


Date: August 19, 2025

To: Governing Body

Via: Regina Wheeler, Public Works Department Director 
Regina Wheeler (Sep 3, 2025 17:35:33 MDT)

From: Gabrielle Chavez, Transit Director of Administration 
Gabrielle Chavez (Sep 3, 2025 16:08:26 MDT)

ACTION:

Request for Approval of a Grant Agreement (FTA G-31) with the U.S. Department of Transportation Federal Transit Administration (FTA) via the Federal Transit Administration (FTA) Small Urban Section 5339 Funding for Public Transportation Capital Funding in the Total Amount of \$159,545 with Term Ending 12/31/26. (Gabrielle Chavez, Transit Director of Administration: gnchavez@santafenm.gov)

1. Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of \$159,545 from the FTA Grant to Transit Revenue and Expenses. (Gabrielle Chavez, Transit Director of Administration: gnchavez@santafenm.gov)

BACKGROUND AND SUMMARY:

The City of Santa Fe's Transit Division was awarded \$159,545 in Section 5339 Bus and Bus Facilities Formula Funding for FY26 from the Federal Transit Administration (FTA). There is a matching requirement of \$28,155 which will come from the Transit Fund Balance for a total of \$187,700. The purpose of the grant is to purchase one new fourteen-passenger cutaway bus, with a front wheelchair lift and two wheelchair positions at \$167,508 for one bus. This bus will replace a bus that has exceeded its useful life.

FUNDING SOURCE: US DOT / FTA Section 5339 Grant ID #QLN2YKMMJ8X6

Munis Project Ledger ID: PWD2654001

Munis Fund Name/Number: Transit/540

Munis Org Name/Number: Transit Capital Projects/5400499

Munis Revenue Obj Name/Number: Vehicles >1.5/571000


Munis Revenue Obj Name/Number: US Dept of Transportation/490550

ATTACHMENTS:

Grant Agreement NM-2025-010

Project Ledger Request Form

BAR

Grant Manager 
ERIKA LUJAN (Sep 4, 2025 16:06:42 MDT) Sep 4, 2025

**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-2025-010

Award with Amendment Number: NM-2025-010-00

Award Name: LAPSING - City of Santa Fe FY22 Section 5339 Replacement Bus

Award Start Date: 6/27/2025

Original Award End Date: 12/31/2026

Current Award End Date: 12/31/2026

Award Executive Summary: This grant represents the FY22 apportionment of Small Urban Section 5339 in the amount of \$159,545 federal match to the City of Santa Fe. The replacement bus will be equipped with a wheelchair lift and meets the requirements of the ADA which qualifies for the 85% federal share. The FY22 Section 5310 suballocation letter from NMDOT is attached in Application Details. 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 grant will cover expenses incurred from the acquisition of a bus beginning July 1, 2025 through December 31, 2026.

The grant will fund the purchase of one replacement 14 passenger cutaway bus in the total amount of \$191,511. The replacement vehicle will replace the Unit 55614, VIN 1GB6G5BG3F1247419, a 2015 Arboc 500.

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: \$187,700.00

Amount of Federal Assistance Obligated for This FTA Action (in U.S. Dollars): \$159,545.00

Amount of Non-Federal Funds Committed to This FTA Action (in U.S. Dollars): \$28,155.00

Total FTA Amount Awarded and Obligated (in U.S. Dollars): \$159,545.00

Total Non-Federal Funds Committed to the Overall Award (in U.S. Dollars): \$28,155.00

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	\$159,545
Local			\$28,155
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
Total Eligible Cost			\$187,700

(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: 6/20/2025

DOL Certification Date: 6/20/2025

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: 6/27/2025

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:

MARK SCOTT, CITY MANAGER

DATE: _____

ATTEST:

ANDRÉA SALAZAR, CITY CLERK

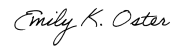
CITY ATTORNEY'S OFFICE:



[Kevin L. Nault \(Aug 1, 2025 12:23:15 MDT\)](#)

ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:



Sep 10, 2025

EMILY OSTER, FINANCE DIRECTOR

AwardLetter_NM-2025-010-00

Final Audit Report

2025-08-01

Created:	2025-08-01
By:	MATTHEW HARDING (mrharding@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGv0tzlLFEaf4PqDzJugL7otgrQEvJtm1

"AwardLetter_NM-2025-010-00" History

-  Document created by MATTHEW HARDING (mrharding@santafenm.gov)
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-  Document emailed to klnault@santafenm.gov for signature
2025-08-01 - 4:52:50 PM GMT
-  Email viewed by klnault@santafenm.gov
2025-08-01 - 6:22:03 PM GMT- IP address: 174.205.226.141
-  Signer klnault@santafenm.gov entered name at signing as Kevin L. Nault
2025-08-01 - 6:23:13 PM GMT- IP address: 174.205.226.141
-  Document e-signed by Kevin L. Nault (klnault@santafenm.gov)
Signature Date: 2025-08-01 - 6:23:15 PM GMT - Time Source: server- IP address: 174.205.226.141
-  Agreement completed.
2025-08-01 - 6:23:15 PM GMT



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 8/25/25 revision request

Project Title: SEC 5339 FY22 TRANSIT BUS REPLACEMENT

Project Type: CIP Grant Internal Tracking

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

Project Date: 7/1/2025 to 12/31/2026 Create Fixed Asset

Project ID: TAD2654001

Grant ID: F2603

Approved By: ERIKA LUJAN
ERIKA LUJAN (Aug 25, 2025 10:14:16 MDT)

CT (Finance Use Only)

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

Funding Source: USDOT FTA SEC5339-NM 2025-10 % of Funding: 85

MUNIS ORG: 5400499 MUNIS OBJ: 490550 Awarded Amount: \$159,545.00

Funding Source: LOCAL % of Funding: 15

MUNIS ORG: 5400499 MUNIS OBJ: Awarded Amount: 28155.00

Expense String Phase: 8/25/25-REVISED LOCAL MATCH PROJECT TOTAL: 187700.00

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: VEHICLES>1.5 MUNIS ORG: 5400499 MUNIS OBJ: 571000

Grants Only (list all grants if applicable):

Grantor Name: USDOT FTA AGREE NM 2025-10 Awarded Amount: 159545.00

AR Charge Code: 5400499.490550 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 700029 Federal CFDA (if applicable): 20.526

Grantor Name: _____ Awarded Amount: _____

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

Grantor Id: _____ Federal CFDA (if applicable): _____

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










GB Packet FY26 Transit FTA Section 5339 Grant Packet

Final Audit Report

2025-09-03

Created:	2025-09-03
By:	Elizabeth Kahahane (elkahahane@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4f0G5xov1MIZqWk897WCu8OqRTi7e1JI

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-  Document e-signed by Gabrielle Chavez (gnchavez@santafenm.gov)
Signature Date: 2025-09-03 - 10:08:26 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to rawheeler@santafenm.gov for signature
2025-09-03 - 10:08:28 PM GMT
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2025-09-03 - 11:35:14 PM GMT- IP address: 63.232.20.2
-  Signer rawheeler@santafenm.gov entered name at signing as Regina Wheeler
2025-09-03 - 11:35:31 PM GMT- IP address: 63.232.20.2
-  Document e-signed by Regina Wheeler (rawheeler@santafenm.gov)
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-  Agreement completed.
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FTA 2025-10 TRANSIT 187700.00

Final Audit Report

2025-09-10

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By:	Cathy Thompson (cmthompson@santafenm.gov)
Status:	Signed
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-  Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature
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-  Email viewed by EMILY OSTER (ekoster@santafenm.gov)
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