




Date: August 14, 2025

To: Governing Body

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

Via: Regina Wheeler, Public Works Department Director 

Subject: New Mexico Match Fund

ACTION:

Request for Approval of Grant Agreement (FTA MA-33) with the Federal Transit Administration (FTA) via the Section 5307 Operating Assistance for the RideFinders Mobility Management Program in the Total Amount of \$287,052 with Term Ending 9/30/28. (Gabrielle Chavez, Transit Director of Administration, gnchavez@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$287,052 from the FTA Grant to Transit Revenue.

BACKGROUND AND SUMMARY:

The city has been awarded an FTA Award, identified as FY2020, FY2022, FY2023 and FY2024 Section 5307 Operating Assistance Funding transferred from FHWA to FTA for the Ride Finders Mobility Management Program. The purpose of the grant is to provide funding for mobility management operating assistance for salaries and fringe benefits to operate the city's Ride Finder call center. There is a 14.56 percent local match requirement of which is in Transit's FY26 operating budget for Ride Finder salaries and benefits.

ATTACHMENTS:

Grant Agreement
Project Ledger Request Form
BAR

FUNDING SOURCE: DOT FTA Grant

Munis Project Ledger ID: TAD2623301
Fund Name/Number: Transit/233
Munis Org Name/Number: Transit-Ridefinders/2330491
Munis Object Name/Number: NM Hwy & Trans Dept-IFT/490740

**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-2025-004

Award with Amendment Number: NM-2025-004-00

Award Name: Santa Fe Trails - FY2020/FY2022/FY2023/FY2024 RideFinders-Mobility Management Assistance

Award Start Date: 7/17/2025

Original Award End Date: 12/31/2028

Current Award End Date: 12/31/2028

Award Executive Summary: This grant represents the FY2020 Ride-Finders funding transferred from FHWA to FTA in the amount of \$71,773, the FY2022 Ride-Finders funding transferred from FHWA to FTA in the amount of \$71,773, the FY2023 Ride-Finders funding transferred from FHWA to FTA in the amount of \$71,733, and the FY2024 Ride-finders funding transferred from FHWA to FTA in the amount of \$71,773 by the New Mexico Department of Transportation. The total amount of funding is \$287,052 in Federal funds with a 14.56 percent local match in the amount of \$48,917. The higher (85.44%) federal share is due to the federal lands ratio for New Mexico, and approved by FHWA. These funds will be used for mobility management and support the marketing of local and regional alternative transportation services all around the state of New Mexico. Local match funds will be provided by the City of Santa Fe, through its 1/4-cent gross receipts tax dedicated to transit.

Project 1:

FY2020 RideFinders Funding (STP Urban FAST) for Mobility Management

This project represents the FY2020 Ride-Finders funding transferred from FHWA to FTA in the amount of \$71,773 for mobility management and support marketing of local and regional alternative transportation services in the state of New Mexico. Local match funds in the amount of \$12,231 will be provided by the City of Santa Fe, through its 1/4-cent gross receipts tax dedicated to transit.

Project 2:

FY2022, FY2023 and FY2024 Ridefinders Funding (STP Urban FAST) for Mobility Management

This project represents the FY2022, FY2023 and FY2024 Ride-Finders funding transferred from FHWA to FTA in the amount of \$215,279 for mobility management and support marketing of local and regional alternative transportation services in the state of New Mexico. Local match funds in the amount of \$36,686 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 directly allocated these funds and is eligible to apply for and receive these funds directly.

Pre-Award Authority: This award is using Pre-Award Authority.

Award Budget

Total Award Budget: \$335,969.00

Amount of Federal Assistance Obligated for This FTA Action (in U.S. Dollars): \$287,052.00

Amount of Non-Federal Funds Committed to This FTA Action (in U.S. Dollars): \$48,917.00

Total FTA Amount Awarded and Obligated (in U.S. Dollars): \$287,052.00

Total Non-Federal Funds Committed to the Overall Award (in U.S. Dollars): \$48,917.00

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
FHWA Transfer to 5307 Urbanized Area Formula Grants	5307-3	20507	\$287,052
Local			\$48,917
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0

Adjustment		\$0
Total Eligible Cost		\$335,969

(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: 7/3/2025
DOL Certification Date: 3/31/2025

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:
Donald Koski
Deputy Regional Administrator
FEDERAL TRANSIT ADMINISTRATION
U.S. DEPARTMENT OF TRANSPORTATION
Contact Info: donald.koski@dot.gov
Award Date: 7/17/2025

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 (Aug 1, 2025 12:21:36 MDT)
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: 6/16/2025 REC 7/30/25

Project Title: Section 5307 RideFinders Operating Assistance

Project Type: CIP Grant Internal Tracking

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

Project Date Range: 7/1/2025 to 9/30/2028 Create Fixed Asset

Project ID: TAD2623301

Grant ID: F2607

Approved By: Erika Lujan 7-30-2025

Entered By: CMT 7/30 (Finance Use Only)

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

Funding Source: USDOT/FTA Section 5307 FHWA Transfer to Urbanized Formula Grants % of Funding: 85.44

MUNIS ORG: 2330491 MUNIS OBJ: 490740 Awarded Amount: \$287,052

Funding Source: LOCAL MATCH % of Funding: 14.56

MUNIS ORG: 2330491 MUNIS OBJ: GRT-TRANSIT Awarded Amount: 48917.00

Expense String Phase:

TOTAL PROJECT AMOUNT: \$335969.00

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: SALRY/BENFT MUNIS ORG: 2330491 MUNIS OBJ: 500110

Phase: _____ MUNIS ORG: _____ MUNIS OBJ: _____

Phase: _____ MUNIS ORG: _____ MUNIS OBJ: _____

Contract number: _____

Comments/Other: PASS THRU NMDOT-FHWY-IFT

GRANTS ONLY:

Grantor Name: USDOT-FTA NM 2025-004 RIDEFINDERS Awarded Amount: 287,052

AR Charge Code: 2330491.490740

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

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

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

Attached Grant Documentation










GB Packet FY26 BAR Transit Sect 5307 Op Assistance for Ridefinders Mobility


Final Audit Report


2025-08-14


Created:	2025-08-14
By:	YVONNE SWENSON (ycswenson@santafenm.gov)
Status:	Signed
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