



HOST SITE AGREEMENT

This is an agreement between Howard EcoWorks and **[INSERT ENTITY NAME]**, hereinafter referred to as “the Agreement.” This agreement sets forth the above parties’ understanding concerning the establishment and operation of the UpLift program and their service to Host Sites where members will work.

I. GENERAL PROVISIONS

A. Duration of Agreement

This Agreement shall become effective on the date of **(INSERT EFFECTIVE DATE)** and shall end thereafter on **(INSERT END DATE)**, unless terminated sooner by either or both of the parties. Termination of that agreement may occur if the Host Site materially fails to comply with any of this agreement’s terms.

II. MEMBER POSITION DESCRIPTION

- A. The Host Site shall adhere to the Member Job Descriptions found in *Appendix 1: Member Job Description(s)* of this Agreement.

III. REPORTING

- A. The Host Site will:
- Operate its project site in accordance with applicable program policies and regulations, and other Federal laws, regulations, and policies which are, or become, applicable to the program;
 - Submit information to complete necessary reports within the required time frame, as applicable;
 - Host Site may be required to verify UpLift members time spent on Host Site projects.

IV. FURTHER RESPONSIBILITIES OF THE PARTIES

A. Howard EcoWorks Responsibilities

- Place members with the Host Site at its discretion and assign replacements at Howard EcoWorks’ discretion, for any members who resign, transfer to other projects, or are terminated.
- Provide technical assistance and approval to the Host Site in planning, development, and implementation of the project.
- Periodically review and assist the Host Site’s use of UpLift members to achieve the objectives and perform the task(s) specified in the Job Description.
- Provide initial training to UpLift members prior to engagement inclusive of:
 - All members: health and safety training including general work safety, tool safety and maintenance, using personal protective equipment, working with trucks and trailers, and hazard and risk identification. Additional trainings including code of



conduct and professionalism, team building, conflict resolution, introduction to stormwater management practices, introduction to plant biology and identification.

- b. Leaders only: Red Cross First Aid certification, truck / trailer operation
 - c. Additional trainings will be provided to UpLift throughout the course of their terms - these may include native and invasive tree and plant identification, tree/shrub pruning and maintenance, invasive species removal, tree planting, conservation landscape and rain garden installation and maintenance, native seed collection, OSHA-10 certification, watershed planning and assessment
 - e. Resolve any issues, concerns or disciplinary actions brought to EcoWorks by Host Site.
- B. Host Site Obligations
- a. Identify a Host Site Supervisor to liaise with Howard EcoWorks, develop work plans, coordinate activities and oversee projects.
 - b. Track and report, in a manner and frequency specified by Howard EcoWorks, the hours served of each UpLift member at Host Site.
 - c. Arrange and be responsible for providing on-site orientation and training for all incoming UpLift members within the first two days of their work.
 - d. Provide project support as specified in the Job Description.
 - e. Provide each UpLift member placed with the necessary training, tools (beyond the standard tool set provided by EcoWorks to each crew) and resources necessary to complete the activities described in the Job Description.
 - i. Standard tool set will include: shovels, rakes, loppers, pruners, shears, manual hand saws, trowels, pitchforks, pick mattock, rock bars, manual uprooter, hard hats, wheelbarrows, brooms / dust pan, and tarps.
 - f. If changes at the Host Site agency result in a new staff member being appointed as Host Site Supervisor, notify Howard EcoWorks within five business days of this change.
 - g. Provide a clean and safe working environment which includes:
 - i. Make every reasonable effort to ensure that the health and safety of UpLift members are protected during the performance of their assigned duties. The Host Site shall not assign or require UpLift members to perform duties which would jeopardize their safety or cause them to sustain injuries. Host Sites must adhere to Maryland State Health Department codes by providing sufficient bathroom and workplace facilities.
 - h. Allow UpLift members to respond to Disasters and provide Emergency Support Services, as needed.
 - i. Not assign UpLift members to serve on projects or in offices based, or otherwise located, outside of the Central MD area unless granted explicit permission, in writing, from Howard EcoWorks.
 - j. Communicate all issues as defined here with Howard EcoWorks immediately:
 - i. The Host Site shall immediately notify Howard EcoWorks of any unusual incident, occurrence or event that involves the staff, volunteers or officers of the Host Site or UpLift members funded through this agreement, including but not limited to, the death or serious injury of any member; the arrest of any staff or member; possible criminal activity on the part of any staff or member; destruction of property by any staff or member; significant damage to the physical plant of the Host Site; or other matters of a similarly serious nature.



C. Host Site Supervisor Responsibilities

- a. Prepare Work Plan <project map, scope of work, tool list, safety hazards, access limitations, parking location> and review with the crew
- b. Periodic check-in with each UpLift Crew Leader.
- c. Verify the accuracy of UpLift member's hours as requested by Howard EcoWorks to approve their time and pay.
- d. Attend Kick-off meeting with EcoWorks prior to project start to review details and questions.
- e. **(INSERT PROGRAM-SPECIFIC HOST SITE SUPERVISOR RESPONSIBILITIES AS APPROPRIATE OR REMOVE THIS FIELD)**

D. Financial Responsibilities of Host Site

- a. Financial responsibilities of the host site are as follows for crews. Travel fees will be charged based on federal mileage reimbursement rate from Holly Hills, Glenwood MD to project sites. Projects requiring special tools, equipment and materials will be covered by Host Site. A Purchase Agreement will accompany this Host Site Agreement and will outline payment responsibilities.

Crew size: 5 day minimum	Price per 5-day Week
One Crew: 1 Crew Leader, 4 Crew Members for 5 days	\$2,770.00
Two Crews: 2 Crew Leaders, 8 Crew Members for 5 days	\$3,460.00

E. Nondiscrimination

- a. General Prohibition - No person with responsibilities in the operation of the project, whether affiliated with Howard EcoWorks or the Host Site, shall discriminate against any UpLift, or member of the staff of, or beneficiary of the project, with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, sexual orientation, age, disability, political affiliation, marital or parental status, or military service.
- b. Sexual Harassment - Sexual harassment is a form of discrimination based on sex, which is prohibited as addressed directly above. The Host Site must prohibit sexual harassment and take immediate corrective action and/or disciplinary action if violations occur. Such sexual harassment violations include:
 - i. Acts of "quid pro quo" sexual harassment where a supervisor demands sexual favors for service benefits, regardless of whether the Host Site, its agents or supervisory employees should have known of the acts.
 - ii. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature which have the purpose or effect of creating an intimidating or offensive service environment.
 - iii. Acts of sexual harassment toward fellow UpLift members or non-employees, where Howard EcoWorks or Host Site, its agent or its supervisory employees knew or should have known of the conduct, unless it took immediate and appropriate corrective action.



F. Drug-Free Workplace

- a. In accordance with the Federal Drug-Free Workplace Act of 1988, the program is committed to maintaining a drug and alcohol-free environment. Members are therefore notified that:
 - i. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and places of service;
 - ii. Actions, including termination from the program, will be taken against any member for violations of such prohibitions;
 - iii. As a condition of service as an UpLifts Member, the Member agrees to:
 1. abide by the terms of drug-free workplace policy;
 2. notify the program coordinator in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace and must do so no more than five calendar days after the conviction.
The Member must remain drug-free for the remainder of the year.
 - iv. As part of an ongoing member orientation and training, the program will inform Members about:
 1. The dangers of drug abuse in the workplace and service area;
 2. The program's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that you may impose upon members for drug abuse violations occurring in the workplace or service area.

G. Delegation and Subcontracting

The Host Site is prohibited from delegating or assigning any of its obligations or duties contained in this Agreement. UpLift members may not be assigned by the Host Site to perform duties with other public or private non-profit agencies or organizations not defined in the Job Description or without explicit approval by the Howard EcoWorks.

Howard EcoWorks	Host Site
_____ Signature	_____ Signature
_____ Print Name	_____ Print Name
_____ Title	_____ Title



Date	Date

APPENDIX 1: Job Descriptions

The Host Site shall adhere to the Job Descriptions found here.

JOB DESCRIPTION: UpLift Conservation Crew Member

Seasonal, Full-Time

Reports to: Landscape Foreman

Job Overview:

An UpLift Conservation Crew Member will be an essential part of the team in providing environmental and resiliency focused services such as the installation and maintenance of nature-based solutions such as conservation landscapes and rain gardens, performing maintenance of stream restoration sites, removing debris from waterways, engaging in disaster preparedness and response, and supporting community education and outreach. UpLift Crew Members work in teams under the direction of their Crew Leader, Landscape Foreman, and Operations Staff. UpLift Crew Members work successfully as a team to build and maintain environmental projects in Central MD as well as be exposed to a variety of career opportunities in the green infrastructure sector.

Howard EcoWorks provides training in identifying native and invasive plants, construction techniques for environmental restoration projects, proper tool usage and care, and more. EcoWorks also includes soft-skills training and exposure to different opportunities in the environmental industry.

Responsibilities & Duties:

- *Environmental Stewardship (~85% of service)*
 - Conduct stream restoration maintenance
 - Install trees, native pollinator gardens, conservation landscapes, and rain gardens
 - Remove invasive species
 - Support a native plant nursery and land management at Holly Hills, EcoWorks headquarters
 - Remove tree shelters and maintain tree planting projects



- Collect and propagate seeds of native species
 - Install and maintain other environmental projects as assigned.
- *Disaster Relief & Recovery Support (10-15% of service)*
 - Provide post-disaster support by assisting with cleanup efforts, debris removal, repairs, and distribution of necessary supplies to affected communities.
 - Support disaster preparedness through education, tabling, and community outreach.
- **Note:** These activities represent a sample of the activities that members will perform.

Qualifications & Requirements:

- Able and willing to work in a variety of outdoor settings, including forests and streams
- Knowledge or interest in nature-based solutions such as green infrastructure, rain gardens, and sustainable gardening practices.
- Ability to work with a team as well as independently
- Can physically stand, bend, squat, and lift up to 40 pounds repetitively throughout the day
- Must have reliable transportation to the company office each day
- May be asked to use a personal vehicle if applicable. Approved mileage is reimbursed
- Opportunity to earn a Chesapeake Bay Landscape Professional-Associate (CBLP-A) Certificate

Preferred Qualifications:

- Intention to enter the workforce in the green industry (as opposed to educational pursuits) following completion of the program
- Passion and/or interest in the outdoors
- Previous experience working outdoors or in landscaping
- Flexible with changes in day to day tasks

Job Timeline:

This is a full-time, hourly, seasonal position. Standard work hours are Monday through Friday 7:00 AM to 3:30 PM, with a half-hour unpaid lunch break and 2 paid 15-minute breaks per day. Weekend work opportunities may be available but are not mandatory. Work days may be adjusted, shortened or canceled for inclement weather events. Indoor training and professional development opportunities may be offered on inclement weather



JOB DESCRIPTION: UpLift Conservation Crew Leader

Seasonal, Full-Time

Reports to: Landscape Foreman

Job Overview:

An UpLift Conservation Crew Leader will be an essential part of the team in providing leadership to conservation crews. This is a 9-month opportunity to gain experience with environmental restoration work. Howard EcoWorks also provides training in various soft-skills as well as coaching to give one a leg-up on finding a job in the environmental industry. The Crew Leader leads, supervises, and instructs assigned Crew Members in the construction of rain gardens, conservation landscapes, and other stormwater management practices, as well as leading their crew in performing landscaping maintenance, invasive plant removal, stream cleanup, and more.

As the first line of management, he or she is responsible for handling safety and disciplinary matters, which may include escalating issues to higher level management. He or she is also responsible for ensuring that team members have the skills and training necessary to complete their assignments correctly, safely, and in a timely manner. Working with operational and administrative staff, the Crew Leader will help to coordinate and implement the work plan for each day. The results of what a crew does needs to be on time, on budget, and meet or exceed quality expectations. A Crew Leader ensures that the crew meets those objectives in performing their work. A Crew Leader also motivates their team and participates in the professional development of the Crew Members. The Crew Leader holds the ultimate responsibility for ensuring the entire crew works safely, and ensures crew operations do not endanger those not in the crew, such as customers. Crew Leaders also have the responsibility for ensuring the success of the program through proper execution and delivery of our services.

Responsibilities & Duties:

- *Leadership Duties:*
 - Lead and supervise a crew to properly implement and maintain projects
 - Responsible for enforcing safety protocols
 - Required to drive the company vehicle(s) and trailer to transport the crew and/or materials to and from job sites
 - Responsible for the safety of the crew while transporting
 - Caring for the company vehicle(s) on a daily and weekly basis while ensuring adherence to weekly Vehicle Inspection Reports.
 - Utilize and look after a company credit card for purchase of gas in company vehicle(s)
 - Properly use and care for company tools and equipment
 - Ensure that Crew Members perform their tasks skillfully, safely, and in a workmanlike fashion
 - Ensure the crew delivers EcoWorks services timely, efficiently, and of expected quality
 - Manage and report crew attendance
 - Read and implement Work Plans, Landscape Designs, and Planting Plans, and use them to guide the crew to correctly install projects
 - Determine and assign daily tasks to Crew Members
 - Plan, execute, and assess the day-to-day activities of the crew to ensure adherence to project schedules
 - Oversee clean up of job sites and proper storage and/or disposal of materials



- Communicate progress and issues to Landscape Foreman
- Community outreach and public engagement
- Assist in construction and maintenance as needed
- *Environmental Stewardship (~85% of service)*
 - Conduct stream restoration maintenance
 - Install trees, native pollinator gardens, conservation landscapes, and rain gardens
 - Remove invasive species
 - Support a native plant nursery and land management at Holly Hills, EcoWorks headquarters
 - Remove tree shelters and maintain tree planting projects
 - Collect and propagate seeds of native species
 - Install and maintain other environmental projects as assigned
- *Disaster Relief & Recovery Support (10-15% of service)*
 - Provide post-disaster support by assisting with cleanup efforts, debris removal, repairs, and distribution of necessary supplies to affected communities.
 - Support disaster preparedness through education, tabling, and community outreach.
 - Note: These activities represent a sample of the activities that members will perform
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Qualifications & Requirements:

- Must be 18+ by September 10, 2025
- Proven track record of strong leadership, communications, and process improvement skills
- Able and willing to work in a variety of outdoor settings, including forests and streams
- Knowledge or interest in nature-based solutions such as green infrastructure, rain gardens, and sustainable gardening practices.
- Ability to work with a team as well as independently
- Can physically stand, bend, squat, and lift up to 40 pounds repetitively throughout the day
- Must have reliable transportation to the company office each day
- Must meet our required level of proficiency for driving a truck and trailer safely
- Must have a valid driver's license and a clean driving record
- May be asked to use a personal vehicle if applicable. Approved mileage is reimbursed

Preferred Qualifications:

- Passion and/or interest in the outdoors
- Previous experience working outdoors or in landscaping
- Flexible with changes in day to day tasks

Job Timeline:

This is a full-time, hourly, seasonal position. Standard work hours are Monday through Friday 7:00 AM to 3:30 PM, with a half-hour unpaid lunch break and 2 paid 15-minute breaks per day. Weekend work opportunities may be available but are not mandatory. Work days may be adjusted, shortened or canceled for inclement weather events. Indoor training and professional development opportunities may be offered on inclement weather