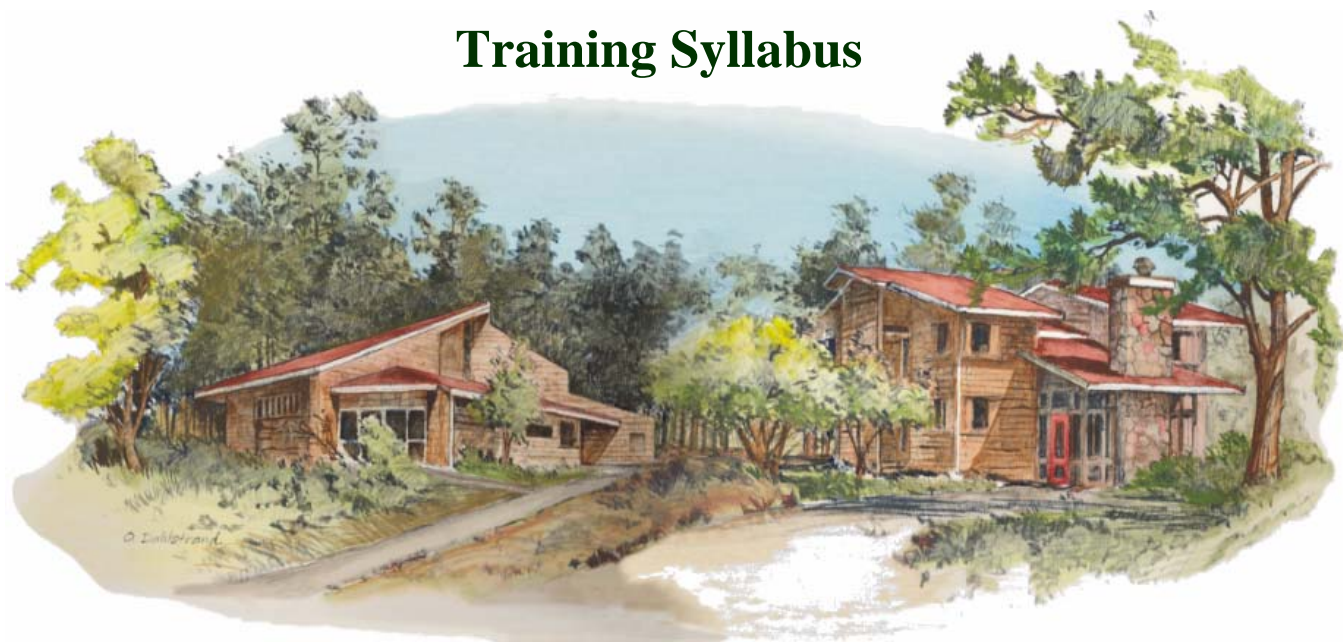


ADVANCED TRAILS PROGRAM: TRAIL ESTIMATING AND GRANT WRITING

January 27-February 1, 2008

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: December 26, 2007
To: Supervisor
From: **Department of Parks and Recreation**
William Penn Mott Jr. Training Center
Subject: Employee Attendance at Formal Training
Advanced Trails Program: Trail Estimating and Grant Writing Group 2

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work.

You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Prior to Three Months Following Training

1. Employee, after discussion with supervisor, must login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and logs in to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Michael D. Green
Department Training Officer (Acting)

Attachment

cc: Participant

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***Mission Statement
Training Office***

***The mission of the Training Office is to improve
organizational and individual performance through
consulting, collaboration, training and development.***

TRAINING CENTER STAFF

Michael Green..... Department Training Officer (Acting)

Pat Bost Office Manager

Joanne Danielson Training Specialist

Chuck Combs..... Training Specialist

Dave Galanti Training Specialist

Sara Skinner Training Specialist

Summer Kincaid..... Training Specialist

Michelle Gardner..... Cadet Training Officer

Connie Breakfield..... Cadet Training Officer

Pamela Yaeger Assistant Program Coordinator

Bill Spencer Assistant Program Coordinator

Edith Alhambra..... Assistant Program Coordinator

Eric Marks Assistant Program Coordinator

THE MISSION

of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center and, most recently, the Two Rivers Training Facility in Sacramento. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** Your copy of this syllabus is an important part of your training experience and should be brought with you to Training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources.
3. **TRAVEL:** Arrange your travel to and from the training site through your District or Office. (No reimbursement for travel expense – including per diem costs – will be approved for travel not specifically authorized in advance by the District

Superintendent). Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.

4. HOUSING: Housing will be assigned to you on a shared-room basis and will be available from 3:00 p.m. on the date of arrival to 10:00 a.m. on the date of departure. The Department provides your room and board expenses at the Marconi Conference Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Please advise the Department Training Officer no later than one week before your scheduled arrival if you plan to live off-grounds. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless registered beforehand at the front desk in the Marconi Conference Center Administration Building.

HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact the Training Center at least 72 hours prior to your date of arrival. The Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.

5. MEALS: Meals will be provided from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:00 a.m. for breakfast, 12:00 noon for lunch, and 6:00 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, notify the Marconi Conference Center no later than one week before your scheduled arrival.
6. CLOTHING: Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, not including optional items, will be worn daily by all uniformed employees during formal training sessions **unless otherwise specified in the Program Attendance Checklist**. Non-uniformed employees shall wear professional business attire.

Because we are on the conference grounds with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

7. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.

8. TRAINING OFFICE STAFF: Michael Green is your Training Specialist and has been assigned the responsibility for your training group. You may be asked to assist Training Staff in the logistics of your training program, please work with Training Staff to help make your training experience pleasant and meaningful.
9. ATTENDANCE: Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
10. TRAINING MATERIALS: May be made available to you at both your unit and at the Marconi Conference Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Please bring your own pens and pencils.
11. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks.
12. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (415) 663-9020.
13. COLLEGE CREDIT: Most Training Office programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
14. MPC STUDENT ID: If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birthdate.

<https://autobahn.mpc.edu/scripts/autobahn.exe/Execute?Application=WebReg&Program=REPORT-SR-FIND-SSN>

Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.

15. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.

◆ **Marconi Conference Center**
 ◆ **PLANNING INFORMATION**
 ◆

To make your visit as comfortable and satisfying as possible, please take a few moments to read the following.

◆ **CHECK-IN/CHECK-OUT**

Please check in at the Front Desk. Follow the signs for Check-in.

Check-in: 3 p.m. to 11 p.m.
 Check-out: 7 a.m. to 10 a.m.
 (Bring your key)

Late check-out (after 10 a.m.) will incur an additional day's charge.

◆ **DINING**

Meals are served in Redwood Dining Hall.

Breakfast buffet: 7 a.m. to 9 a.m.
 Lunch buffet: 11:30 a.m. to 1:30 p.m.
 Full service dinner: 6 p.m. to 8 p.m.

◆ **LODGING**

You may wish to bring: shampoo, flashlight, comfortable shoes for hilly trails. Please note cooking and other appliances, candles and incense are not allowed, and food should not be kept in your room as it attracts insects.

◆ **PARKING**

Please park in designated parking spaces only and observe the law regarding spaces for the handicapped. Campers, recreational vehicles and motor homes are not permitted.

◆ **DRIVING**

Please drive slowly and carefully, yielding to pedestrians, bicyclists and animals. The speed limit is 15 mph, and all signs and barriers must be observed.

◆ **GAS STATIONS**

The closest gas station is located in Point Reyes Station, 15 minutes to the south.

◆ **TELEPHONES**

Your guestroom has a private telephone number which you can give callers after you check in, as well as a port for your modem. All outbound telephone and modem calls require a toll-free 800 number. Bring your calling card for phone calls; check with your ISP for 800-number access. Most cellular phones DO NOT work at Marconi Conference Center.

◆ **MESSAGES, FAXES, MAIL**

If your callers would like to leave a message, give them this number:

Front Desk Telephone: (415) 663-9020

You may also want to give them your lodging building, room number and name of conference, to expedite receiving emergency messages.

We post messages for guests on the message board. We'll also post a notice if you receive mail or a package. *Emergency messages will be delivered.*

If you wish to receive a fax, use this number:

Front Desk Fax: (415) 663-1731

We will post a notice on the message board when your fax arrives and collect the service charge when you pick it up.

If you wish to receive mail, use this address:

(your name), (conference name)
 c/o Marconi Conference Center
 P.O. Box 789, 18500 State Route 1
 Marshall, CA 94940

We will post a notice on the message board and hold your mail at the Front Desk.

no charge. Our commissary sells snacks, cold drinks, personal hygiene items, flashlights/batteries, writing supplies, stamps. We have a selection of Marconi souvenirs such as shirts, hats, mugs and other items that make wonderful remembrances of your stay with us. Our Front Desk staff can also help you with local information.

◆ **BUSINESS CENTER**

The Business Center is located in the Pelican Building lounge and is open 7 am to 11 pm. For your convenience, we are pleased to provide **free of charge**, the following services:

- ◆ Internet / E-mail
- ◆ Computer with MS Office
- ◆ LaserJet Printer
- ◆ Photocopier

◆ **WALKING & EXPLORING**

Marconi Conference Center is a unit of the California State Park system and all natural elements such as branches, pine cones, mushrooms and flowers are protected by state law and may not be removed. Camping and

campfires are not permitted. We suggest walking on designated footpaths to avoid poison oak. The pine needles can be slippery—please use caution. We recommend flashlights at night.

◆ **SMOKING**

State law prohibits smoking in or within 50 feet of Marconi Conference Center buildings. Ashtrays are located at entrances, on decks and on patios. Smoke only in paved areas and please use extreme caution when smoking on the property.

◆ **PETS**

With the exception of guide dogs for the handicapped, *pets are not permitted* in Marconi

Conference Center buildings and cannot remain on the property overnight. Dogs must be on a leash at all times.

◆ **ENJOY!**

We hope that between highly productive meetings you'll have some time to appreciate the rich human and natural history that surrounds us here. Please let us know if there is anything we can do to enhance your stay.



Marconi Conference Center's guestrooms overlook Tomaes Bay

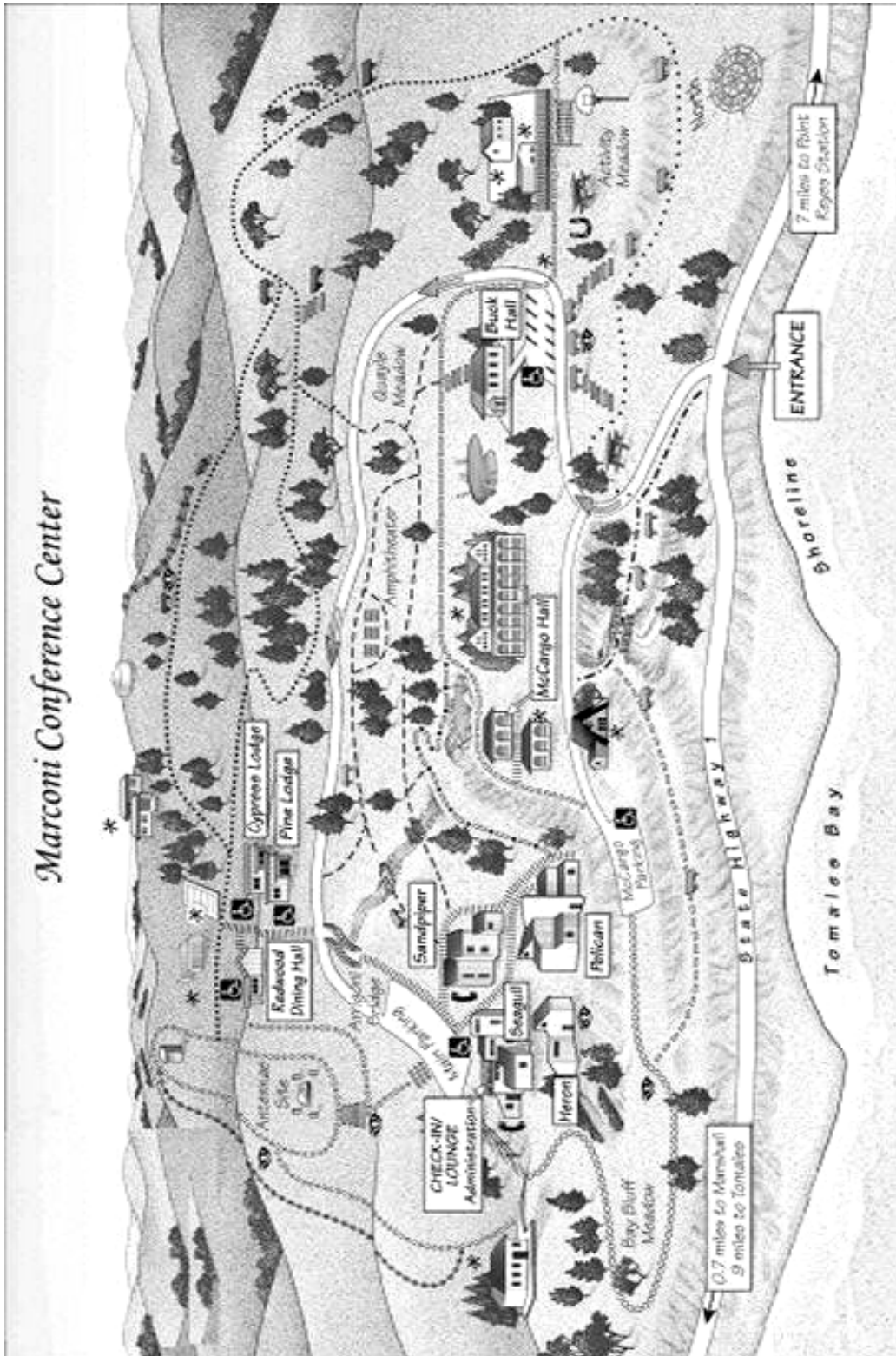
◆ **EMERGENCIES**

Between 11 p.m. and 7 a.m., the recorded message on (415) 663-9020 tells callers how to contact a guest or Marconi staff member in an emergency.

◆ **GUEST SERVICES**

In the front desk area we have games, reading material and a VCR with a selection of movie videos; volleyball, badminton and horseshoe equipment; ice, irons and ironing boards, all at

Marconi Conference Center



◆ **Marconi Conference Center**
 ◆ **GETTING TO MARCONI**
(415) 663-9020



◆ **FROM SANTA ROSA**

Highway 101 South to Petaluma. Exit at East Washington Street. Turn right (west) on Washington Street, continue about 1.5 miles. Washington Street becomes Bodega Avenue. Continue on Bodega Avenue for about 7 miles. At Coast Guard sign, turn left (west) on Petaluma/Tomales Road. Continue on Petaluma/Tomales Road for about 7 miles to Highway 1 (Shoreline Highway). Turn left (south) on Highway 1, continue about 7-1/2 miles through Marshall until you see Marconi on the left.

◆ **FROM SACRAMENTO**

Take Interstate 80 West. Just before Vallejo, take Highway 37 west toward San Rafael. Continue west on Highway 37 over Highway 101 (stay to the right). Take South Novato Boulevard exit. Continue north on Novato Boulevard for about 8-1/2 miles through Novato. When Novato Boulevard ends turn right, continue about 1000 feet. Turn left (west) on Hicks Valley Road (sign indicates "To Marshall"). Continue on Hicks Valley/Wilson Hill Road about 2-1/2 miles until it ends. Turn left (south/west) on Marshall Petaluma Road. Continue for about 11 miles until it ends at Highway 1 (Shoreline Highway). Turn left on Highway 1 and continue about 1 mile to Marconi on the left.

◆ **FROM OAKLAND/EAST BAY:**

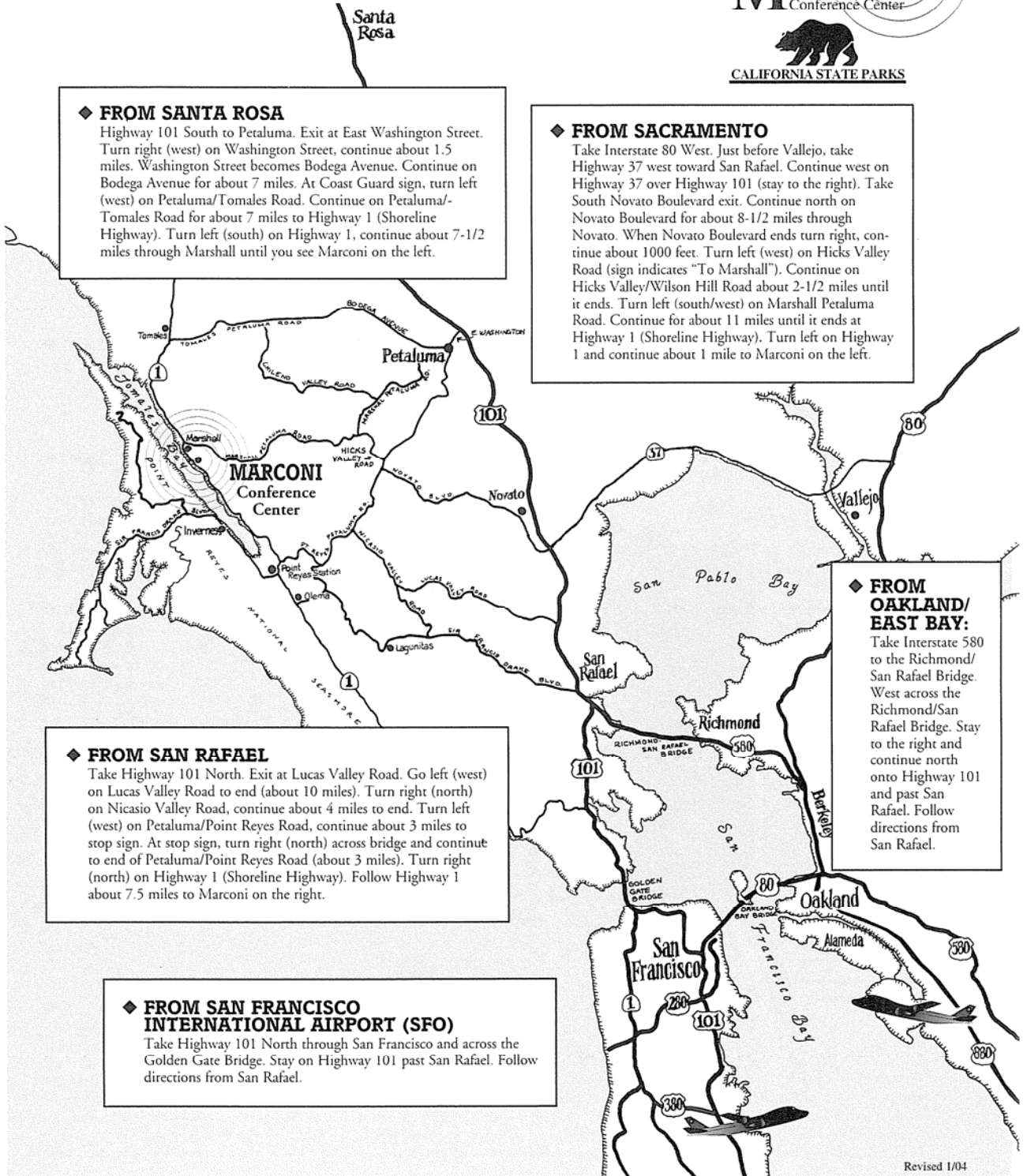
Take Interstate 580 to the Richmond/San Rafael Bridge. West across the Richmond/San Rafael Bridge. Stay to the right and continue north onto Highway 101 and past San Rafael. Follow directions from San Rafael.

◆ **FROM SAN RAFAEL**

Take Highway 101 North. Exit at Lucas Valley Road. Go left (west) on Lucas Valley Road to end (about 10 miles). Turn right (north) on Nicasio Valley Road, continue about 4 miles to end. Turn left (west) on Petaluma/Point Reyes Road, continue about 3 miles to stop sign. At stop sign, turn right (north) across bridge and continue to end of Petaluma/Point Reyes Road (about 3 miles). Turn right (north) on Highway 1 (Shoreline Highway). Follow Highway 1 about 7.5 miles to Marconi on the right.

◆ **FROM SAN FRANCISCO INTERNATIONAL AIRPORT (SFO)**

Take Highway 101 North through San Francisco and across the Golden Gate Bridge. Stay on Highway 101 past San Rafael. Follow directions from San Rafael.



Revised 1/04

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training the following list is provided:

- 1. Read and understand the Trail Estimating and Grants Workshop Syllabus prior to your arrival at the Marconi Conference Center.
- 2. Discuss the projects you will be assigned in the next twelve months that will utilize the skills developed during this training program. Review with your supervisor the Post-Training Evaluation form that will appear via your ETMS homepage, 90 days after attending this program .
- 3. Remember to bring the following with you to training:
 - ✓ Program syllabus
 - ✓ Personal safety equipment (eye, hand, and head protection)
 - ✓ Appropriate work clothing and rain gear with good work boots
 - ✓ Day pack, Abney hand level and/or clinometer and water bottle/canteen
 - ✓ Alarm clock, pens, pencils, coffee cup
- 4. Do not contact the Marconi Conference Center to make any personal arrangements. All special arrangements must be made through the Training Center office. If you have questions or need help, contact the Program Coordinator, Chuck Combs at (831) 649-7124 or e-mail at chuck@parks.ca.gov.

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed).

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

ADVANCED TRAILS PROGRAM:
TRAIL ESTIMATING AND GRANT WRITING GROUP 2 – AGENDA
January 27-February 1, 2008

Sunday
January 27

1500- REGISTRATION: *Check in at Marconi Conference Center* All

Monday
January 28

0800-0830	Program Orientation/MPC Registration	Combs
0830-0930	Training Preview	Knapp
0930-1100	Trail Design and Layout Refresher	Beers
1100-1200	Trail Prescriptions and Trail Worksheet Logs	Beers
1200-1300	<i>Lunch</i>	
1300-1400	Trail Cost Spreadsheets	Knapp
1400-1500	Trail Project Timeline and Logistical Support Development	Knapp
1500-1600	Trail Construction Contract Development	Beers
1600-1700	Trail Crew and Contract Management	Allsop

Tuesday
January 29

0800-0830	Van Pool to Field Exercise Location	All
0830-1200	Trail Construction Prescriptions Field Exercise	Knapp/Beers/ Allsop/Fisher/ Shannon/Spann/ Cogar
1200-1300	<i>Box Lunch</i>	
1300-1630	Trail Construction Prescriptions Field Exercise	Knapp/Beers/ Allsop/Fisher/ Shannon/Spann/ Cogar
1630-1700	Return to Marconi Conference Center	All

Wednesday
January 30

0800-0830	Van Pool to Field Exercise Location	All
0830-1200	Trail Construction Work Logs Field Exercise	Knapp/Beers/ Allsop/Fisher/ Shannon/Spann/Cogar

ADVANCED TRAILS PROGRAM:
TRAIL ESTIMATING AND GRANT WRITING GROUP 2 – AGENDA
January 27-February 1, 2008

Wednesday

January 30 (cont.)

1200-1300	<i>Box Lunch</i>	All
1300-1630	Trail Construction Work Logs Field Exercise	Knapp/Beers/ Allsop/Fisher/ Shannon/Spann/Cogar
1630-1700	Return to Marconi Conference Center	All

Thursday

January 31

0800-1000	Trail Grant Administration	Musillami
1000-1200	Trail Work Logs, Cost Estimating, Construction Equipment, Logistic Support Cost Sheets and Grant Proposals	All Teams
1200-1300	<i>Lunch</i>	All
1300-1700	Trail Work Logs, Cost Estimating, Construction Equipment, Logistic Support Cost Sheets and Grant Proposals (continued)	All Teams

Friday

February 1

0800-1130	Trail Cost Estimating Team Reports	Teams
1130-1200	Program Evaluation	Combs
1200-	<i>Lunch and Departure</i>	

**PROGRAM: ADVANCED TRAILS PROGRAM:
TRAIL ESTIMATING AND GRANT WRITING GROUP 2**

36 HOURS

PROGRAM OUTLINE

Total
Hours

<u>PROGRAM ORIENTATION AND INTRODUCTION</u>	0.5
<u>TRAIL DESIGN AND LAYOUT REFRESHER</u>	1.0
Identify Construction Design Criteria	
Control Points-Destinations	
Trail Corridor Identification	
Major Control Points	
Visual Assessment	
Reconnaissance	
Trail Lay-Out Concepts	
<u>TRAIL PRESCRIPTION DEVELOPMENT</u>	20.0
Trail Prescription Process	
Trail Structure/Feature Identification	
Trail Structure/Feature Quantification	
Trail Construction Work Logs	
<u>TRAIL CONSTRUCTION COST IDENTIFICATION</u>	4.0
Trail Construction Cost Spreadsheet Use	
<u>TRAIL PROJECT LOGISTICAL SUPPORT IDENTIFICATION</u>	4.0
Crew Day Quantification	
Spike Camp Requirements	
Materials Need Identification/Quantification	
Tool and Equipment Identification	
<u>TRAIL CONTRACTING</u>	3.0
Work Unit Quantification	
Specifications and Standards	
Working Drawings	
Contract Management	
Crew Management	
<u>TRAIL GRANT ADMINISTRATION</u>	3.0
RTP and EEM Grant Changes	
Maintaining Grant Documentation Files	
Grant Completion/Closeout Requirements	
<u>PROGRAM EVALUATION</u>	0.5
TOTAL HOURS	36.0

ADVANCED TRAILS PROGRAM: TRAIL ESTIMATING AND GRANT WRITING

PROGRAM ORIENTATION

Purpose: Participants will meet one another and the program coordinator and facilitator. The group will share expectations for the training program. In addition program content will be reviewed and registration for Monterey Peninsula College completed.

Performance Objectives: By the close of the session the participant will

1. Review program content, procedure, and evaluation processes.
2. Share and record expectations with group members.
3. Complete Monterey Peninsula College registration materials.
4. Adhere to all Training Center guidelines.

TRAIL DESIGN AND LAYOUT REFRESHER

Purpose: Review the process for designing and laying out trails. Participants will receive a brief overview of how to design and layout trails as they will be required to complete this process by developing prescriptions for trail structures that are identified while laying out and flagging trails.

Performance Objectives: By the close of the session the participant will

1. Demonstrate the understanding of Trail Layout and Design techniques needed to put in a new trail.
2. Recognize and identify major and minor control points related to new trail alignment.
3. Use topography and curvilinear alignment for appropriate drainage design and stream crossing.
4. Identify the linear grades between control points and flag between control points

TRAIL PRESCRIPTION PROCESS

Purpose: Participants will gain a working knowledge of how to identify and quantify trail structures and features required to construct a trail.

Performance Objectives: By the close of the session the participant will

1. Demonstrate the understanding of selecting the most appropriate trail structures required to construct a new trail or trail reroute.
2. Select the most appropriate materials to construct trail structures.
3. Identify the size of the trail structures required and quantify the volume of materials and work units in those structures.
4. Develop trail construction work logs with standardized feature, action and units of work descriptions.

TRAIL CONSTRUCTION COST ESTIMATING

Purpose: Introduce the participants to trail construction cost worksheets used to estimate trail construction projects.

Performance Objectives: By the close of the session the participant will

1. Organize data from trail construction cost worksheets and enter it into electronic spreadsheets to develop project cost estimates.
2. Use spreadsheets to quantify material, labor and equipment requirements.

TRAIL CONSTRUCTION PROJECT LOGISTICAL PLANNING

Purpose: Develop the participant's knowledge of trail construction cost estimate spreadsheets to quantify material, labor and tool/equipment needs.

Performance Objectives: By the close of the session the participant will

1. Use electronic spreadsheets to identify material, labor and tool/equipment needs. Use these totals to develop purchasing strategies, use of on site materials, selection of labor sources, plan the allocation of tools and equipment and select project start dates.

TRAIL CONSTRUCTION CONTRACTING

Purpose: Participants will learn how to develop contracts for performing trail construction projects that adequately identify the work to be performed, identify the units of work for payment and identify specifications and standards for performance.

Performance Objectives: By the close of the session the participant will

1. Demonstrate the knowledge and understanding of developing trail construction contract specifications and performance requirements.
2. Quantify units of payment for contract work and be able to accurately measure and compensate contractors for services rendered.

TRAIL GRANT ADMINISTRATION

Purpose: Provide participants with the most current information on applying for, managing and completing trail grants.

Performance Objectives: By the close of the session the participant will

1. Understand changes that have occurred in the processing of RTP and EEM grants and the timeline impacts associated with those changes.
2. Develop skills in managing grant projects including project files, invoices, labor records and match documentation.
3. Understand how to close out completed grant projects including required documents, invoicing, and project files/documentation.