



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 12:08 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 (FTA), via the FTA Section 5307 Coronavirus Response and Relief Supplemental Appropriations Act Funds (CRRSAA), for Public Transportation Service Funding in the Amount of \$1,660,795. (Gabrielle Chavez, Transit Director of Administration: gnchavez@santafenm.gov)

a. Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of \$1,660,795 to Allocate Proceeds from the FTA CRRSSAA Grant to FY24 Revenue.

BACKGROUND AND SUMMARY:

The City has been awarded an FTA Award, identified as FY21 CRRSAA Section 5307 Operating Formula Funding. CRRSAA funds are to be used to support the continued fixed route and ADA complementary paratransit services operated by the City of Santa Fe. CRRSAA funds are 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. Staff will submit reimbursements for Transit Division budgeted operating expenses in FY24 and additional years until the full grant reimbursement is achieved.

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

Munis Project Ledger ID: TAD2454003

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

**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-2024-003-00

Award Name: City of Santa Fe FY21 CRRSAA Section 5307 Operating

Award Start Date: 12/27/2023

Original Award End Date: 9/30/2026

Current Award End Date: 9/30/2026

Award Executive Summary: The grant application represents the FY21 Small Urbanized Section 5307 Sub-allocation of \$1,660,795 to the City of Santa Fe. These funds will be used to support the continued fixed route and ADA complementary paratransit services operated by the City of Santa Fe. The Santa Fe UZA was apportioned \$1,775,135 in CRRSSA funding. \$1,660,795 was allocated to the City of Santa Fe and \$114,340 was allocated by The New Mexico Department of Transportation "NMDOT" to the North Central Regional Transit District (see attached suballocation split letter). 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 \$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 ARP (temporary FAIN 2066-2023-3)
- 2021 Section 5307 (FAIN TBD)
- 2022 Section 5307 (temporary FAIN 2066-2023-2)

CRRSAA 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 CRRSAA, 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.

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: \$1,660,795.00

Amount of Federal Assistance Obligated for This FTA Action (in U.S. Dollars): \$1,660,795.00

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): \$1,660,795.00

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 (CRRSAA) | 5307-8 | 20507 | \$1,660,795 |
| Local | | | \$0 |
| Local/In-Kind | | | \$0 |

| | | | |
|-----------------------------------|--|--|--------------------|
| State | | | \$0 |
| State/In-Kind | | | \$0 |
| Other Federal | | | \$0 |
| Transportation Development Credit | | | \$0 |
| Adjustment | | | \$0 |
| Total Eligible Cost | | | \$1,660,795 |

(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 05/29/24 *XIV*

CITY ATTORNEY'S OFFICE:


Kevin L. Nault (Feb 23, 2024 15:33 MST)

ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:



EMILY OSTER, FINANCE DIRECTOR
5400491- 490550

ORG/OBJ #

| | |
|---------------------------------------|--|
| Log # {Finance use <i>only</i> }: | |
| Journal # {Finance use <i>only</i> }: | |

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 |
|---|---------|--------|------------|------------------------------|------------------------------|
| <u>EXPENDITURES</u> | | | | <i>{enter as positive #}</i> | <i>{enter as negative #}</i> |
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| <u>REVENUES</u> | | | | <i>{enter as negative #}</i> | <i>{enter as positive #}</i> |
| US Dept of Transportation - 5307 FY 21 CRRSAA | 5400491 | 490550 | TAD2454003 | (1,660,795) | |
| | | | | | |
| | | | | | |

JUSTIFICATION: *(use additional page if needed)*
 --Attach supporting documentation/memo

\$ (1,660,795) \$ -

[FY21 CRRSAA Sect 5307 Operating award in the total amount of \\$1,660,795 \(Less 1% allocation to NCRTD\) for Paratransit](#)
[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.](#)

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

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



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 Coronavirus Response and Relief Supplemental Appropriations Act Funds (CRRSAA), for Public Transportation Service

Contract: Agreement: Lease/Rent: Amendment:

Term Start Date: 06/01/2023 Term End Date: 9/30/2026 Total Contract Amount: \$1,660,795

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 Paratransit Operating assistance and Preventative Maintenance.

3. Procurement History: N/A - Grant Revenue

Purchasing Officer Review: _____ Date: _____

Comment & Exceptions: _____

4. Funding Source: US DOT

Andy Hopkins

Org / Object: 5400491/490550

Apr 15, 2024

Budget Officer Approval: _____ Date: _____

Comment & Exceptions: _____

5. Grant History (if applicable): _____

Grants Administrator Approval: *M. Bouifer* Date Apr 15, 2024

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









24-0356 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: | CBJCHBCAABAAAnBcxXXwukzr0z1upscJeJ8-CNSuevrcW |

"24-0356 US Department of Transportation Federal Transit Administration" History

-  Document created by XAVIER VIGIL (xivigil@santafenm.gov)
2024-06-04 - 2:35:21 PM GMT- IP address: 63.232.20.2
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2024-06-04 - 2:38:00 PM GMT
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2024-06-04 - 4:19:42 PM GMT- IP address: 104.28.85.157
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Signature Date: 2024-06-04 - 6:04:35 PM GMT - Time Source: server- IP address: 63.232.20.2
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-  Document e-signed by GERALYN CARDENAS (gfcardenas@santafenm.gov)
Signature Date: 2024-06-04 - 7:54:10 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.
2024-06-04 - 7:54:10 PM GMT