Oregon Department of Transportation

STIF Discretionary and Statewide Transit Network Application: FY 2023-25

Each application seeking operating funding should only include one transit service. ODOT will not review an application for operating funds that pertains to more than one transit service, but applicants may submit multiple applications.

For STIF Discretionary and STN program questions email Patrick DePriest, or call (971) 301-0690.
For technical form questions email Brian Roth, or call (541) 508-9862.

Applicant Information

Agency Legal Name
Confederated Tribes of the Umatilla Indian Reservation

Project Title
Whistler bus route operations and maintenance.

Agency Legal Address
46411 Timine Way, Pendleton, Oregon 97801

Application Contact Name
Susan Johnson

Application Contact Title
Public Transit Program Manager

Application Contact Email Address
susanjohnson@ctuir.org

Application Contact Phone Number
(541) 969-0576

Name of Person Signing Agreement
Donald G. Sampson

Title of Person Signing Agreement
Executive Director

Email Address of Person Signing Agreement
susanjohnson@ctuir.org

Phone Number of Person Signing Agreement
5414297989

Agency Information

1. Transit Agency Type
Tribal Government

1.A Does the agency have any existing grant agreements with ODOT?
Yes

2. What is the main type of service that will be supported by this award?
Fixed Route

3. Would this award support ongoing operations of an existing service?
Yes

3.A Brief history of current project/service. What, if any, elements of the proposed project differ from existing efforts and services?
N/A

Risk Assessment Information

4. Did your agency have any turnover of management or financial staff in the last two years?
No

5. Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?
Yes

6. What type of accounting system does your agency use?
Combined

7. Does your agency have a system in place that will account for 100 percent of each employee's time?
Yes

8. Did your staff members attend required training and meetings during the previous biennium?
Yes

9. Was your agency audited by the federal government in the past two years?
Yes

9.A If yes, did the audit result in one or more findings?
No

10. Did your agency stay on budget in the past two years?
Yes

Agency Qualifications

11. Describe how your agency has the legal, managerial and operational capacity to perform and report on project progress within the scope, schedule and budget of the anticipated grant agreement. (Description of operational capacity should apply specifically for the workload of projects in this application.)
Jody Deardorff, Assistant Finance Director, has worked in the CTUIR Finance Department since 2014. She is responsible for monitoring revenues and expenses, financial expenses, and Tribal/Federal accounting procedures. Susan Johnson, Public Transit Manager, has been with CTUIR since 1998 and has been involved with the Transit program since its inception in 2001. She is responsible for administration of a 6.7-million-dollar annual transit services budget including overseeing transit service delivery and shop operations. CTUIR has a local support group of Public Safety, Office of Legal Counsel, Human Resources, Facilities Maintenance, Procurement and Finance to Kayak Public Transit.

12. Certification of Compliance

By checking this box, the applicant certifies that if they are awarded funding, they will meet and ensure compliance for the term of the agreement with applicable federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health.
Yes

13. Do you plan to use a Sub-Recipient or contractor to implement the grant supported activity?
No

14. If you seek the 10 percent match reduction, does the project meet one or more of the four factors identified in OAR 732-044-0005(4)(a)? Select each factor that you believe is exemplified by the proposed project.
Predominantly serves or provides access to and from rural communities
Serves an area outside of the applicant's geographic jurisdiction
Provides statewide benefits to multiple Public Transportation Service Providers outside of the area where the proposed project will be located

15. Will federal funds be used to complete this project?
No

Project Information

16.A Project Title
Whistler bus route operations and maintenance.

16.B Describe the project to be funded. Clearly describe what the requested fund award would be used to accomplish, detailing the specific tasks and deliverables. Where relevant, identify the origin and destination of the proposed service as well as each municipality visited along the route. Please see page 7 of the application instructions for additional guidance on writing a project description.
This project known as the Whistler provides rural fixed route commuter public transportation services between the city of Pendleton, Oregon and Walla Walla, Washington with stops at Mission, Adams, Athena, Milton-Freewater, Weston, Oregon and College Place, Washington. The Whistler bus route connects with the Hopper which stops at Echo, Stanfield, Hermiston, McNary, Umatilla and Irrigon, Oregon. Additionally, this bus service connects to the city of Milton-Freewater transportation service, Valley Transit and Grapeline services in Walla Walla Washington. The Whistler operates an average of 375 revenue service miles and 12 revenue service hours daily. (Monday-Friday, 4 times a day) and 200

revenue service miles and 6 revenue service hours on Saturdays. This comes to over 9,204 revenue service miles per month and over 299 revenue service hours per month.

17. What is the minimum project cost that will still allow your project to proceed?
$635,021.00

18. Select the fund source(s) for which you would like to compete and that you believe your project is eligible to receive. Check all that apply.
STIF Discretionary
STIF Intercommunity Discretionary
FTA Section 5311(f) Intercity

19. Why is this an important project? What are the consequences of this project not receiving funding?
The Whistler service is the only rural transit provider that is able to travel across the state line from Oregon into Washington which allows the public from Umatilla and Union counties to connect to Grapeline and Valley Transit. Currently there aren't any public transportation services from Umatilla County (Pendleton) to Tri-Cities, Washington. (Pasco, Kennewick and Richland). This Whistler service allows for the public to travel to Walla Walla to connect to the Grapeline service which goes to Tri-Cities, Washington. The Whistler service also connects to the city of Milton-Freewater transportation services allowing the public to navigate within the city of Milton-Freewater. The Whistler connects with the Hopper which goes to Hermiston, Oregon and the cities of Echo, Stanfield, McNary, Umatilla and Irrigon providing access to community colleges, hospitals, shopping, and major employment centers. The Hopper also connects to the HART which provides service within the city of Hermiston. The Whistler bus service connects to the Metro bus service which connects to Let'Er Bus Transit for navigation within the city of Pendleton. The consequences would probably have to be discontinued.

20. Will this project involve breaking ground or any other activity that might require environmental review per federal requirements?
No

Oregon Transportation Commission Investment Priorities

Equity and Public Transportation Service to Low-Income Households

21. Describe how this project would support and improve access for vulnerable populations and/or historically marginalized communities.
Since the Whistler bus service connects to the Metro service that transports within the Umatilla Indian Reservation and connects to the Arrow (LaGrande service), Hopper (Hermiston & vicinity bus service) and Rocket (Pilot Rock service), tribal members of the Confederated Tribes of the Umatilla Indian reservation and other native Americans have access to Veterans Medical Center and other major health clinics, hospitals in Walla Walla, Washington as well as opportunities for employment, shopping and education. Tribal members living in the communities of Adams, Athena, Weston and Walla Walla can use the Whistler service to travel to Kayak Transit Hub and receive medical services at the Yellowhawk Tribal Health Center. The Whistler transportation services are fare free and low-income individuals are able to access these services to gain independence and mobility.

Coordination of Public Transportation Services

22. Describe how this project would improve the passenger experience, benefit multiple transit providers, or involve consolidation, coordination, or resource sharing between agencies, including use of transportation data and technology.
The project would improve the passenger experience through our improved data and technology from the I-Transit NW network. Through I-Transit we now provide real time bus information to the public. We have an application (app) that passengers can download through their cell phones and have access to live bus information or even plan a trip. We have a MOU with Valley Transit that has allowed us to purchase software/licensing for this project. Passengers can also look up schedules for other transit agencies through our app. This gives passengers access to information throughout the NW region. The Whistler bus service is a regularly scheduled service and is regularly updated in Oregon's public General Transit Feed Specification (GTFS) to create convenient discovery by passengers and coordination through trip planning application running on all major platforms.

Environmental and Public Health

23. Describe how this project would go beyond providing an alternative to personal car use to reduce greenhouse gas emissions, reduce pollution, and/or support positive health outcomes. How does this project support applicant's climate planning efforts?
CTUIR/Kayak Public Transit deploys buses equipped with bike racks on the Whistler bus service which provides our passengers with a nearly zero carbon first-mile-last mile access option. The coordinated mobility stops we serve take advantage of existing and planned park-n-ride, vanpool, and walkable/accessible environment investments. Our participation in the I-Transit NW network empowers our riders to optimize trip plans and trip-chaining to maximize the environment benefits of using the Whistler and the systems to which it connects. Kayak is the only public transit provider in Eastern Oregon that operates a full in-house maintenance facility. Used oil is repurposed in our clean-burn-boiler, which feeds the shop floor hydronic heating system. This minimizes the use of natural gas for heat to minimize waste. We're able to reduce our running carbon footprint by regular emissions checks and interval service to particulate filter equipment. The Whistler bus route provides many connections for passengers to access hospitals, clinics, veteran's hospital and tribal health clinic on the Umatilla Indian Reservation to improve their health. ADA transport on our commuter buses minimizes disabled passenger use of a secondary provider.

Safety, Security, and Community Livability

24. Describe how the project would increase use and participation in active transportation, and support connections between transit and other travel modes like biking and walking.
Kayak Public Transit has a hub that is located next to Yellowhawk Tribal Health Center. The tribal health center has a large parking lot with extra parking spaces that our passengers are currently utilizing as a park-n-ride. Our buses are equipped with bike racks that allow for 2 bicycles at this time. We are now ordering replacement/new vehicles that allow 3 bicycles per rack. Our drivers have tablets through I-Transit NW network to enhance communications to ensure that passengers make their connections in a safe and timely manner. Information provided through the I-Transit NW Network passengers can easily connect with airports in Pendleton, Walla Walla, Washington as well as interstate bus lines, Greyhound and Grapeline. Kayak's participation with I-Transit NW network will bring value to passengers and other transit agencies by helping improve other modes of transportation as well as Kayak Public Transit.

25. Describe how the project would support and improve safety of passengers in transit vehicles and safety of other roadway users.
Kayak Public Transit has a fleet and safety manager who provides quarterly training to our drivers, dispatchers and staff. In addition, Kayak has a full maintenance facility with a full-time fleet mechanic at which utilized maintenance software, Fleetio and Michell 1 to maintain our vehicles regularly and keep them in a state of good repair. Our vehicles are all equipped with audio/video cameras for the safety and protection of all passengers. We still continue to provide masks on every bus route as well as conduct

regular disinfecting procedures after every route. Because of the attention to training and in house vehicle maintenance, we are providing additional passenger and public safety by reducing the potential of equipment failure.

Statewide Transit Network Connections

26. Describe how this project would support and improve the utility and connectivity of the Statewide Transit Network and/or create a foundation for future Statewide Transit Network improvements.
CTUIR/Kayak Public Transit is the only rural transit provider that is able to travel the state line from Oregon into Washington. This service allows passengers from Umatilla and Union counties to access medical services or treatment in Walla Walla, Washington that is not available in the small rural communities. The Whistler also connects to the Milton-Freewater public transportation system allowing passengers to navigate within the city of Milton-Freewater. It also connects to the Arrow (LaGrande, OR), Hopper (Echo, Stanfield, Hermiston, McNary, Umatilla and Irrigon, Oregon communities), Rocket (Pilot Rock, OR) , HART (navigate within the city of Hermiston). The Whistler connects to the Metro to allow passengers to connect to the city of Pendleton transportation services, Let'er Bus Transit. In addition, the Whistler connects passengers to access the Greyhound Bus lines and Boutique Air in Pendleton, Oregon. The Whistler connects to Valley Transit & Grapeline in Walla Walla, Washington which also allows the public to go into the cities of Pasco, Kennewick and Richland Washington.

Funding and Strategic Investment

27. Describe why investment in this project makes sense from both the perspective of current need and long term Oregon transit needs.
The Whistler is the only rural public transportation service between Pendleton, Mission and Walla Walla, Washington. In 2019 (pre covid) 23,652 one-way rides were provided on the Whistler. Our passengers depend on this service for employment, medical, educational and shopping services in all 18 communities and towns that we provide service in.

28. If this project will last beyond the 2023-25 biennium, describe the plan for ongoing funding including match. If not applicable, type N/A.
The projects match can be sustained through local, STIF and BIA (Bureau of Indian Affairs) funding. The Tribal Transportation 5311-c funds will always be available to use as a last resort for match. One option to sustain the service is to apply for the Umatilla County STIF formula funds since the Whistler does operate within Umatilla County and connects to all Kayak Public Transit bus routes navigating throughout Umatilla County.

29. Does this project depend on other funding sources including other discretionary grants whose outcomes are uncertain? If yes, please list those fund sources. If not applicable, type N/A.
N/A

Project Details

Task Category
Project Administration
Operating

Project Administration

Give a brief (1-3 sentences) description of this project cost.
Administration costs include time for our Governing Board (Board of Trustees), Office of Executive Director, Facilites Management, Finance, Information Technology, Human Resouces, Legal contract

reviews, etc.

Total Task Cost (Grant Amount + Match Amount)
$159,214.00

Project Task and Match Amounts

20% Match Rate Calculations

Grant Amount - STIF Discretionary/STIF Intercommunity/5311f (80% State/Fed Share)
$127,371.20

Match Amount - STIF Discretionary/STIF Intercommunity/5311f (20% Local Share)
$31,842.80

10% Match Rate Calculations (For Qualified Applicants)

Grant Amount - STIF Discretionary/STIF Intercommunity (90% State Share)
$143,292.60

Match Amount - STIF Discretionary/STIF Intercommunity (10% Local Share)
$15,921.40

Operating

Give a brief (1-3 sentences) description of this project cost.
Salaries, fringe, and vehicle maintenance expenses. Salaries and Fringe for bus drivers only.

Total Task Cost (Grant Amount + Match Amount)
$536,666.00

Project Task and Match Amounts

50% Match Rate Calculations

Grant Amount - 5311f (50% Fed Share)
$268,333.00

Match Amount - 5311f (50% Local Share)
$268,333.00

20% Match Rate Calculations

Grant Amount - STIF Discretionary/STIF Intercommunity (80% State Share)
$429,332.80

Match Amount - STIF Discretionary/STIF Intercommunity (20% Local Share)
$107,333.20

10% Match Rate Calculations (For Qualified Applicants)

Grant Amount - STIF Discretionary/STIF Intercommunity (90% State Share)

Match Amount - STIF Discretionary/STIF Intercommunity (10% Local Share)

$482,999.40 $53,666.60

Application Totals

Match Sources

Match Sources	Amount
Local	$33,016.00
State	$36,571.00

Are matching funds of at least 20% of project costs available if the project is awarded?
Yes

What percent of funds will be used for demand response transportation?
0%

Percent of funds used for fixed route transportation
100%

Note on Application Totals: If applying for 5311(f) Operating, a 50% match rate is applied to identified Operating costs. However, the application form automatically applies a 20% match rate to the full Project Cost, including Operating costs. Therefore, Section 5311(f) applicants should ensure the accuracy of the Total Task Cost for each Task Category, as the 20% match rate will only apply to non-Operating costs in a 5311(f) grant award. The form is unable to calculate an accurate application total using two different match rates.

Application Totals Summary By Task - 20% Match Rate

Task Category	Task Project Cost	Task Grant Amount	Task Match Amount
Vehicle Expansion	$0.00	$0.00	$0.00
Vehicle Replacement	$0.00	$0.00	$0.00
Equipment Purchase	$0.00	$0.00	$0.00
Facility Purchase	$0.00	$0.00	$0.00
Signs/Shelters	$0.00	$0.00	$0.00
Planning	$0.00	$0.00	$0.00
Project Administration	$159,214.00	$127,371.20	$31,842.80
Operating	$536,666.00	$429,332.80	$107,333.20
Preventive Maintenance	$0.00	$0.00	$0.00
Mobility Management	$0.00	$0.00	$0.00
	Total Project Cost: $695,880.00	**Total Grant Amount: $556,704.00**	**Total Match Amount: $139,176.00**

Application Totals Summary By Task - 10% Match Rate (For Qualified Applicants)

Task Category	Task Project Cost	Task Grant Amount	Task Match Amount
Vehicle Expansion	$0.00	$0.00	$0.00
Vehicle Replacement	$0.00	$0.00	$0.00
Equipment Purchase	$0.00	$0.00	$0.00
Facility Purchase	$0.00	$0.00	$0.00
Signs/Shelters	$0.00	$0.00	$0.00
Planning	$0.00	$0.00	$0.00
Project Administration	$159,214.00	$143,292.60	$15,921.40
Operating	$536,666.00	$482,999.40	$53,666.60
Preventive Maintenance	$0.00	$0.00	$0.00
Mobility Management	$0.00	$0.00	$0.00
	Total Project Cost: $695,880.00	**Total Grant Amount: $626,292.00**	**Total Match Amount: $69,588.00**

Application Totals Summary By Task - 5311(f) Operations Only

Task Category	Task Project Cost	Task Grant Amount	Task Match Amount
Operating	$536,666.00	$268,333.00	$268,333.00

Document Upload (Optional)
21-002 CTUIR Coordinated Human Services-Public Transporation Plan Exhibit 1.pdf

Updated service area map.pdf