

# **Montana Local Technical Assistance Program**

## **Quarterly Progress Report**

**MDT Project No. 02443**

**SFY 2024 Q4**

April 1, 2024 – June 30, 2024

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FEDERAL HIGHWAY ADMINISTRATION

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## Executive Summary/Major Accomplishments

This State Fiscal Year (SFY 2024) Quarter 4 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.

Providing instruction to our local customers is at the heart of what LTAP does. April through June are always busy months for in-state travel and program delivery. We accomplished our goals this quarter, reaching the end of our MACRS Spring Trainings, as well as satisfying numerous on-demand trainings. In Q4, LTAP hosted 594 in-class participants, 34 different classes taught at 27 different locations, accounting for 198 hours of instruction, with a reach of 3834 in-person contact hours.

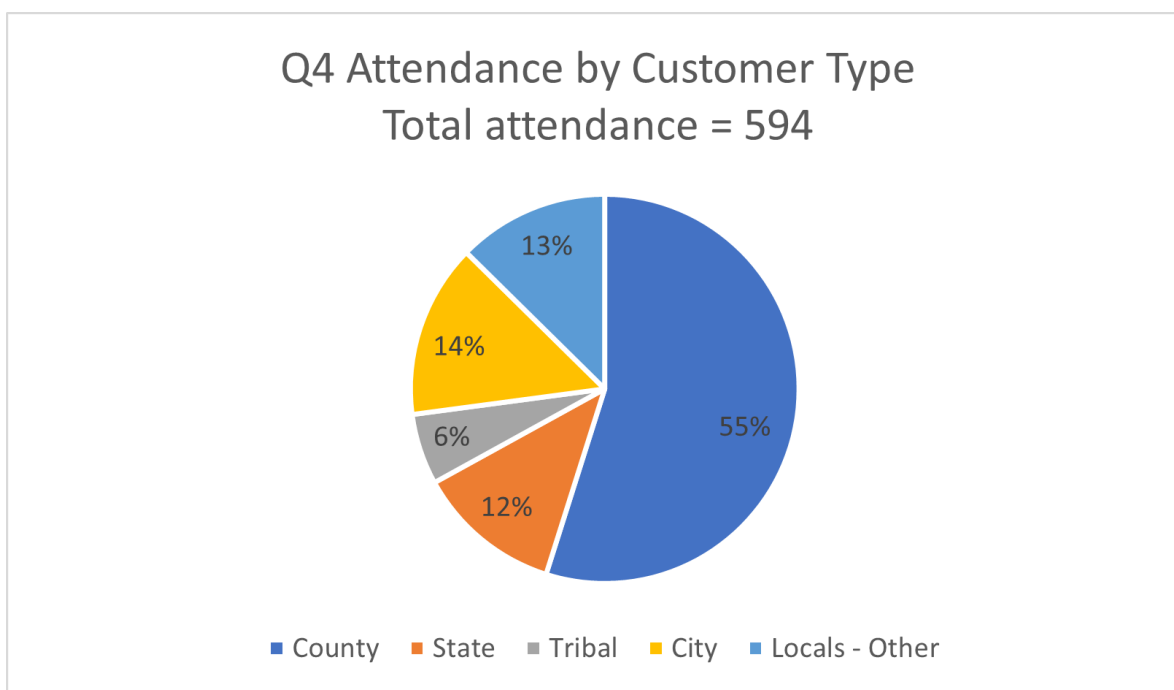


Figure 1: Q4 participation by customer type.

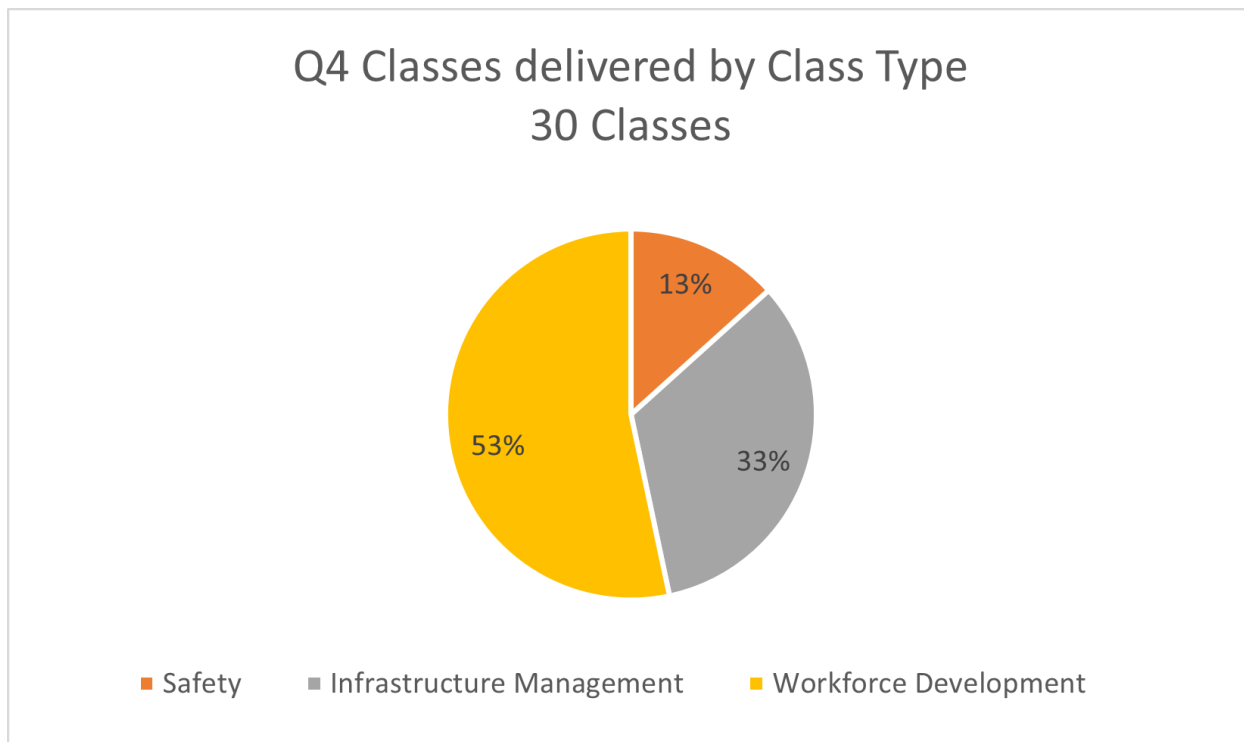
Table 1: Local Agency Attendees by Quarter, FY 2024

Customer Type	2024 Q1: 473 Attendees	2024 Q2: 535 Attendees	2024 Q3: 1297 Attendees	2024 Q4: 594 Attendees
City	10%	17%	3%	14%
County	43%	67%	75%	55%
State	15%		2%	12%
Tribal	16%		4%	6%
Local/Other*	16%	16%	15%	13%

\*Includes Federal agencies, contractors, homeowners' associations, private road agencies, student groups, and all others requesting training assistance.

## Training Overview

During Q4, LTAP provided 34 live trainings under the Safety, Infrastructure Management, and Workforce Development focus areas. Figure 2 illustrates the distribution of classes delivered per focus area.



*Figure 2: Number of training classes for focus area delivered during Q4.*

We also participated in four Organizational Excellence (professional development and leadership training for LTAP personnel) activities. This progress report further details these activities by focus area:

- Safety
- Infrastructure Management
- Workforce Development
- Organizational Excellence

## Focus Area: Safety and Safety + Workforce Development

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

Safety-focused Webinars accounted for 13% of our program’s delivery in Q4 and included two Safety Webinars, a trenching class, and a first aid class. In all, this accounts for 69 contact hours with our customers.

Table 2 provides Montana LTAP’s schedule of specific safety-related trainings provided, the communities served, attendance levels, and total contact hours.

*Table 2: Safety related trainings provided in FY 24 Q4*

April 1, 2024 through June 30, 2024		Total	County	City	Tribe	State	Other Local	Contact Hrs
23-Apr	Web: Clearing ROW & Chainsaw Safety	20	20					10
21-May	Web: Blood Borne Pathogens	3	3					3
Jun-18	YNP: Trenching*	10					10*	40
Jun 26	First Aid – Townsend	4	4					16

\*This training was requested by Yellowstone National Park for their employees.

## Focus Area: Infrastructure Management

The Infrastructure Management area of focus is broad enough that it is a minor component of many classes, both whole and in part. Montana LTAP is promoting more attention to Infrastructure Management as we see a need for better systems to assist our customers in managing their assets and infrastructure. To do this, we often suggest classes that focus on keeping good culvert, cattleguard, and sign inventories; pavement management; and condition assessment methods.

**Infrastructure Management** comprised 33% of LTAP course offerings this quarter and included PAVement Surface Evaluation & Rating (PASER) and Gravel Road classes, and a Paving Compaction Summit in Helena. LTAP has also been working with the Timberline Creek Homeowners Association (HOA) in Gallatin County to improve the quality of their roadway maintenance practices. This 30-year-old subdivision includes 17 miles of gravel roads. LTAP has been providing technical assistance to Timberline Creek HOA since 2020.

In all, these trainings account for 2,232 contact hours with our customers. Table 3 provides information on Montana LTAP’s Q4 Infrastructure Management trainings delivered, the communities served, attendance levels, and instruction hours.

*Table 3: Infrastructure Management related trainings provided in FY 24 Q4*

April 1, 2024 through June 30, 2024		Location	Total	County	City	Tribe	State	Other Local	Contact Hours
30-Apr	MACRS: PASER and Gravel Roads	Sidney	18	18					108
April 3-4	Asphalt Conference	Helena	88	13	8		68		1056
21-May	MACRS: PASER and Gravel Roads	Kalispell	35	32	2				210
22-May	MACRS: PASER and Gravel Roads	Missoula	16	14	2				96
29-May	MACRS: PASER and Gravel Roads	Boulder	33	29	4				198
18-Jun	MACRS: PASER and Gravel Roads	Miles City	25	25					150
19-Jun	MACRS: PASER and Gravel Roads	Billings	28	28					168
20-Jun	MACRS: PASER and Gravel Roads	Lewistown	13	13					78
25-Jun	MACRS: PASER and Gravel Roads	Chinook	26	26					156
27-Jun	Timberline Creek HOA Roads	Gallatin Co.	4					4	12

## Focus Area: Workforce Development

Workforce Development as a class type continues to be an area of demand, due largely to the communicated needs of our customers. Workforce Development is an area of focus in the current Bipartisan Infrastructure Law (BIL), and we expect to see more opportunities for new content and classes moving forward. Workforce training is foundational for our locals and when combined with personal safety, we can successfully reach most of our locals at all levels of the agency.

We continue to receive positive feedback from our City, County, and Tribal customers regarding our ability to help prepare the workforce to meet the regular challenges of owning, operating, and maintaining their roadways. Both turnover and worker shortages continue to make this an important part of our program delivery.

**Workforce Development** comprised 53% of our class delivery this quarter. Trainings for Q4 included Skid Steer, Forklift, and Motor Grader; Flagging Certifications; and Leadership classes. These accounted for 1,339 contact hours with our customers.

LTAP will continue to work toward offering more in-house Motor Grader Operation training this year. We held this class in Blaine County in 2024, and it was very successful based on feedback from the attendees. LTAP has also hired a part-time instructor to assist with these road grader classes this fiscal year.

Table 4: Workforce Development and Leadership related trainings provided in FY 24 Q4

April 1, 2024 through June 30, 2024		Location	Total Participants	County	City	Tribal	State	Other Local	Hours	Contact Hours
11-Apr	Forklift	Hamilton	20	15	5				5	100
April 10-11	Flathead Co Grader (CAT)	Kalispell	26	26					7	182
April 16—17	OSHA 10	Great Falls	4				4		10	40
12-Apr	Flagging	Missoula	17					17	5	85
15-Apr	Flagging	Bozeman	18	4	13			1	5	90
3-May	Flagging	Butte	2	2					5	10
14-May	Flagging	Fort Belknap	20			20			5	100
30-May	MSAE Leadership	Helena	9					9	3	27
6-Jun	Flagging	Browning	15			15			5	75
17-Jun	Flagging	YNP	20					20	5	100
19-Jun	Flagging	Billings	30	25	5				5	150
26-Jun	Forklift	Townsend	4	4					5	20
27-Jun	Flagging	Hamilton	11	1	10				5	55
27-Jun	Skid steer	Hamilton	5		5				5	25
Apr. 22	Flagging	Great Falls	31	24	7				5	155
Apr. 26	Flagging	Whitefish	25		25				5	125

In May of 2024, LTAP received a unique opportunity to present our Leadership class to the Montana Society for Association Executives (MSAE), a diverse group of community leaders. MSAE serves multiple executive directors throughout the state including one of our partners, the trucking industry. The request for the presentation was unexpected and MSAE provided an excellent evaluation of the class and further followed up with letters of thanks and appreciation for offering the training. We look forward to building on this interaction with MSAE and their network.



## Focus Area: Organizational Excellence

To provide the best service possible to constituents, LTAP personnel seek and attend training and other professional development opportunities to improve their outreach capabilities. Activity in NLTAPA, 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). Examples of partnering efforts with sponsoring agencies include hosting the Asphalt Conference with MDT, annual meetings with FHWA, MSU statewide initiatives with the Western Transportation Institute and the Norm Asbjornson College of Engineering, and initiatives with FHWA such as Every Day Counts (EDC) and Build a Better Mousetrap (a celebration of local innovations).

Table 5 lists the activities attended this quarter. The UTC meeting was attended while on personal time off, and only briefly.

*Table 5: Organizational Excellence Activities in FY 24 Q4*

April 1, 2024 through June 30, 2024		Location
April 24-25	Rocky Mtn Asphalt User-Producer. Group	Missoula
Jun 11-13	UTC Meeting	S Padre Island, TX
Jun 4-5	North Central NLTAPA Reg. Meeting	Bozeman
May 14-16	Northern TTAP Tribal Symposium	Box Elder, SD

## General Highlights

Other highlights of Montana LTAP's accomplishments during Q4 include:

- LTAP hosted 2 monthly webinars in Q4. When Completed, recordings may be found here: [https://www.ltap.montana.edu/mtltap/LTAP\\_Webinars.asp](https://www.ltap.montana.edu/mtltap/LTAP_Webinars.asp)
  - April: Chainsaw Safety and clearing the ROW
  - May: Blood Borne Pathogens
  - June: Cancelled due to schedule conflict
- LTAP Instructor-led classes included:
  - 10 Flagging classes
  - 8 MACRS Spring trainings
  - 2 forklift classes
  - A Trenching Safety class
  - Addressed the MSAE group on Leadership
  - North Central NLTAPA Reg. Meeting
  - Attended the Northern TTAP Tribal Symposium
  - An OSHA 10 class
  - Attended the Rocky Mtn Asphalt User-Prod. Group
  - A Skid Steer class
- We taught classes in the following locations
  - Hamilton 3 Classes
  - Missoula 3 Classes
  - Billings 2 Classes
  - Bozeman 2 Classes
  - Gallatin Co. 2 Classes
  - Great Falls 2 Classes
  - Helena 2 Classes
  - Kalispell 2 Classes
  - Townsend 2 Classes
  - YNP 2 Classes
  - Boulder 1 Class
  - Box Elder, SD 1 Class
  - Browning 1 Class
  - Butte 1 Class
  - Chinook 1 Class
  - Fort Belknap 1 Class
  - Lewistown 1 Class
  - Miles City 1 Class
  - Sidney 1 Class
  - Whitefish 1 Class

## Challenges

- Summer travel to conferences combined with the regular work of our customers will reduce our delivery this quarter. Also, Staff vacation/PTO is generally taken in July and August.
- We are working with several on-demand requests for grader training. These are to be conducted in August.

## Planned Activities for Q4 (July-Sept 2024)

July 20-25     NLTAPA Annual Conference, Albuquerque, NM  
Aug 6-7        Gravel Roads and Motor Grader class, Teton Co.  
Aug 20-21     Gravel Roads and PASER, Carbon County  
Aug 26-30     NTICC Conference in Oklahoma (possible)  
Sept 29-Oct 4   Montana League of Cities and Towns, West Yellowstone, MT

## Financial Summary

The year-to-date budget summary for Q4 SFY 2024 is provided in Table 6.

Table 6: Year to Date Budget Summary, Q4 SFY 2024

<b>SUMMARY: Q4 SFY 2024</b>				
<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs this Quarter</b>	<b>Annual Budget</b>	<b>Costs to Date</b>
Salaries/Benefits	73,803.00	124,170.51	295,212.00	345,280.31
Prof. Services	5,750.00	11,495.35	23,000.00	14,435.35
Travel	4,250.00	9,781.88	17,000.00	13,799.10
Supplies/Comm.	4,442.25	12,618.77	17,769.00	13,573.86
Equipment	9,387.50		37,550.00	-
<b>Total Direct Costs</b>	<b>97,632.75</b>	<b>158,066.51</b>	<b>390,531.00</b>	<b>387,088.62</b>
IDCs	27,367.25	45,832.51	109,469.00	112,911.38
<b>TOTAL</b>	<b>125,000.00</b>	<b>203,899.02</b>	<b>500,000.00</b>	<b>500,000.00</b>

Previous SFY 2024 quarters are summarized in Table 7.

Table 7: Budget Summaries for Q1 - Q3 SFY 2024

<b>SUMMARY: Q1 SFY 2024</b>				
<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs this Quarter</b>	<b>Annual Budget</b>	<b>Costs to Date</b>
Salaries/Benefits	73,803.00	57,357.56	295,212.00	57,357.56
Prof. Services	5,750.00		23,000.00	
Travel	4,250.00		17,000.00	
Supplies/Comm.	4,442.25		17,769.00	
Equipment	9,387.50		37,550.00	
<b>Total Direct Costs</b>	<b>97,632.75</b>	<b>57,357.56</b>	<b>390,531.00</b>	<b>57,357.56</b>
IDCs	27,367.25	16,339.52	109,469.00	16,339.52
<b>TOTAL</b>	<b>125,000.00</b>	<b>73,697.08</b>	<b>500,000.00</b>	<b>73,697.08</b>
<b>SUMMARY: Q2 SFY 2024</b>				
<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs this Quarter</b>	<b>Annual Budget</b>	<b>Costs to Date</b>
Salaries/Benefits	73,803.00	89,866.25	295,212.00	147,223.81
Prof. Services	5,750.00	2,940.00	23,000.00	2,940.00
Travel	4,250.00	424.71	17,000.00	424.71
Supplies/Comm.	4,442.25	62.50	17,769.00	62.50
Equipment	9,387.50		37,550.00	-
<b>Total Direct Costs</b>	<b>97,632.75</b>	<b>93,293.46</b>	<b>390,531.00</b>	<b>150,651.02</b>
IDCs	27,367.25	27,573.44	109,469.00	43,912.96
<b>TOTAL</b>	<b>125,000.00</b>	<b>120,866.90</b>	<b>500,000.00</b>	<b>194,563.98</b>
<b>SUMMARY: Q3 SFY 2024</b>				
<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs this Quarter</b>	<b>Annual Budget</b>	<b>Costs to Date</b>
Salaries/Benefits	73,803.00	73,885.99	295,212.00	221,109.80
Prof. Services	5,750.00		23,000.00	2,940.00
Travel	4,250.00	3,592.51	17,000.00	4,017.22
Supplies/Comm.	4,442.25	892.59	17,769.00	955.09
Equipment	9,387.50		37,550.00	-
<b>Total Direct Costs</b>	<b>97,632.75</b>	<b>78,371.09</b>	<b>390,531.00</b>	<b>229,022.11</b>
IDCs	27,367.25	23,165.91	109,469.00	67,078.87
<b>TOTAL</b>	<b>125,000.00</b>	<b>101,537.00</b>	<b>500,000.00</b>	<b>296,100.98</b>