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
Hermiston-Boardman Connector bus operations

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?
No

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 total support group of Public Safety, Office of legal Counsel, Human Resources, 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.
Not applying for 10% match reduction

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

Project Information

16.A Project Title
Hermiston-Boardman Connector bus operations

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 is a new service that would connect the cities of Hermiston, Stanfield, Echo, the Westland Road employment cluster, Port of Morrow, Boardman, Irrigon, Umatilla and McNary in Umatilla and Morrow Counties. The service will originate from Hermiston, Oregon and go to Boardman 20 times per day. Route A will make 10 trips connecting Hermiston to Boardman via the US 395/US 730 corridors. Route B will make 10 trips connecting Hermiston to Boardman via the US 395/I-84 corridors. The service will operate on Monday through Friday. The Hermiston-Boardman connector will make stops in the cities of McNary, Umatilla and Irrigon. Upon arriving in Boardman every day, the Connector will connect to the Port of Morrow Circular which provides localized service with the Port of Morrow .

17. What is the minimum project cost that will still allow your project to proceed?
$1,145,872.00

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?
There is a need to increase the areas and connections serviced by transit within Morrow and Umatilla counties, particularly major rural employment clusters in the region, has been identified in several planning efforts. This project significantly improves the accessibility to a major employment cluster and there is no fixed route transit service that is currently being provided to Boardman. This project has been identified in the Morrow/Umatilla County Transit Development Strategy Plan as a high priority project. As this is a brand-new service, without funding it will not be launched.

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 supports a new start up service that will be serving Umatilla County which 41% of the residents are living at or below 200% federal poverty level; 4.1% are persons with limited English proficiency. Over a quarter of the population identifies as Hispanic/Latino and 3%% are Native Americans. This new service will allow people to become independent and self-sufficient using our fare free bus service.

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-Transit NW network. Information will be available to passenger cell phones rather than just the Kayak information currently provided through written material and on Facebook. Information will be available to the public through printed bus schedules, which will be available in alternative formats along with social media. We have coordinated with our Umatilla County Transit Coordinator who has created a website called EOGO.Org which identifies all public transportation services in Umatilla & Morrow Counties. Once this route is established, we will work with Oregon's published General Transit Feed Specification (GTFS) to create a 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?

CTUIR/Kayak Public Transit deploys buses equipped with bike racks on the Hermiston-Boardman connector service which provides our passengers with a nearly zero carbon first-mile-last mile access option. The coordinated mobility stops we will serve take advantage of existing and planned park-n-ride, vanpool, and walkable/accessible environment investments. Our participation in the I-Transit NW project empowers our riders to optimize trip plans and trip-chaining to maximize the environmental benefits of using the Hermiston-Boardman Connector and the system to whit 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 Hermiston Boardman connector service will provide connections for passengers to access hospitals, clinics, veteran's hospital to help improve their health. In addition, our buses are ADA compliant which also helps minimize 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.
Transit buses include bike racks that would help facilitate bicycle use for first and last mile. The Hermiston Boardman Connector will also have linkages to local transit options such as the HART service in Hermiston and Loop in Morrow and Boardman. This will give all residents safe, reliable transit options to not only access work and job sites, but also recreational opportunities such as the Heritage Trail and Marina Park in Boardman, Marina Park in Irrigon, and Umatilla Marina Park, as well as a number of wildlife refuges with walking and biking trails.

25. Describe how the project would support and improve safety of passengers in transit vehicles and safety of other roadway users.
CTUIR/Kayak Public Transit has a fleet and safety manager who provides quarterly training to our drivers and dispatchers. In addition, Kayak has a full maintenance facility with a full-time fleet mechanic at which utilizes maintenance software, Fleetio and Mitchell 1 to maintain our vehicles regularly and keep them in peak condition. Our vehicles are all equipped with audio/video cameras for the safety and protection of all our passengers. 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. In addition, we will offer masks on every bus route as well as a regular disinfecting procedure after every route.

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.
The Hermiston Boardman Connector start up service would be the only fixed route service serving the area between Hermiston and Boardman. It will connect to the Hermiston Hopper and Port of Morrow Circular.

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.
During the crafting on House Bill 2017 that created the STIF, the gap in regular fixed route transit between Hermiston and Boardman was one of the identified breaks in connectivity in the Statewide Transit System between Ontario and Portland Metro. Closing this gap greatly moves the state toward a true and complete Statewide Transit system.

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.
This project was developed with coordination between Umatilla and Morrow Counties so it would be reasonable to include this as a joint project into the Morrow County and Umatilla County STIF Formula Plan for ongoing funding.

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.
Capital purchase if for a back up vehicle to this project, Hermiston-Boardman Connector. We are in the processing of ordering two primary vehicles for this bus route, but will need to have a back up vehicle.

Project Details

Task Category
Vehicle Purchase
Project Administration
Operating

Vehicle Purchase

Is this a vehicle expansion, vehicle replacement, or both?
Vehicle Expansion

Vehicle Expansion

Will you use the Oregon state price agreement contract?
Yes

Will this grant award support purchase of a used vehicle?
No

Vehicles to be purchased

Vehicle ALI	Make/Model	Quantity	Cost Each	Total	# of seats / # ADA stations	# of seats with ADA deployed	Fuel System	Est. Order Date	Est. Delivery Date
11.12.02 Bus STD 35 FT	Starcraft	1	$283,494.40	$283,494.40	28	2	Diesel (D)	8/1/2023	8/1/2025
		Total: 1		**Grand Total: $283,494.40**					

Total Project Cost (Grant Amount + Match Amount)

$283,494.40

Project Task and Match Amounts

20% Match Rate Calculations

Grant Amount - STIF Discretionary/STIF Intercommunity/5311f (80% State/Fed Share)
$226,795.52

Match Amount - STIF Discretionary/STIF Intercommunity/5311f (20% Local Share)
$56,698.88

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, Office of Legal Counsel (Legal contract review), etc.

Total Task Cost (Grant Amount + Match Amount)
$271,138.00

Project Task and Match Amounts

20% Match Rate Calculations

Grant Amount - STIF Discretionary/STIF Intercommunity/5311f (80% State/Fed Share)
$216,910.40

Match Amount - STIF Discretionary/STIF Intercommunity/5311f (20% Local Share)
$54,227.60

Operating

Give a brief (1-3 sentences) description of this project cost.
Salaries, fringe for bus operators, fuel expenses for bus route.

Total Task Cost (Grant Amount + Match Amount)
$720,180.00

Project Task and Match Amounts

50% Match Rate Calculations

Grant Amount - 5311f (50% Fed Share)
$360,090.00

Match Amount - 5311f (50% Local Share)
$360,090.00

20% Match Rate Calculations

Grant Amount - STIF Discretionary/STIF Intercommunity (80% State Share)
$576,144.00

Match Amount - STIF Discretionary/STIF Intercommunity (20% Local Share)
$144,036.00

Application Totals

Match Sources

Match Sources	Amount
State	$144,036.00

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	$283,494.40	$226,795.52	$56,698.88
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	$271,138.00	$216,910.40	$54,227.60
Operating	$720,180.00	$576,144.00	$144,036.00
Preventive Maintenance	$0.00	$0.00	$0.00
Mobility Management	$0.00	$0.00	$0.00
	Total Project Cost: $1,274,812.40	**Total Grant Amount: $1,019,849.92**	**Total Match Amount: $254,962.48**

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

Task Category	Task Project Cost	Task Grant Amount	Task Match Amount
Operating	$720,180.00	$360,090.00	$360,090.00