



# City of Santa Fe New Mexico

## Memorandum



**Date:** June 13, 2025

**To:** Governing Body

**Via:** Regina Wheeler, Public Works Department Director   
RW

**From:** Gabrielle Chavez, Transit Director of Administration   
GC  
Andrew Baca, Interim Transit Director of Operations   
AB

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### **ACTION:**

Request for approval of a Grant Agreement (FTA MA-33) with the Federal Transit Administration (FTA) via the Section 5307 Operating Assistance for Public Transportation Service Program in the Total Amount of \$4,018,120. (Gabrielle Chavez, Transit Director of Administration: [gchavez@santafenm.gov](mailto:gchavez@santafenm.gov))

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate Proceeds from the FTA Section 5307 Grant in the Amount of \$4,018,120 to FY25 Transit Revenue and Expenses.

### **BACKGROUND AND SUMMARY:**

The city has been awarded an FTA Award, identified as FY2021 and FY2022 Section 5307 Operating Formula Funding for FY25 and FY26 Operating Assistance by FTA. The purpose of the grant is to provide fixed route service, and salaries and fringe benefits for the City of Santa Fe's Transit operations supervisors, drivers, mechanics, dispatch and operations support. There is a 50 percent local match requirement of which is provided by the FY25 Operating Budget .

### **FUNDING SOURCE: FTA Section 5307 Grant ID #QLN2YKMMJ8X6**

Munis Project Ledger ID: PWD2554060

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:**

FTA Grant Agreement

BAR

Project Ledger Request Form

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

**GRANT AGREEMENT  
(FTA G-33)**

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(33), <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 (FAIN): NM-2025-009

Award with Amendment Number: NM-2025-009-00

Award Name: FY2021 and FY2022 Section 5307 Operating Assistance

Award Start Date: 6/12/2025

Original Award End Date: 9/30/2026

Current Award End Date: 9/30/2026

Award Executive Summary: The grant represents the FY2021 and the FY2022 Small Urbanized Section 5307 Operating Assistance apportionment sub-allocated to the City of Santa Fe by the New Mexico Department of Transportation to provide fixed route service, and salaries and fringe benefits for the City of Santa Fe's Transit operations supervisors, drivers, mechanics, dispatch and operations support. There is a 50 percent Local match requirement of funds, which will be provided by the City of Santa Fe through the 1/4 cent gross receipts tax dedicated to Transit.

Project 1:

FY2021 (Fast Act) Section 5307 Operating Assistance

The grant represents the FY 2021 Small Urbanized Section 5307 sub-allocation of \$1,751,668 to the City of Santa Fe. This grant is for operating assistance only. These funds will be used to support the continued transit services operated by the City of Santa Fe. Local match funds in the amount of \$1,751,668 will be provided by the City of Santa Fe through the 1/4 cent gross receipts tax dedicated to Transit in the amount of \$1,751,668. (Note: the Santa Fe UZA was apportioned \$1,883,757 through the Santa Fe MPO, \$1,751,668 was allocated to the City of Santa Fe and \$132,089 was allocated to the North Central Regional Transit District.)

Project 2:

FY2022 (BIL) Section 5307 Operating Assistance

The grant represents the FY 2022 Small Urbanized Section 5307 sub-allocation of \$2,266,452 to the City of Santa Fe. This grant is for operating assistance only. These funds will be used to support the continued transit services operated by the City of Santa Fe. Local match funds in the amount of \$2,266,452 will be provided by the City of Santa Fe through the 1/4 cent gross receipts tax dedicated to Transit. (Note: the Santa Fe UZA was apportioned \$2,995,494 through the Santa Fe MPO, \$2,266,452 was allocated to the City of Santa Fe and \$529,497 was allocated to the North Central Regional Transit District.)

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: \$8,036,240.00

Amount of Federal Assistance Obligated for This FTA Action (in U.S. Dollars): \$4,018,120.00

Amount of Non-Federal Funds Committed to This FTA Action (in U.S. Dollars): \$4,018,120.00

Total FTA Amount Awarded and Obligated (in U.S. Dollars): \$4,018,120.00

Total Non-Federal Funds Committed to the Overall Award (in U.S. Dollars): \$4,018,120.00

## Award Budget Control Totals

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

<b>Funding Source</b>	<b>Section of Statute</b>	<b>CFDA Number</b>	<b>Amount</b>
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$4,018,120
Local			\$4,018,120
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
<b>Total Eligible Cost</b>			<b>\$8,036,240</b>

(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: 6/9/2025

DOL Certification Date: 6/9/2025

## 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: 6/12/2025

## **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 City of Santa Fe has executed this Agreement as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

\_\_\_\_\_  
ALAN WEBBER, MAYOR

DATE: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
ANDRÉA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

*Kevin L. Nault*  
[Kevin L. Nault \(Jun 17, 2025 21:35 MDT\)](#)  
\_\_\_\_\_  
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

\_\_\_\_\_  
EMILY OSTER, FINANCE DIRECTOR

# FTA Grant

Final Audit Report

2025-06-18

Created:	2025-06-17
By:	MATTHEW HARDING (mrharding@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJQUPXF9p7cNy-Jw1KpqG-nTODWRYi2mu

## "FTA Grant" History

 Document created by MATTHEW HARDING (mrharding@santafenm.gov)

2025-06-17 - 10:53:12 PM GMT- IP address: 63.232.20.2

 Document emailed to klnault@santafenm.gov for signature


2025-06-17 - 10:53:35 PM GMT

 Email viewed by klnault@santafenm.gov

2025-06-18 - 3:34:33 AM GMT- IP address: 172.59.1.12

 Signer klnault@santafenm.gov entered name at signing as Kevin L. Nault

2025-06-18 - 3:35:04 AM GMT- IP address: 172.59.1.12

 Document e-signed by Kevin L. Nault (klnault@santafenm.gov)

Signature Date: 2025-06-18 - 3:35:06 AM GMT - Time Source: server- IP address: 172.59.1.12

 Agreement completed.

2025-06-18 - 3:35:06 AM GMT



# City of Santa Fe New Mexico

## Finance Department

### Project Ledger Request Form



Date of Request: 6/16/2025

Project Title: Section 5307 FY21/FY22 Operating Assistance

Project Type:  CIP  Grant  Internal Tracking

Department: PW-Transit Project Manager: Gabrielle Chavez Ext: 2055

Project Date Range: 7/1/2024 to 6/30/2025  Create Fixed Asset

Project ID: PWD2554060

Grant ID: F2528

Approved By: ERIKA LUJAN  
ERIKA LUJAN (Jun 18, 2025 09:42 MDT)

Entered By: CT/EL (Finance Use Only)

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

Funding Source: USDOT/FTA Section 5307 Urbanized Formula Grants % of Funding: 50/50

MUNIS ORG: 5400491 MUNIS OBJ: 490550 Awarded Amount: \$4,018,120.00

Funding Source: LOCAL MATCH % of Funding: 50/50

MUNIS ORG: 5400491 MUNIS OBJ:  Awarded Amount: 4,018,120.00

#### 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: GRANT TERM POSITIONS MUNIS ORG: 5400491 MUNIS OBJ: 50110

Phase:  MUNIS ORG:  MUNIS OBJ:

Phase:  MUNIS ORG:  MUNIS OBJ:

Contract number:  Comments/Other: 50/50 Local Match \$4,018,120.00

#### **GRANTS ONLY:**

Grantor Name: USDOT-Federal Transit Administration Awarded Amount: 4,018,120.00

AR Charge Code: 5400491.490550  Grant funds multiple projects  
(Complete a form for each project)

Grantor Id:  Federal CFDA (if applicable): 20.507

*(If grants please provide all grant award documents with form)*  Attached Grant Documentation



# GB Packet NM-2025-009-00 Section 5307 Operating


Final Audit Report

2025-06-18


Created:	2025-06-18
By:	Gabrielle Chavez (gnchavez@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAr5ICQ_ysvWL8ZuY64SP008C1cmhU2kbL


## "GB Packet NM-2025-009-00 Section 5307 Operating" History

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Signature Date: 2025-06-18 - 6:57:50 PM GMT - Time Source: server- IP address: 63.232.20.2

 Agreement completed.  
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