


Date: February 24, 2025

To: Governing Body

Via: Regina Wheeler, Public Works Department Director 
RW (Feb 24, 2025 13:36 MST)

Gabrielle Chavez, Transit Director of Administration 
Gabrielle Chavez (Feb 24, 2025 10:46 MST)

From: Joshua Chandler, Contract Administrator

ACTION:

Request for Approval of a Grant Agreement with the US Department of Transportation Federal Transit Administration (FTA) for Section 5339 Funding for Public Transportation Capital Funding in the Total Amount of \$146,402. (Gabrielle Chavez, Transit Director of Administration; gnchavez@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$172,240 with \$146,402 from the FTA Grant and \$25,838 in Required Matching Funds From the Transit Fund Balance to FY25 Transit Grant Revenue and Vehicles > 1.5.

BACKGROUND AND SUMMARY:

The City of Santa Fe's Transit Division has been awarded \$146,402 in Section 5339 Urbanized Area Capital Funding from the Federal Transit Administration (FTA), distributed through the New Mexico Department of Transportation. This funding is allocated based on a formula that considers population, population density, and service levels within the Urbanized Area. The award for Federal Fiscal Year 2017 will help fund the replacement of an aging cutaway bus that has exceeded its useful life. The total cost of the new vehicle is \$191,511, with the FTA funding providing partial reimbursement for this purchase.

FUNDING SOURCE: US DOT FTA Section 5339 FY 2017 Apportionment Expiring 06/30/2026 and Transit Fund Balance

Fund Name/Number: Transit/540

Munis Org Name/Number: Transit Capital Projects / 5400499

Munis Revenue Object Name/Number: US Dept of Transportation / 490550

Munis Expense Object Name/Number: Vehicles > 1.5 / 571000

ATTACHMENTS:

Grant Agreement NM-2020-025-00

Project Ledger Request Form

BAR

Grants Manager


Erika Lujan (Feb 28, 2025 09:45 MST)

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

**GRANT AGREEMENT
(FTA G-26, October 1, 2019)**

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(26), October 1, 2019, <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: Santa Fe, City Of

Recipient ID: 2066

UEI:

DUNS: 069420818

Award Information

Federal Award Identification Number: NM-2020-025-00

Award Name: Santa Fe Trails Section 5339 Lapsing FY17 Replacment vans

Award Start Date: 8/25/2020

Original Award End Date: 3/30/2022

Current Award End Date: 6/30/2026

Award Executive Summary: Budget Revision #2

Request to modify the Period of Performance End Date to 6/30/2026. The POP end date has changed from 03/30/2022 to 6/30/2026. Period of Performance End date expired 03/30/2022. Requesting POP be extended so that the City can move forward with the project, encumber funding and request eligible reimbursements within the POP dates.

Due to COVID-19 and staff vacancies Santa Fe Trails was unable to move the projects forward and this request was not submitted prior to the expiration of the POP end date.

Budget Revision #1

Change ALI to reflect the procurement of 1 cutaway bus instead of 2 vans for the Santa Fe Pickup service.

This grant application represents the FY2017 apportionment of small urban Section 5339 in the amount of \$146,402 to the City of Santa Fe. The Governor's Apportionment split letter from NMDOT is attached in Application Details. These funds will be used to purchase two Santa Fe Pick-up replacement 15 passenger vans. The local match funds will be provided by the City of Santa Fe through its 1/4 cent gross receipts tax dedicated to transit. The replacement vehicles will have a useful life of 4 years/100,000 miles.

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: \$172,240.00

Amount of Federal Assistance Obligated for This FTA Action (in U.S. Dollars): \$0.00

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): \$146,402.00

Total Non-Federal Funds Committed to the Overall Award (in U.S. Dollars): \$25,838.00

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
5339 – Buses and Bus Facilities Formula	5339-1	20526	\$146,402
Local			\$25,838
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
Total Eligible Cost			\$172,240

(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: 8/25/2020
DOL Certification Date: N/A

Special Conditions

Comment By Eldridge Onco

Comment Type Special Conditions

Date 8/25/2020

Comment This award of Federal financial assistance is subject to the terms and conditions set forth in the U.S. Department of Labor's certification letter dated August 25, 2020, to the Federal Transit Administration with respect to this numbered grant, including any attachments to the letter, which are fully incorporated herein by reference.

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: 8/25/2020

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 agreed to this Grant Agreement as of the date when it is executed by the parties, whichever signature occurs last.

CITY OF SANTA FE:


Alan Webber (Apr 10, 2025 16:42 MDT)

ALAN WEBBER, MAYOR

DATE: Apr 10, 2025


ATTEST:


ANDREA SALAZAR (Apr 10, 2025 16:42 MDT)

ANDREA SALAZAR, CITY CLERK *X/V*

GB MTG 04/09/25

CITY ATTORNEY'S OFFICE:


Kevin L. Nault (Jan 23, 2025 10:46 MST)

ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:



EMILY OSTER, FINANCE DIRECTOR



City of Santa Fe New Mexico

Finance Department



Project Ledger Request Form

Date of Request: 12/18/2024

Project Title: Transit Cutaway Bus NM 2020-025-00 FY 2017

Project Type: ☒ CIP ☒ Grant ☐ Internal Tracking

Department: Public Works Project Manager: Gabrielle Chavez Ext: 2055

Project Date Range: 12/18/2024 to 06/30/2026 ☒ Create Fixed Asset

Project ID: TAD2554001

Grant ID: F2520

Approved By: Erika Lujan
Erika Lujan (Dec 31, 2024 10:12 MST)

Entered By: CMT (Finance Use Only)

☐ Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: US DOT FTA Section 5339 FY 2017 % of Funding: 85%

MUNIS ORG: 5400499 MUNIS OBJ: 490550 Awarded Amount: \$146,402

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: Vehicles > 1.5 MUNIS ORG: 5400499 MUNIS OBJ: 571000

Phase: _____ MUNIS ORG: _____ MUNIS OBJ: _____

Phase: _____ MUNIS ORG: _____ MUNIS OBJ: _____

Contract number: _____

Comments/Other: _____

GRANTS ONLY:

Grantor Name: USDOT FTA 2020-025-00 FY17 SF TRAILS SEC 5339 Awarded Amount: 146402.00

AR Charge Code: 5400499.490550

☐ Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 700029 Federal CFDA (if applicable): 20.526

(If grants please provide all grant award documents with form)

☒ Attached Grant Documentation

