



July 25, 2025

Mr. Jeff Mihelich
City Manager
Mayor and Council of Rockville

Dear Mr. Mihelich:


Congratulations! The Chesapeake Bay Trust (the Trust) is pleased to inform you that the Mayor and Council of Rockville has been selected as a Host Organization for the 2025-2026 Chesapeake Conservation and Climate Corps Program (Corps). The Corps selection committee has placed Rena N. Aggarwal with your organization to serve as a Corps Member for a period of one year (August 19, 2025 through August 18, 2026).

The appended "Chesapeake Conservation and Climate Corps Host Agreement" outlines the roles, responsibilities, and requirements of the Host Organization, Corps Member, and Trust as participants in the Corps program. Please review this agreement carefully and return a signed copy to the Trust by August 18th, 2025, acknowledging the terms and conditions of this Agreement.

A mandatory one-day in-person orientation for Corps Host Organizations and Corps Members will be held on **August 19, 2025** at Celebrations at the Bay (2042 Knollview Ave, Pasadena, MD 21122). A detailed agenda and additional information will be sent separately.

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 greatly appreciates your commitment to the Chesapeake Conservation and Climate Corps and looks 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: Shannon Philbin

Chesapeake Conservation and Climate Corps Program – Host Agreement

This agreement between the Chesapeake Bay Trust (Trust) and the Mayor and Council of Rockville (Host Organization) specifies expectations and requirements for participation in the Chesapeake Conservation and Climate Corps program (Corps) 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 goals.

- 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. Capstone Project: The work plan should also include a capstone project on which the Corps Member will serve as lead. The Capstone should be a project that is aligned with a) the interests of the Corps Member, b) the mission of the Host Organization, and c) the goals of the Corps Program.
 - c. 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 after 6 months in the program.

2) Corps Events:

- a. Orientation: The Host Organization's designated Mentor shall participate in the orientation session for Corps participants (Host Organizations and Corps Members) held on August 19, 2025 at Celebrations at the Bay (2042 Knollview Ave, Pasadena, MD 21122). Should the mentor be unable to attend, another individual from the Host Organization must attend.
- b. Mentor Workshops: The Host Organization's designated Mentor is required to participate in a minimum of three (of four total) virtual Mentor Workshops provided by the Trust. These sessions will be designed to promote sharing of knowledge, understanding of best practices, and building of relationships between Mentors. One of the three virtual sessions must be the first session of the term.

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 and Trust and include approved Corps and Trust logos. Logo files are available online at <https://cbtrust.org/chesapeake-climate-corps/current/reporting/>. The title of the Corps Member on all correspondence and promotional materials should be "Chesapeake Conservation and 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 1, 2025** and **April 1, 2026**, and a cumulative final report covering the full term of service due **August 5, 2026**.
- d. Evaluation: The Host Organization shall participate in Trust-led efforts to evaluate the effectiveness 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 year. 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 15 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 four Corps site visit exchanges, but the Trust requests Host Organizations cover travel costs for the ideal five to ten site visit days.
 - i. The Corps Member is required to attend all Corps training sessions and a minimum of three Corps-wide All-Hands on Deck project sessions 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 four, ideally five to ten 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. Provide the Corps Member with an annual living stipend of \$33,280, which will be distributed twice each 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.
 - i. The Corps position is anticipated to be funded by the State of Maryland and State of Maryland Board of Public Works (BPW). The FY26 BPW budget was approved in July of 2025. Funding for the Corps 2025-2026 program year was approved at that point, with funding for the first half of the Corps year finalized and the second half of the year approved, but contingent upon funding availability. If funding is unavailable for the second half of the year, the Trust will attempt to cover remaining stipend-related expenses using alternative funding sources or notify Corps Members as soon as possible of their updated participation end date.
- 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) Waiver of Liability, Assumption of Risk, and Indemnity:

- a. Assumption of Risk: The Host Organization and Mentor acknowledge that participation in the Corps includes, without limitation, service activities, training sessions, other

Program events and activities, and local/regional travel (collectively “Activities”). The Host Organization and Mentor understand that these Activities may involve dangers, hazards, risks, and uncertainties. Knowing the dangers, hazards, risks, and uncertainties of such Activities, and in consideration of desiring to participate in the Corps, on the Host Organization and Mentor’s behalf and on behalf of the Host Organization and Mentor’s family, heirs, and personal representative(s), the Host Organization and Mentor agrees to assume all the risks and responsibilities surrounding these Activities and participation in the Corps.

- b. Indemnification and Hold Harmless: The Host Organization and Mentor agree to hold harmless the Trust along with their employees, officers, agents, and representatives (collectively referred to as "Indemnified Parties"), from and against any and all claims, liabilities, damages, losses, costs, or expenses, including but not limited to legal fees, arising out of or relating to the Activities and my participation in the Corps, except to the extent caused by the gross negligence or actual malice of the Indemnified Parties.
- c. Waiver of Liability: The Host Organization and Mentor hereby release and forever discharges the Trust and their respective employees, officers, agents, and representatives (collectively referred to as "Released Parties") from any and all liability whatsoever for any and all damages, losses or injuries (including death), the Host Organization Mentor sustains (person or property or both), including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys’ fees, which arise out of, result from, occur during or are connected in any manner with my participation in the Activities and/or the Corps, except for such damages or injury as may be caused by the gross negligence or actual malice of the Released Parties.

3) The Host Organization will provide:

- a. Insurance Documentation:
 - i. Non-Profit Organizations: Host Organizations that are Non-Profit Organizations will submit a Certificate of Insurance documenting General Liability Insurance in at least the amount of \$1,000,000, listing the Chesapeake Bay Trust as an Additional Insured. The Host Organization will also provide documentation that General Liability Insurance includes a volunteer endorsement.
 - ii. Local Governments and State Agencies: Host Organizations that are local governments or state agencies will submit either the Certificate of Insurance (aforementioned in the Non-Profit Organization language) or documentation that organization is a political subdivision of the State of Maryland and is self-insured with respect to any and all claims concerning public liability and property damage. The Host Organization will also include confirmation that the Corps Member will be covered by their Self-Insurance Program per Maryland State Law.

- iii. Federal Agencies: Host Organizations that are federal agencies will submit documentation that the organization, as part of the federal government, is essentially a self-insurer with respect to (1) loss of, or damage to, Government property and (2) damage to persons or property caused by employee acts or omissions while acting within the scope of their employment in accordance with the Federal Tort Claims Act. The Host Organization will also include confirmation that the Corps Member will be covered by the organization's Self-Insurance Program per Federal Law.

IV. TERM

Upon all parties executing this Agreement, the term of this agreement shall be for a period of one (1) year beginning on August 19, 2025 and ending on August 18, 2026.

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.

<u>Jeff Mihelich</u>	<u>City Manager</u>	<u>8/14/2025</u>
Signature of Host Organization	Title	Date
Mayor and Council of Rockville		
Jeff Mihelich		

Approved for legal sufficiency

<u>Robert Dawson</u>	<u>8/14/2025</u>
Robert Dawson	Date
City Attorney	

<u>Jana Davis</u>	<u>President</u>	<u>7/25/2025</u>
Signature of Jana Davis, Ph.D.,	President, Chesapeake Bay Trust	Date

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