This State Fiscal Year (SFY 2024) Quarter 2 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.
Montana LTAP Quarterly Progress Report
FY 2024 Q2 (October – December 2023)

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Executive Summary/Major Accomplishments
Montana LTAP is excited to announce that the X-Catalyst website and database migration process was completed in Q2 and is up and running. This enhancement to the program will keep our customers informed on the latest updates, connect them with other professionals, and provide them with opportunities to exchange ideas and share best practices. Using the new website’s database (found here: www.ltap.montana.edu), the LTAP community can now view and register for available courses, events, and trainings, as well as view their past activities by logging into personalized accounts. More details are provided in the Highlights section.

Providing instructor hours to our local customers is at the heart of what LTAP does. LTAP activities hosted a total of 535 in-class participants at 29 different locations, accounting for 126.5 hours of instruction, with a reach of 2,174 contact hours across the state from October through December 2023. Figure 1 shows the Q2 overall attendance breakdown by local agency, while Table 1 provides an attendance comparison to Q1.

![Figure 1: Q2 Participation by Local Agency](image)

Table 1: Local Agency Attendees by Quarter, FY 2024

<table>
<thead>
<tr>
<th>Customer Type</th>
<th>2024 Q1: 473 Attendees</th>
<th>2024 Q2: 535 Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>10%</td>
<td>17%</td>
</tr>
<tr>
<td>County</td>
<td>43%</td>
<td>67%</td>
</tr>
<tr>
<td>State</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>Tribal</td>
<td>16%</td>
<td></td>
</tr>
<tr>
<td>Local/Other</td>
<td>10%</td>
<td>16%</td>
</tr>
<tr>
<td>Federal</td>
<td>6%</td>
<td></td>
</tr>
</tbody>
</table>

...
Training Overview

During Q2, LTAP provided trainings under the Safety, Infrastructure Management, and Workforce Development focus areas.

![Q2 LTAP Classes Delivered by Training Type](image)

*Figure 2: Number of training classes by focus area delivered during Q2.*

This progress report further details these activities by focus area.
Focus Area: Safety

Safety is incorporated into all our activities, technical assistance, and trainings. This includes personal safety classes, work zone safety, and roadway and operations/maintenance safety.

Safety-focused classes accounted for 52% of our class delivery in Q2 and included 12 Worker Safety trainings, two Work Zone Safety trainings, and one General Safety training.

Figure 3 provides Montana LTAP’s Q2 schedule of specific safety related trainings, the communities served, attendance levels, and total contact hours.

![Figure 3: Safety-related trainings provided in FY 24 Q2](image-url)
Focus Area: Infrastructure Management

The Infrastructure Management area of focus is broad enough that it is a component of many classes in whole or in part. Montana LTAP is promoting more attention towards 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. Reception is sometimes lukewarm to these recommendations, but they are an important part of what LTAP provides.

**Infrastructure Management** comprised 10% of our LTAP Course offerings this quarter and included a webinar on El Nino and a MACRS District training in Sidney.

Figure 4 provides Montana LTAP’s Q2 schedule of infrastructure management trainings, the communities served, attendance levels, and total contact hours.

![Figure 4: Infrastructure Management related trainings provided in FY 24 Q2.](image)
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 added content and classes moving forward. Workforce training is a foundational training 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. The large amount of worker turnover and worker shortages in the public sector throughout the State will continue to make this an important part of our program delivery.

Workforce Development and Leadership comprised 45% of our class delivery this quarter. Workforce development trainings for Q2 included Skid Steer, Forklift, an MHSA Refresher, MACRS District Training, and Flagging Certification. LTAP will continue to work toward offering more in-house Motor Grader Operation trainings. This includes offered instruction on unpaved roadway management. This class has been held in Blaine County and was highly successful based on attendee feedback. LTAP has also hired a part-time instructor to assist with these classes this fiscal year. Figure 5 provides the schedule of Workforce Development and Leadership trainings delivered in Q2.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Title</th>
<th>Class Type</th>
<th>Contact Hours</th>
<th>Attendee City</th>
<th>County</th>
<th>State</th>
<th>Tribal</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/3/2023</td>
<td>2023 MACRS District Trainings: Bozeman</td>
<td>Leadership</td>
<td>3</td>
<td>6</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>10/4/2023</td>
<td>2023 MACRS District Trainings: Boulder</td>
<td>Leadership</td>
<td>3</td>
<td>33</td>
<td>11</td>
<td>1</td>
<td>10</td>
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<tr>
<td>10/5/2023</td>
<td>2023 MACRS District Trainings: Kalispell</td>
<td>Leadership</td>
<td>3</td>
<td>105</td>
<td>35</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>10/11/2023</td>
<td>Skid Steer Training: Missoula</td>
<td>Work Force Development</td>
<td>5</td>
<td>60</td>
<td>12</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>10/22/2023</td>
<td>Forklift Training—Twin Bridges</td>
<td>Work Force Development</td>
<td>5</td>
<td>10</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>11/1/2023</td>
<td>2023 MACRS District Trainings: Miles City</td>
<td>Leadership</td>
<td>3</td>
<td>50</td>
<td>30</td>
<td>30</td>
<td></td>
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<tr>
<td>11/7/2023</td>
<td>Flagging Certification</td>
<td>Kalispell</td>
<td>5</td>
<td>50</td>
<td>10</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>11/14/2023</td>
<td>MISHA Refresher</td>
<td>Missoula Coupl</td>
<td>8</td>
<td>176</td>
<td>22</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>11/25/2023</td>
<td>Flagging Certification</td>
<td>Open</td>
<td>5</td>
<td>235</td>
<td>47</td>
<td>47</td>
<td></td>
</tr>
<tr>
<td>11/17/2023</td>
<td>Forklift Training</td>
<td>City of Bozeman</td>
<td>5</td>
<td>35</td>
<td>11</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>11/28/2023</td>
<td>TCT</td>
<td>COLTAP</td>
<td>8</td>
<td>144</td>
<td>18</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>12/30/2023</td>
<td>TCT</td>
<td>COLTAP</td>
<td>8</td>
<td>112</td>
<td>14</td>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>

Figure 5: Workforce Development and Leadership related trainings provided in FY 24 Q2.
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 are supported and encouraged by FHWA CLAS and our partners.

Organizational excellence addresses professional development and leadership training for LTAP personnel, as well as our partnering efforts with sponsoring agencies, professional support of our staff through activity in Nationally significant organizations and efforts, and support of our customers and partners.

Minimal time was spent in this area this quarter. Data assemblage for the annual FHWA Reporting cycle due in January began to be a focus in December. Director Matt Ulberg plans to attend the Winter NLTAPA meeting and TRB in January of 2024.
General Highlights

Other highlights of Montana LTAP’s accomplishments during Q2 include:

- LTAP has made considerable progress in enhancing the Road Scholar program over the last year. The main objective was to make it easier for the LTAP community and professionals to stay informed and connected with each other. Additionally, the program aimed to provide opportunities to exchange ideas and share best practices, thereby enhancing the skills and knowledge of professionals.

Initially, the Road Scholar database was managed through Access, which limited availability to the LTAP community and professionals. LTAP is excited to announce that the final phase of the new website and database migration process is complete, and information and accounts can be accessed at www.ltap.montana.edu. The LTAP community and professionals can now view and register for available courses, events, and training, and view their past activities by logging into their account.

Figure 6: Screenshot of the new MT LTAP homepage on the web. www.ltap.montana.edu

- LTAP hosted two monthly webinars in Q2. Once completed, recordings may be found here: https://www.ltap.montana.edu/mltap/LTAP_Webinars.asp
  
  - October 17, 2023 The El Nino Pattern and its Potential Impacts on the Upcoming Winter Season
  - November 21, 2023 Safety Action Plans and Safe Streets for All (SS4A)
  - December 2023 – No Webinar
• LTAP Instructor-led classes included:
  o 3 Flagger Certification classes (Missoula, Kalispell, Bozeman)
  o 1 MSHA Refresher class for Missoula County
  o 3 Forklift/Skid Steer Certification classes (Twin Bridges, Bozeman, and Missoula)
  o 8 MACRS Fall trainings covering:
    ▪ 3 Leadership Classes,
    ▪ 10 Worker Safety classes,
    ▪ 1 Operations Safety class,
    ▪ 1 workforce development and
    ▪ 1 infrastructure management class.
  o 1 Trenching Safety class for the City of Bozeman
  o 1 class on Winter Survival in Hamilton
  o 1 2-day class on Traffic Control Technician
  o A 2-day Work Zone Safety class for the City of Bozeman

• LTAP reviewed gravel quality for Daniels County, as they provided sieve analyses done on samples taken from their crushing operation. Recommendations for slight improvement were made based on the information provided.
Challenges

- We have been requested for a gravel roads class by the State Lands, DNRC office in Missoula. We anticipate delivering this in January. They own and manage a scattered network of timber recovery, seasonally closed and year-round access roads throughout State lands in western Montana.

- We are working with the Asphalt institute and MDT to help plan this year’s Asphalt Conference. Timing (finding a good date and venue availability) and content (availability of speakers) is a challenge this year, but we anticipate another great conference.

- We continue to work with Blaine County in their search for more effective ways to source and produce gravel through a Technical Assist. They have requested guidance on finding suitable sources and processing methods to achieve the best products that can be made from the materials that they have access to in the County. We anticipate this to be an ongoing Technical Assist.
Planned Activities for Q3 (January-March 2024)

**January 2024**

- **General**
  - Complete Annual Federal CAR and PAR reports for FHWA
- **January 7-11:** Wa, DC
  - TRB Annual Meeting, Walter E. Washington Convention Center
- **Jan 8-11**
  - SP Page trainings with N. Cheyenne
- **January 16th**
  - MT LTAP Webinar: Fire and Ice
- **Jan 22-24,** Missoula
  - MT State Lands Gravel and Rural Roads training
- **January 22-26:** Helena
  - 20TH Annual Safety Congress, Lewis & Clark Co, Fairgrounds Conference Room, 98 W. Custer Ave, Helena, MT
  - Link: [https://www.ltap.montana.edu/mltap/Flagger_Certification_Request.asp](https://www.ltap.montana.edu/mltap/Flagger_Certification_Request.asp)
- **Jan 30-Feb 1,** Missoula Co.
  - MSHA Part 46 New Miner

**February 2024**

- **Feb 6-8,** Helena
  - S. Page teaching OSHA 510
- **Feb 12,** Helena
  - FHWA Montana Div. Staff meeting presentation
- **Feb 13,** Billings
  - Flagger (Open)
- **Feb 14,** Lewistown
  - Flagger (Closed)
- **Feb 15-17,** Livingston
  - MSHA Part 46 New Miner
- **February 19-23**
  - TBD: Ulberg PTO
- **Feb 22,** Kalispell
  - Flagging (Closed)
- **Feb 27,** Glasgow
  - Flagging (Open)
- **Feb 28,** Sidney
  - Flagging (Open)
- **Feb 29,** Plentywood
  - MSHA Part 46 Refresher

**March 2024**

- **March 1,** Miles City
  - Flagging (Open)
- **March 4,** Jefferson Co.
  - TBD
- **March 5,** Big Sky
  - Skid Steer/Forklift (closed)
- **March 12-13, 2024**
  - Matt Ulberg to be an invited Guest Presenter at Purdue Road School, West Lafayette, IN
- **March 18-21**
  - Prep Week/Unavailable
- **March 25,** Great Falls
  - LTAP Leadership
- **March 26-28**
  - MACRS Annual Conference, Heritage Inn, Great Falls, MT

- LTAP will continue participation with MDT research committees and technical panels. Director Matt Ulberg is currently on the Technical Panel (TP) for the Safety Evaluation of Sinusoidal Centerline Rumble Strips research project.
- LTAP participates with the MDT/FHWA Roadway Departure & Intersection-related Crashes CHSP Emphasis Area focus group.
- LTAP webinars will continue in SFY 2024 on a monthly schedule.
Financial Summary
The year-to-date budget summary for Q2 SFY 2024 is provided in Table 2.

Table 2: Year to Date Budget Summary, Q2 SFY 2024:

<table>
<thead>
<tr>
<th>Cost Categories</th>
<th>Quarterly Budget</th>
<th>Costs-this-Quarter</th>
<th>Annual Budget</th>
<th>Costs-to-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Benefits</td>
<td>73,803.00</td>
<td>89,866.25</td>
<td>295,212.00</td>
<td>89,866.25</td>
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<tr>
<td>Prof. Services</td>
<td>5,750.00</td>
<td>2,940.00</td>
<td>23,000.00</td>
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<tr>
<td>Travel</td>
<td>4,250.00</td>
<td>424.71</td>
<td>17,000.00</td>
<td>424.71</td>
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<tr>
<td>Supplies/Comm.</td>
<td>4,442.25</td>
<td>62.50</td>
<td>17,769.00</td>
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<tr>
<td>Equipment</td>
<td>9,387.50</td>
<td>-</td>
<td>37,550.00</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>97,632.75</strong></td>
<td><strong>93,293.46</strong></td>
<td><strong>390,531.00</strong></td>
<td><strong>93,293.46</strong></td>
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<td>IDC's</td>
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<td>27,573.44</td>
<td>109,469.00</td>
<td>27,573.44</td>
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<tr>
<td><strong>125,000.000</strong></td>
<td><strong>120,866.90</strong></td>
<td><strong>500,000.00</strong></td>
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</table>

MT LTAP Q2 SFY 2024 SUMMARY