

Memo**Date:** February 24, 2025**To:** Governing Body, Finance Committee, and Public Works & Utilities Committee**Via:** Regina Wheeler, Public Works Director 
Regina Wheeler (Feb 24, 2025 14:37 MST)**Gabrielle Chavez, Transit Director of Administration** 
Gabrielle Chavez (Feb 24, 2025 14:35 MST)**From:** Joshua Chandler, Contract Administrator

ACTION:

Request for Approval of a Grant Agreement with the Department of Transportation Federal Transit Administration (FTA) for Section 5339 Funding for Public Transportation Capital Funding in the Total Amount of \$166,924. (Gabrielle Chavez, Transit Director of Administration; gnchavez@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$205,337 with \$166,924 from the FTA Grant and \$38,413 Matching Funds From the Transit Fund Balance to FY25 Transit Grant Revenue, WIP Design, and Vehicles > 1.5.

BACKGROUND AND SUMMARY:

The City of Santa Fe's Transit Division was awarded \$166,924 in Section 5339 Urbanized Area Capital Funding from the Federal Transit Administration (FTA), distributed through the New Mexico Department of Transportation. This funding allocation is determined by a formula that considers the Urbanized Area's population, population density, and service levels. The funds were designated for two purposes: partial reimbursement for the purchase of a cutaway bus and partial reimbursement for engineering consultant services to evaluate bus stop compliance.

FUNDING SOURCE: US DOT FTA Section 5339 FY 2021 Award Expiring 03/31/2026 and Transit Fund Balance**Fund Name/Number:** Transit/540**Munis Org Name/Number:** Transit Capital Projects / 5400499**Munis Object Name/Number:** Vehicles > 1.5 / 571000; WIP Construction/572970**Munis Revenue Object Name/Number:** US Dept of Transportation / 490550**Project ID:** PWD2554038

ATTACHMENTS:

Grant Agreement NM-2024-042-00

Project Ledger Request Form

BAR

Grants Manager Quick Note: Noticed Bar is over by a dollar \$1.00.

Erika Lujan

Erika Lujan (Feb 28, 2025 09:40 MST)

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

**GRANT AGREEMENT
(FTA G-31)**

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(31), <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-2024-042-00

Award Name: LAPSING-Santa Fe Trails Section 5339 FY21 Replacement Bus and Bus Stop Improvements

Award Start Date: 9/18/2024

Original Award End Date: 3/31/2026

Current Award End Date: 3/31/2026

Award Executive Summary: This grant application represents the FY2021 apportionment of Small Urban Section 5339 in the amount of \$166,924 to the City of Santa Fe. The Governor's Apportionment split letter from NMDOT is attached in Application Details. This award will fund two projects.

Project 1:

A portion of these funds will be used to share the purchase cost of one Santa Fe Pick-up replacement 14 passenger cutaway bus. The total cost of the bus will be \$225,342, of which \$146,402 of the cost will be reimbursed with grant NM-2020-025. The remaining shared cost of \$45,139 is requested for this grant application. 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 vehicle will have a useful life of 8 years/240,000 miles and will replace Unit 801, VIN 1N9MNA8G28C084195, a 2008 Eldorado Easy Rider II that has met its useful life of 14 years.

Project 2:

The remainder of the apportioned amount of this grant funding application in the amount of \$121,786 representing 80% federal share. The local match is 20% or \$30,447. SFTs share (local match) will be provided by the City of Santa Fe, through its -cent gross receipt tax dedicated to transit. The total project is \$152,233.

The purpose of this project award will be to bring existing bus stops/shelters into ADA compliance. This will be accomplished by repairing or replacing any deficiency in the access (sidewalk) to the bus stop/shelter, the shelter's structure or its signage. Deficiencies and prioritization of our 433 bus stops has been documented, indexed and analyzed in the 2016 Santa Fe Metropolitan Bus Stop and Sidewalk Connectivity Assessment final report and will be used extensively in the execution of this project. The report is uploaded.

The activities to be performed will be the repairing or replacing: shelter panels, shelter roofs, signage, sidewalks and amenities for 9 of 20 bus shelters. List of 20 bus shelters is uploaded. Shelter foundations may require repaving or concrete work. In a few

instances a slight extension will be added to accommodate a wheelchair. All proposed activities will occur within the existing easement/right of way. The bus stops to be replaced are metal on concrete slabs. We estimate that the unit cost of the replacement shelters at \$17,236.21. The useful life of the replacement shelter is 20 years. We anticipate that this award will fund improvements to 9 shelters.

The expected outcomes will be to provide greater safety, access and comfort to all transit users. This will result in an increase of ridership and is expected to lessen the demand for our paratransit services. The renovated bus shelters will improve the aesthetics of the area by providing a pleasing and fresh look to the area. In addition the improved lighting will decrease the opportunities for vandalism to our shelters and the surrounding area.

The intended beneficiaries are pedestrians, bicyclists and transit users within the SFT service area. All improvements will be located within the mile catchment area of bus stations/stops, making them eligible for FTA Capital Funding and will be done within the existing footprint of the shelter area.

Activities to be performed:

Procure a replacement cutaway CNG bus for the Santa Fe Pick-up Shuttle and make bus stop/shelter improvements.

Expected outcomes:

Provide safe and efficient service to the Santa Fe Pick-up shuttle as Santa Fe Trails continues to reimplement service, previously modified due to the Covid-19 pandemic and improve bus station/stops around the city.

Intended beneficiaries:

Visitors and residents of the City of Santa Fe.

Subrecipient Activities: None.

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 using Pre-Award Authority.

Award Budget

Total Award Budget: \$205,337.00

Amount of Federal Assistance Obligated for This FTA Action (in U.S. Dollars): \$166,924.00

Amount of Non-Federal Funds Committed to This FTA Action (in U.S. Dollars): \$38,413.00

Total FTA Amount Awarded and Obligated (in U.S. Dollars): \$166,924.00

Total Non-Federal Funds Committed to the Overall Award (in U.S. Dollars): \$38,413.00

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	\$166,924
Local			\$38,413
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
Total Eligible Cost			\$205,337

(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: 9/18/2024
DOL Certification Date: 9/13/2024

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:
Donald Koski
Deputy Regional Administrator
FEDERAL TRANSIT ADMINISTRATION
U.S. DEPARTMENT OF TRANSPORTATION
Contact Info: donald.koski@dot.gov
Award Date: 9/18/2024

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 16:52 MDT)

ALAN WEBBER, MAYOR

DATE: Apr 10, 2025

ATTEST:


ANDREA SALAZAR (Apr 10, 2025 17:08 MDT)

ANDRÉA SALAZAR, CITY CLERK *XIV*
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 K. Oster

EMILY OSTER, FINANCE DIRECTOR



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 10/07/2024

Project Title: SECT 5339 FY 21 BUS/BUS STOP IMPROVEMENTS

Project Type: CIP Grant Internal Tracking

Department: PUBLIC WORKS Project Manager: GABRIELLE CHAVEZ Ext: 2055

Project Date Range: 09/18/2024 to 03/31/2026 Create Fixed Asset

Project ID: <u>PWD2554038</u>
Grant ID: <u>F2517</u>
Approved By: <u>[Signature]</u>
Entered By: <u>PL/CT</u> (Finance Use Only)

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

Funding Source: FTA Sect 5339 (NM-2024-042-00) % of Funding: 20% Bus

MUNIS ORG: 5400499 MUNIS OBJ: 490550 Awarded Amount: \$45,139

Funding Source: FTA Sect 5339 (NM-2024-042-00) % of Funding: 80% Bus Shelters

MUNIS ORG: 5400499 MUNIS OBJ: 490550 Awarded Amount: \$121,786

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: Construction MUNIS ORG: 5400499 MUNIS OBJ: 572970

Phase: _____ MUNIS ORG: _____ MUNIS OBJ: _____

Contract number: _____ Comments/Other: _____

GRANTS ONLY:

Grantor Name: USDOT-FTA G31-NM-2024-042-00 Awarded Amount: 166924.00

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

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

City of Santa Fe, New Mexico

BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME Transit / Transit CIP	DATE 2/19/2025
---	-------------------

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>
Vehicles > 1.5 - Bus	5400499	571000	PWD2554038-EQUIP-VEHI	53,105	
WIP Construction - Bus Shelters	5400499	572970	PWD2554038-CONSTRUC	152,233	

REVENUES				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>
US DOT/FTA - NM -2024-042-00 Bus	5400499	490550	PWD2554038	(45,139)	
US DOT/FTA - NM -2024-042-00 Bus Shelters	5400499	490550	PWD2554038	(121,786)	

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

FY 25 Budget Increase for FTA Grant award for \$45,139 for partial funding of one Bus and a required \$7,966 local match from the Transit fund balance (Term 03/31/2026)

FY 25 Budget Increase for FTA Grant award for \$121,786 for city wide bus shelter improvements and a required \$30,447 local match from the Transit fund balance (Term 03/31/2026)

<i>{Complete section below if BAR results in a net change to ANY Fund}</i>	
Fund(s) Affected	Fund Balance Increase/(Decrease)
540	(38,413)
TOTAL:	(38,413)

Halona Crowe Prepared By <i>{print name}</i>	2/19/2025 Date	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i>	Andy Hopkins Budget Officer
 Gabrielle Chavez (Feb 24, 2025 14:35 MST) Division Director	Date	CITY COUNCIL APPROVAL City Council Approval Date	Date
 Regina Wheeler (Feb 24, 2025 14:37 MST) Department Director Signature	Date	Agenda Item #:	Finance Director <i>{≤ \$5,000}</i> Date
			City Manager <i>{≤ \$60,000}</i> Date








GB Grant Agreement NM 2024-042-00 Sect 5339 Packet

Final Audit Report

2025-03-02

Created:	2025-02-28
By:	Erika Lujan (evlujan@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbGuNzc3XpruY-pcTYSewRvUJATTLLeHoq

"GB Grant Agreement NM 2024-042-00 Sect 5339 Packet" History

-  Document created by Erika Lujan (evlujan@santafenm.gov)
2025-02-28 - 4:29:42 PM GMT- IP address: 63.232.20.2
-  Document emailed to Erika Lujan (evlujan@santafenm.gov) for signature
2025-02-28 - 4:38:38 PM GMT
-  Document e-signed by Erika Lujan (evlujan@santafenm.gov)
Signature Date: 2025-02-28 - 4:40:28 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature
2025-02-28 - 4:40:30 PM GMT
-  Email viewed by EMILY OSTER (ekoster@santafenm.gov)
2025-03-02 - 5:16:39 PM GMT- IP address: 104.47.64.254
-  Document e-signed by EMILY OSTER (ekoster@santafenm.gov)
Signature Date: 2025-03-02 - 5:18:30 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.
2025-03-02 - 5:18:30 PM GMT