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
Arrow 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
5414297983

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 This service is necessary as we are the only regional transit service provider in the area and this is a much needed service.

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 Tiribal/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 total support group of Public Safety, Office of Legal Counsel, Human Resorces, Facilities Maintenance, Procurement, 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
Fills a significant gap in the Statewide Transit Network
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
Arrow 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.
The Arrow is a fixed route commuter bus service that provides public transportation services between the cities of Pendleton and LaGrande Oregon making two stops in the small community of Meacham, Oregon. The Arrow connects to a key transit hub in LaGrande, Oregon which is operated by Community Connections of Northeast Oregon. This service is the only service available to allow the public access to major universities and local community colleges in rural Eastern Oregon. The Arrow also connects to the

Whistler bus route in Pendleton or the Kayak Transit hub, which stops in the cities of Adams, Athena, Weston, Milton-Freewater, Oregon and College Place and Walla Walla, Washington allowing the public access to several major health care facilities, Veteran's Administration Hospital, airports and connects with Valley Transit and Grapeline public transportation services. In addition, the Arrow also connects to the Hopper bus route which stops in the cities/communities of Echo, Stanfield, Hermiston, McNary, Umatilla and Irrigon allowing the public access to hospitals, local community colleges, employment centers, shopping in those areas. The Arrow operates Monday-Friday, three times a day.

17. What is the minimum project cost that will still allow your project to proceed?
$476,666.00

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?
This project is important because the Arrow provides a critical connection between northeast Oregon's second and third largest populations center (Pendleton and LaGrande). While in route it serves the community of Meacham which is otherwise without public transit access. Upon arrival in LaGrande, it provides an important connection to Eastern Oregon University before terminating at a Key Transit Hub where Greyhound and regional services are available. From its origin point in Mission Oregon, the Arrow offers riders one-bus-away access to the Pendleton Airport and two bus-away access to the airport in Walla Walla, Washington. The consequences of this project not receiving funding would be the bus service would 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.
This project provides tribal members who live off the reservation access to their local health clinic, Yellowhawk Tribal Health Center in addition to governmental services provided at the Nixyaawii Governance Center. Tribal members would also have access to connect to the Whistler to travel within their ceded boundary to Walla Walla, Washington. The services are far free and low-income individuals are able to access these services to assist in gaining 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.

This project would improve the passenger experience through improved data and technology from the I-Tranist NW network. The I-Transit Network project now provides real time bus information to the public. We have an app that passengers can download through their cell phones and be provided live bus information or plan a trip. Passengers can also look up schedules for other transit agencies linked to the I-Transit Project to connect with Kayak giving passengers access from LaGrande to Walla Walla, Washington and beyond. As a scheduled route service, the Arrow is included (and regularly updated) in Oregon's published General Transit Feed Specification (GTFS) to create convenient discovery by passengers and coordination through trip planning applications 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?

Kayak Public Transit deploys buses equipped with bike racks on the Arrow line which provides our passengers with a nearly zero carbon first-mile-last mile access option. The coordinated mobility stops we serve (including a key Transit Hub in LaGrande) take advantage of existing and planned park-n-ride, vanpool, and walkable/accessible environment investments. Our participation in the ITransit network empowers our riders to optimize trip plans and trip-chaining to maximize the environmental benefits of using the Arrow 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 Arrow 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 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 have just placed an order for new vehicles/replacements and will now be getting the bike racks to allow 3 bicycles. 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 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 offer masks on every bus route as well as a regular disinfecting procedure 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.
Kayak Public Transit IS the Statewide Transit Network presence in northeast Oregon and the Arrow bus service is a critical component. The Arrow is the only public transportation service between LaGrande and Pendleton, Oregon. This route includes Meacham, Oregon, a very remote rural mountain town with a population of 79. The arrow also connects with the Whistler. Kayak Public Transit is the only rural transit provider that is able to travel across the state line from Oregon into Washington. This allows us to connect passengers to Grapeline and Valley Transit in Walla Walla, Washington. We also connect passengers with Boutique Air in Pendleton, Oregon and Greyhound in the city of Pendleton and Stanfield, Oregon. The Arrow connects to the Key Transit Hub in LaGrande operated by the Community Connections of Northeastern Oregon.

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.
As previously stated, Kayak Public Transit is the only rural regional transportation provider in Northeastern Oregon, this is a vital service to fill in the gap in transit service along I-84. The Confederated Tribes of the Umatilla Indian Reservation receive an annual allocation from the 5311-c Tribal Transportation program of which Kayak Public Transit has been using to supplement additional operational expenses related to this project.

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 project's match can be sustained through STIF & BIA funding. The Tribal Transportation funds (5311-c) that the Tribe receives 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 funds since the Arrow does connect to all of 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

30. Capital Asset Purchases

Describe proposed capital purchases. If no capital assets are included in your application, 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 Board of Trustees, Office of Executive Director, Facilities, Management,

Finance, Information Technology, Human Resources, Legal contract review, etc.

Total Task Cost (Grant Amount + Match Amount)
$114,960.00

Project Task and Match Amounts

20% Match Rate Calculations

Grant Amount - STIF Discretionary/STIF Intercommunity/5311f (80% State/Fed Share)
$91,968.00

Match Amount - STIF Discretionary/STIF Intercommunity/5311f (20% Local Share)
$22,992.00

10% Match Rate Calculations (For Qualified Applicants)

Grant Amount - STIF Discretionary/STIF Intercommunity (90% State Share)
$103,464.00

Match Amount - STIF Discretionary/STIF Intercommunity (10% Local Share)
$11,496.00

Operating

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

Total Task Cost (Grant Amount + Match Amount)
$393,116.00

Project Task and Match Amounts

50% Match Rate Calculations

Grant Amount - 5311f (50% Fed Share)
$196,558.00

Match Amount - 5311f (50% Local Share)
$196,558.00

20% Match Rate Calculations

Grant Amount - STIF Discretionary/STIF Intercommunity (80% State Share)
$314,492.80

Match Amount - STIF Discretionary/STIF Intercommunity (20% Local Share)
$78,623.20

10% Match Rate Calculations (For Qualified Applicants)

Grant Amount - STIF Discretionary/STIF

Match Amount - STIF Discretionary/STIF

Intercommunity (90% State Share)
$353,804.40

Intercommunity (10% Local Share)
$39,311.60

Application Totals

Match Sources

Match Sources	Amount
Local	$11,496.00
Local	$25,547.00
State	$13,765.00

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	$114,960.00	$91,968.00	$22,992.00
Operating	$393,116.00	$314,492.80	$78,623.20
Preventive Maintenance	$0.00	$0.00	$0.00
Mobility Management	$0.00	$0.00	$0.00

	Total Project Cost: **$508,076.00**	**Total Grant Amount:** **$406,460.80**	**Total Match Amount:** **$101,615.20**

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	$114,960.00	$103,464.00	$11,496.00
Operating	$393,116.00	$353,804.40	$39,311.60
Preventive Maintenance	$0.00	$0.00	$0.00
Mobility Management	$0.00	$0.00	$0.00
	Total Project Cost: **$508,076.00**	**Total Grant Amount:** **$457,268.40**	**Total Match Amount:** **$50,807.60**

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

Task Category	Task Project Cost	Task Grant Amount	Task Match Amount
Operating	$393,116.00	$196,558.00	$196,558.00

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

Updated service area map.pdf