

Montana Local Technical Assistance Program

Quarterly Progress Report

MDT Project No. 02443

SFY 2025 Q3

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FEDERAL HIGHWAY ADMINISTRATION

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Executive Summary/Major Accomplishments

This State Fiscal Year (SFY 2025) Quarter 3 Report is submitted to the Montana Department of Transportation (MDT) and the U.S. Department of Transportation, Federal Highway Administration (FHWA) to provide details on the activities and project work of Montana LTAP in support of MDT Project No. 02443, Montana Local Technical Assistance Program.

From September to December 2024, LTAP hosted 1021 in-class participants, in 19 different classes, taught at 13 different locations, accounting for 153 hours of instruction, with a reach of 6635 in-person contact hours. Classes were taught in Great Falls (4), Helena (4), Billings (2), Lame Deer (2), Missoula (2), Missoula County (1) and Townsend (1). The classes scheduled for Sidney, Plentywood and Chester were cancelled due to illness (LTAP Staff). Figure 1 and Table 1 provide an overview of training attendance by customer type. Enrollment for MACRS training was less than anticipated due to the long and mild fall season. We did reschedule several venues/locations for Q4 delivery to accommodate our customers' scheduling conflicts.

Q3 Attendance by Customer Type, Total = 1021

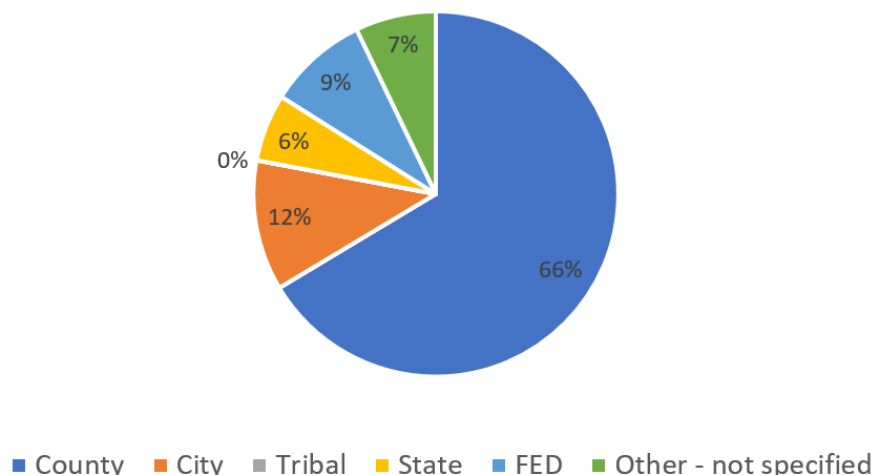


Figure 1: Q3 training participation by customer type

Table 1: Agency Attendees by Quarter, FY 2025

Customer Type	2025 Q1: 352 Attendees	2025 Q2: 251 Attendees	2025 Q3: 1021 Attendees	2025 Q4: ### Attendees
City	13%	26%	12%	
County	65%	74%	66%	
State	0%	0%	6%	
Tribal	0%	0%	9%	
Local/Other*	22%	0%	7%	

*Includes Federal Land Management agencies, contractors, homeowner associations, private road agencies, community groups, student groups, and all others requesting training assistance.

Training Overview

During Q3, LTAP provided trainings under Safety (10 in Personal Safety), Infrastructure Management (3 classes), Workzone Safety (6 classes) and Workforce Development (10 Classes) focus areas. Figure 2 illustrates the distribution of classes delivered per focus area.

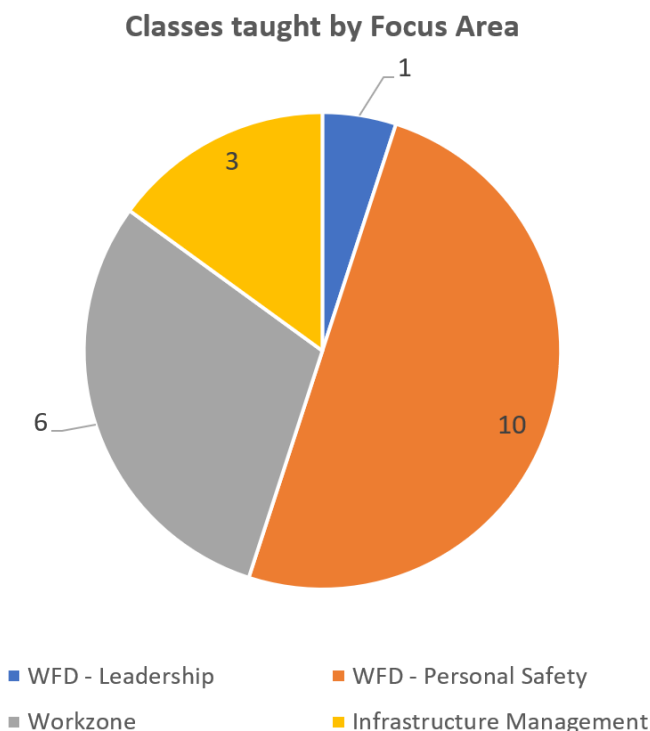


Figure 2: Training classes by focus area delivered during Q3

In addition to the classes delivered to customers, MT LTAP personnel participated in three Organizational Excellence activities. These are professional development and leadership trainings for LTAP personnel. In Q3, Matt Ulberg attended the Winter NLTAPA Meeting in Virginia, TRB 2025 Annual meeting in Washington DC, the North Central Region Meeting in Kansas City, KS, and MACRS Board/Planning meetings. Shawna Page provided two days of Work Zone training to North Dakota LTAP.

This Quarterly progress report further details these activities by focus area:

- Safety
- Infrastructure Management
- Workforce Development
- Organizational Excellence

Focus Area: Safety

Safety is incorporated into all classes, hosted activities, technical assistance, and training. This includes seatbelt usage and Toward Zero Deaths and distracted driving messaging, as well as the LTAP personal safety classes, work zone safety, and roadway and operations/maintenance safety.

Safety efforts this quarter included a 10-hour OSHA course in Lame Deer, MSHA classes in Missoula and Townsend, and 5 6-hour flagging classes. These courses accounted for 72 of the 153 class instruction hours delivered this quarter and reached 377 (37%) of the 1021 total customers taught this quarter.

Table 2 provides Montana LTAP's schedule of specific safety-related training, the location of the training, and attendance level by customer type.

Table 2: Safety related trainings provided in FY 25 Q3

Date	Class	Location	Total Attendance
1/14/2025	OSHA 10 Construction	Lame Deer	10
1/15/2025	OSHA 10 General Industry	Lame Deer	14
1/21/2025	MSHA Refresher	Townsend	8
1/27/2025	Flagging Class	Helena	17
2/5/2025	Flagging Class	Butte	34
3/4/2025	Flagging Class	Great Falls	9
3/5/2025	Flagging Class	Missoula	40
3/25/2025	MACRS Annual Conference	Great Falls	224
3/27/2025	Flagging Class	Great Falls	16
2/18/2025	MSHA New Miner	Missoula	5

Focus Area: Infrastructure Management

Infrastructure management is a foundational topic that is integrated into multiple courses, both as a primary focus and as a supporting element. Montana LTAP recognizes the growing need for improved infrastructure management systems and is actively promoting this area. To address this need, courses that emphasize maintaining accurate inventories of culverts, cattleguards, and signs, as well as implementing effective pavement management and condition assessment strategies are recommended.

Infrastructure Management was the area of focus for three events this quarter. Billings was the home to our Annual Asphalt Conference, with an attendance of 73, and the RDO (RDO is the regional John Deere dealer) Paving and Compaction Summit with an additional 101 attendees. Half of the MACRS Annual conference was focused on infrastructure management and had an attendance of 224. These events account for 21 instruction hours (14%) of the 398 attendees, or 39% of the 1021 total customers reached this quarter.

Table 3 provides information on Montana LTAP's Q1 Infrastructure Management training, the location of the training, and attendance level by customer type. Note: all customers were county employees for these classes.

Table 3: Infrastructure Management related training provided in FY 25 Q3

Date	Class	Location	Total Attendance
2/26/2025	2025 Montana Asphalt Conference	Billings	73
2/27/2025	2025 RDO Paving and Compaction Summit	Billings	101
3/26/2025	MACRS 2025 Annual Conference	Great Falls	224

Focus Area: Workforce Development

Workforce development remains a high-demand course type, primarily driven by our customers' expressed needs. FHWA has asked us to be advocates for initiatives in the Bipartisan Infrastructure Law (BIL), and one big area of focus is the strong emphasis on workforce development. We do this with an eye to what is requested by our locals and find opportunities to serve them while developing their workforce every quarter.

Workforce training is essential for our local agencies, and when combined with personal safety training, we can effectively reach employees at all levels. We consistently receive positive feedback from our city, county, and tribal customers, who appreciate our ability to equip their workforce with the skills necessary to effectively manage, operate, and maintain their roadways. Given ongoing turnover and worker shortages, workforce development continues to be a critical component of our program delivery

Workforce Development comprised 6 of our 20 classes this quarter. These courses are classified as Workforce Development –Workzone, and account for 42 instruction hours (27%) of the 153 hours taught, and 128 attendees, or 12.5% of the 1021 total customers reached this quarter.

Table 4 provides Montana LTAP's schedule of Workforce Development training, the location of the training, and attendance level by customer type.

Table 4: Workforce Development training provided in FY 25 Q3 (See also SAFETY)

Date	Class	Location	Attendance
1/29/2025	Traffic Control Supervisor	Helena	8
1/31/2025	Flagger Train the Trainer	Helena	11
3/6/2025	Traffic Control Technician	Missoula Co	21
3/11/2025	Traffic Control Technician	North Dakota	42
3/12/2025	Traffic Control Technician	North Dakota	46

Focus Area: Organizational Excellence

To provide the best service possible to constituents, LTAP personnel seek out relevant opportunities for training and other professional development to improve their knowledge, skills, and abilities. Activity in NLTAPA, TRB, APWA, NACE, and other organizations is supported and encouraged by FHWA Center for Local Aid Support (CLAS) and our partners.

Organizational excellence addresses professional development and leadership training for LTAP personnel. This also includes professional support of our staff through activities in nationally significant organizations, support of our customers and partners, and partnering efforts with our sponsoring agencies (FHWA, MDT, and MSU).

In Q3, Matt Ulberg attended the Winter NLTAPA Meeting in Virginia, TRB 2025 Annual meeting in Washington DC, the North Central Region Meeting in Kansas City, KS, and MACRS Board/Planning meetings. Shawna Page provided two days of Work Zone training to North Dakota LTAP. Matt also led the pre-conference Leadership training prior to the MACRS Annual meeting in Great Falls.

Table 5 lists the Organizational Excellence activities that LTAP participated in this quarter.

Table 5: Organizational Excellence Activities in FY 25 Q3

Q3 Activities: January- 2025	
January 4	NLTAPA Winter Business Meeting, VA
January 5-8	TRB 2025, Washington, DC
Mar 18-19	North Central Region NLTAPA, Kansas City
March 23	Leadership

We worked with FHWA, MDT, and the Asphalt Institute on planning efforts, and delivered a very successful 2025 Montana Asphalt Conference. Our role as lead coordinator and host was to lead coordination efforts, venue negotiation, registration, session facilitation, and record-keeping. This was another great opportunity for us to partner with these agencies and organizations.

In the last month of Q3, we worked with MACRS to host the Annual MACRS Conference. The conference included two full days of content, a pre-conference LTAP-provided Leadership Training, and a post-conference MACRS Board meeting.

General Highlights

Other highlights of Montana LTAP's accomplishments during Q3 include:

Webinars

LTAP hosted two monthly webinars in Q3. When completed, recordings may be found here:

https://www.ltap.montana.edu/mtltap/LTAP_Webinars.asp

- January Webinar Topic: Noise Safety - Protect Your Hearing
- February Webinar Topic: Cold Weather Safety
- March Webinar Topic: No Webinar held due to scheduling conflicts

Instructor Led Classes

- Safety (4 classes – 1 OSHA-10 class (2 days), 2 MSHA, and 5 Flagger Certification classes),
- Infrastructure Management (7 drainage classes), and
- Workforce Development (1 Leadership, and a 2-day Traffic Control Technician classes)
- 20 LTAP Instructor-led classes included:
 - 153 hours of instruction
 - 6635 Contact hours
 - Total Attendance of 1021 customers
 - No Tribal customers this quarter
 - County, City, State, Federal, and other locals were all reached this quarter

Q3 Travel

LTAP trainers logged a lot of windshield time crossing Montana's many highways while visiting our customers as well. LTAP in-person trainings were delivered in the following locations:

- | | |
|-------------|---------------|
| • Lame Deer | • Great Falls |
| • Townsend | • Missoula |
| • Helena | • Missoula Co |
| • Butte | • Billings |
| • Missoula | |

Challenges

- MT LTAP is working to accommodate multiple on-demand requests for grader training in the upcoming spring/summer trainings season. The MACRS Board is considering covering the cost of a trainer and working with MT LTAP to organize and coordinate grader training. We are excited about this potential cooperative approach.
- The full MT LTAP staff experienced illnesses that lasted for more than a week this quarter. At least five trainings had to be canceled and rescheduled due to staff illness.
- Q3 was dominated with snowplowing and the start of Spring Grading. We plan to continue scheduling the hands-on classes as they are requested in Q4.

Planned Activities for Q4 (April - June 2025)

- We are working through a backlog of re-scheduled classes and will be busy completing the MACRS Spring classes and reaching our on-request customers with gravel roads and grader trainings - all of which will keep us on the road teaching for most of Q4.
- LTAP will continue to work toward offering more in-house Motor Grader Operation training this year. We have classes tentatively scheduled or requested in several counties and are working with them to fit the course into their schedules. LTAP also hired a part-time instructor to assist with these road grader classes this fiscal year.
- MACRS Spring Classes (Q4) are being planned with dates and locations TBD.

Financial Summary

The year-to-date budget summary for Q3 SFY 2025 is provided in Table 6.

Table 6: Year to Date Budget Summary, Q3 SFY 2025

SUMMARY: Q3 SFY 2025				
Cost Categories	Quarterly Budget	Costs this Quarter	Annual Budget	Costs to Date
Salaries/Benefits	85,495.50	80,039.28	341,982.00	237,850.86
Prof. Services	4,250.00	1,224.56	17,000.00	1,224.56
Travel	3,500.00	4,990.15	14,000.00	9,658.22
Supplies/Comm.	3,500.00	1,885.60	14,000.00	1,923.74
Total Direct Costs	96,745.50	88,139.59	386,982.00	250,657.38
IDCs	28,254.50	25,518.54	113,018.00	73,473.34
TOTAL	125,000.00	113,658.13	500,000.00	324,130.72

Previous SFY 2025 quarters are summarized in Table 7.

Table 7: Budget Summaries for Q2 - SFY 2025

SUMMARY: Q2 SFY 2025				
Cost Categories	Quarterly Budget	Costs this Quarter	Annual Budget	Costs to Date
Salaries/Benefits	85,495.50	92,714.09	341,982.00	157,811.58
Prof. Services	4,250.00	-	17,000.00	-
Travel	3,500.00	4,668.07	14,000.00	4,668.07
Supplies/Comm.	3,500.00	-	14,000.00	38.14
Total Direct Costs	96,745.50	97,382.16	386,982.00	162,517.79
IDCs	28,254.50	28,972.33	113,018.00	47,954.80
TOTAL	125,000.00	126,354.49	500,000.00	210,472.59