

2024

CONGESTION MITIGATION & AIR QUALITY (CMAQ) GUIDELINES

Effective January 2024



Contents

1. Overview & Organization	1
Roles and Responsibilities	1
Contacts	2
2. Annual Allocation to Eligible Recipients	3
Funding Obligation	3
Allocation Process	3
Off-the-top Allocation to Department of Environmental Quality (DEQ)	3
Allocation Formula for MPOs	3
Allocation Formula for Rural Recipients	4
3. Eligibility	5
Project Eligibility	5
Exception Process	7
Eligibility Determination	7
MPOs:	7
Rural Recipients:	8
Calculating Emissions Benefits	8
Calculating MPO Emissions	8
Calculating Rural Emissions	8
MPO Selection Process	8
Rural Selection Process	9
4. MTIP, STIP and Obligations	10
CMAQ Projects with Transit Agencies	10
5. Program and Project Delivery	11
Delivery Options for CMAQ Recipients	11
Certified Local Public Agency:	11
ODOT-Delivered:	12
Project Change Requests	12
6. Performance Measures	12
Peak Hour Excessive Delay (PHED) Measure	13
Non-SOV Travel Measure	13
Emissions Reductions Measure	14
Performance Plan	14

Biennial Reporting.....	16
Appendix A: CMAQ Application	17

1. Overview & Organization

The Congestion Mitigation and Air Quality (CMAQ) Program is a Federal Highway Administration (FHWA) Federal-aid funding source for transportation projects and programs that reduce traffic congestion and contribute to air quality improvements (including tangible reductions of carbon monoxide, ozone precursors, or particulate matter pollution). CMAQ funds are apportioned annually to each state according to the severity of its air quality problems. The state determines how funds are allocated.

The CMAQ Guidelines provide an overview of how CMAQ funds are allocated, applied to transportation projects, and reported to state and federal agencies in Oregon.¹

Roles and Responsibilities

The Oregon Department of Transportation (ODOT), as the direct recipient for CMAQ funds, is required to administer and oversee the program. ODOT allocates CMAQ funds to eligible MPOs and rural cities, who then decide how best to invest CMAQ funds within the parameters set by ODOT within the overall federal CMAQ regulations and guidelines. MPOs manage their own programs while rural cities work directly with ODOT. ODOT confirms program eligibility for all CMAQ projects in Oregon, with final approval from FHWA. The table below highlights key stakeholders and their role in the CMAQ process.

Position	Roles
Oregon Transportation Commission	Responsible for strategic direction and allocation of the CMAQ program. Determines how to allocate CMAQ funding in Oregon and the strategic uses to help reach state goals. Approves federally required State CMAQ Targets.
CMAQ Program Manager	Responsible for overall management, oversight, and direction of CMAQ program. Primary point of contact for CMAQ funding, policy, performance measures, reporting, and legislative issues. Determines MPO and rural recipient allocations and communicates CMAQ forecasts and actual amounts to recipients. Approves CMAQ project eligibility from MPOs and rural recipients, including project amendments. Manages day-to-day operations, data-entry, tracking, and periodic reporting for CMAQ program. Works with FHWA, ODOT Regions, MPOs, and local agencies to ensure accuracy of reporting data. Coordinates project eligibility determination with FHWA.
ODOT Geo-Environmental Section	Provides technical support to CMAQ Program Manager for emissions calculations. Coordinates with CMAQ Program Manager to establish emissions performance targets. Reviews emissions benefit calculations submitted by applicants.
Metropolitan Planning Organizations	Responsible for managing CMAQ funding portfolio in their respective region. Establishes Regional CMAQ performance targets and develops portfolio of projects to meet targets. Manages regional selection processes in respective jurisdiction, including certifying project eligibility to ODOT, including emissions benefit estimate for final determination and MTIP

¹ The Federal Highway Administration provides additional [guidance, tools, and frequently asked questions](#) for CMAQ.

	programming, ensuring CMAQ funding obligation. Reports CMAQ project information to ODOT.
ODOT Region Contacts	Primary contact for local agencies on project delivery process and issues. Advise local agencies on eligible project uses for CMAQ funding, program requirements, project scope, and cost estimation. Coordinates Intergovernmental Agreement (IGA) development between ODOT and local agencies. Reviews projects and coordinates monthly project reporting from local jurisdictions and LPAs.
ODOT Program & Funding Services	Forecasts CMAQ funds available. Manages STIP process and CMAQ fund programming.
Local Public Agencies (LPAs)	Manages delivery of respective CMAQ project. Reports progress and issues to ODOT Region Contacts. For rural CMAQ distribution, LPAs work directly with ODOT to identify and select eligible projects.
FHWA	Approves projects in MTIPs & STIP, including CMAQ project eligibility. Approves CMAQ annual and performance reports from ODOT. Determines the non-attainment and maintenance areas where CMAQ funds can be used. Annually apportions CMAQ funding to Oregon based on criteria in 23 USC 104. Reviews and approves/denies Buy America waiver requests.

Contacts

For further information about the CMAQ Program or the contents of the CMAQ Guidelines, contact ODOT's CMAQ Program Manager at cmaq@odot.state.or.us.

2. Annual Allocation to Eligible Recipients

In 2017, ODOT worked in cooperation with eligible MPOs and cities to develop a new CMAQ allocation formula, to be applied in Federal fiscal year (FY) 2019 and beyond. This section discusses areas eligible to receive annual CMAQ funding, their applicable pollutants, and an approximate percent of the overall annual allocation.²

Funding Obligation

Oregon must obligate all federal funds programmed each year, regardless of funding type. ODOT therefore expects that all CMAQ funds programmed in a given year will be obligated, both for MPO- and LPA-selected projects.

MPOs that cannot obligate programmed projects in a given year can work with ODOT's Program and Funding Services to identify other CMAQ recipients that can obligate the unspent CMAQ funds.

Allocation Process

The table below details ODOT's process steps for annual CMAQ fund forecast and allocation. This process occurs every Oct every year.

Description	
1	ODOT Program & Funding Services (PFS) forecasts CMAQ funds available
2	CMAQ Program Manager determines MPO & LPA allocation
3	CMAQ Program Manager communicates CMAQ forecast to MPOs & LPAs
4	CMAQ Program Manager communicates actual amounts to MPOs & LPAs upon receipt of Oregon's annual apportionment from FHWA

Off-the-top Allocation to Department of Environmental Quality (DEQ)

The Oregon Legislature directed \$250,000 per year of CMAQ funding to the DEQ for diesel retrofits. DEQ funding is taken off-the-top prior to MPO and LPA allocations. DEQ projects are included in the STIP or MTIP if inside MPO boundaries.

Allocation Formula for MPOs

MPOs receive 97% of the annual CMAQ funding. The current allocation formula (FY 2019 and beyond) for MPOs is based 80% on level of impact (or population) and 20% on complexity factors. For each eligible MPO, the table below shows the applicable pollutants and the approximate annual allocation of CMAQ funds.³

MPO Recipients	Applicable Pollutants and Precursors	Approximate Annual Allocation (%)
Portland Metro		73
Salem-Keizer	CO	9
Central Lane	PM10	9
Rogue Valley	CO, PM10	6

² The Oregon Department of Environmental Quality provides further information on [air quality maintenance and non-attainment areas](#) in Oregon.

³ Actual percent values may vary slightly based on the allocation formula.

Middle Rogue	CO, PM10	3
--------------	----------	---

When the OTC modified CMAQ funding distribution in 2017, MPOs agreed to phase funding down for the Rogue Valley MPO to their actual allocation after five years. This “bridge funding” raises Rogue Valley’s initial allocation to around 8.5% in FY 2019, and then slowly lowers it to 6% in 2023.

Allocation Formula for Rural Recipients

Beginning October 1, 2018, 3% of the statewide total CMAQ funding is set aside annually for the rural recipients of Klamath Falls, LaGrande, Lakeview, and Oakridge. Klamath Falls receives an annual fund allocation of 62% of the rural distribution, while the other cities receive a rotating allocation of the remaining 38% every third year. Allocating every three years prevents accumulation of unobligated federal-aid balances while ensuring each city receives its full allocated amount.

The tables below show the applicable pollutants and rural allocation splits, followed by the forecasted allocation for rural CMAQ recipients through 2029 for reference.⁴

City	Applicable Pollutants	Approximate Allocation (%)
Klamath Falls	CO, PM2.5, PM10	62 (every year)
La Grande	PM10	38 (year 1)
Lakeview	PM10	38 (year 2)
Oakridge	CO, PM2.5, PM10	38 (year 3)

City	2024	2025	2026	2027	2028	2029
Klamath Falls	\$387,198	\$387,198	\$387,198	\$387,198	\$387,198	\$387,198
La Grande	-	\$237,315	-	-	\$237,315	-
Lakeview	-	-	\$237,315	-	-	\$237,315
Oakridge	\$237,315	-	-	\$237,315	-	-

⁴ Values shown are forecasts based on historic distributions. Actual amounts will vary.

3. Eligibility

After CMAQ funds are forecasted and allocated annually, MPOs and rural recipients must choose which projects to fund. This section details project eligibility as well as the process steps for both MPO and rural recipient CMAQ projects.

Each CMAQ eligible area determines how best to utilize the CMAQ funding within project eligibility requirements (described below), but ODOT is ultimately responsible to ensure all federal funds in Oregon are used in accordance with applicable federal requirements.⁵ ODOT determines eligibility for CMAQ projects and reports annually to FHWA on the air quality benefits estimated from CMAQ investments in Oregon.

Project Eligibility

MPOs and eligible rural cities submit CMAQ applications to ODOT for eligibility determination. CMAQ projects must meet the following eligibility criteria:

1. Must be a transportation project;
2. Must generate a net emissions reduction for applicable pollutants;
3. Must be located in or benefit a non-attainment or maintenance area;
4. Conform to the requirements of the Clean Air Act; and
5. Must be consistent with a long-range transportation plan and included in the MTIP (MPOs) or STIP (rural recipients).

Within the eligibility criteria, FHWA identifies 20 different project types for eligible use of CMAQ funds, but states have discretion as to how projects are prioritized for funding. ODOT and the OTC narrowed the list of eligible projects and set program criteria for project selection to support state transportation policy goals. The narrowed project types support state transportation policy goals, MPO's priorities, and have a measurable impact on air quality improvements. CMAQ recipients in Oregon are required to select projects under the seven categories defined in the table below, which include specific types of projects.⁶

Allowable Project Types within Oregon & Examples	
1. Public Transportation Improvements	<ul style="list-style-type: none">• Capital projects:<ol style="list-style-type: none">a. Transit stop infrastructure to support increased use of buses and trainsb. Bus pullouts to improve roadway traffic flow and enhance transit rider safetyc. Fixed guideways or tracks for high-capacity transit improvement to reach more riders• Capital purchases, including: electric or alternative fuel transit vehicles with no or low emissions• Operational improvements:<ol style="list-style-type: none">a. New or expanded service to reach transportation disadvantaged populations and others

⁵ ODOT's stewardship responsibilities for federal funds are established in the [ODOT-FHWA Stewardship and Oversight Agreement](#).

⁶ The original list approved by the OTC is available in the document [Oregon Department of Transportation : Local Government Funding Overview : Local Government : State of Oregon](#)"

	<ul style="list-style-type: none"> b. Increased frequency of existing routes to increase service capacity and accommodate a broader array of potential riders
2. Transportation Options Strategies	<ul style="list-style-type: none"> • Program Support for Transportation Management Associations working on geographic-specific congestion issues • Employer-based programs that support alternative work schedules, telecommuting, bus passes, and carpooling. • Safe Routes to School Outreach and encouragement programs that help kids safely use the transportation system or foster interest in taking the bus, biking, or walking, which helps reduce school-related congestion. Preferred priority towards Title I schools. See Sections 7 and 9 of FHWA CMAQ Guidance. • Targeted transportation options (education and outreach), making people, employees, or students aware of new, enhanced, or existing transit service and biking and walking opportunities • Traveler information to support awareness of travel choices and help people plan ahead to use public transit or other modes • Vanpool/rideshare operations and capital expenses so people can rideshare rather than drive alone to and from work or school • Congestion pricing to send a monetary signal to roadway users on the cost of congestion and impacts in an effort to lessen worsening congestion
3. Pedestrian and Bicycle Infrastructure⁷	<ul style="list-style-type: none"> • Stand-alone on-road bicycle and pedestrian projects that complete gaps or address biking or walking mobility issues near transit, schools, downtowns, employment centers, shopping and medical services to provide people with the ability to use these modes to reach critical destinations and services⁸ • Off-road paths within and connecting communities that provide a statewide benefit according to the Regional Paths policy (2.5D) of the Oregon Bicycle and Pedestrian Plan
4. Vehicle and Fuel Efficiency Efforts	<ul style="list-style-type: none"> • Diesel engine retrofits of school buses and government fleet vehicles to cost-effectively improve air-quality • Electric charging station infrastructure to encourage no-emission vehicle use • Compressed Natural Gas (CNG) or Recycled Natural Gas (RNG) fueling stations and infrastructure to encourage low-emission vehicle use • Vehicle purchases for government fleets, including: electric and alternative fuel vehicles with low or no emissions⁹
5. Intelligent Transportation Systems for	<ul style="list-style-type: none"> • Signal synchronization to improve traffic flow, with fewer stops and starts • Multi-modal traveler information to share information on crashes and detours and reduce intermittent delay that negatively impacts air quality

⁷ Pedestrian and bicycle infrastructure projects funded with CMAQ must demonstrate they are not solely recreational, per FHWA CMAQ "[Interim Program Guidance under MAP-21](#)," Paragraph F.7.

⁸ ORS 366.514 requires footpaths and bicycle trails whenever a highway, road, or street is being constructed, reconstructed, or rebuilt with state highway fund dollars. CMAQ funds cannot be used to satisfy ORS 366.514 requirements.

⁹ The applicable cost principles in 2 CFR require the costs be equitably allocated to benefitting cost objectives and Title 23 funds cannot be used to fund general government operations, including vehicle acquisition. However, FHWA may participate in the CMAQ eligible portion of vehicle purchases that are limited to the marginal emissions-reducing elements of the project. In other words, FHWA participates in the incremental cost difference between standard and alternative fueled vehicles.

congestion reduction	<ul style="list-style-type: none"> • Electronic toll collection systems to implement congestion pricing as discussed above • Incident clearance equipment and management programs to help reduce intermittent delay
6. Traffic Flow Improvements for congestion reduction	<ul style="list-style-type: none"> • Transit signal priority systems • High-Occupancy Vehicle (HOV) or High-Occupancy Toll (HOT) lanes • Turn lane additions/improvements and intersection modifications when a threshold – such as Volume-to-Capacity (V/C) – is reached. Projects must mitigate existing congestion and be reviewed by ODOT Transportation Planning and Analysis Unit
7. Road Dust Mitigation to remove fine particulates (PM10 areas only)	<ul style="list-style-type: none"> • Gravel street paving • Street sweeper purchase

Exception Process

MPOs and rural recipients that have an identified project outside the eligible project types or varying from the descriptions above should contact the CMAQ Program Manager for approval prior to submitting an application. The MPO or rural recipient must articulate why a project outside the approved list should be funded, including context, needs, and potential air quality benefits. Exceptions to the narrowed project list provided will be limited and are approved by the CMAQ Program Manager on a case-by-case basis only. [Exceptions must comply with Federal CMAQ eligibility requirements.](#)

Eligibility Determination

All CMAQ project applications need to be submitted to cmag@odot.state.or.us for CMAQ Program Manager for review and approval.¹⁰ [Ideally, this should take place one fiscal year prior to funding project.](#)

All CMAQ recipients submit a prospectus or application in a single document to ODOT detailing the project and its eligibility for CMAQ. ODOT has an application template (see Appendix A)

MPOs:

MPOs in Oregon identify, select, and recommend CMAQ projects to ODOT based on applications submitted by member jurisdictions. In this process, MPOs are certifying to ODOT that each project they have selected meets CMAQ eligibility and how each project helps to meet MPO and state CMAQ targets. MPOs should only submit information for projects that are anticipated to be programmed in the MTIP and funded. MPOs may prepare one or two contingency projects, but not submit applications unless the MPO anticipates that one or more funded projects may not be able to proceed.

¹⁰ The CMAQ Program Manager can provide examples of past materials as requested.

Rural Recipients:

Unlike MPO-selected projects, rural jurisdictions work directly with ODOT, rather than a MPO, to identify, select, and seek approval for CMAQ projects. The information for both MPO and rural processes is essentially the same, but ODOT is more directly involved in the rural process.

Calculating Emissions Benefits

CMAQ funding is available to reduce traffic congestion and improve air quality. Projects must demonstrate a marked improvement in air quality, with Federal guidance suggesting that cost-effectiveness (i.e. volume of emission reductions for cost of project) be considered.¹¹

Calculating MPO Emissions

MPOs conduct their own air quality improvement calculations for projects they select to fund with CMAQ. Each project, or program of projects, must have a quantitative analysis which demonstrate a net air quality benefit for pollutants the area is in (or formerly in) nonattainment or maintenance status for, including all appropriate precursor emissions. Units must be in kilograms/day (kg/day). FHWA provides tools to calculate air quality improvements for some project types, which are available on the [CMAQ Emissions Calculator Toolkit website](#). ODOT reviews and validates MPO air quality assessments when confirming project eligibility.

Calculating Rural Emissions

Rural communities can use the [FHWA CMAQ Emissions Calculator Toolkit](#). Alternatively, ODOT Geo-Environmental Section can assist rural recipients in calculating air quality improvements for identified projects. Rural recipients should contact the CMAQ Program Manager for more information.

MPO Selection Process

Each MPO conducts its own call for projects and selection process and determines how to meet MPO CMAQ targets. Decisions regarding project prioritization and final selection are the responsibility of the MPOs. Each MPO is granted the autonomy to develop its own project selection criteria within the parameters of program eligibility, and therefore the process varies from area to area. However, the selection and prioritization processes need to be well documented and publicly available. When prioritizing projects for CMAQ funding, MPOs should consider how the expected emissions benefits of proposed projects impact Federal CMAQ performance measures applicable to their area, per Section 6 of these Guidelines. The basic MPO selection process steps are outlined below:

MPO Selection Process	
1	MPO establishes 2 year and 4-year targets for applicable emissions that are in non-attainment or maintenance
2	MPO identifies potential CMAQ projects from local jurisdictions, transit agencies or other eligible entities making funding requests
3	MPO screens project eligibility, performs quantitative emissions analysis, and selects projects to be part of a program of projects to meet CMAQ requirements.
4	MPOs develop the program of projects to meet CMAQ targets, MPOs submit to the CMAQ Program Manager the complete list of CMAQ projects to be funded in their MTIP, including emissions benefit calculations (any reserve projects will not be reviewed by ODOT at this time)

¹¹ FHWA provides additional [guidance and tables for CMAQ cost-effectiveness](#).

ODOT Review	
5	CMAQ Program Manager reviews MPO submissions for CMAQ program participation; works with ODOT Geo-Environmental Section to confirm MPO emissions benefit estimates
6	MPOs revise submissions (if applicable)
7	CMAQ Program Manager makes eligibility determination
8	CMAQ Program Manager sends determination to FHWA for final determination and approval
9	CMAQ Program Manager notifies MPOs of accepted or rejected projects

Rural Selection Process

Each rural recipient should work with their respective ODOT Region Contact to identify eligible projects for CMAQ funding. The basic rural selection process steps are outlined below:

Rural Selection Process	
1	LPA identifies potential projects
2	LPA and Region Contact provide CMAQ Program Manager the complete list of projects to be funded with forecasted CMAQ balance, including emissions benefit calculations (reserve projects will not be reviewed by ODOT)
ODOT Review	
3	CMAQ Program Manager reviews LPA submissions for CMAQ program participation; works with ODOT Geo-Environmental Section to confirm emissions benefit estimates
5	LPA revises submissions (if applicable)
4	CMAQ Program Manager makes final eligibility determination
5	CMAQ Program Manager send determination to FHWA for final approval
6	CMAQ Program Manager notifies LPA of accepted or rejected projects

4. MTIP, STIP and Obligations

Projects selected for CMAQ funding must be added to the respective MTIP and STIP for MPO recipients and the STIP for rural recipients.

MPOs will provide application to ODOT, which includes emissions calculations. After ODOT review, the ODOT Program Manager will notify the MPO if the project meets all eligibility requirements. If so, the MPO will add the project to the MTIP. MTIP projects are then incorporated into the STIP.

Once programmed in the STIP, Regions and recipients can begin the Intergovernmental Agreement (IGA) process. After ODOT and the CMAQ recipient have signed an IGA, ODOT will request FHWA approval to obligate CMAQ funds. ODOT Statewide Investment Management Section will then inform the ODOT Region Contact and recipient to begin invoicing ODOT for CMAQ expenses that occurred after obligation. The basic process steps are shown in the table below.

Programming & IGA Process	
1a	MPO Process: MPO staff program CMAQ projects into MTIP; notifies ODOT Region STIP Coordinator
1b	Rural Process: LPAs work with ODOT Region STIP Coordinator to program CMAQ project(s) into STIP
2	LAL starts IGA process; notifies CMAQ Program Manager
3	LAL sends IGA to recipient for signature
4	LAL sends IGA to ODOT Program & Funding Services (PFS); CMAQ Program Manager reviews IGA
5	LAL requests obligation CMAQ funds for project from PFS
6	PFS requests approval to obligate CMAQ funds for project from FHWA
7	FHWA approves obligation
8	PFS sends Notice to Proceed to Region with a copy to MPO; establishes Expense Account for project and notifies CMAQ Program Manager
9	Region notifies recipient of approval to start invoicing CMAQ project expenses

CMAQ Projects with Transit Agencies

CMAQ projects awarded to transit agencies should have their CMAQ funds transferred to Federal Transit Administration (FTA) for direct receipt, except for rare occasions where FTA does not have authority (e.g. a school bus project). The FTA transfer process eliminates the need for both an IGA between ODOT and the local agency as well as a Buy American waiver, if applicable.¹² Air quality calculations, project type requirements, eligibility determination, and all other federal planning and programming requirements still apply for FTA transfer projects.

FTA Transfer Process	
1	Transit agency requests from FTA that CMAQ funds be transferred from FHWA to FTA for their project
2	FTA, FHWA, and ODOT Program & Funding Services (PFS) coordinates transfer
3	FTA initiates transfer through a letter requesting the transfer to PFS
4	PFS initiates the transfer with FHWA Oregon

¹² See FHWA's memo [Transfer of Funds for Transit Projects](#).

5	Once the transfer is complete, the transit agency works directly with FTA for project delivery
----------	--

5. Program and Project Delivery

CMAQ projects are delivered by either the local agency (if certified to deliver a federal-aid project or through the State Funded Local Projects process) or by the ODOT Region. MPOs and the CMAQ Program Manager monitor overall CMAQ funding and help resolve issues. MPOs are responsible for tracking CMAQ projects and balances in their area and managing their CMAQ allocation. The project delivery process steps are outlined below.

Delivery Options for CMAQ Recipients

ODOT offers three delivery options for federal-aid projects (including CMAQ), listed below.

1. Certified Local Public Agency
2. ODOT Delivered Project

For additional information on each delivery method, see the [Oregon Department of Transportation : Governance : Local Government : State of Oregon](#).

Certified Local Public Agency:

The Certification Program allows qualified LPAs to directly deliver federal-aid projects with limited ODOT involvement. The program is targeted to agencies in the Portland, Salem, and Eugene metropolitan areas with the project volume and staff capacity to deliver federal-aid projects.

Rural CMAQ recipients are not eligible to participate in the Certification Program at this time but can have a certified local agency deliver a CMAQ project on their behalf. For example, Lane County could deliver on behalf of Oakridge, where the project is managed directly by the County and Oakridge provides local match. All applicable CMAQ and federal-aid requirements apply.

Delivery & Oversight Process	
1	Local agency expends funds; seeks reimbursement by invoice from ODOT Region
2	Region Contact reviews invoice; coordinates payment in accordance with ODOT & FHWA process
3	MPO monitors CMAQ balance against financial plan (MPO distribution only)
4	Local agency sends final invoice for payment and any closeout documentation
5	Local agency and Local Agency Liaison conducts final inspection
6	Local agency notifies PFS of project closeout

ODOT-Delivered:

If neither certification nor SFLP delivery methods can be used, ODOT can directly deliver the CMAQ project on behalf of the local agency. The project is managed as an ODOT project with the LPA providing match as a third party. All applicable CMAQ and federal-aid requirements apply.

Project Change Requests

ODOT expects MPOs to manage their annual CMAQ funds and keep track of CMAQ funds applied to projects. Schedule and budget changes should therefore be handled between the project team and the MPO, unless they impact CMAQ eligibility. Project Change Requests for MPO-selected projects require CMAQ Program Manager Review for changes impacting CMAQ eligibility. For example, scope changes that potentially alter air quality benefit calculations on a previously approved project or adding CMAQ funds to a project that did not have CMAQ funds before requires CMAQ Program Manager approval.

Project Change Requests for rural recipient projects require CMAQ Program Manager approval for all scope, schedule, and budget changes leading to an IGA amendment and potential impacts to CMAQ eligibility.

In the event that project scope, schedule, or budget changes require an amendment to the project IGA, CMAQ recipients should follow the process below.

IGA Amendments	
1	Local agency and/or Region Contact identifies need for amendment
2	Region Contact notifies CMAQ Program Manager of amendment (if eligibility determination required)
3	CMAQ Program Manager determines eligibility; approves amendment
4	CMAQ Program Manager seeks FHWA concurrence on eligibility
5	Region Contact coordinates amendment process following Region procedure in collaboration with local agency

6. Performance Measures

Federal regulation¹³ requires ODOT and MPOs to monitor and report on performance measures for traffic congestion and on-road mobile source emissions for the purpose of carrying out the CMAQ Program. The US DOT established three performance measures for assessing the CMAQ program shown in the table below.¹⁴

CMAQ Performance Measures		First Performance Period	Second Performance Period
	Peak Hour Excessive Delay: Annual Hours of Peak Hour Excessive Delay (PHED) Per Capita	1/1/2018 – 12/31/2021	1/1/2022- 12/31/2026

¹³ 23 CFR Part 490 (Sections 490.707 and 490.807)

¹⁴ Additional information on CMAQ performance measures available on FHWA's [CMAQ webpage](#) and [Transportation Performance Management webpage](#).

Traffic Congestion Measures	Non-Single Occupancy Vehicle Travel: Percent of Non-Single Occupancy Vehicle (SOV) Travel	1/1/2018 – 12/31/2021	1/1/2022- 12/31/2026
On-Road Mobile Source Emissions Measure	Emission Reductions: 2- and 4-year Total Emission Reductions for each applicable criteria pollutant and precursor	10/1/2017 – 9/30/2021	10/1/2021 – 9/30/2025

Peak Hour Excessive Delay (PHED) Measure

Traffic congestion is measured by the annual hours of peak hour excessive delay (PHED) per capita on the National Highway System (NHS). Excessive delay is based on the speed threshold of 20 miles per hour or 60% of the posted speed limit travel time, whichever is greater, and is measured in 15-minute intervals. Peak travel hours are defined as 6-10 a.m. local time on weekday mornings; the weekday afternoon period is 3-7 p.m. or 4-8 p.m. local time. The total excessive delay metric is weighted by vehicle volumes and occupancy.

Applicability: Urbanized areas that include NHS mileage with a population over 1 million people for the first reporting performance period and in urbanized areas with a population over 200,000 for the second and all other performance periods, that are, in all or part, designated as nonattainment or maintenance areas for ozone, carbon monoxide or particulate matter National Ambient Air Quality Standards (NAAQS).

For the first reporting period, the applicable agencies were: ODOT and Metro.

Targets: ODOT and Metro collectively established a unified 4-year target for the urbanized area in May 2018. While Metro will no longer be required to report, as it is no longer in non-attainment or maintenance, Metro is expected to assist ODOT in developing and meeting state targets for pollutants.

For the second reporting period, the applicable agencies are: ODOT, Central Lane, Salem-Keizer, and, depending upon the 2020 U.S. Census, Rogue Valley.

Targets: ODOT and the other applicable agencies established 2- and 4-year targets October 2022.

Non-SOV Travel Measure

The measurement of non-SOV travel in applicable urbanized areas, including travel via carpool, car, public transportation, commuter rail, walking, bicycling, as well as telecommuting. There are three options to calculate modal share:

- A minimum option for measurement will be use of the American Community Survey (ACS) Commuting (Journey to Work) data from the U.S. Census Bureau.
- Localized surveys are also acceptable.
- Volume/usage counts for each mode to determine the percent non-SOV travel, and will be encouraged to report any data not available in national sources today (such as bike counts) to FHWA.

Applicability: Urbanized areas that include NHS mileage with a population over 1 million people for the first reporting performance period and in urbanized areas with a population over 200,000 for the second and all other performance periods, that are, in all or part, designated as nonattainment or maintenance areas for ozone, carbon monoxide or particulate matter National Ambient Air Quality Standards (NAAQS).

Emissions Reductions Measure

Total emissions reduction is calculated is the cumulative 2- and 4-year reported emissions reductions of applicable criteria pollutant and precursors, in kilograms per day, for all projects funded with CMAQ funds. The 2018 baseline for Cycle One in Oregon is the sum of all CMAQ estimated emission reductions in each of the pollutants from 2014-17 projects. This baseline was updated in October 2022 for Cycle Two.

Applicability: State DOTs where one or more areas are designated nonattainment or maintenance for criteria pollutants and precursors and MPOs that contain all or part of any one or more area(s) designated as nonattainment or maintenance criteria pollutants and precursors.

Targets: ODOT and MPOs establish targets. ODOT is required to establish both 2- and 4-year targets for the second performance period. Applicable MPOs must either support the ODOT target or establish their own quantifiable targets within 180 days of ODOT target establishment. Applicable MPOs with a population greater than 200,000 must develop both 2- and 4-year quantifiable targets. This target was set in October 2022.

Performance Plan

MPOs that serve a TMA of 1 million or more in population in maintenance or non-attainment must submit a biennial performance plan to ODOT for all measures. For the first performance period, the CMAQ Performance Plan will include the following, as applicable:

Baseline Performance (2022)	Mid Performance Period (2024)	Full Performance Period (2026)
Baseline levels for traffic congestion and on-road mobile source emissions for which the area is in non-attainment or maintenance	2-year condition and/or performance	4 year condition and/or performance
Targets (2-year and 4-year)	2-year progress assessment in achieving performance targets. If applicable, adjusted 4-year target	4-year progress assessment in achieving performance of the 4-year targets
A description of projects identified for CMAQ funding for Federal fiscal years 2018-2021 and a projection of how these projects will contribute to achieving emission and traffic congestion reduction targets	Updated description of projects and their contribution to achieving the 4-year target	

developed pursuant to 23 U.S.C. 150(d)		
--	--	--

The performance plan will be submitted to ODOT for inclusion in ODOT's biennial reports to FHWA. Metro, the only MPO in Oregon over 1 million in population, is no longer in non-attainment or maintenance status. Therefore they will not have to set targets, but will cooperate with ODOT in the development and meeting of state targets.

Biennial Reporting

ODOT will submit the following biennial reports to FHWA:

Reports	
1. Baseline Performance Period	<ul style="list-style-type: none">Includes targets and Metro applicable CMAQ Performance PlanDue October 1, 2022
2. Mid Performance Period	<ul style="list-style-type: none">Includes progress towards meeting targets, adjustment to 4-year targets, and Metro CMAQ Performance PlanDue October 1, 2024 unless Metro relieved
3. Full Performance Period	<ul style="list-style-type: none">Includes 4-year progress towards meeting targets in the first full performance-period reportDue October 1, 2026

PHED and Non-SOV performance period is 1/1/2022 – 12/31/2025.

Each MPO with populations greater than 200,000, and in a non-attainment or maintenance area is required to set 2- and 4-year CMAQ targets for:

- Annual hours of Peak Hour Excessive Delay (4-year performance target)
- Percent reduction of Non-SOV Travel (2- and 4-year performance targets)
- Total Emissions Reductions emissions deemed in non-attainment or maintenance for VOC, CO, NOx, PM10 and/or PM2.5 (2-year and 4-year performance targets)

Currently there are only two MPOs with populations greater than 200,000:

- Lane Council of Government (LCOG)
- Salem-Keizer Area Transportation Study (SKATS)

MPOs will submit the following reports to ODOT, who submits biennial report to FHWA for the second performance period, which begins October 1, 2024:

Reports	
1. Baseline Performance Period	<ul style="list-style-type: none">Includes targets and MPO CMAQ Performance PlanDue October 1, 2022
2. Mid Performance Period	<ul style="list-style-type: none">Includes progress towards meeting targets, adjustment to 4-year targets, and CMAQ Performance PlanDue October 1, 2024
3. Full Performance Period	<ul style="list-style-type: none">Includes 4-year progress towards meeting targets in the first full performance-period report and Metro CMAQ Performance PlanDue October 1, 2026

Appendix A: CMAQ Application

The CMAQ Application can be found here:

<https://www.oregon.gov/odot/LocalGov/Documents/CMAQ%20Application.pdf>