



June 30, 2026

Executive Officer Name
Title
Organization Address

Dear [Executive Officer]:

Congratulations! The Chesapeake Bay Trust (the Trust) and the Maryland Department of Service and Civic Innovation (DSCI) are pleased to inform you that the *Organization Name* has been selected as a Host Organization for the 2025-2026 Chesapeake Conservation and Climate Corps Program (Corps), Maryland Corps/Service Year Option pathway. The Corps selection committee has placed *Corps Member Name(s)* with your organization to serve as a Corps Member for a period of 9.5 months (August 18, 2026 through August 17, 2027).

The appended "Chesapeake Conservation and Climate Corps Host Agreement" outlines the roles, responsibilities, and requirements of the Host Organization, Corps Member, Trust and DSCI as participants in the Corps program. Please review this agreement carefully and return a signed copy to the Trust acknowledging the terms and conditions of this Agreement.

If you should have any questions regarding participation in the Corps, please feel free to contact Emily Stransky at 410-974-2941, ext. 101, estransky@cbtrust.org. The Chesapeake Bay Trust and Department of Service and Civic Innovation greatly appreciates your commitment to the Chesapeake Conservation and Climate Corps Program, Maryland Corps/Service Year Option pathway and look forward to working with you to advance the mission and goals of this important program for Maryland and the Chesapeake Bay.

Sincerely,



Jana Davis, Ph.D.
President

Mentor: *Mentor Name*

Chesapeake Conservation and Climate Corps Program – Host Agreement

This agreement between the Chesapeake Bay Trust (Trust), the Maryland Department of Service and Civic Innovation (DSCI), and *Organization Name* (Host Organization) specifies expectations and requirements for participation in the Chesapeake Conservation and Climate Corps Program and hosting a Chesapeake Conservation and Climate Corps Member (Corps Member).

I. IN GENERAL

The Host Organization and the Trust agree to work together to achieve the Chesapeake Conservation and Climate Corps Program, in partnership with Maryland Corps/Service Year Option.

- 1) Host Organization: The Host Organization must have at least one paid employee and perform work within the state of Maryland.
- 2) Mentor: While the Corps Member is encouraged to work with multiple individuals at the Host Organization, the Host Organization shall assign one 'Primary Mentor' to be the official point of contact and direct supervisor of the Corps Member throughout the term of service. Any Mentor changes must be approved by the Trust in advance of the change via the Mentor Transition Form.

II. PROGRAM ROLES AND RESPONSIBILITIES

- 1) Corps Requirements: All requirements can be found in the Corps Handbook or at <https://cbtrust.org/chesapeake-climate-corps/current/reporting> and submitted by logging into the Chesapeake Bay Trust Online System.
 - a. Work Plan: The Host Organization shall work with the Corp Member and Trust staff to structure the Corp Member's work plan within the first month of the Corps Member's service. The work plan will be based on the equivalent of a full-time (40-hour per week) schedule. Significant changes to the work plan must be approved by the Trust in advance of the change by submitting the Work Plan Revision form. The Trust will provide technical assistance and support as needed to the Host Organization and Corps Member to strengthen work plan projects.
 - b. Meetings: The Host Organization Mentor, Corps Member, and assigned primary Trust Point of Contact (Trust Point of Contact) will participate in a Work Plan meeting at the start of the program to review the activities and tasks the Corps Member will be supporting and leading during their term of service. A mid-year review meeting between the Host Organization Mentor, Corps Member, and Trust Point of Contact will also be conducted at the half-way point in the program.
- 2) Corps Events:
 - a. Orientation: The Host Organization's designated Mentor shall participate in a virtual orientation session for Corps participants (Host Organizations and Corps Members).

Should the mentor be unable to attend, another individual from the Host Organization must attend.

- 3) Programmatic Communications: Reporting Forms (Status Report, Final Report, Withdrawal Form, etc.) can be found in the Corps Handbook or at <https://cbtrust.org/chesapeake-climate-corps/current/reporting/> and submitted by logging into the Chesapeake Bay Trust Online System. The Host Organization shall conduct open and regular communications with the Corps Member and the Trust.
- a. Communications: Public communications and promotion of Corps-related activities, including press releases, print publications, signage, online messaging, etc., shall acknowledge the Chesapeake Conservation and Climate Corps, Maryland Corps/Service Year Option, and Trust and include approved logos. Logo files are available online at <https://cbtrust.org/chesapeake-climate-corps/current/reporting/>. Any publication and promotion of the Chesapeake Conservation and Climate Corps (SYO) and related activities, including press releases, print publications, signage, online messaging, and any other external messaging outlet shall be reviewed and approved in advance by the Trust and DSCI. The title of the Corps Member on all correspondence and promotional materials should be “Maryland Corps/Service Year Option, Climate Corps Member.” The Trust will lend communications support to the Corps Member and Host Organization, as needed.
 - b. Photo Release: Corps participants grant permission to use their full name, biography, video, likeness, audio recording, picture and other reproductions of their physical likeness and voice in connection with the unlimited distribution, advertising, promotion, exhibition and exploitation, and use throughout the world, in perpetuity, on whatever media is known or hereafter devised for the Trust’s websites and any media or communication platforms.
 - c. Reporting: The Host Organization is expected to submit two status reports to the Trust, due **December 7, 2026**, and **March 1, 2027**, and a cumulative final report covering the full term of service due **August 2, 2027**.
 - d. Evaluation: The Host Organization shall participate in Trust and/or DSCI-led efforts to evaluate the effectiveness of the Maryland Corps/Service Year Option pathway of the Chesapeake Conservation and Climate Corps Program.
 - e. Performance Issue Resolution Process: If challenges occur or issues arise related to the Corps Member’s performance (quality of work, punctuality, etc.) the Host Organization must address the concern with the Corps Member immediately and directly and then document the date and time of the issue and the resulting discussion between the Host Mentor and the Corps Member. The Host organization must then share such documentation with their Trust Point of Contact within one week of the occurring issue. If, after a short period of time from the discussion with the Corps Member, performance concerns remain unresolved, the Host Organization must contact their Trust Point of Contact. The first step will be Trust mediation of the issue in an attempt to preserve the Host-Member relationship. The second step would potentially be a

probationary period to determine if the issues can be alleviated through various strategies. The Host organization agrees that they are *not* able to terminate the service of their Corps Member without following the process described here and without first discussing termination with their Trust Point of Contact in advance of the termination of service. If steps one and two are followed and attempts to mediate challenges are unsuccessful, the Trust will determine whether the Corps Member is to be placed with another Host Organization. Should placement with another Host Organization occur the original Host Organization will not be assigned another Corps Member. The full performance policy will be discussed and distributed at the orientation and outlined in the Corps Handbook.

4) General Member Provisions

- a. Tools for the Role: During the service year, Host Organizations must provide a Corps Member with desk or office space, access to a phone and computer with internet access, and parking or reimbursement for parking on-site.
- b. Corps Member Schedule: Corps Members are expected to serve the equivalent of full-time (40 hours per week) including activities at their Host Organization and Corps events (trainings, events, site visits, etc.). If Corps Members participate in activities in addition to the 40 business hours (i.e. over the weekend or in the evening) they should be given the opportunity to “flex” their hours, taking off at a different time during regular business hours to ensure a maximum of 40 hours are served per week.
- c. Time Off: Corps Members are allowed 15 days off which can be used at any point during their Corps term. A Corps Member must communicate time off requests to their Mentor and the Mentor must approve before a Corps Member is permitted to take leave. The Trust asks Corps Members to notify their Mentor of the request as soon as possible, especially if the request exceeds 1 day. A Corps Member does not have to specify a reason for requesting time off. Corps Members will also receive time off for bereavement, jury duty, voting, Maryland State Holidays (listed in the Corps Handbook), and Host Organization closures but these will not be counted as part of the 15 days off. Emergency medical leave beyond the 10 days provided will be determined on a case-by-case basis. While the Trust does not typically collect information about hours served, it is the responsibility of the Host Organization to promptly report Corps Member absences or time off requests to the Trust that do not follow the above procedures.
- d. Accessibility Accommodations: The Host Organization shall provide any reasonable accommodation(s) necessary for the Corps Member to perform essential functions with support from the Chesapeake Bay Trust. Determination of the essential functions, reasonable accommodations, and level of Chesapeake Bay Trust support will be determined on a case-by-case basis.
- e. Travel Costs: Host Organizations must cover travel costs (i.e. mileage reimbursement, toll fees, public transportation, etc.) to all Corps related mandatory trainings and Host Organization required events (i.e. conferences, meetings, site visits, etc.). Host Organizations are also required to cover travel costs to the required three Corps site

visit exchanges, but the Trust requests Host Organizations cover travel costs for the ideal four to eight site visit exchange days.

- i. The Corps Member is required to attend all Corps training sessions and a minimum of 3 Corps-wide All-Hands on Deck project session during the service year. These sessions will be designed to promote team building among the cohort of Corps Members, provide training in new job skills, develop an understanding of the overall program, share information about best practices, and advance knowledge on environment and energy topics. *Attendance of mandatory trainings should be prioritized over work plan activities.*
 - ii. The Corps Member is required to participate in at least three, ideally four to eight site visit exchange days, engaging in activities or visiting other host organizations during their service year. Corps Members must receive permission from their Host Organization to attend a site visit exchange if the opportunity occurs during work hours; however, Host Organizations should provide permission and encouragement to attend site visits unless there is a high priority prior event, deadline, training, etc. scheduled for that date and time. Additionally, Host Organizations are encouraged to invite Corps Members placed with other organizations to participate in a site visit at their site.
- f. Use of a Host Provided Vehicle: The Trust must approve (in advance) of any Member use of a Host Organization provided vehicle at which point the Trust must receive authorization (in writing) of vehicle use by the Member. The Host Organization shall be solely responsible for any damage to the vehicle arising from normal use, mechanical failure, or accident. The Trust or Corps Member shall not be held personally liable for repair or replacement costs under ordinary circumstances. Any use of the vehicle must comply with applicable traffic laws and the Host Organization's internal policies.

5) Corps Member and Host Relationship:

- a. Stipend Volunteers versus Employees: The Host Organization and Corps Member acknowledge that the Corps Member is a volunteer and no employment relationship exists between the Corps Member and either the Trust or the Host Organization.
- b. Temporary Term of Service: The Host Organization and Corps Member acknowledge that the Chesapeake Conservation and Climate Corps service is temporary in nature. Furthermore, there is no expectation of Corps Member employment at the end of the program.
- c. Prohibited Corps Activities: The Host Organization and Corps Member agree that the Corps Member may not:
 - i. Participate in any partisan political activity while engaged in the performance of duties as stipend volunteers.

- ii. Participate in any regulatory or statutory enforcement activities while engaged in the performance of duties as a member of the Corps.
- iii. Undertake a project if the project would replace regular workers or duplicate or replace an existing service in the same locality.

III. FINANCES AND LIABILITY

1) The Chesapeake Bay Trust will:

- a. In partnership with the Maryland Department of Service and Civic Innovation, provide the Corps Member with an annual living stipend equivalent to \$16/hour (\$33,280 for the 12-month service term and pro-rated for early withdrawal), which will be distributed twice a month via direct deposit through the Corps payroll processor, Engage PEO. At the end of each tax year, Corps Members will receive W-2 forms from Engage PEO detailing taxable earnings and withholdings. Corps Members are responsible for any federal and state tax liability. In the event that the Corps Member leaves the Corps before the service year is completed, regardless of cause, the Trust will pro-rate their stipend payment based upon the portion of the period for which service was completed. Similarly, the participant's first stipend payment shall be pro-rated based upon start dates and may be included in the second scheduled payment to avoid partial month stipend payments.
- b. Cover the Corps Member under a workers compensation policy.
- c. Provide health insurance coverage for Corps Members not covered by a parent or guardian or other private source of healthcare through The Corps Network.

2) Conditions and Compliance:

- a. Liability Insurance: The Host Organization is expected to cover the Corps Member under the Host Organization's general liability insurance for Corps Members in an aggregate amount of at least \$1,000,000 and list the Chesapeake Bay Trust, the Maryland Department of Service and Civic Innovation, and the State of Maryland as an "Additional Insured." The Host Organization will also provide documentation that General Liability Insurance includes a volunteer endorsement. The Trust is willing to be flexible on being listed as an Additional Insured for political subdivisions of the State of Maryland who are self-insured by Maryland State Law and federal agencies who are self-insured by Federal Law. However, coverage of the Corps Member is required of all Host Organizations.
- b. Indemnification: To the extent allowed by the Constitution and the laws of the State of Maryland, the HSP shall indemnify, defend, and hold harmless the Trust, DSCI, the State and their officers, directors, agents and employees (each a "Covered Person") from and against any and all pending or threatened claims, losses, liabilities, litigation,

damage, penalty, expense and demands of every kind and nature whatsoever (any of the foregoing a “Loss”), including, without limitation, the costs as and when incurred of defending any such Loss, and including, without limitation, reasonable attorneys’ fees and disbursements therefore, incurred by a Covered Person resulting from or arising in connection with the performance of this Agreement, caused in part or in whole by any negligent or willful act or omission of the HSP, its officers, agents, employees, or representatives. The HSP expressly understands and agrees that any performance bond or insurance protection required by this Agreement or otherwise provided shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Trust, DSCI, and the State as herein provided. The Trust, DSCI, and the State do not waive any right or defense, or forebear any action, in connection herewith.

- c. Confidentiality and Data Security: Subject to the Maryland Public Information Act (“MPIA”) and any other applicable laws, including, without limitation, the Protection of Information by Government Agencies (PIGA), Health Insurance Portability and Accountability Act, Health Information Technology for Economic and Clinical Health Act, and the Maryland Medical Records Act and regulations promulgated pursuant thereto, all confidential or proprietary information and documentation relating to the Trust and DSCI (including without limitation, any information or data stored within the Host Organization’s computer systems) shall be held in absolute confidence by the Host Organization. The Host Organization shall, however, be permitted to disclose relevant confidential information to its officers, agents, employees, subcontractors, and grantees, to the extent that such disclosure is necessary for the performance of its duties under this Agreement. The provisions of this section shall not apply to information that (a) is lawfully in the public domain; (b) has been independently developed by the Host Organization without violation of this Agreement; (c) was already in the possession of the Host Organization; (d) was supplied to the Host Organization by a third party lawfully in possession thereof and legally permitted to further disclose the information; or (e) which the Host Organization is required to disclose by law. The Host Organization shall comply with all applicable laws protecting personal and confidential information. The Host Organization acknowledges and agrees that it has reasonable data security protocols and practices. If the Host Organization experiences a security breach relating to this Agreement, including, without limitation, the Trust or DSCI’s confidential information and the personal or confidential information of a Corps Member, the Host Organization must notify in writing the Trust and DSCI, as soon as practicable and without unreasonable delay, with information relating to the breach. In the event of a breach, the Host Organization shall ensure that all regulatory requirements regarding investigation and notification are followed and shall provide the Trust and DSCI with an update regarding such security incident.
- d. Maryland Law Prevails; Consent to Jurisdiction and Venue in Maryland: The law of Maryland, excluding Maryland choice of forum rules, shall govern the interpretation and enforcement of this agreement. The parties agree that the exclusive jurisdiction over any dispute under this Agreement shall lie in the Courts of the State of Maryland and venue shall be only in such courts located in Anne Arundel County, Maryland. The aforementioned choice of forum and venue is intended by the parties to be mandatory

and not permissive in nature, thereby precluding the possibility of litigation between the parties with respect to or arising out of this contract in any jurisdiction other than the State of Maryland. The Host Organization waives any right it may have to assert the doctrine of *forum non conveniens* or similar doctrine or to object to venue with respect to any proceeding brought in accordance with this section, and stipulates that the Courts of the State of Maryland located in Anne Arundel County, State of Maryland shall have *in personam* jurisdiction and venue over the contractor for the purpose of litigating any dispute controversy, or proceeding arising out of or related to this contract.

- e. Compliance with Laws: It shall be the Host Organization's responsibility to perform under this Agreement in conformance with all applicable statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental entities. It is the sole responsibility of the Host Organization to determine the statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies that apply to the performance of this Agreement and their effects.
- f. Third Party Beneficiary: The Trust and the Host Organization acknowledge and agree that DSCI is a third-party beneficiary of the representations, warranties and covenants of this Agreement, and that DSCI is otherwise an express third party beneficiary of this Agreement, entitled to enforce the terms hereof as if it were an original party hereto.

IV. TERM

Upon all parties executing this Agreement, the term of this agreement shall be for a period of 12-months beginning on August 18, 2026 and ending on August 17, 2027.

The Host Organization understands that the Trust reserves the right to terminate this Agreement and participation in the Corps for reasons including, but not limited to, misconduct, breaches of this Agreement, or breach of Corps policies and procedures.

I have received, reviewed, understand, and agree to this Host Agreement for the Chesapeake Conservation and Climate Corps Program, in partnership with Maryland Corps/Service Year Option.

Signature of Host Organization
Executive Officer

Title

Date

Signature of Jana Davis, Ph.D.,

President, Chesapeake Bay Trust

Date

*****Please retain a copy for your records*****