



CITY OF SANTA FE

Date: February 11, 2025
To: Governing Body
Via: Regina Wheeler, Public Works Director *RW*
Gabrielle Chavez, Transit Director of Administration
From: Joshua Chandler, Contract Administrator
Reviewed by: *Habra Crown*

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 \$143,017. (Gabrielle Chavez, Transit Director of Administration; gnchavez@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$178,772 with \$143,017 from the FTA Grant and \$35,755 Matching Funds From Transit Fund Balance to FY25 Transit Revenue and WIP Design.

BACKGROUND AND SUMMARY:

The City of Santa Fe is awarded an allocation of Section 5339 Urbanized Area Capital Funding from the FTA through the New Mexico Department of Transportation. These funds are distributed by a formula that includes population, population density and level of services provided within the Urbanized Area. For Federal Fiscal Year 2016, the amount of \$143,017 was allocated to the City of Santa Fe for capital expenditures.

The purpose of the grant is to hire the services of an engineering consultant to evaluate and design bus stop facilities throughout Santa Fe Trails bus system to for ADA compliance. All improvements will be located within the ½ mile catchment area of bus stations/stops, making them eligible for FTA Capital funding.

FUNDING SOURCE: Federal Transit A Grant ID# NM-2019-036-00
Fund Name/Number: Transit/540
Munis Org Name/Number: Transit Capital Projects/5400499
Munis Expenditure Object Name/Number: WIP Design/572960
Munis Revenue Object Name/Number: US Dept of Transportation/490550
Project Ledger Number: TAD2554002

If the project is grant funded? List grant award number: NM-2019-036-00

Grant Manager / Accounting Officer Approval: _____ Date: _____

Comment/Exceptions: _____

Budget Officer Approval: Andy Hopkins Date: Feb 17, 2025

Comment/Exceptions: _____

Repair or Replacement of Existing Equipment:

Yes | No

If yes -> Repair | Replacement

Please explain: _____

Capital Project:

(New and improvement projects that are going to cost \$10,000 or more)

Yes | No

Anticipated length of project: TBD

Asset Manager Approval: _____ Date: _____

Comment/Exceptions: _____

Department Approvals:

IT Components: Yes | No

Vehicles: Yes | No

Facilities, Furniture, Fixtures, Equipment: Yes | No

Approval: _____ Title: _____ Date: _____

Approval: _____ Title: _____ Date: _____

Comment & Exceptions: _____

Department Contract Administrator Contact Info: (Joshua Chandler, Contract Administrator; jlchandler@santafenm.gov; 505-629-7314)

ATTACHMENTS:

Grant Agreement NM-2019-036-00

Project Ledger Request Form

BAR

GRANT MANAGER: Erika Lujan

DEPARTMENT DIRECTOR: Emily K. Oster

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

**GRANT AGREEMENT
(FTA G-25, October 1, 2018)**

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(25), October 1, 2018, <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-2019-036-00

Award Name: Santa Fe Trails FY2016 Section 5339 Suballocation

Award Start Date: 9/16/2019

Original Award End Date: 12/31/2020

Current Award End Date: 6/30/2026

Award Executive Summary: Budget Revision #1

Request to modify Period of Performance End Date to 6/30/2026. The POP end date has changed from 12/31/2020 to 6/30/2026. Period of Performance End date expired 12/31/2020. 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.

This grant application represents the FY2016 apportionment of Section 5339 in the amount of \$143,017 to the City of Santa Fe. This grant is for Capital Expenditures only. These funds will be used to hire the services of an engineering consultant to evaluation and design bus stop facilities throughout the Santa Fe Trails system to bring them into ADA compliance.

All improvements will be located within the 1/2 mile catchment area of bus stations/stops, making them eligible for FTA Capital Funding. All proposed activities will occur within the existing right-of-way.

Local match funds will be provided by the City of Santa Fe, through its 1/4-cent gross receipts tax dedicated to transit.

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: \$178,772.00

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): \$143,017.00

Total Non-Federal Funds Committed to the Overall Award (in U.S. Dollars): \$35,755.00

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	\$143,017
Local			\$35,755
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit Adjustment			\$0
Total Eligible Cost			\$178,772

(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: 9/13/2019

DOL Certification Date: N/A

Special Conditions

**Comment
By** Eldridge Onco

**Comment
Type** Special Conditions

Date 9/16/2019

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 September 13, 2019, 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:
Robert Patrick
Regional Administrator
FEDERAL TRANSIT ADMINISTRATION
U.S. DEPARTMENT OF TRANSPORTATION
Contact Info: robert.patrick@dot.gov
Award Date: 9/16/2019

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, MAYOR

DATE: _____

ATTEST:

ANDREA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

Kevin L. Nault
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: 12/18/2024

Project Title: Bus Stop ADA Compliance NM 2019-036-00 FY 2016

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: TAD2554002
 Grant ID: F2521
 Approved By: Erika Luian
 Entered By: CMT (Finance Use Only)

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

Funding Source: US DOT FTA NM 2019-036-00 Section 5339 FY 2016 % of Funding: 80%

MUNIS ORG: 5400499 MUNIS OBJ: 490550 Awarded Amount: \$143,017

Funding Source: TRANSIT GRT % of Funding: _____

MUNIS ORG: 5400499 MUNIS OBJ: _____ Awarded Amount: 35755.00

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: WIP Design MUNIS ORG: 5400499 MUNIS OBJ: 572960

Phase: _____ MUNIS ORG: _____ MUNIS OBJ: _____

Phase: _____ MUNIS ORG: _____ MUNIS OBJ: _____

Contract number: _____ Comments/Other: _____

GRANTS ONLY:

Grantor Name: 2020-036-00 SF TRAILS 5339 LAPSING VANS Awarded Amount: 143017.00

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

Signature: *Emily K. Oster*

Email: ekoster@ci.santa-fe.nm.us