

# Montana LTAP Progress Report

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Quarterly Progress Report

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## EXECUTIVE SUMMARY/MAJOR ACCOMPLISHMENTS

This State Fiscal Year (SFY) Third Quarter 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, during the period January 1, 2020 through March 31, 2020.

We have had a very good start to the year, but the end of the quarter was significantly affected by numerous cancellations and a campus-wide slowdown/shut-down and the Governor Stay-at-home order associated with the COVID-19 global Pandemic. Our out of State Travel was administratively suspended in mid-March, and the MACRS Conference, a normal highlight of our year and huge part of our program delivery for this quarter, was cancelled.

Highlights of Montana LTAP's accomplishments during that period include the following:

- Our spring LTAP-MACRS trainings have not been scheduled due to the COVID-19 restrictions.
- Matt Ulberg and Shawna Page have been working together to solve remote-delivery options for Flagger Certifications. We are currently offering live-instructor refresher classes via GoToMeeting, with live-proctored exams that are sent to LTAP for grading. We don't know that we will offer full certification classes via this method at this time.
- LTAP hosted three monthly safety webinars and five weekly webinars during the third quarter

Our instructor-led classes included the following:

- 10 Flagger Certification classes
- 4 Traffic Control Supervisor (TCS) classes
- 1 Traffic Control Technician class
- 1 Work Zone Technician class
- 1 MSHA Part 46 Refresher
- 1 First Aid class for the Crow Tribe
- The 2020 MACRS Annual Conference in Great Falls was cancelled/postponed for a full year. This is a major disruption to our program delivery on an annual basis. LTAP incurred significant costs in the planning and preparation for this conference and are all extremely disappointed that it was not able to be held. We are planning to re-start with the same program and speakers next year, as much as possible.

This progress report is organized following the four LTAP focus areas:

1. Safety
2. Infrastructure Management
3. Workforce Development
4. Organizational Excellence

## SAFETY

COVID-19 restrictions will likely dictate what we can plan and deliver in the area of Safety. Our program delivery has been impacted this quarter, and we expect further impacts moving forward.

### Past Activities

Proactive safety training initiatives for local governments are key objectives in this focus area. Technology transfer is accomplished through safety-related articles in LTAP's quarterly newsletter, safety training seminars, staff responses to phone and email inquiries, and on-site technical assistance. In the projected LTAP budget, 48 percent of funding is allocated to the Safety focus area. Table 1 shows the safety focus area budget and costs-to-date.

**Table 1: Safety Area Budget Summary, 3rd Quarter 2019 - 2020.**

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	33,099.24	34,819.94	132,396.96	84,369.45
Prof. Services	943.44	40.80	3,773.76	313.41
Travel	600.00	839.32	2,400.00	4,255.40
Supplies/Comm.	820.20	255.12	3,280.80	2,283.02
Minor Equipment	-	23.64	-	497.86
<b>Totals</b>	<b>35,462.88</b>	<b>35,978.82</b>	<b>141,851.52</b>	<b>91,719.14</b>

Nine safety related workshops were conducted during this three-month period. A total of 162 participants attended. The workshops included:

- The 17<sup>th</sup> Annual Safety Congress was successfully held January 21-24, 2020 in Helena. Topics covered Work Zone Technician; Traffic Control Supervisor and a Flagger Certification Class Train-the-Trainer.
- 10 Flagger Certification classes were conducted during the 3rd quarter. Topics included flagging duties and responsibilities, safety, uniformity and liability issues. The classes were held in Helena, Kalispell, Missoula, Hardin, Bozeman, Butte and Fort Benton.
- LTAP hosted three monthly safety webinars during the second quarter. Defensive Driving, Ergonomics while driving and Winter and Holiday Safety were the topics covered. The webinar recordings can be accessed via the LTAP website link: <http://www.coe.montana.edu/ltapv2/resources/webinars/index.html>.
- Pre-trip checks, used oil and not using split tire rims.
- Back Safety and how Slips Trips and Falls
- First Aid, CPR and the use of an AED
- LTAP also conducted a First Aid class for the Crow Tribe

**Newsletter:** A new digital newsletter is planned for Q4, SFY 2020

**Challenges**

- COVID-19 cancellations and social distancing are dramatically changing how we approach program delivery.
- Scheduling any training dates is a challenge due to the COVID-19 restriction on travel and gatherings. Social distancing is causing us to re-work delivery options. We are working to send out online training options that are available and already developed, as we have not had sufficient time to develop online content as we work to struggle through the effects of this global pandemic.
- While we are not able to deliver in-person trainings, we are increasing pent-up demand and losing the best time of year to deliver trainings to our customers.

**Planned Activities**

- Flagger Certification workshops are being requested statewide and refreshers are being offered via GoToMeeting.
- We have increased the circulation of online training options outside of our own center, drawing attention to AASHTO TC3, ITE and NHI courses available to our customers.
- LTAP webinars focused primarily on safety will continue in 2020 on a monthly schedule.
- We plan to offer weekly webinars the Month of April.

## INFRASTRUCTURE MANAGEMENT

COVID-19 restrictions will likely dictate what we can plan and deliver in the area of Infrastructure Management. Our program delivery has been impacted this quarter, and we expect further impacts moving forward.

### Past Activities

Montana LTAP is promoting more attention on Infrastructure Management through partnerships with the Asphalt Institute, and through delivering relevant training and technical assistance. In the projected LTAP budget, 18 percent of funding is allocated to the infrastructure management focus area. Table 2 shows the infrastructure management focus area budget and costs-to-date.

**Table 2: Infrastructure Management Area Budget Summary, 3rd Quarter 2019 - 2020.**

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	12,412.22	13,057.47	49,648.86	31,638.54
Prof. Services	353.79	15.31	1415.16	117.53
Travel	225.00	314.75	900.00	1,595.77
Supplies/Comm.	307.58	95.67	1230.30	856.14
Minor Equipment	-	8.87	-	186.70
<b>Totals</b>	<b>13,298.58</b>	<b>13,500.94</b>	<b>53,194.32</b>	<b>34,394.68</b>

No infrastructure management related workshops were conducted during this three-month period. Outreach continues and technical assistance continues in the area of Infrastructure Management during the winter months.

**Newsletter:** A new digital newsletter is planned for Q4, SFY 2020

### Planned Activities

- LTAP will continue to offer in-house Motor Grader Operation training this spring/summer. This includes instruction on unpaved roadway management.
- LTAP will also continue to offer guardrail, cattleguard, sign inventory and pavement management classes are all in our offerings.

### Challenges

- COVID-19 cancellations and social distancing are dramatically changing how we approach program delivery.
- There is a demand for training in culvert installation, trenching safety, sign management, and MUTCD related trainings that will continue to be a priority.

- Several counties have requested a low-cost inventory management system to help them document and keep a basic Capitol Improvement Plan in-place. Options are provided for inquiring counties, including North Dakota's GRIT program.

## WORKFORCE DEVELOPMENT

COVID-19 restrictions will likely dictate what we can plan and deliver in the area of Workforce Development. Our program delivery has been impacted this quarter, and we expect further impacts moving forward.

### Past Activities

In the projected LTAP budget, 22 percent of funding is allocated to the workforce development focus area. Table 3 shows the workforce development focus area budget and costs-to-date.

**Table 3: Workforce Development Budget Summary, 3rd Quarter 2019 - 2020.**

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	15,170.49	15,959.13	60,681.94	38,669.34
Prof. Services	432.41	18.70	1,729.64	143.64
Travel	275.00	384.69	1,100.00	1,950.39
Supplies/Comm.	375.93	116.93	1,503.70	1046.39
Minor Equipment	-	10.83	-	228.19
<b>Totals</b>	<b>16,253.82</b>	<b>16,490.28</b>	<b>65,015.28</b>	<b>42,037.95</b>

19 workforce development related workshops were conducted during this three-month period. A total of 225 participants attended. The workshops included:

- 4 Traffic Control Supervisor (TCS) classes
- 1 Traffic Control Technician class
- 1 Work Zone Technician class
- 1 MSHA Part 46 Refresher

**Newsletter:** A new digital newsletter is planned for Q4, SFY 2020

### Planned Activities

- LTAP will continue to offer in-house Motor Grader Operation in addition to our regular WFD offerings in 2020.
- Turnover continues to challenge local agencies, and WFD is a big area of need for training. We continue to have more demand than ability to deliver program, and we hope that the FHWA new strategic plan for LTAP helps us focus on this area into the future.
- We plan to offer more classes focused on Workforce Development, including leadership and self-assessments that will be delivered at the MACRS pre-conference training in Great Falls, March 30, 2020.

### Challenges

- COVID-19 cancellations and social distancing are dramatically changing how we approach program delivery.
- We anticipate some demand for our Road Grader Basics classes. We will do our best to offer a good schedule of these this spring. We are currently reaching out to some new instructors that may be available through retirements from Montana Counties. COVID-19 restrictions will likely dictate what we can plan and deliver.
- Leadership training continues to be in high demand due to turnover in many communities. We expect that trend to continue. COVID-19 restrictions will likely dictate what we can successfully plan and deliver.

## ORGANIZATIONAL EXCELLENCE

### Past Activities

To provide the best service possible to constituents, LTAP personnel seek training to improve their outreach capabilities. Organizational excellence addresses professional development and leadership training for LTAP personnel. In the projected LTAP budget, 22 percent of funding is allocated to the organizational excellence focus area. Table 4 shows the organizational excellence focus area budget and costs-to-date.

**Table 4: Organizational Excellence Budget Summary: 2nd Quarter SFY 2020**

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	8,274.81	8,704.98	33,099.24	21,092.36
Prof. Services	235.86	10.20	943.44	78.35
Travel	150.00	209.83	600.00	1063.86
Supplies/Comm.	205.05	63.78	820.20	570.76
Minor Equipment	-	5.91	-	124.47
<b>Total</b>	<b>8,865.72</b>	<b>8,994.70</b>	<b>35,462.88</b>	<b>22,929.80</b>

- LTAP Director Matt Ulberg has been participating as Vice President of the NLTAPA, with monthly Executive Committee meeting participation, and as the Partnerships Work Group co-chair. While a significant time commitment, this has kept Montana LTAP in the loop on national issues, particularly during the COVID travel restrictions.
- Montana LTAP Director Matt attended the NLTAPA Executive Board and Meeting of NLTAPA in Washington D.C. the Sunday prior to TRB.
- Director Matt Ulberg accepted a position on the Transportation Research Board (TRB) Standing Committee on Low-Volume Roads — AFB30. TRB is one of seven program units of the National Academies of Sciences, Engineering, and Medicine, which provides independent, objective analysis and advice to the nation and conducts other activities to solve complex problems and inform public policy decisions. Through their appointment, members agree to actively participate in and support the committee’s activities, including those that will require volunteer work. This TRB committee provides strategic planning for research and serves as a clearinghouse for information and resources pertaining to all aspects of low-volume roads including planning, design, construction, safety, maintenance operations, environmental, and social issues.
- Montana LTAP Director Matt Ulberg will attended the TRB Meetings in Washington D.C.
- Montana LTAP Director Matt Ulberg attended an invite-only peer exchange on EDC-5 FoRRRwaRD in Phoenix, AZ Feb 13-14, 2020. This was a well organized and presented PEER Exchange and Matt brought back some new materials for inclusion in Safety Trainings in Montana.
- Cancelled: Montana LTAP Director Matt Ulberg has been elected onto the National LTAP Association (NLTAPA) executive board and will attend a joint North Central and

Southwest Regional NLTAPA meeting in Arlington TX, March 24-26. This event was cancelled due to COVID-19 restrictions at the State Government level.

- Cancelled: The 40th Annual MACRS conference to be held March 30-April 2<sup>nd</sup> in Great Falls, MT. This event was cancelled due to COVID-19 restrictions at the State Government level.
- We planned to distribute an updated Needs Assessment Survey summary to our constituents and training participants at annual MACRS conference in March/April 2020. This event was cancelled due to COVID-19 restrictions at the State Government level.

Evaluations are generally collected at the end of LTAP courses to determine whether participants are using workshop information in their jobs. Evaluations were not collected in our Third Quarter trainings.

**Table 5: SFY 3<sup>rd</sup> Quarter Workshop Evaluation Summary**

Workshop Evaluations	
Topics	Approval Ratings
NA	NA

**Newsletter:** A new digital newsletter is planned for Q4, SFY 2020

**Challenges**

LTAP is struggling to fill the open position in the office. Without support, LTAP cannot fulfil all our regular commitments, including the newsletter. A candidate has accepted the position and will start January 27, 2020.

LTAP is also struggling to provide a reasonable level of service to our Road Scholar program. This database is housed in Microsoft Access, which is not well designed or supported. Due to the departure of Genevieve, the database is no longer usable or helpful, and our program is in jeopardy of being obsolete. We are looking into Learning Management System (LMS) packages for continuation of the program.

**Planned Activities**

- Q4: Montana LTAP Director Matt Ulberg plans to attend the National NACE Convention in April, held in Alabama. As Vice President of NLTAPA, Matt is the Partnership Work Group Chair. NACE is a key partner with LTAP nationally and within Montana. Montana’s NACE affiliate is MACRS.

## SFY 2020 Third Quarter (SFY) Financial Summary

**Table 6: Budget Summary, January 1, 2020 - March 31, 2020**

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	68,956.75	72,541.52	275,827.00	175,769.69
Prof. Services	1,965.50	85.01	7,862.00	652.93
Travel	1,250.00	1,748.59	5,000.00	8,865.42
Supplies/Comm.	1,708.75	531.50	6,835.00	4,756.31
Minor Equipment	-	49.25	-	1,037.22
<b>Total</b>	<b>73,881.00</b>	<b>74,955.87</b>	<b>295,524.00</b>	<b>191,081.57</b>
IDC's	21,119.00	21,678.31	84,476.00	55,681.87
	<b>95,000.00</b>	<b>96,634.18</b>	<b>380,000.00</b>	<b>246,763.44</b>

**Table 7: Budget Summary by Focus Area, January 1, 2020 - March 31, 2020**

Focus Areas	Salary/Benefits	Prof. Services	Travel	Supplies/Com	Minor Equip	Subtotal	IDC's	Total
Safety - 48%	34,819.94	40.80	839.32	255.12	23.64	35,978.82	10,405.59	46,384.41
Infrastructure Management - 18%	13,057.47	15.31	314.75	95.67	8.87	13,492.07	3,902.10	17,394.17
Workforce Development 22%	15,959.13	18.70	384.69	116.93	10.83	16,490.28	4,769.23	21,259.51
Organizational Excellence - 12%	8,704.98	10.20	209.83	63.78	5.91	8,994.70	2,601.39	11,596.09
<b>TOTAL COSTS</b>	<b>\$ 72,541.52</b>	<b>\$ 85.01</b>	<b>\$ 1,748.59</b>	<b>\$ 531.50</b>	<b>\$ 49.25</b>	<b>\$ 74,955.87</b>	<b>\$ 21,678.31</b>	<b>\$ 96,634.18</b>

