award Budget.)

U.S. Department of Labor Certification of Public Transportation Employee Protective Arrangements:

DOL Decision: DOL Concur - Certified
DOL Review Date: 12/27/2023
DOL Certification Date: 12/27/2023

Special Conditions

There are no special conditions.

FINDINGS AND DETERMINATIONS

By signing this Award on behalf of FTA, I am making all the determinations and findings required by federal law and regulations before this Award may be made.

FTA AWARD OF THE GRANT AGREEMENT

Awarded By:
Gail Lyssy
Regional Administrator
FEDERAL TRANSIT ADMINISTRATION
U.S. DEPARTMENT OF TRANSPORTATION
Contact Info: gail.lyssy@dot.gov
Award Date: 12/27/2023

EXECUTION OF THE GRANT AGREEMENT

Upon full execution of this Grant Agreement by the Recipient, the Effective Date will be the date FTA or the Federal Government awarded Federal assistance for this Grant Agreement.

By executing this Grant Agreement, the Recipient intends to enter into a legally binding agreement in which the Recipient:

- (1) Affirms this FTA Award,
- (2) Adopts and ratifies all of the following information it has submitted to FTA:
 - (a) Statements,
 - (b) Representations,
 - (c) Warranties,
 - (d) Covenants, and
 - (e) Materials,
- (3) Consents to comply with the requirements of this FTA Award, and
- (4) Agrees to all terms and conditions set forth in this Grant Agreement.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:


Alan Webber (Jun 4, 2024 12:04 MDT)

ALAN WEBBER, MAYOR

DATE: Jun 4, 2024

ATTEST:


GERALYN CARDENAS, INTERIM CITY CLERK
GB MTG 05/29/2024 *XIV*

CITY ATTORNEY'S OFFICE:


Kevin L. Nault (Feb 23, 2024 15:26 MST)
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:


EMILY OSTER, FINANCE DIRECTOR
5400491- 490500
ORG/OBJ #

Signature: M. Bonifer 4/9/24

M. Bonifer 4/9/24 (Apr 9, 2024 15:26 MDT)

Email: mtbonifer@santafenm.gov



City of Santa Fe

Summary of Contract, Agreement, Amendment & Lease

All applicable fields to be completed by department (complete 1.b only if you are processing an amendment):

1.a Munis Contract: _____ Procurement # (RFP/ITB# If any): _____

Contractor: US Department of Transportation/Federal Transit Administration

Procurement Method/Vehicle: Small Purchase RFP ITB Sole Source GSA Cooperative Exempt SWPA/Existing

Description/Title: Federal Transit Administration (FTA) Section 5307 American Rescue Plan (ARP) Funds

Contract: Agreement: Lease/Rent: Amendment:

Term Start Date: 06/01/2023 Term End Date: 9/30/2026 Total Contract Amount: \$5,041,451

Approved by Council (If over the City Manager's approval threshold, you must go through GB) _____

Contract / Lease:

1.b Amendment #: _____ to the Original Contract/Lease # _____

Increase/(Decrease) Amount \$: _____

Extend Expiration Date to: _____

Approved by Council (If the original went through GB, all amendments must go through GB regardless of the amendment reason) Date: _____

Amendment is for: _____

2. HISTORY of Contract, Amendments & Lease / Rent - Please Elaborate (option: attach spreadsheet if multiple amendments)

Grant agreement between the US DOT/FTA and City of Santa Fe for Transit Operating assistance and Preventative Maintenance.

3. Procurement History: N/A - Revenue Grant

Purchasing Officer Review: _____ Date: _____

Comment & Exceptions: _____

4. Funding Source: US DOT Org / Object: 5400491/490550

Andy Hopkins

Apr 15, 2024

Budget Officer Approval: _____ Date: _____

Comment & Exceptions: _____

5. Grant History (if applicable): _____

Grants Administrator Approval: M. Bonifer Date Apr 15, 2024
M. Bonifer (Apr 15, 2024 15:05 MDT)

Staff Contact who Completed This Form: Gabrielle Chavez Phone #: _____

To be recorded by City Clerk: _____ Email: gnchavez@santafenm.gov

Clerk #: _____

Date of Execution: _____

ITT Representative (attesting that all information is reviewed) _____ Title _____ Date _____









24-0355 US Department of Transportation Federal Transit Administration

Final Audit Report

2024-06-04

Created:	2024-06-04
By:	XAVIER VIGIL (xivigil@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAD7hfV-2cSWoHD7L_3xeyZep2WEzB_Z2s

"24-0355 US Department of Transportation Federal Transit Administration" History

-  Document created by XAVIER VIGIL (xivigil@santafenm.gov)
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Signature Date: 2024-06-04 - 7:54:43 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.
2024-06-04 - 7:54:43 PM GMT