

Montana Local Technical Assistance Program

Quarterly Progress Report

MDT Project No. 02443

SFY 2025 Q4

April 1, 2025 – June 30, 2025

Prepared by:

Matthew Ulberg, PE

Director

Montana Local Technical Assistance Program
Western Transportation Institute
Montana State University – Bozeman, MT

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MONTANA DEPARTMENT OF TRANSPORTATION

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FEDERAL HIGHWAY ADMINISTRATION

July 2025

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Executive Summary/Major Accomplishments

This State Fiscal Year (SFY 2025) 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.

From April to June, LTAP hosted 357 in-class participants, in 27 classes, taught at 16 different locations, accounting for 170 hours of instruction, with a reach of 2090 in-person contact hours. Classes were taught in Billings (2), Boulder, Browning, Chester (4), Cut Bank, Deer Lodge, Fort Belknap, Great Falls, Helena, Kalispell, Lame Deer, Lewistown, Miles City, online (5), West Yellowstone, and Gardiner (3). Figure 1 and Table 1 provide an overview of training attendance by customer type.

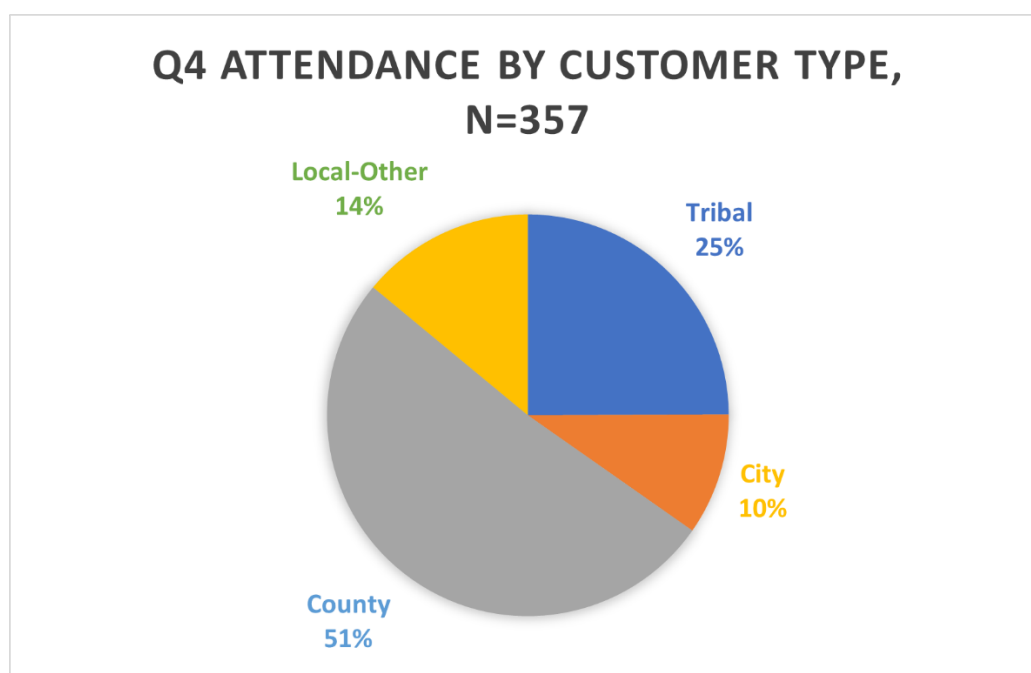


Figure 1: Q4 training participation by customer type

Table 1: Agency Attendees by Quarter, FY 2025

Customer Type	2025 Q1: 352 Attendees	2025 Q2: 251 Attendees	2025 Q3: 1021 Attendees	2025 Q4: 357 Attendees
City	13%	26%	12%	10%
County	65%	74%	66%	51%
State	0%	0%	6%	0%
Tribal	0%	0%	9%	25%
Local/Other*	22%	0%	7%	14%

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

Training Overview

During Q4, LTAP provided trainings under Work force Development and Workforce Development/Safety (19 in Personal Safety, 2 in Leadership, 1 in Shop Safety, and 1 general), 3 classes in Infrastructure Management, and 1 Workzone Safety class. Figure 2 illustrates the distribution of classes delivered per focus area.

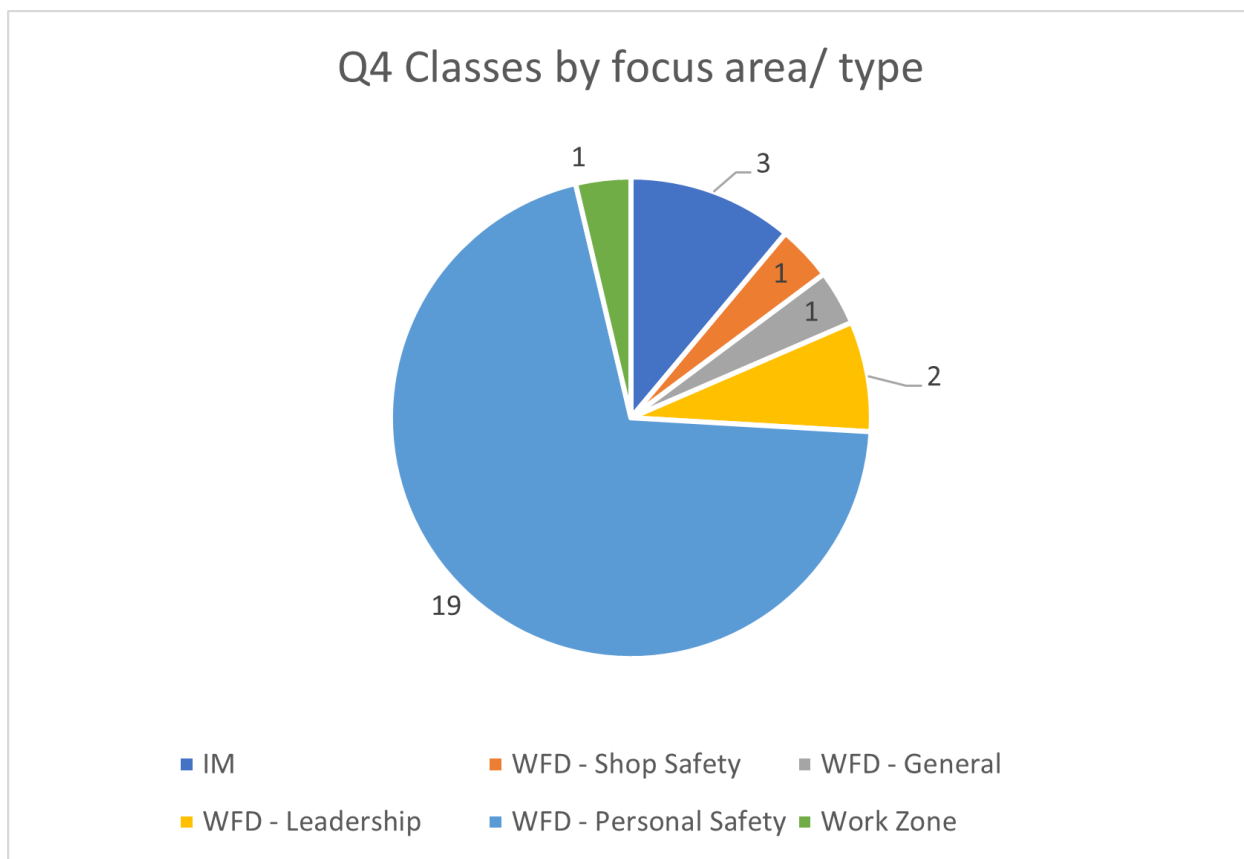


Figure 2: Training classes by focus area/type delivered during Q4

This Quarterly progress report further details these activities by the internal focus area of Organizational Excellence and three customer/external focus areas:

- Safety
- Infrastructure Management
- Workforce Development

Customer 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 two safety webinars, a 2-day Mine Safety and Health Administration (MSHA) New Miner class in Chester, Montana and Online MSHA refresher, and 14 6-hour flagging classes.

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 Q4

Date	Class	Location	Type	Attendance
4/1/2025	Flagging Class	Chester	WFD - Personal Safety	4
4/2/2025	Flagging Class	Fort Belknap	WFD - Personal Safety	17
4/3/2025	Flagging Class	Lewistown	WFD - Personal Safety	8
4/14/2025	Flagging Class	Billings	WFD - Personal Safety	40
4/15/2025	Flagging Class	Miles City	WFD - Personal Safety	21
4/16/2025	Flagging Class	Lame Deer	WFD - Personal Safety	42
4/17/2025	MSHA Refresher	Online	WFD - Personal Safety	22
4/29/2025	MSHA 2 Days	Chester	WFD - Personal Safety	5
4/30/2025	MSHA 2 Days	Chester	WFD - Personal Safety	5
5/1/2025	Flagging Class	Browning	WFD - Personal Safety	30
5/13/2025	Flagging Class	Cut Bank	WFD - Personal Safety	10
5/14/2025	Flagging Class	online	WFD - Personal Safety	17
5/20/2025	Trenching Safety	online	WFD - Personal Safety	
5/20/2025	Flagging Class	Great Falls	WFD - Personal Safety	10
6/2/2025	General Safety	online/Colorado	WFD - Personal Safety	7
6/3/2025	Flagging Class	Yellowstone Park	WFD - Personal Safety	16
6/3/2025	Flagging Class	Yellowstone Park	WFD - Personal Safety	11
6/5/2025	Flagging Class	West Yellowstone	WFD - Personal Safety	6
6/26/2025	Flagging Class	Helena	WFD - Personal Safety	9
4/15/2025	Ladder Safety	online	WFD - Shop Safety	

Customer 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.

Table 3 provides information on Montana LTAP's Q4 Infrastructure Management training, the location of the training, and attendance level by customer type. Two new customers were engaged with these classes – Powell County and Liberty County.

Table 3: Infrastructure Management-related training provided in FY 25 Q4

Date	Class	Location	Total Attendance
4/23/2025	Gravel Roads, Liberty County	Chester	6
5/14/2025	Gravel Roads, Powell County	Deer Lodge	9
6/10/2025	Drainage	Virtual	

Customer Focus Area: Workforce Development

Workforce development remains a high-demand course type, primarily driven by our customers expressed needs. 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 Development comprised 23 of our 27 classes this quarter. These courses are classified as Workforce Development. Table 4 provides Montana LTAP's schedule of Workforce Development training, the location of the training, and total attendance. Online classes where attendance has not been determined have been left blank.

Table 4: Workforce Development training provided in FY 25 Q4 (See also SAFETY)

Date	Class	Location	Attendance
4/1/2025	Math and Leveling in Construction	Billings	24
4/1/2025	Flagging Class	Chester	4
4/2/2025	Flagging Class	Fort Belknap	17
4/3/2025	Flagging Class	Lewistown	8
4/14/2025	Flagging Class	Billings	40
4/15/2025	Flagging Class	Miles City	21
4/15/2025	Ladder Safety	online	
4/16/2025	Flagging Class	Lame Deer	42
4/17/2025	MSHA Refresher	Online	22
4/22/2025	Leadership	Kalispell	32
4/29/2025	MSHA 2 Days	Chester	5
4/30/2025	MSHA 2 Days	Chester	5
5/1/2025	Flagging Class	Browning	30
5/6/2025	Leadership	Boulder	9
5/13/2025	Flagging Class	Cut Bank	10
5/14/2025	Flagging Class	online	17
5/20/2025	Trenching Safety	online	
5/20/2025	Flagging Class	Great Falls	10
6/2/2025	General Safety	online	7
6/3/2025	Flagging Class	Yellowstone Park	16
6/3/2025	Flagging Class	Yellowstone Park	11
6/4/2025	TCT	Yellowstone Park	7
6/5/2025	Flagging Class	West Yellowstone	6
6/26/2025	Flagging Class	Helena	9

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

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 National LTAP and TTAP Association (NLTAPA), Transportation Research Board (TRB), American Public Works Association (APWA), National Association of Colleges and Employers (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 Montana State University).

In Q4, Montana LTAP Director Matt Ulberg delivered Leadership training to Flathead County and Jefferson County as part of the Montana Association of County Road Supervisors (MACRS) Spring trainings offered to our customers.

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

Table 5: Organizational Excellence Activities in FY 25 Q3

Q4 Activities: April-June, 2025	
April 22, 2025	Leadership Behavior: Flathead County
May 6, 2025	Leadership Behavior: Jefferson County

Montana LTAP worked with the MDT research program for an ongoing research project activity review for the Sinusoidal Rumble Strip Research and contributed to planning efforts for the upcoming NLTAPA conference in Kansas City, Missouri in July 2025.

LTAP also attended the LTAP Advisory Board meeting and a virtual Research Review Committee meeting to finalize our workplan for the upcoming fiscal year.

Highlights and Challenges

General Highlights

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

Webinars

LTAP hosted two monthly webinars in Q4:

- Ladder Safety (April 15, 2025)
- Trenching Safety (May 20, 2025)

Webinar recordings may be found here:

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

Challenges

- Summer is a very busy time for our customers. We are on an on-call basis, not scheduling trainings unless requested until September. Both Shawna and Matt have several requests pending for on-call trainings that we are working with customers to schedule.
- We are adding a third Snow Rodeo in September to accommodate the request of MACRS. This is going to be a big challenge, as each Snow Rodeo is a major event that takes a lot of time and energy to coordinate and run. We are excited to see how it all goes in September!

Planned Activities for Q1 (July - September 2025)

- MACRS Fall Classes (FY 2026 Q2-Q3) are being planned with dates and locations TBD. Topics to be offered will include Leadership, Winter Maintenance, Gravel Roads, and others as requested by the MACRS District Representatives.

Financial Summary

The year-to-date budget summary for Q4 SFY 2025 is provided in **Error! Reference source not found..**

Table 6: Year to Date Budget, Q4 SFY 2025

SUMMARY: Q4 SFY 2025

Cost Categories	Quarterly Budget	Costs this Quarter	Annual Budget	Costs to Date
Salaries/Benefits	85,495.50	108,760.43	341,982.00	346,611.29
Prof. Services	4,250.00	13,239.30	17,000.00	14,463.86
Travel	3,500.00	8,654.52	14,000.00	18,312.74
Supplies/Comm.	3,500.00	5,853.44	14,000.00	7,777.18
Total Direct Costs	96,745.50	136,507.69	386,982.00	387,165.07
IDCs	28,254.50	39,361.59	113,018.00	112,834.93
TOTAL	125,000.00	175,869.28	500,000.00	500,000.00

Previous SFY 2025 quarters are summarized in Table 7.

Table 7: Budget Summary for Q1 - Q3 SFY 2025

SUMMARY: Q1 SFY 2025

Cost Categories	Quarterly Budget	Costs this Quarter	Annual Budget	Costs to Date
Salaries/Benefits	85,495.50	65,097.49	341,982.00	65,097.49
Prof. Services	4,250.00	-	17,000.00	-
Travel	3,500.00	-	14,000.00	-
Supplies/Comm.	3,500.00	38.14	14,000.00	38.14
Total Direct Costs	96,745.50	65,135.63	386,982.00	65,135.63
IDs	28,254.50	18,982.47	113,018.00	18,982.47
TOTAL	125,000.00	84,118.10	500,000.00	84,118.10

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
IDs	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

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