



Date: December 18, 2025
To: Governing Body
From: Gabrielle Chavez, Transit Director of Administration GC
Via: Sam Burnett, Interim Public Works Department Director Sam Burnett
Subject: Amendment No. 1 to a Memorandum of Agreement with NMDOT

ACTION:

Request for Approval of Amendment No. 1 to a Memorandum of Agreement with the New Mexico Department of Transportation (NMDOT) for Public Transportation Operating Assistance in the Total Amount of \$20,000 with a Reversion Date of March 31, 2027. (Gabrielle Chavez, Transit Director of Administration: gnchavez@santafenm.gov)

Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$40,000 with \$20,000 from the Memorandum of Agreement Amendment No. 1 and \$20,000 Matching Funds from the ¼% Gross Receipts Tax Revenue (GRT) for Transit to FY25 Transit Grant Revenue and Professional Contracts.

BACKGROUND AND SUMMARY:

The city was awarded additional FTA operating funds, identified as FY25 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Funding by the NMDOT Transit and Rail Division. The purpose of the additional funds for operating on-demand 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 ¼% gross receipts tax dedicated to Transit.

FUNDING SOURCE: US DOT FTA Section 5310 (NMDOT-2024-008 and NMDOT 2019-001) FY

2025 Award and Transit Fund Balance

Munis Project Ledger ID: PWD2554039

Munis Fund Name/Number: Transit/540

Munis Org Name/Number: Transit Operations/5400491

Munis Revenue Obj Name/Number: NM DOT/490150

Munis Expenditure Obj Name/Number: Professional Contracts/510310

ATTACHMENTS:

Memo

MOA Amendment with NMDOT

Project Ledger Request

BAR

CONTRACT NO: M01986/1
VENDOR NO: 54360

FISCAL YEAR 2025 (FY25)
FIRST AMENDMENT TO MEMORANDUM OF AGREEMENT
BETWEEN
THE NEW MEXICO DEPARTMENT OF TRANSPORTATION
AND
CITY OF SANTA FE

This First Amendment is to the Memorandum of Agreement between the **STATE OF NEW MEXICO**, acting through its **DEPARTMENT OF TRANSPORTATION** (Department) and the **CITY OF SANTA FE** (Subrecipient). This first amendment is effective as of the date of the last party to sign it on the signature page below.

Recitals

Whereas, the Department and the Subrecipient entered into a Memorandum of Agreement designated as Contract No. **M01986**, on **July 3, 2025**;

Whereas, Section 50 allows the parties to alter the Agreement by written consent of both parties hereto;

Whereas, the subrecipient has been awarded \$20,000.00 in additional federal funds for operating assistance;

Now, therefore, pursuant to NMSA 1978; Section 67-3-69, the parties agree as follows:

A. Replace Section 2. Cost of Program of the original Agreement with the following:

2. Cost of Program.

The Department shall provide partial funding to the Subrecipient to cover expenses of the Program as described in the approved Operations Profile in an amount described below:

Subaward FY 25

City of Santa Fe	Total	Federal	Local
Capital to Subrecipient (80/20) Section 5310 Equipment	\$104,202.30	\$ 83,361.84	\$ 20,840.46
Capital to Subrecipient (80/20) Section 5310 Vehicles	\$563,870.00	\$ 451,096.00	\$ 112,774.00
Operating Assistance (50/50) Section 5310	\$ 40,000.00	\$ 20,000.00	\$ 20,000.00
Total Capital	\$708,072.30	\$ 554,457.84	\$ 153,614.46

Vehicle acquisition funds that designate payment as capital to vendor that are not obligated by contract by May 31, 2025, may revert to the Department.

Vehicle acquisition funds that designate payment as capital to subrecipient that are not obligated by contract by September 30, 2026, may revert to the Department.

Capital equipment acquisition funds that are not obligated by contract by September 30, 2027, may revert to the Department.

Capital rehab/renovation and construction project funds that are not obligated by contract by September 30, 2028, may revert to the Department.

This program is funded with grants provided by the FTA Section 5305 Statewide Transportation Planning Formula Program, Assistance Listing number 20.505; FTA Section 5307 Urbanized Area Formula Program, Assistance Listing number 20.507; FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program, Assistance Listing number 20.513; FTA Section 5311 Formula Grants for Rural Areas, Assistance Listing number 20.509; and FTA Section 5339 Bus and Bus Facilities Formula and Discretionary Program, Assistance Listing number 20.526. (**Attachment A.**) The Department’s share of Program expenses shall be obtained from the federal government. State funds will not be earmarked or disbursed to fund the Program. The Department shall not be responsible for any other costs incurred by the Subrecipient. The Subrecipient shall take all actions necessary to fund its share of the Program.

B. Revise Attachment A-1 and A-2 to the original agreement as attached to this amendment.

C. Replace Section 6. Term of the original Agreement with the following:

6. Term.

Upon the signature of all parties, this Agreement becomes effective with a starting date of October 1, 2024.

Costs incurred under this agreement for Administration and Operating expenses from October 1, 2024, to September 30, 2025, are eligible for reimbursement.

Vehicle acquisition funds that designate payment as capital to vendor that are obligated by contract by May 31, 2025, are eligible for reimbursement.

In witness whereof, each party is signing this Agreement on the date stated below that party's signature. This Agreement becomes effective on the date the last party signed the Agreement.

New Mexico Department of Transportation

CITY OF SANTA FE

NMDOT Cabinet Secretary or Designate

Alan Webber, Mayor

Name/Title (please print)

Date

Date

Approved as to Form and Legal Sufficiency by the Department's Office of General Counsel.

Signed by:

Samuel Roybal

10/20/25

57B9FC4FE09B464...

NMDOT Assistant General Counsel

Date

CITY OF SANTA FE ATTORNEY'S OFFICE:

Kevin L. Nault

Nov 12, 2025

[Kevin L. Nault \(Nov 12, 2025 10:03:59 MST\)](#)

City of Santa Fe Assistant Attorney

Date

CITY OF SANTA FE ATTEST:

City of Santa Fe City Clerk

Date

Vehicle acquisition funds that designate payment as capital to subrecipient that are obligated by contract by September 30, 2026, are eligible for reimbursement.

Capital equipment acquisition funds obligated by contract by September 30, 2027, are eligible for reimbursement.

Capital rehab/renovation and construction project funds obligated by contract by September 30, 2028, are eligible for reimbursement.

All other obligations set forth in the original Agreement shall remain in full force and effect unless expressly amended or modified by this **First Amendment**.

ATTACHMENT A

§200.331 Requirements for pass-through entities.

All pass-through entities must:

Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward.

ATTACHMENT A-1 Revised

\$200.331 Requirements for pass-through entities.

All pass-through entities must:

Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

Federal Award Identification.

(i) Subrecipient name (which must match the name associated with its unique entity identifier);	City of Santa Fe
(ii) Subrecipient's unique entity ID;	QLN2YKMMJ8X6
(iii) Federal Award Identification Number (FAIN);	NIM-2024-008
(iv) Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency;	4/28/2022
(v) Subaward Period of Performance Start and End Date;	10-01-2024 thru 03-31-2027
(vi) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient;	Capital \$471,096.00
(vii) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation;	Capital \$471,096.00
(viii) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;	Capital \$471,096.00
(x) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);	FY22 5310 Enhanced Mobility of Seniors and Individuals with Disabilities for FY25 Program Funding Award
(x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;	Federal Transit Administration, New Mexico Department of Transportation David Harris - 505 -827-5420, DavidC.Harris@dot.nm.gov P.O. Box 1149 Santa Fe, NM 87501-1149
(xi) CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;	20.513
(xii) Identification of whether the award is R&D; and	No R&D
(xiii) Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).	N/A

ATTACHMENT A-2 Revised

§200.331 Requirements for pass-through entities.

All pass-through entities must:

Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

Federal Award Identification.

(i) Subrecipient name (which must match the name associated with its unique entity identifier);	City of Santa Fe
(ii) Subrecipient's unique entity ID;	QLN2YKMMJ8X6
(iii) Federal Award Identification Number (FAIN);	NM-2019-001
(iv) Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency;	7/16/2018
(v) Subaward Period of Performance Start and End Date;	10-01-2024 thru 03-31-2027
(vi) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient;	Capital \$83,361.84
(vii) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation;	Capital \$83,361.84
(viii) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;	Capital \$83,361.84
(ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);	FY18 5310 Enhanced Mobility of Seniors and Individuals with Disabilities for FY25 Program Funding Award
(x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;	Federal Transit Administration, New Mexico Department of Transportation David Harris - 505 -827-5420, DavidC.Harris@dot.nm.gov P.O. Box 1149 Santa Fe, NM 87501-1149
(xi) CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;	20.513
(xii) Identification of whether the award is R&D; and	No R&D
(xiii) Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).	N/A



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 11/20/2025 Revision PAGE 1 OF 2

Project Title: Section 5310 Operating Assistance

Project Type: CIP Grant Internal Tracking

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

Project Date Range: 10/1/2024 to 3/31/2027 Create Fixed Asset

Project ID: PWD2554039

Grant ID: S2567/S2537A1

Approved By: ERIKA LUJAN
ERIKA LUJAN (Nov 21, 2025 08:28:14 MST)

CT (Finance Use Only)

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

Funding Source: FTA NM-2024-008 P/T NMDOT % of Funding: 50

MUNIS ORG: 5400491 MUNIS OBJ: 490150 Awarded Amount: \$20,000

Funding Source: LOCAL MATCH % of Funding: 50

MUNIS ORG: 5400491 MUNIS OBJ: Awarded Amount: \$20000.00

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: Various Transit Operating MUNIS ORG: 5400491 MUNIS OBJ: ~~500110~~ 510310

Grants Only (list all grants if applicable): 11/21/25 PROJECT TOTAL: **820846.30**

Grantor Name: NMDOT MOA 1986-1 FHWA P/T NM-2024-008 Awarded Amount: \$20,000

AR Charge Code: 5400491.490150 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 700000 Federal CFDA (if applicable): 20.513

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



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 10/7/24-REVISED 5/15/25 PAGE 2 OF 2

Project Title: SEC5310 PARATRANSIT VANS VIA NMDOT

Project Type: CIP Grant Internal Tracking

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

Project Date Range: 10/15/24 to 3/31/26 Create Fixed Asset

Project ID: PWD2554039

Grant ID: S2537/S2567

Approved By: ERIKA LUJAN
ERIKA LUJAN (May 20, 2025 13:57 MDT)

(Finance Use Only)

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

Funding Source: FTA-2024-008 P/T NMDOT % of Funding: 80/20 LOCAL MATCH: 112774.00

MUNIS ORG: 5400499 MUNIS OBJ: 490150 Awarded Amount: 451096.00

Funding Source: NM2019-001 % of Funding: 80/20 LOCAL MATCH : 20840.46

MUNIS ORG: 5400499 MUNIS OBJ: 490150 Awarded Amount: 83361.84

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: VEHICLES,DATA PRC INV EXPT MUNIS ORG: 5400499 MUNIS OBJ: 570950,570800

Grants Only (list all grants if applicable): **PROJECT TOTAL: 668072.30**

Grantor Name: NMDOT P/THRU 2024-008 Awarded Amount: 451096.00

AR Charge Code: 5400499.490150 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 700000 Federal CFDA (if applicable): 20.513

Grantor Name: NMDOT P/THRU 2019-001 Awarded Amount: 83361.84

AR Charge Code: 5400499.490150 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 700000 Federal CFDA (if applicable): 20.513

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

