



City of Santa Fe New Mexico

Memorandum



Date: July 24, 2025

To: Governing Body

Via: Regina Wheeler, Public Works Department Director 
RW

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

ACTION:

Request for Approval of a Grant Agreement with the New Mexico Department of Finance and Administration via the New Mexico Match Fund in the Total Amount of \$4,018,120 to Match the Section 5307 Operating Assistance Federal Transit Administration Grant. (Gabrielle Chavez, Transit Director of Administration: gchavez@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate Proceeds from the New Mexico Match Fund Grant in the Amount of \$2,012,231 to FY25 and FY26 Transit Revenue.

BACKGROUND AND SUMMARY:

The City has been awarded a New Mexico Match Fund Award, to match the FY21 and FY22 Section 5307 Operating Formula Funding recently received 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. The FY26 budget had planned for a \$2,012,231 local match grant, but since the match grant added \$4,018,120, a budget correction is being made on this BAR.

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: NM DFA/490210

Munis Expenditure Obj Name/Number: Various Transit Operating

ATTACHMENTS:

FTA Grant Agreement

Project Ledger Request Form

BAR



Governor Michelle Lujan Grisham
Cabinet Secretary Wayne Propst

407 Galisteo St,
Santa Fe, NM 87501
(505) 827-4985

Infrastructure Planning & Development Division
Wesley Billingsley, Division Director

RECIPIENT: CITY OF SANTA FE

Vendor ID: 0000054360

Location: 001

Address: PO BOX 909 SANTA FE NM 87504-0000

APPROPRIATION NUMBER:

Z15044-81254

ALLOCATION AMOUNT:

\$4,018,120.00

REVERSION DATE:

Six (6) months after the end date of the associated federal grants period of performance

ALLOCATION PURPOSE

Four million eighteen thousand one hundred twenty dollars for costs to match federal Section 5307 Operating Assistance for Public Transportation Service Program. Funds unexpended by the date specified in the period of performance terms of your federal grant agreement, will be reverted to the State of New Mexico within 6 months of the federal grant closeout.

ALLOCATION DISBURSEMENT

100% of the allocated funds will be disbursed upon execution of the agreement. The Allocation Recipient agrees to submit Annual reports using AmpliFund, providing updates on the status of the expenditures from this appropriation. The Recipient also understands and agrees to use the allocated funds in accordance with the New Mexico Match Fund Policy.

CERTIFICATION

I hereby certify that City of Santa Fe:

1. Will only use the allocated funds to carry out and/or perform activities described in allocation language.
2. Will submit monthly reporting through AmpliFund.
3. Will adhere to the Match Fund policy.

Alan Webber, Mayor, City of Santa Fe,_____

Date

Emily Oster, Finance Director, City of Santa Fe_____

Date

PUBLICITY

Any Publicity regarding this agreement must not be released without prior written approval from the DFA. For purposes of this agreement, "Publicity" means notices, informational pamphlets, press releases, email response, research, reports, signs, and similar public notices prepared by or for the Subrecipient or jointly with others. The Recipient shall not issue, without consent of the DFA, any press release, or make any public announcement with respect to this agreement. In the performance of responsibilities under this agreement, the Recipient agrees to obtain approval of the DFA in advance with respect to all Public Relations, all communications with media, or all communications with any other member of the public with respect to this agreement, except to acknowledge that an agreement does exist. For purposes of this agreement, "Public Relations" includes community relations and means those activities dedicated to maintaining the image of the DFA or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public. For violations of this provision, as determined solely by the DFA, the DFA reserves the right to terminate this agreement.



New Mexico
Department of Finance
and Administration

Governor Michelle Lujan Grisham
Cabinet Secretary Wayne Propst

407 Galisteo St,
Santa Fe, NM 87501
(505) 827-4985

Infrastructure Planning & Development Division
Wesley Billingsley, Division Director

APPROVAL

In accordance with the authority conferred on the Department of Finance & Administration by the statute appropriating these funds, I hereby approve this certification for a matching grant in the amount of \$4,018,120.00

Wesley Billingsley
Director, Infrastructure Planning & Development Division

Date



New Mexico
Department of Finance
and Administration

Governor Michelle Lujan Grisham
Cabinet Secretary Wayne Propst

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(505) 827-4985

Infrastructure Planning & Development Division
Wesley Billingsley, Division Director

ATTEST:

ANDRÉA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

Kevin L. Nault

[Kevin L. Nault \(Aug 13, 2025 13:56:57 MDT\)](#)

ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

EMILY OSTER, FINANCE DIRECTOR

Org./Object

Draft Match Fund Grant Agreement City of Santa Fe 81254

Final Audit Report

2025-08-13

Created:	2025-08-13
By:	MATTHEW HARDING (mrharding@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAaPFK8ZVT7hSweVgwGZ45ppSjL9dGLhK3

"Draft Match Fund Grant Agreement City of Santa Fe 81254" History

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

2025-08-13 - 7:51:55 PM GMT- IP address: 63.232.20.2

 Document emailed to klnault@santafenm.gov for signature

2025-08-13 - 7:52:41 PM GMT

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2025-08-13 - 7:56:21 PM GMT- IP address: 63.232.20.2

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

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

Signature Date: 2025-08-13 - 7:56:57 PM GMT - Time Source: server- IP address: 63.232.20.2

 Agreement completed.

2025-08-13 - 7:56:57 PM GMT



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: REVISED 7/21/25

Project Title: SEC 5307 FY21/22 OPERATING ASSISTANCE

Project Type: CIP Grant Internal Tracking

Department: PW-TRANSIT Project Manager: GABRIELLE CHAVEZ Ext: 2055

Project Date Range: 7/1/2025 to 9/30/2026 Create Fixed Asset

Project ID: PWD2554060

Grant ID: F2528/S2605

Approved By: ERIKA LUJAN
ERIKA LUJAN (Jul 21, 2025 17:02 MDT)

CT (Finance Use Only)

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

Funding Source: USDOT-FTA SEC 5307 URBANIZED FORMULA GRANT % of Funding: 50

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

Funding Source: NM DFA MATCH GRANT % of Funding: 50

MUNIS ORG: 5400491 MUNIS OBJ: 490210 Awarded Amount: 4,018,120.00

Expense String Phase: NOW INCLUDES DFA MATCH AWARD /PROJ TOTAL: 8,036,240.00

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: 500110

Grants Only (list all grants if applicable):

Grantor Name: USDOT FTA NM 2025-009 SEC 5307 OPERATING ASSTC Awarded Amount: 4,018,120.00

AR Charge Code: 5440491.490550 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 700029 Federal CFDA (if applicable): 20.507

Grantor Name: NM DFA MATCH GRANT ZI5044-81254 Awarded Amount: 4,018,120.00

AR Charge Code: 5400491.490210 Grant funds multiple projects
(Complete a form for each project)




Grantor Id: 700007 Federal CFDA (if applicable): N/A

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

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

City of Santa Fe, New Mexico BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME Public Works Department / Transit Division				DATE 7/23/2025	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
<u>EXPENDITURES</u>				{enter as <u>positive</u> #}	{enter as <u>negative</u> #}
<u>REVENUES</u>				{enter as <u>negative</u> #}	{enter as <u>positive</u> #}
NM DFA Match Grant ZI5044-81254	5400491	490210	PWD2554060	(4,018,120)	
NM DFA Match Grant	5400491	490210			2,012,331
JUSTIFICATION: <i>(use additional page if needed)</i> --Attach supporting documentation/memo				\$ (4,018,120)	\$ 2,012,331
Local Match assistance from NM DFA for the FY21/FY22 Section 5307 USDOT/FTA Operating Assistance Grant to provide fixed route service, and to cover salaries and fringe benefits expenses incurred beginning 07/1/2024 until 09/30/2026 for transit agency operations.				<i>{Complete section below if BAR results in a net change to ANY Fund}</i>	
				Fund(s) Affected	Fund Balance Increase/(Decrease)
				TOTAL:	

Carol Swenson Prepared By <i>(print name)</i>  Gabrielle Chavez (Aug 25, 2025 14:20:26 MDT) Division Director  Regina Wheeler (Aug 25, 2025 14:25:31 MDT) Department Director Signature	7/23/2025 Date	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i> CITY COUNCIL APPROVAL City Council Approval Date <input style="width: 100px; height: 20px;" type="text"/> Agenda Item #: <input style="width: 100px; height: 20px;" type="text"/>	 Andy Hopkins Budget Officer Finance Director {≤ \$5,000} City Manager {≤ \$60,000}	Date Date Date Date
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Journal # {Finance use <u>only</u> }:	










GB Packet FY26 Transit DFA Match contract to Sect 5307 final

Final Audit Report

2025-08-25


Created:	2025-08-25
By:	YVONNE SWENSON (ycswenson@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtAupZlrgQmyeR2yqWdB3dIP3piqKrMxs

"GB Packet FY26 Transit DFA Match contract to Sect 5307 final" History

-  Document created by YVONNE SWENSON (ycswenson@santafenm.gov)
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2025-08-25 - 8:15:51 PM GMT
-  Email viewed by Gabrielle Chavez (gnchavez@santafenm.gov)
2025-08-25 - 8:17:51 PM GMT- IP address: 63.232.20.2
-  Document e-signed by Gabrielle Chavez (gnchavez@santafenm.gov)
Signature Date: 2025-08-25 - 8:20:26 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to rawheeler@santafenm.gov for signature
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2025-08-25 - 8:25:14 PM GMT- IP address: 63.232.20.2
-  Signer rawheeler@santafenm.gov entered name at signing as Regina Wheeler
2025-08-25 - 8:25:29 PM GMT- IP address: 63.232.20.2
-  Document e-signed by Regina Wheeler (rawheeler@santafenm.gov)
Signature Date: 2025-08-25 - 8:25:31 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature
2025-08-25 - 8:25:32 PM GMT

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2025-08-25 - 9:06:32 PM GMT- IP address: 104.47.65.254

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Signature Date: 2025-08-25 - 9:07:07 PM GMT - Time Source: server- IP address: 63.232.20.2

 Agreement completed.

2025-08-25 - 9:07:07 PM GMT