
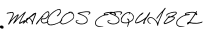



Date: May 14, 2026

To: Mayor Michael Garcia and Governing Body
Finance Committee
Public Works and Utilities Committee

Via: 
[JOHN BURNETT \(May 15, 2026 10:07:30 MDT\)](#)
Sam Burnett, Interim Public Works Department Director
Marcos Esquibel, Interim Complete Streets Division Director 
Carol Swenson, Public Works Business Operations Manager 
[YVONNE SWENSON \(May 14, 2026 15:48:34 MDT\)](#)

From: Romella Glorioso-Moss, PhD, CPM, AICP Capital Projects Manager *RGM*

ITEM AND ISSUE:

Request for Approval of a Cooperative Project Agreement with Federal Highway Administration via the New Mexico Department of Transportation to Construct Phase 1 of S100880 Rail Trail Intersection Improvements Project in the Total Amount of \$300,000 through December 31, 2028. (Romella Glorioso-Moss, Capital Projects Manager, rsglorioso-moss@santafenm.gov)

Request for Approval of a Budget Adjustment Request (BAR) to Allocate Grant Proceeds of \$256,320 to Complete Streets FY26 Revenue and Expenses.

BACKGROUND AND SUMMARY:

This memorandum requests acceptance of federal funding in the amount of \$300,000 to support trail crossing safety improvements at at-grade crossings along the Rail Trail.

Of the total project cost, the Federal Highway Administration's share is \$256,320. The required local match of \$43,680 will be funded through road impact fees, bringing the total cooperative project funding to \$300,000.

Phase 1 will construct crossing improvements at two locations: an approximately 45-foot crossing at Second Street and a 50-foot crossing at Siringo Road. Future phases may include additional crossings at Paseo de Peralta and Rodeo Road, subject to funding availability.

Engineering design for the project began in 2022 and has been funded through the 2014 General Obligation Bond and state funding sources. The project is currently at the 30% design stage. Final design is anticipated to be completed and submitted for review by the New Mexico Department of Transportation and the Federal Highway Administration by the end of the calendar year.

Per the funding agreement, the City will be responsible for any project costs that exceed the awarded federal funds. This project is eligible for up to \$1.5M in road impact fee funding to cover the local match and any potential cost overruns.

Approval of this funding will allow the City to advance critical safety improvements along the Rail Trail and position the project for timely construction upon completion of final design and agency approvals.

The funding source is: NM Department of Transportation S100880
Munis Org Name/Number: CIP ORG/3309980
Munis Expenditure Object Name/Number: WIP Construction/572970
Munis Revenue Object Name/Number: NM DOT/490150
Project Ledger Number: CIP2633002

If the project is grant funded? List grant award number: S2651

Grant Manager / Accounting Officer Approval: ERIKA LUJAN
ERIKA LUJAN (May 18, 2026 08:38:49 MDT) **Date:** 05/18/2026
Comment/Exceptions: _____

Budget Officer Approval: *Andy Hopkins* **Date:** 05/15/2026
Comment/Exceptions: _____

CAPITAL ASSET (will this procurement result in a tangible item that costs more than \$5,000?):

Yes | No

Repair or Replacement of Existing Equipment:

Yes | No

If yes -> Repair | Replacement

Please explain: _____

Capital Project:

(New and improvement projects that are going to cost \$10,000 or more)

Yes | No

Anticipated length of project: 2-3 years

Asset Manager Approval: _____ **Date:** _____
Comment/Exceptions: _____

Department Approvals:

IT Components: Yes | No

Vehicles: Yes | No

Facilities, Furniture, Fixtures, Equipment: Yes | No

Approval: _____ **Title:** _____ **Date:** _____

Approval: _____ **Title:** _____ **Date:** _____

Comment & Exceptions: _____

Department Contract Administrator Contact Info:

ATTACHMENTS:

Grant Agreement signed by Legal
BAR
Project Ledger

| | |
|----------------------|------------------|
| Contract No.: | _____ |
| Vendor No.: | <u>000054360</u> |
| Control No.: | <u>S100880</u> |

COOPERATIVE PROJECT AGREEMENT – CONSTRUCTION

The **New Mexico Department of Transportation** (Department), and the City of Santa Fe (Local Agency) enter into this Agreement for Federal Highway Administration (FHWA) funding under NMSA 1978, Section 67-3-28. This Agreement for Project Control No.: S100880 is effective as of the date of the last party to sign it on the signature page.

1. Funding and Project Description.

a. Funding for Construction Work is as follows:

- | | |
|--|-----------|
| 1. <u>FFY 2026 RECREATIONAL TRAILS PROGRAM(RTP) Funds</u> | |
| <u>Department’s 85.44% share</u> | \$256,320 |
| To Install trail crossing safety improvements for at-grade crossings of the Rail Trail. Phase 1 will install crossing improvements for the approximately 45 ft span across Second Street and the 50 ft span across Siringo Rd in Santa Fe. Future phases could include Paseo de Peralta and Rodeo Road.. (Description as per STIP database, this agreement only pertains to the Construction Work portion of Project Control No. S100880.) | |
| 2. <u>City’s matching 14.56% share</u> | \$43,680 |
| For the purpose stated above. | |
| 3. <u>The Total Project Funding for Construction Work</u> | \$300,000 |

- b. Attached as Exhibit A is a table of data on funding as required by 2 CFR 200.331.
- c. The Local Agency shall provide all the work, labor, materials and services necessary to perform the Project.
- d. The Local Agency is responsible for all Project costs that exceed federal funding.
- e. The Local Agency must repay certain federal funding to the Department if:
 - 1. The Project is cancelled.
 - 2. An audit determines an overpayment or federal funds were used for ineligible cost items.
 - 3. The construction of a road on a right-of-way acquisition is not undertaken within twenty (20) years after the fiscal year in which the funds are authorized.
 - 4. Acquisition of right-of-way or construction of the road for a preliminary engineering project is not undertaken within ten (10) years following the fiscal year in which the project is authorized.
 The Local Agency must repay or establish a repayment plan for the federal funds within forty-five (45) days of notice from the Department.

2. Payment – Reimbursement.

The Department will reimburse the Local Agency upon receipt of reimbursement requests with supporting documentation and certification that costs have been incurred. Reimbursement requests may be submitted monthly or, at a minimum, quarterly. Expenses that are documented and determined to be eligible under 2 CFR Part 200 will be reimbursed based on the Local Agency’s required Match. The final Project payment request must be submitted within thirty (30) calendar days of completion of (a) the PS&E package or (b) final payment to the contractor for Construction or Project Work and (c) prior to termination of this Agreement. The Department will not reimburse the Local Agency for costs incurred (a) prior to obligation of federal funding and the effective date of this Agreement; (b) after expiration of this Agreement; or (c) in excess of the federal funding identified in Section 1.

3. Federal, State and Department Requirements.

By entering into this Agreement, the Local Agency certifies and agrees to comply with any applicable Federal and State laws and regulations, and terms and conditions as set forth in:

- a. Title 23, U.S. Code Highways and its associated regulations
- b. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See Exhibit B.
- c. 49 CFR Part 20, Lobbying Certification
- d. 49 CFR Part 29, Governmentwide Debarment and Suspension (Non-procurement) and Governmentwide Debarment and Suspension (Grants) and Certification
- e. The Department's policies and standards
- f. The current Tribal/Local Government Handbook located at: <https://www.dot.nm.gov/business-support/project-oversight-division/t-lpa-documents-and-information/>
- g. The Federal Funding Accountability and Transparency Act (FFATA) and certain contracting requirements in regard to Office of Inspector General Reviews as identified on Exhibit B.

4. Term.

This Agreement becomes effective upon signature of all parties. The effective date is the date when the last party signed the Agreement on the signature page. This Agreement terminates on 12/31/2028. If a contract term extension is needed, the Local Agency must provide written request to the Region or District T/LPA Coordinator sixty (60) days prior to the expiration date to ensure timely processing of an Amendment. The Region or District will then have two weeks to submit to Project Oversight Division to ensure timely processing of an Amendment.

5. Termination.

The Department may terminate this agreement and request repayment under Section 1e above for the following reasons:

- a. Failure to timely contract: The Local Agency, under a Design Agreement, must enter into a written agreement with an engineering consultant within three (3) months from the effective date this Agreement.
- b. Inactivity: If there is no Project expenditures for twelve (12) consecutive months.
- c. Failure to comply: If the Local Agency fails to comply with any provision of this Agreement.
- d. Local Agency's Request: The Local Agency may seek termination in writing to the Department, which will be fully considered.

6. Third Party Beneficiary.

This Agreement does not confirm any rights or remedies on anyone other than the Department and the Local Agency. The Department is not a party to any agreement between the Local Agency and a Project contractor at any tier.

7. New Mexico Tort Claims Act.

Neither party is responsible for liability incurred as a result of the other party's acts or omissions. Any liability incurred is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et seq. This paragraph is intended only to define the liabilities between the parties, and it is not intended to modify, in any way, the parties' liabilities as governed by common law or the New Mexico Tort Claims Act.

8. Appropriation.

The terms of this Agreement are contingent upon sufficient appropriations and authorizations from the New Mexico Legislature or the United States Congress when federal funds are involved. If sufficient appropriations and authorizations are not made, this Agreement terminates immediately upon written notice from the Department. The Department is not committed to expenditure of funds until they are programmed,

budgeted, obligated by FHWA, encumbered, and approved for expenditure. The Department's decision on whether funds are sufficient is final.

9. Scope of this Agreement.

This Agreement constitutes the entire Agreement between the Parties. Any claimed covenant, term, condition, warranty or promise of performance not included in this document or its amendments, is not part of this Agreement and not enforceable. Performance of all duties and obligations must conform with and must not contravene any state, local, or federal statutes, regulations, rules, or ordinances.

10. Severability.

In the event that any portion of this Agreement is determined to be void, unconstitutional, or unenforceable, the remainder of this Agreement remains in full force and effect.

11. Principal Contacts and Notices.

The principal contacts for this Agreement are listed below. Except as otherwise specified, all notices must be in writing and must be given to the principal contacts listed below.

Region T/LPA Coordinator

Katrina Quintana
North Region T/LPA Coordinator
New Mexico Department of Transportation
P.O. Box 1149, Room 203
Santa Fe, NM 87504
Office: (505) 699-7584
E-mail: Katrina.Quintana@dot.nm.gov

District T/LPA Coordinator

Sean Brady
T/LPA Coordinator
New Mexico Department of Transportation
7315 Cerrillos Road
Santa Fe, NM 87505
Office: (505) 819-9796
E-mail: Sean.Brady@dot.nm.gov

Construction Liaison Engineer

James Malcom
T/LPA Construction Liaison Engineer
New Mexico Department of Transportation
1120 Cerrillos Rd
Santa Fe, NM 87504
Office: (505) 470-9439
E-mail: James.Malcom@dot.nm.gov

Local Agency

Romella Glorioso-Moss
Capital Projects Manager
City of Santa Fe
737 Agua Fria St
Santa Fe, New Mexico 87507
Office: 505-955-6623
E-mail: rsglorioso-moss@santafenm.gov

12. Amendment.

The terms of this Agreement may be amended by an instrument in writing executed by the parties.

The remainder of this page is intentionally left blank.

In witness whereof, each party is signing this Agreement on the date stated opposite of that party's signature.

NEW MEXICO DEPARTMENT OF TRANSPORTATION

By: _____ Date: _____
Cabinet Secretary or Designee

Reviewed and Approved as to form and legal sufficiency by the New Mexico Department of Transportation's Office of General Counsel

Signed by:
By: Samuel Roybal Date: 04/23/26
57B9FC4FE09B464...
Assistant General Counsel

CITY OF SANTA FE

By: _____ Date: _____
Mayor

ATTEST

By: _____ Date: _____
CITY OF SANTA FE Clerk

Approved as to form and legal sufficiency by the City's Attorney

By: Kevin L. Nault Date: May 4, 2026
Kevin L. Nault (May 4, 2026 08:57:03 MDT)
CITY OF SANTA FE Assistant Attorney

By: Andrea Phillips Date: 05/18/2026
ANDREA PHILLIPS (May 18, 2026 15:51:50 MDT)
CITY OF SANTA FE Finance Director

EXHIBIT A

2 CFR 200.331 Requirements

Federal Award Identification.

| | |
|--|--|
| (i) Public Entity name (which must match the name associated with its unique entity identifier); | City of Santa Fe |
| (ii) Public Entity's unique entity identifier (UEI); | QLN2YKMMJ8X6 |
| (iii) Federal Award Identification Number (FAIN); | Please see approved Federal Highway form. |
| (iv) Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency; | Please see date on approved Federal Highway form. |
| (v) Cooperative Project Agreement (Construction) Period of Performance Start and End Date; | Start date: Please see date on approved Federal Highway form thru End Date: 12/31/2028. |
| (vi) Amount of Federal Funds Obligated by this action by the pass-through entity to the Public Entity; | \$256,320 |
| (vii) Total Amount of Federal Funds Obligated to the Public Entity by the pass-through entity including the current obligation; | This award is in addition to any previous awards received by sub-recipient from NMDOT. |
| (viii) Total Amount of the Federal Award committed to the Public Entity by the pass-through entity; | The total amount of this award is in addition to any previous awards received by sub-recipient from NMDOT. |
| (ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA); | To install trail crossing safety improvements for at-grade crossings of the Rail Trail. Phase 1 will install crossing improvements for the approximately 45 ft span across Second Street and the 50 ft span across Siringo Rd in Santa Fe. Future phases could include Paseo de Peralta and Rodeo Road. |
| (x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity; | FHWA, New Mexico Department of Transportation Sean Sandoval - 505 -660-6102, Sean.Sandoval@state.nm.us P.O. Box 1149 Santa Fe, NM 87501-1149 |
| (xi) CFDA Number and Name; | 20.205- Highway Planning & Construction |
| (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 |
|--|-----|

EXHIBIT B

Uniform Administrative Requirements and Audit

2 CFR § 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, applies to each non-profit organization, each institution of higher education, and local governments as a whole when they or one of their departments receives federal funds. 2 CFR § 200 is formally OMB Circular A-133. Any non-profit organization, institution of higher education, or local government spending more than \$750,000 in federal funds from all sources within a 12-month period must have an audit performed on the use of the funds. The Department defines the 12-month period as July 1 to June 30.

Federal Funding Accountability and Transparency Act (FFATA).

The FFATA requires full disclosure to the public of all entities or organizations receiving federal funds. Central to this law is www.USASpending.gov, a publicly available website with searchable information on each federal grant and contract over \$25,000. In addition, the Federal Subaward Reporting System (FSRS), www.FSRS.gov, was developed for reporting on executive compensation and first-tier subawards. The Local Agency is required to register with the US Contractor Registration (System for Award Management [SAM] System) and get a Unique Entity Identifier (UEI) number. The Local Agency is responsible for providing their executive compensation and subaward information to the Department for entry into [FSRS.gov](http://www.FSRS.gov). The Department is responsible for providing award information to USASpending. The type of information reported includes:

- Name of Local Agency receiving the award
- Amount of Award
- Funding Agency
- NAICS code for contracts or the Catalog of Federal Domestic Assistance program number for grants
- Program source
- Award title descriptive of the purpose of the funding action
- Location of the Local Agency, including the Congressional District
- Place of performance of the program or activity, including the Congressional District
- UEI number of the Local Agency and its parent organization if one exists
- Total compensation – If the Local Agency in the preceding year received eighty (80) percent or more of its annual gross revenues in federal awards, which exceeds \$25 million annually, and the public has no access to this information under the Securities Exchange Act or the Internal Revenue Code, then the names of the top five executives of the Local Agency are also required to comply with the FFATA.
- The Department will extract as much information as possible from the Local Agency's grant application and standard reports.

Office of Inspector General Review

The Local Agency, when procuring services, shall provide to all bidders the reporting and oversight requirements that they are bound to from the time of bid submission. The following provisions must be included in all prime contracts, subcontracts, and other contracts for services for a federally funded project:

- 1. Inspector General Reviews:** Any Inspector General of a federal department or executive agency shall review, as appropriate, any concerns raised by the public about specific investments using federal funds. Any findings of such reviews not related to an ongoing criminal proceeding shall be relayed immediately to the New Mexico Department of Transportation or the agency concerned.

- 2. Access of Offices of Inspector General to Certain Records and Employees:** With respect to each contract or grant awarded using federal funds, any representative of an appropriate Inspector General appointed under the Inspector General Act of 1978, 1,5 USC App. 3 and specifically § 8G, 5 USC App. 3 (2014) is authorized to examine any records of the contractor or grantee, any of its subcontractors or sub-grantees, or any state or local agency administering such contract, that pertain to, and involve transactions relating to, the contract, subcontract, grant, or sub-grant; and to interview any officer or employee of the contractor, grantee, sub-grantee, or agency regarding such transactions. In addition, the Local Agency should do the following:
 - a. Allow access by the Government Accountability Office Comptroller General and his representatives to examine any records of the contractor or any of contractor's subcontractors, or any state or local agency administering such contract that directly pertain to, and involve transactions relating to, the contract or subcontract
 - b. Allow the Comptroller General and his representatives to interview any officer or employee of the contractor or any of contractor's subcontractors, or of any state or Local Agency administering the contract, regarding such transactions

Nothing in this section shall be interpreted to limit or restrict in any way any existing authority of an Inspector General. The Department's Office of Inspector General (OIG) has the authority to carry out all duties required. The duties are the same as those specified in Federal Law: OIG, 23 USC § 302 (1998) (the capability to carry out the duties required by law); 23 USC § 112(2) (2012) (contracting for engineering and design services); the review of Federal-aid construction contract.



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 04/27/2026

Project Title: Rail Trail Intersection Improvements Phase 1

Project Type: CIP Grant Internal Tracking

Department: Public Works Project Manager: Romella Glorioso-Moss Ext: _____

Project Date Range: TBD to 12/31/2028

Create Fixed Asset

Project ID: CIP2633002

Grant ID: S2651

Approved By: ERIKA LUJAN

CMT (Finance Use Only)

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

Funding Source: NMDOT S100880 % of Funding: 85.44

MUNIS ORG: 3309980 MUNIS OBJ: 490150 Awarded Amount: \$256,320

Funding Source: IMPACT FEES % of Funding: 14.56

MUNIS ORG: 3309980 MUNIS OBJ: 660232 Awarded Amount: \$43,680

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: CONSTRUCTION MUNIS ORG: 3309980 MUNIS OBJ: 572970

Grants Only (list all grants if applicable):

Grantor Name: NMDOT coop agree s100880 w/RTP funds Awarded Amount: \$256,320

AR Charge Code: 3309980.490150 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 700000 Federal CFDA (if applicable): 20.205

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_NMDOT_Cooperative_Agreement_&_BAR_(S100880_Rail_Trail_Improvements)

Final Audit Report

2026-05-18

| | |
|-----------------|--|
| Created: | 2026-05-15 |
| By: | ALYSSA PEREZ (aeperez@santafenm.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAyq3zywnhKx_OUi34vp1svOu_d_xWQlb4 |

"GB_NMDOT_Cooperative_Agreement_&_BAR_(S100880_Rail_Trail_Improvements)" History

-  Document created by ALYSSA PEREZ (aeperez@santafenm.gov)
2026-05-15 - 8:19:31 PM GMT- IP address: 50.228.218.220
-  Document emailed to Andrew Hopkins (ajhopkins@santafenm.gov) for signature
2026-05-15 - 8:20:58 PM GMT
-  Email viewed by Andrew Hopkins (ajhopkins@santafenm.gov)
2026-05-15 - 10:11:37 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Andrew Hopkins (ajhopkins@santafenm.gov)
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-  Document e-signed by ERIKA LUJAN (evlujan@santafenm.gov)
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-  Document emailed to ANDREA PHILLIPS (akphillips@santafenm.gov) for signature
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-  Document e-signed by ANDREA PHILLIPS (akphillips@santafenm.gov)
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