Midpeninsula Regional
Open Space District

SEEDS Funding Program

Service-learning for Ecological Education and District Stewardship

Shared stewardship through service, learning, and ecological restoration

CALL FOR PARTNERS

REVISED

Release Date: 10/15/2026, Revised 10/30/2026

Deadline: 11/20/2026

PROGRAM AT A GLANCE

FUNDING: APPROXIMATELY $1.9–$3 MILLION OVER FOUR YEARS

WHO CAN PARTICIPATE: QUALIFIED NONPROFITS AND ELIGIBLE PUBLIC AGENCIES

PROGRAM: SERVICE-LEARNING NATURAL RESOURCE STEWARDSHIP

PROCESS: CALL FOR PARTNERS → PARTNERSHIP PLANNING → AWARD

INVITATION

The Midpeninsula Regional Open Space District (District) invites qualified private nonprofit organizations and eligible public agencies to become partners in its **SEEDS Funding Program: Service-learning for Ecological Education and District Stewardship**. The program will provide funding for hands-on stewardship and environmental education that engage participants in protecting and restoring natural resources on District lands.

The Program is established under Public Resources Code section 5546. Funding will support District-authorized activities that advance the program's stewardship and educational objectives.

Through this **Call for Partners**, the District will identify qualified organizations eligible to participate in the SEEDS Funding Program. The District will evaluate each organization's experience, staffing, service-learning approach, and capacity to participate. The qualified partner pool will have no fixed expiration date. The District may request updated qualification information as needed. Before entering into each agreement, the District will confirm that the organization continues to meet program requirements and has the experience staffing, and capacity to carry out the proposed programming.

Following qualification, District staff may contact organizations within the qualified partner pool to explore service-learning programming, budget, responsibilities and schedule. Agreements may extend up to four years. Qualification does not guarantee that an organization will receive funding or a SEEDS Funding Program agreement.

1. PROGRAM BACKGROUND

The District protects and manages open space lands in San Mateo, Santa Clara, and Santa Cruz counties. Its natural resource management work includes managing invasive plants, restoring habitat, protecting native plant communities, and supporting the long-term ecological health and biodiversity of District lands.

The **SEEDS Funding Program** supports the District's Conservation Grazing, Integrated Pest Management, and Open Space Maintenance and Restoration Programs. The District will identify eligible project sites, establish resource management objectives, and determine authorized activities, work methods, resource protection requirements, and applicable environmental review.

Service-learning combines hands-on stewardship with education about the resources being protected, the ecological purpose of the work, and the District's approach to land management.

Through the **SEEDS Funding Program**, the District seeks to identify partners that can organize, lead, educate, and supervise participants to accomplish meaningful stewardship work. A substantial portion of participant time is expected to be devoted to hands-on resource management activities.

Most events are expected to involve manual invasive plant removal. Other activities may include native planting, seeding, seed or plant material collection, watering and plant establishment, and restoration site maintenance. Additional stewardship activities may be considered with District approval.

These partnerships bring together the District's resource management expertise, partners' educational and community engagement experience, and participants' service. Participants learn through direct involvement in work that advances the District's stewardship objectives.

Service-Learning Participant

For this program, a service-learning participant is an individual recruited or organized by a participating organization to perform hands-on natural resource stewardship as part of an educational or service-learning experience.

Participants may be unpaid volunteers or may receive wages, stipends, educational awards, internship compensation, or other financial support from an organization or service program. Paid interns, conservation corps members, and participants in paid service-learning programs may qualify when their primary role is hands-on stewardship and associated learning.

Anticipated Program Scale

The District anticipates providing approximately **$1.9 million to $3 million in service-learning funding over four years**. Funding may support annual work planning and project scoping, event planning and administration, participant leadership and supervision, environmental education, partner-provided biological monitoring, participant recruitment and administration when applicable, and other eligible costs of approved programming.

The anticipated budget and number of project sites are estimates. Actual project sites, funding amounts, annual funding allocations, and programming will depend on District priorities, available funding, site conditions, partner capacity, and operational needs.

The District expects to award funding to one or more qualified organizations in the Partnership Planning phase.

2. PARTNER QUALIFICATION AND AGREEMENT DEVELOPMENT

The District will identify qualified organizations through this Call for Partners and work directly with potential partners to develop site-specific service-learning programming.

Partner Qualification

The District will review submissions to determine whether eligible organizations have the experience, service-learning approach, staffing, and capacity to participate in the program. Organizations that meet all minimum qualifications and achieve the required evaluation score will be added to the qualified partner pool. Qualification scores will determine eligibility for the pool and will not be used to competitively rank organizations for funding opportunities.

Partnership Planning

District staff may contact organizations within the qualified partner pool to explore programming at specific sites. Staff and interested organizations will participate in a SEEDS Partnership Planning Meetings to discuss stewardship objectives, educational opportunities, organizational interests, and capacity.

Staff and the potential partner will jointly develop:

- Sites or geographic areas to be supported.
- Service-learning activities and educational content.
- Anticipated events, participant numbers and groups, service hours, and stewardship outcomes.
- Staffing, supervision, biological monitoring, participant recruitment, and other responsibilities.
- Annual work planning and reporting requirements.
- Budget, annual funding allocation, schedules, and agreement duration.

Available funding and site-specific requirements will be discussed during this Partnership Planning phase

Agreement Development

If the District and potential partner have agreed on programming, budget, and responsibilities through the Partnership Planning process, a grant agreement with the term of up to four years to memorialize the partner's work will be executed. A copy of the grant agreement that will be used for all partners is attached hereto as Attachment 2. Agreements are subject to available funding, applicable District approvals, and execution by both parties. Inclusion in the qualified partner pool does not guarantee a partnership planning meeting, an agreement, or funding.

3. MINIMUM QUALIFICATIONS

This **Call for Partners** is open to nonprofit organizations and public agencies that are eligible to receive District funding under Public Resources Code section 5546 and carry out the service-learning activities described in this document.

Applicants must identify their entity type. The District may request documentation to verify eligibility.

All of the following are minimum qualifications that applicants must demonstrate to be considered for the Program:

- **Relevant program or service model:** A program or service model that engages participants in hands-on environmental stewardship, community service, conservation, restoration, or similar field activities.
- **Participant leadership:** Experience leading and directly supervising participants in outdoor or field settings.
- **Education:** Experience connecting hands-on service with environmental, cultural, natural history, or other substantive learning.
- **Field accomplishments:** Ability to organize and engage participants to accomplish measurable stewardship work.
- **Qualified staff:** Staff capable of planning, coordinating, and leading service-learning field activities.
- **Program alignment:** An organizational purpose, established programs, or demonstrated experience aligned with conservation, environmental stewardship, education, community service, natural resource protection, or related public-benefit objectives.
- **Collaboration:** Capacity to work with District staff to develop annual work plans and carry out approved activities.
- **Safety and resource protection:** Ability to protect sensitive natural and cultural resources and comply with applicable safety and resource protection requirements.
- **Reporting:** Capacity to collect and report required program information, including participant numbers, service hours, participant learning, and resource management accomplishments.

4. ANTICIPATED SERVICE-LEARNING ACTIVITIES

Qualified organizations may apply for **SEEDS funding** to support some or all the activities described below.

Annual Work Planning and Programming Scoping

Partners will collaborate with District staff each year to develop an annual service-learning work plan consistent with the approved funding. Planning may include reviewing District priorities, visiting project sites, selecting appropriate activities and participant groups, estimating event capacity and staffing, identifying logistical and resource protection needs, and preparing annual cost estimates.

The District must approve the annual work plan before implementation to ensure that proposed activities meet applicable environmental review and resource protection requirements.

Proposed costs and annual funding allocation will be developed jointly during the Partnership Planning phase

Event Planning and Leadership

Partners may plan, coordinate, and lead service-learning events. Responsibilities may include participant orientation, work demonstrations, supervision, safety oversight, work quality control, environmental education, and coordination with District staff.

Responsibility for participant recruitment, registration, liability waivers and agreements, communications, transportation coordination, and similar tasks may vary by partner and project.

Resource Management Activities

Anticipated activities include:

- Manual invasive plant removal.
- Native plant installation.
- Native seeding.
- Native seed collection.
- Native plant material collection.
- Watering and plant establishment.
- Restoration site maintenance.

Organizations may identify additional stewardship activities for which they have relevant experience or qualifications. The District will determine whether these activities are appropriate for service learning. If the District determines that additional stewardship activities are appropriate, they may be incorporated into the Partnership Planning process.

Resource Protection

All activities must occur within District-authorized areas using District-authorized methods. Partners will provide the necessary tools, equipment, and personal protective equipment unless otherwise specified by the District.

Partners must follow applicable best management practices and project-specific requirements for protecting sensitive plants and wildlife, non-target vegetation, cultural resources, wetlands, and

waterways. Requirements may also address access, seasonal restrictions, invasive species prevention, and equipment sanitation.

Partners and participants must follow District phytosanitary requirements to prevent the spread of soil-borne pathogens between sites. Depending on site conditions and proposed activities, the District may require cleaning and sanitizing footwear, tools, equipment, and other materials before entering or leaving a work site.

Biological Monitoring

At a minimum, a District-qualified Level 1 biological monitor must be present whenever partner staff or participants conduct authorized activities on District lands.

Organizations are encouraged to identify staff who meet, or may meet, the biological monitor minimum qualifications included as an attachment to this Call for Partners. The District will determine whether an individual qualifies. Organizations should also identify staff with relevant wildlife handling permits or authorizations and describe the species or activities covered.

Organizations are not required to provide their own qualified biological monitor to participate in the program. When a partner does not provide a District-qualified monitor, the partner may request that the District provide a biological monitor, which will be paid for using available funds.

Monitoring needs, staffing responsibilities, and associated costs will be addressed during partnership and annual work planning.

Service-learning and Environmental Education

Partners will connect hands-on stewardship with the ecological and resource management concepts relevant to the work. Topics may include invasive species, biodiversity, ecological restoration, native plants and wildlife, climate change and resilience, watersheds, habitat connectivity, ecological disturbance, stewardship, and cultural or natural history.

Events must combine meaningful learning with direct stewardship. A substantial portion of participant time is expected to be devoted to hands-on resource management activities.

5. PARTNERSHIP OPPORTUNITIES

The **SEEDS Funding Program** seeks to build partnerships that advance shared stewardship and benefit the District, participating organizations, and the communities they serve.

In addition to funding, partners may have opportunities to:

- Participate in or observe appropriate District field activities.
- Attend selected trainings, workshops, and presentations.

- Learn from District natural resource professionals and other subject-matter experts.
- Collaborate with District staff on projects of mutual interest.
- Receive recognition for their work through District communications and social media.

Partners are encouraged to suggest other non-monetary opportunities that would support their organizational, professional development, educational, or community engagement goals. The District welcomes these ideas as part of developing mutually beneficial partnerships.

These opportunities are separate from grant funding and are not guaranteed. They are subject to District approval, staff and resource availability, safety requirements, applicable permits and authorizations, and District policies.

6. QUALIFICATION SUBMISSION REQUIREMENTS

Qualification submissions must be concise and limited to 12 pages, excluding a one-page cover letter, résumés, and other specifically requested attachments. Organize the submission using the sections below.

A. Organization and Mission Alignment

Briefly describe the organization's mission, purpose, principal programs, and history. Explain how its mission, programs, or established service model align with the SEEDS Funding Program's objectives for stewardship, environmental education, community engagement, conservation, and natural resource protection and restoration.

An organization's mission does not need to be identical to the District's mission. Its purpose, programs, or service model must be compatible with the program's objectives.

B. Service-learning and Participant Leadership Experience

Describe the organization's experience planning and leading service-learning, volunteer service, or similar activities. Address:

- Types of events or programs conducted.
- Participant groups served and typical group sizes.
- Participant orientation, safety, and supervision.
- Experience organizing participants to accomplish measurable field work.
- Integration of education with hands-on service.
- Participant recruitment and retention, if applicable.

Provide examples of how the organization engages participants in meaningful stewardship and associated learning.

C. Natural Resource Management Experience

Describe relevant experience in natural resource management or ecological stewardship. Examples may include invasive plant management, native planting and seeding, seed or plant material collection, restoration maintenance, native and invasive plant identification, and work in sensitive habitats.

Identify experience working on public or conservation lands, in remote areas, or at environmentally sensitive sites. Organizations may also describe other stewardship activities they are qualified for and interested in supporting.

D. Service-learning and Environmental Education Approach

Describe how the organization connects hands-on service with education. Address:

- Ecological, environmental, cultural, or natural history topics the organization is prepared to teach.
- How educational content relates to the work participants perform.
- How programming combines learning with substantial hands-on stewardship.

E. Community Engagement and Accessibility

Identify the primary participant groups or communities the organization serves. Describe how the organization:

- Reaches and engages participants.
- Builds community relationships and reduces barriers to participation.
- Adapts outreach and programming for different audiences or communities.

F. Staffing, Safety, and Organizational Capacity

Describe the organizational structure and staffing available to support service-learning. Identify:

- Proposed program or partnership leads.
- Staff who may lead field events and their relevant qualifications.
- Staff safety and first-aid training and experience supervising field activities.
- Capacity to support multiple events or projects.
- Geographic areas the organization can or wishes to serve.
- Significant seasonal, staffing, geographic, or participant limitations.

Organizations that anticipate recruiting or supervising participants under 18 must describe their existing youth protection and supervision practices.

Organizations are not required to provide Districtwide coverage or support every activity or project to qualify.

G. Biological Monitoring Qualifications

Identify any staff who may meet the biological monitor minimum qualifications included as an attachment to this **Call for Partners**.

For each individual proposed to perform biological monitoring, provide:

- Name and proposed qualification level.
- Proposed role.
- Résumé.
- Education, including degree and field of study.
- Years of relevant professional experience.

The District may request additional documentation to verify qualifications.

Organizations without qualified monitoring staff should indicate that District-provided biological monitoring would be needed. The absence of organization-provided biological monitoring will not, by itself, make an organization ineligible or unqualified.

H. Relevant Projects and References

Provide up to three examples of projects or programs that demonstrate the organization's qualifications. For each example, identify:

- Client, agency, funder, or partner.
- Project or program purpose.
- Participant involvement.
- Resource management or educational component.
- Organization's role.
- Approximate dates.

Provide three current references familiar with the organization's performance on comparable projects or programs. Include each reference's name, organization, email address, and telephone number.

7. EVALUATION AND QUALIFICATION

The District will first review submissions for compliance with eligibility, minimum qualification, and submission requirements. Submissions that meet these requirements will be evaluated using the following criteria:

Evaluation Criterion	Points

Service-Learning, Participant Leadership, and Community Engagement Experience	25
Natural Resource Management Experience	25
Mission and Program Alignment Staffing, Safety, and Organizational Capacity	20
	20
Relevant Past Performance and References	10
Total	**100**

Evaluation of service-learning, participant leadership, and community engagement experience will include the quality and relevance of the organization's community engagement and outreach approach.

Qualification Threshold

To qualify, organizations must meet all eligibility and minimum qualification requirements and receive at least 70 points out of 100.

The District may request clarification, additional information, or an interview to determine an organization's eligibility or qualifications.

8. SCHEDULE AND SUBMISSION INFORMATION

The following schedule is tentative and subject to change.

Table 1: Call for Partners

Milestone	Date
Call for Partners Issued	10/15/2026
Pre-Submittal Conference	10/19/2026
Deadline for Questions	11/12/2026
District Responses to Questions	11/16/2026
Qualification Deadline	11/20/2026
Interviews or Clarifications, if needed	Week of 11/30/2026
Qualified Partners Identified	12/4/2026

Pre-Submittal Conference

The District held an optional conference to introduce the SEEDS Funding Program, explain the qualification process, discuss anticipated partnership opportunities, and answer questions. Attendance is encouraged but is not required to submit qualifications.

Date: 10/19/2026
Time: 2:00 to 3:00 pm
Location: HYBRID - 5050 El Camino Real, Los Altos, CA 94022 **Online participation**:

Join: https://teams.microsoft.com/meet/218328496904161?p=79vB27LhrZH4tPkN6S

Meeting ID: 218 328 496 904 161

Questions

Submit questions about this **Call for Partners** by email to the contact below by November 12,

2026: Sherilyn Reinhart sreinhart@openspace.org

The District will distribute answers to substantive questions to interested organizations.

Qualification Submission

Submit qualification materials electronically to sreinhart@openspace.org by **November 20, 2026**.

No hard copies are required.

GENERAL STIPULATIONS

Applicants are responsible for all costs associated with preparing and submitting qualification materials and subsequent grant applications, including costs related to interviews, presentations, travel, or accommodations. The District reserves the right to request clarification or additional information; waive minor irregularities; reject any or all qualification submissions or funding applications; modify, suspend, or cancel the Program; or conduct a new qualification or application process when determined appropriate. All materials submitted to the District will become District records and will not be returned. Qualification as a Partner does not guarantee a grant award or funding. Any grant award is subject to available funding, applicable District approvals, and execution of a Grant Agreement, in the form attached hereto as Attachment 2.

PUBLIC RECORDS AND PROPRIETARY INFORMATION, INDEMNIFICATION

The District recognizes that applicants will occasionally believe that all or portions of their applications are confidential or proprietary. This can present problems in participating in a public agency grant process. All applications, strategies, supporting information, budgets and other information and documents are presumptively public records under the California Public Records Act (Gov't Code section 6250 et seq.), subject to prompt disclosure upon request by any member of the public.

The District is not soliciting, does not wish to receive, and will not treat any information received in connection with the Program as proprietary or confidential information, unless specifically called for or expressly accepted by the District General Counsel in writing, and will be accepted and considered only when, in the sole discretion of the District it is necessary to serve the public purpose of the Program. If the inclusion of confidential or proprietary information is determined to be necessary to the application, applicants must identify each and every specific item and each and every page, and segregate the information into a separate envelope or electronic file labeled conspicuously as confidential, with a cover page describing the information and applicable law exempting the same from disclosure. Any material marked or claimed as confidential or proprietary may be returned to the applicant by the District or destroyed and may not be considered in the review of applications if the claim does not appear justified or would inhibit the public purposes of the Program.

If the documents have been properly marked and expressly accepted as confidential and proprietary in writing by the District General Counsel, the District will make its best effort to advise the applicant of any Public Records Act request, should any be received, seeking documents claimed to be confidential or proprietary, to give the applicant an opportunity to take legal steps to protect such property from disclosure to third-party requester. The District expressly disclaims any duty and will not defend the confidentiality or proprietary nature of any information submitted. By submitting any confidential or proprietary information to the District, the applicant agrees to holds harmless and indemnify and defend the District and its officers, employees, and agents for any and all costs, including attorneys fees, incurred by the District or awarded to a Public Records Act requester relating to a request for release of applicant's data should the applicant ask the information to be handled as proprietary or confidential.

LIST OF ATTACHMENTS

1. District Map
2. District Grant Agreement Template
3. Biological Monitor Minimum Qualifications
4. Phytosanitary Guidelines for Service-Learning Activities

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT



PRESERVE PROTECT RESTORE EDUCATE ENJOY

MIDPENINSULA REGIONAL OPEN SPACE

Midpen mission

To acquire and preserve a regional greenbelt of open space land in perpetuity, protect and restore the natural environment, and provide opportunities for ecologically sensitive public enjoyment and education.

Coastside mission

To acquire and preserve in perpetuity open space land and agricultural land of regional significance, protect and restore the natural environment, preserve rural character, encourage viable agricultural use of land resources, and provide opportunities for ecologically sensitive public enjoyment and education.

jhawk - G:\Projects\a_Districtwide\Regional_Map\Regional_Map\Regional_Map.aprx

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT
GRANT AGREEMENT

This agreement (the "Grant Agreement") contains the terms and conditions of a grant in the amount of $_____ (the "Grant") from the Midpeninsula Regional Open Space District ("District") to _____ ("Grantee"). The District and Grantee may collectively be referred to as "Party" or "Parties."

By signing this Grant Agreement, the District and Grantee agree to the following terms and conditions regarding the Grant.

1. Grant Purpose

   The purpose of this Grant is to provide funding for [brief description of project] ("Grant Purpose").

2. Use of Grant Funds

   Grantee must use Grant funds, and any income earned on those funds, for the Grant Purpose only. Use of the Grant funds must conform to the approved work plan and project budget, as further described in Attachment 1. Grantee expenditures funded by Midpen must occur within the time frame of the grant period as indicated in Section 12 of this Grant Agreement.

3. Grant Payments

   The District will disburse Grant funds up to four times per year, subject to the terms and conditions of this Grant Agreement. Payment requests must include a Reporting Form, Reimbursement and Budget Tracking Sheet, and required documentation for proof of expenses including, but not limited to, timesheets, mileage logs, invoices, and receipts, as further described in Attachment 2 (Reimbursement Requirements). In the event the District terminates the Grant Agreement, payment will be made only for eligible costs incurred prior to the date of the District's notice of termination. Grantee acknowledges that the District and its representatives have made no actual or implied promise of funding, except for the amounts and on the terms expressed in this Grant Agreement. The District will determine any future funding in its sole discretion.

4. Grant Reports

   Grantee will submit a Progress Report (Reporting Form) to the District with each payment request. Progress reports must contain a brief description of what has been achieved towards advancing the objectives of the District-approved work plan in

Attachment 1 (Approved Work Plan and Budget). Additionally, Grantee will submit a Year 1 Report (Reporting Form) no later than June 30 of the first year of the grant period and a Final Report (Reporting Form) no later than June 30 of the second year of the grant period or 30 days after project completion, whichever is sooner.

5. Compliance with Laws

Grantee agrees to comply with all laws and regulations applicable to all of its activities associated with this Grant. ***Include when applicable for the Grantee project:*** Grantee will ensure that the appropriate level of environmental review is conducted, and any necessary permits are secured prior to initiation of the approved work plan, as described in Attachment 1.

6. Remedies and Termination

If the District determines, in its reasonable discretion, that Grantee has failed to or is unable to carry out any provision of this Grant Agreement, including but not limited to making reasonable progress towards the achievement of the Grant Purpose, the District may elect to withhold further Grant payments under this or any other Grant Agreement or terminate this Grant Agreement. The District may also demand return of all or part of any Grant funds not properly spent. Prior to terminating or curtailing the Grant, the District will give Grantee thirty (30) days' advance written notice to respond to and resolve the issues, but the determination to continue, curtail, or terminate the Grant will remain in the District's sole discretion.

7. Entire Agreement, Severability

This Grant Agreement supersedes any prior oral or written understandings or communications between the parties and constitutes the entire agreement between the parties with respect to the Grant. In the event that any term, condition, provision, requirement or specification set forth in this body of the agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement and/or the District's Grant Solicitation, the provisions of this body of the agreement shall prevail. The provisions of this Grant Agreement are severable so that if any provision is found to be invalid or illegal, that finding will not affect the validity or enforceability of the remaining provisions.

8. Permits for Entry on District Lands

If Grantee will enter onto District lands to carry out purposes of the grant project, Grantee shall obtain a District permit prior to commencing project and shall always carry a valid District-issued permit on District lands. Grantee further warrants that he/she will obtain a signed waiver, as further described in Attachment 3, from any and all research partners (who are not District employees) prior to entering District lands and provide such waiver(s) to a District representative. If evidence of insurance

coverage is required, District will inform Grantee of such requirements in advance of issuing a permit. Activities on District lands shall conform to the District-approved work plan in Attachment 1 and Grantee must have all activity participants entering District lands sign a release of liability, in a form substantially similar to Attachment 4, and provide such form(s) to a District representative.

9. Acknowledgment

Grantees may be required to identify the District during public announcements and in printed or web-based public materials relating to the project. Grantees must request a Midpen logo file and acknowledgment guidance prior to use. Grantees should be prepared to give a presentation to the District's Board of Directors, if requested.

10. Information Sharing

Grantee shall provide a courtesy copy of data gathered on research projects funded in whole or in part with Grant funding. Grantee shall provide advance drafts of research papers/reports prior to publication.

11. Amendment and Modification

Grantees seeking changes to the scope or budget (greater than 10% from a budget category) must obtain District's prior written approval. Changes in project scope must meet the Grant Purpose described in the original grant application.

12. Term

This Agreement shall be effective for up to two years from the date of its full execution, unless terminated earlier. Work to commence no sooner than July 1, 2026. 13. Indemnification ***(choose the appropriate clause only and delete the other)***

For non-government entity: Notwithstanding any other provision of this Grant Agreement, Grantee agrees to defend, hold harmless and indemnify District, its officers and employees, and each and every one of them, from against any and all actions, damages, costs, liabilities, claims, demands, losses, judgments, penalties, costs and expenses of every type and description, including, but not limited to, any fees and/or costs, reasonable attorney fees, and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), including but not limited to Liabilities arising from personal injury or death, damage to personal, real, or intellectual property or the environment, contractual or other economic damages, or regulatory penalties, to the extent any of Liabilities arise out of, pertain to, or relate to the Grantee's performance of this Grant Agreement or obligations stated herein, whether or not (i) such Liabilities are caused in part by a party indemnified hereunder or (ii) such Liabilities litigated, settled or reduced to judgment; provided that the foregoing indemnity does not apply to liability for any

damage or expense for death or bodily injury to person or damage to property to the extent arising from the negligence or willful misconduct of District. The foregoing does not limit any strict liability imposed onto the Grantee by law. The rights, duties, and obligations of the Parties as set forth above in this Section 13, Indemnification, survive termination, expiration, and suspension of this Agreement.

For government entity: In lieu of and notwithstanding the pro rata risk allocation, which might otherwise be imposed between the Parties pursuant to Government Code Section 895.6, the Parties agree that all losses or liabilities incurred by a Party shall not be shared pro rata but, instead, District and Grantee agree that, pursuant to Government Code Section 895.4, each of the Parties hereto shall fully indemnify and hold each of the other Parties, their officers, board members, employees, and agents, harmless from any claim, expense or cost, damage or liability imposed for injury (as defined in Government Code 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying Party, its officers, employees, or agents, under or in connection with or arising out of any work, authority, or jurisdiction delegated to such Party under this Agreement. No party, nor any officer, board member, or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of the other Party hereto, its officers, board members, or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of the other Party hereto, its officers, board members, employees, or agents, under or in connection with or arising out of any work authority or jurisdiction delegated to such other Party under this Agreement. The rights, duties, and obligations of the Parties as set forth above in this Section 13 Indemnification, survive termination, expiration, and suspension of this Agreement.

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

By:
Ana Ruiz, General Manager

Date:

GRANTEE
[NAME OF ORGANIZATION]

By:

Name:

Title:

Date: _____

Attest: _____
Maria Soria, District Clerk

Approved as to form:

Hilary Stevenson, General Counsel

Attachment 1
Approved Work Plan and Budget

Project Scope
[insert project scope]

Project Deliverables

- Progress Reports submitted with Reimbursement Request
- Year 1 Report submitted by June 30th of the first year of the grant period
- Final Report submitted by June 30th of final year of the grant period, or 30 days following completion of project, whichever is sooner
- Pictures of funded activities with photo releases

Project Schedule
[insert project schedule]

Project Budget*
[insert project budget]
*Changes within a budget category are allowable up to 10% without prior approval. Changes over 10% need to be approved by grant officer.

Project Team
[insert project team bios/contact information]

Midpen Contacts
[insert contacts]

Attachment 2
Reimbursement Requirements

Reimbursements

Reimbursement requests must be accompanied by documentation that details the work performed over the reporting period, a budget report that demonstrates which funds are being requested for reimbursement against the fund balance, and appropriate receipts or other necessary documentation. Midpen has designed the forms and procedures to keep organizational effort to the minimum for grantees.

Eligible Costs

Grant funds may be used to cover expenses related to the implementation of proposed projects within the approved project budget. Eligible expenses must be incurred during the performance period as specified in the grant agreement.

ELIGIBLE COSTS		
Budget Item	**Eligible Cost**	**Required Documentation**

Salaries, Wages, and Benefits (Personnel)	Salaries and wages of employees employed by the grantee who are directly engaged in the execution of the grant project. Benefits include employer contribution of fringe benefits.	Timesheets or similar documentation detailing days and hours worked on the project.
Consultants and Contractors	Direct consultant and contractual services necessary to achieve the objectives of the grant.	Invoices from consultant/contractor identifying expenditure, services performed, and period of services.
Travel	Travel costs associated with travel to and from project sites, meetings, etc., directly related to the grant project. Costs must be considered reasonable and necessary for the completion of the project.	Receipts identifying travel costs (i.e., lodging, rental cars). Mileage must be documented by either employee travel claims or vehicle mileage logs for vehicles owned by the grantee.
Equipment and Supplies	Supplies and/or equipment required for project or program execution. Purchased supplies and/or equipment are to remain in the possession of the grantee during and after project completion.	Receipts identifying item purchased, cost, and date of purchase. Use of grantee equipment must be substantiated with an equipment usage log that identifies the equipment used, rate, and total rental cost.
Indirect Costs	Indirect costs are costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the grantee organization.	Up to 10% of budget may be for indirect costs.

Ineligible Costs

The following activities and costs are not eligible:

- Conducting lobbying, carrying on propaganda, or otherwise attempting to influence legislation or political decision-making
- Influencing the outcome of any specific election through any means
- Purposes other than those that are charitable, scientific, or educational
- Fundraising
- Budget shortfalls or endowment funds
- Scholarships, fellowships, or grants to individuals
- Land acquisition or real estate purchases
- Costs incurred before or after the project performance period
- Late fees, penalties, and bank fees

Reporting

Short-form reports are to be submitted with reimbursement requests up to four times/year (as determined by the grantee) using a template provided at the time of the award. Year 1 narrative report

due by June 30th, using a template provided at the time of the award. Final narrative report will be due by June 30th of year 2, or 30 days after completion of grant, whichever is sooner.

Liability Release Form and Permission Requirements for Minors

To engage in activities on Midpen lands, participants need to submit an activity sign-in sheet liability release form as shown in attachment 4. For minors to participate, a parent or guardian must sign a release form which will be confirmed at the time of funding agreement execution. These forms must be submitted to Midpen before the activity occurs. Refer to attachment 4 for more details.

Attachment 3
Grantee Waiver

Name of Grantee or designee (please print): _____ ("Grantee")

READ CAREFULLY AND COMPLETELY
By Signing this Waiver and Release I Understand and Agree To the Following:

1. I understand that visiting District property (the "Property") for the purpose [describe study here] is a voluntary act on my part and that I am voluntarily participating in this activity.
2. By participating in this activity, I assume certain risks and I hereby waive certain rights.

ASSUMPTION OF RISK

Grantee understands and has been informed that there are numerous general safety hazards on the Property, including but not limited to dangerous and/or poisonous wildlife, abrupt changes in weather, steep drop-offs, unmaintained roads and paths, falling hazards, and trip and fall hazards. Grantee understands that activities in and around the closed areas of District property expose Grantee to the risk of serious injury.

HOLD HARMLESS/WAIVER OF LIABILITY

Grantee understands that he/she may incur personal injury, death, or property damage in the course of visiting the Premises, caused by the presence of a variety of physical hazards both natural and man-made. Injury or death may result from an accident or from the misconduct of a third person. For the Midpeninsula Regional Open Space District (the "District") to allow the Grantee to participate in the activity, Grantee hereby accepts and expressly assumes all risk of such injury or death. Grantee agrees to hold harmless, release and discharge the District, its officers, employees and servants from all liability arising out of, or in connection with Grantee's participation in the above-described activity, including travel, even liability arising from the district's negligence. For the purposes of this agreement, liability

means all claims, demands, losses, expenses (including attorneys' fees), causes of action, suits, or judgments of any and every kind that Grantee, and his/her heirs, executors, administrators or assignees may have against the District, or that any other person or entity may have against the District, because of any death, personal injury or illness, or because of any loss of or damage to Grantee's property, that occurs during the above described activity and that results from any cause including the District's negligence.

I have read the above and understand its terms. I execute it voluntarily and with full knowledge of its significance.

_____ _____

Signature (Grantee) Date

IN THE EVENT OF AN EMERGENCY, PLEASE CONTACT:

_____ _____

Full Name (please print) Telephone

Attachment 4
Activity Sign-in Sheet and Release of Liability

Midpeninsula Regional Open Space District

Activity Sign-In Sheet and Release of Liability

Date:	**Activity Title:**	
Preserve:	**Leader(s)/Sweep(s):**	**Type of Activity:**

In consideration of being permitted to participate in a Midpeninsula Regional Open Space District ("District") sponsored activity, I for myself, my personal representatives, heirs, and assigns, agree as follows:

ASSUMPTION OF RISK

By my signature below, I acknowledge that I have voluntarily requested to participate in this activity. I understand that this activity may involve hazards and unknown risks, including, but not limited to, trail conditions, weather, or other natural or artificial hazards. I fully assume all risks of participating in the activity.

RELEASE OF LIABILITY

I hereby release, discharge, covenant not to sue, and agree to indemnify, save and hold harmless the District, its respective officials, volunteers, administrators, agents, and employees (each considered one of the "Releasees" herein) from all liability, claims, demands, losses, or damages for personal injury, death, property damage, or other risks which I may incur as a result of participating in the activity caused or alleged to be caused in whole or in part by the negligence of the "Releasees", including, but not limited to, negligent rescue operations. I fully understand that the activity may involve risks and dangers of serious bodily injury, including permanent disability, paralysis and death. These risks and dangers may be caused by my own actions, or inactions, the actions or inactions of others participating in the activity, the conditions in which the activity takes place, or the negligence of the "Releasees". There may be other risks and social and economic loses either not known to me or not readily foreseeable at this time; and I fully accept and fully assume all such risks and all responsibility for losses, costs and damages I incur as a result of my participation in the activity.

TRAIL CONDITIONS

Some common conditions you may encounter on the trail include, but are not limited to, the presence of poison oak, ticks, rattlesnakes, wildlife, and trail users. Some trails are wide and smooth, while others may be steep, narrow, muddy, overgrown, rutted, in remote locations, and/or have natural or man-made hazards, such as fallen trees and drainage structures.

PHOTOGRAPHIC RELEASE

I understand that the District may use my photograph for District publications, presentations and/or media related purposes.

I HAVE CAREFULLY READ THIS AGREEMENT. I FULLY UNDERSTAND ITS TERMS. I UNDERSTAND THAT I HAVE
GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR
ASSURANCE OF ANY NATURE. I INTEND THIS AGREEMENT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID, THE BALANCE, NOT WITHSTANDING, SHALL CONTINUE IN FULL EFFECT.

IF PARTICIPANT IN THIS ACTIVITY IS A MINOR (UNDER THE AGE OF 18 ON THE DATE OF THE ACTIVITY) THEN THE SIGNATURE MUST BE OF A PARENT OR LEGAL GUARDIAN.

Participant Name _____

Name Parent or Guardian (if under 18) _____

Signature_____

ATTACHMENT 3 BIOLOGICAL MONITOR QUALIFICATION STANDARDS

1. Purpose

The Midpeninsula Regional Open Space District (District) uses biological monitors and qualified biologists or botanists to avoid and minimize impacts on biological resources during District projects and activities.

This attachment establishes the minimum qualifications used by the District to evaluate personnel proposed to perform biological monitoring or related biological services.

Proposers shall identify the personnel they propose for biological monitoring and provide sufficient information for the District to determine each individual's level of qualification.

Qualification under this attachment does not authorize an individual to conduct speciesspecific surveys, capture, handle, relocate, collect, or otherwise interact with specialstatus species when separate federal or state permits, authorizations, or demonstrated species-specific qualifications are required.

2. Qualification Levels

The District recognizes three levels of biological monitoring qualification.

Level 1: Biological Monitor

A Biological Monitor performs routine biological monitoring in lower-risk situations and serves as the field "eyes and ears" for a Qualified Biologist or Botanist and District Natural Resources staff.

Minimum qualifications:

- At least two years of college-level coursework in biology, ecology, botany, wildlife biology, natural resource management, or a related field, and/or one to two years of relevant biological field experience.
- Familiarity with the wildlife, plants, and natural communities of the San Francisco Bay Area and Santa Cruz Mountains, including special-status species that may occur in the region.
- Familiarity with applicable state and federal laws protecting wildlife, plants, and special-status species.
- Experience conducting biological monitoring during construction, vegetation management, restoration, or similar field activities.

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  Ability to recognize biological resources that require work to stop or be modified and to promptly communicate those observations to the project biologist and District staff.

A Level 1 Biological Monitor may:

- Conduct biological monitoring in upland areas or other locations with low potential for impacts to special-status species.
- Monitor work where biological resources can reasonably be protected through established avoidance measures.
- Identify and report special-status species observations.
- Address routine wildlife situations involving common species when appropriately trained and authorized.
- Work in more complex situations under the direct supervision of a Level 2 or Level 3 biologist or botanist.

A Level 1 Biological Monitor may not independently capture, handle, relocate, or collect special-status species. They should keep track of experiences under the supervision of a more qualified biologist to work toward higher level approvals.

Level 2: Qualified Biological Monitor / Qualified Biologist or Botanist

A Level 2 individual may independently conduct biological monitoring in moderate-risk situations and may perform species-specific survey or handling activities for which the individual is separately qualified and authorized.

Minimum qualifications include all applicable Level 1 qualifications, plus:

- A bachelor's degree in biology, ecology, botany, wildlife biology, natural resource management, or a closely related field.
- At least two years of relevant professional biological field experience.
- Experience conducting biological field surveys appropriate to the work being proposed.
- Knowledge of the identification, taxonomy, ecology, and habitat requirements of the plants, wildlife, or natural communities relevant to the proposed work.
- Experience evaluating and avoiding potential impacts to biological resources.

  Demonstrated experience with the special-status species or biological resources for which the individual will be responsible.

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For botanists, relevant experience should include floristic field surveys conducted during appropriate identification periods. Where the work involves a particular special-status plant, the proposer should demonstrate survey experience with that species or closely related species and habitats.

A Level 2 individual may:

- Independently monitor projects in areas with potential for special-status species for which the individual has demonstrated appropriate qualifications.
- Conduct biological surveys for species or resources for which the individual is qualified.
- Direct or supervise Level 1 Biological Monitors.
- Establish or implement biological avoidance measures consistent with project requirements.
- Document and report special-status species observations, survey results, and biological monitoring activities.
- Capture, handle, relocate, or collect special-status species only when the individual possesses the necessary species-specific qualifications and they are listed as an Authorized Individual under applicable permits or approvals the individual is associated with.

Regulatory agency approval of an individual may be required for particular projects or species.

Level 3: Professional Biologist or Botanist

A Level 3 individual provides senior biological oversight for complex projects, protocol-level surveys, special-status species work, or work requiring regulatory agency coordination.

Minimum qualifications include all applicable Level 2 qualifications, plus:

- At least five years of combined academic training and professional biological experience, including at least three years of professional experience relevant to the proposed work.
- Experience conducting or leading protocol-level wildlife or floristic surveys.
- Experience supervising biological monitors or other field biologists.

  Experience overseeing work involving special-status species.
- Experience interpreting and implementing biological requirements contained in environmental documents, permits, biological opinions, incidental take authorizations, or similar regulatory documents.

-

- Demonstrated ability to coordinate biological work with project managers, contractors, and regulatory agencies.

A Level 3 individual may:

- Lead protocol-level surveys.
- Oversee biological monitoring for complex or high-risk projects.
- Lead special-status species survey, handling, relocation, collection, or recovery efforts when appropriately authorized.
- Supervise Level 1 and Level 2 personnel.
- Provide senior biological direction when unexpected biological resources are encountered.
- Serve as the biological point of contact with regulatory agencies when assigned by the District, and/or serve as the Principal Officer or Individual on regulatory permits providing handling or take authorization.
- Review the qualifications and work of other biological monitoring personnel.

3. Project Risk and Assignment of Personnel

The District will assign biological monitoring personnel based on project conditions, biological resources, regulatory requirements, and the nature of the proposed activity.

Typical assignments are:

Qualification Level	**Typical Assignment**
Level 1 Biological Monitor	Lower-risk sites and routine monitoring where specialstatus species are unlikely to be affected
Level 2 Qualified Biological Monitor / Biologist / Botanist	Moderate-risk sites, areas with potential special-status species and jurisdictional areas, and monitoring requiring greater biological judgment

Level 3 Professional Biologist / Botanist	High-risk or complex sites, protocol-level surveys, permitted special-status species work, or regulatory coordination

The District may require a higher level of qualification when site conditions, project activities, permit requirements, or biological resources warrant additional expertise.

4. Species-Specific Qualifications

Qualification as a Level 1, Level 2, or Level 3 biological monitor does not by itself establish that an individual is qualified to conduct surveys for or handle a particular special-status species.

When species-specific work is anticipated, the proposer shall identify:

- The species for which the individual is qualified.
- A species-specific biological resume and species experience table including:
    - relevant survey, training, or certification experience
    - the name of the authorized individual and permit under which the activity was performed
    - the dates and number of hours which the activity was performed ○ The number of species-specific individuals encountered, observed, handled or relocated
- Applicable federal or state permits, authorizations, memoranda of understanding, or agency approvals.
- The individual's role on previous projects involving the species.

The District may limit an individual's work to those species or activities for which adequate qualifications have been demonstrated.

5. Required Qualification Submittal

For each individual proposed to perform biological monitoring, the proposer should submit:

- Name and proposed qualification level.
- Proposed role.
- Resume or curriculum vitae, including a detailed biological resume and species experience table.
- Education, including degree and field of study.
- Number of years of relevant professional experience.

-

The District may request additional documentation when necessary to verify an individual's qualifications.

6. District Determination

The District will review the information submitted for each proposed individual and determine the qualification level and types of work for which that individual is approved.

The District may determine that an individual:

- Meets the requirements of the proposed qualification level;
- Meets the requirements of a different qualification level;
- Is qualified only for specified species, habitats, activities, or project conditions; or
- Does not demonstrate the minimum qualifications required.

District approval of an individual's qualifications does not supersede regulatory agency requirements or species-specific permit conditions.

ATTACHMENT 4 PHYTOSANITARY GUIDELINES FOR SERVICE-LEARNING ACTIVITIES

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

Phytosanitary Guidelines for Service-Learning Activities

1. Purpose

The Midpeninsula Regional Open Space District (District) protects and restores natural resources on District lands. Soil, plant material, water, footwear, tools, vehicles, and equipment can unintentionally move plant pathogens and invasive species between locations. Once introduced, some plant pathogens, including Phytophthora species, can persist in soil and spread into surrounding natural areas where they may be difficult or impossible to eradicate.

These guidelines establish basic phytosanitary practices for Service-Learning activities on District lands. Their purpose is to reduce the risk that Service-Learning staff, participants, tools, equipment, or project materials introduce or spread plant pathogens, invasive plants, or other harmful organisms.

ARRIVE CLEAN. LEAVE CLEAN.

Preventing the movement of soil and plant material from one location to another is one of the most effective ways to reduce the spread of plant pathogens and invasive species. This approach is consistent with District Resource Management Policies directing the District to prevent the introduction of new pest species and to use sanitation and best management practices to limit the spread of forest diseases.

2. Applicability

These guidelines apply to Service-Learning activities where participants, Partner staff, tools, equipment, vehicles, or materials may contact soil, plants, plant debris, or water.

The District may require additional or more restrictive phytosanitary measures based on the location and activity. Enhanced measures may be required when work occurs:

- at a known or suspected plant pathogen infestation;
- at a previously planted or restored site;
- near rare plants or other sensitive vegetation;
- within a new restoration or revegetation site;
- in wet or muddy conditions;
- where invasive plants are present; or
- where movement of soil, water, or plant material creates an elevated risk of spreading pests or pathogens.

The District Project Manager or designated natural resource staff will identify any site-specific requirements during event planning.

3. Responsibilities

The Service-Learning Partner is responsible for implementing these guidelines during each Service-Learning event and for ensuring that its staff, subcontractors, and participants follow applicable phytosanitary requirements.

Before each event, the Partner shall coordinate with the District to determine whether standard or enhanced phytosanitary measures are required. The Partner shall incorporate those requirements into participant instructions, event logistics, equipment preparation, and event closeout.

The Partner shall provide or arrange for the sanitation supplies necessary to implement the requirements identified for the event unless the District specifically agrees to provide them.

Participants are responsible for following instructions provided by the Partner and District staff, including requirements for footwear, use of sanitation stations, movement within the work site, and cleaning before leaving the site.

4. Before the Event

The Partner shall instruct participants to arrive with footwear, clothing, and personal equipment that are visibly free of soil, mud, seeds, and plant material.

Tools and equipment brought to the site shall be clean and free of soil, mud, seeds, plant fragments, and other organic debris before being transported to the work site. Particular attention shall be given to soil trapped in boot treads, tool joints, tires, wheelbarrow wheels, and other cracks or recesses.

Clean tools and equipment shall be transported in a manner that prevents recontamination. Equipment transported in a vehicle or truck bed containing soil or plant debris shall be isolated on a clean tarp or by another District-approved method.

Project materials, including plants, soil, mulch, seed, erosion-control materials, and similar materials, shall meet any source or sanitation requirements established by the District.

5. Arrival at the Work Site

The Partner shall establish a phytosanitary station when required by the District. The station should be located at or near the entrance to the work area, preferably on pavement, gravel, a tarp, or another surface where removed material can be contained.

Before entering the work area:

1. Inspect footwear, tools, and equipment.
2. Remove any remaining soil, mud, seeds, or plant material with brushes, scrapers, or other appropriate tools.
3. Contain soil or debris that originated off site. Do not discard off-site soil or plant debris within the preserve.
4. Sanitize footwear, tools, or equipment when required by the District.
5. Allow any required disinfectant contact time or drying time before entering the work area.

When practical, sanitation stations should maintain separate dirty and clean areas so that cleaned footwear and equipment are not recontaminated.

6. During the Event

Participants shall avoid unnecessary movement of soil, mud, water, seeds, or plant material between different parts of the work site.

Tools assigned to a work area should remain within that area unless the Partner or District determines that they may be moved safely. Where the District identifies separate management areas or sanitation zones, participants

shall not move tools, equipment, plants, soil, or other materials between those areas without following the required sanitation procedures.

Participants shall remain within approved work areas and access routes and shall follow instructions from the Partner and District staff concerning sensitive vegetation, restoration areas, invasive plant infestations, or known pathogen locations.

If previously clean tools or equipment become contaminated with material from outside the approved work area, they shall be cleaned before further use.

7. Leaving the Work Site

Before leaving the work area, participants and Partner staff shall remove soil, mud, seeds, and plant material from footwear, tools, and equipment.

Soil and plant material originating from the work site should remain at the site unless the District directs otherwise. Removed material should be returned as close as practical to the location from which it originated or managed according to project-specific instructions.

When sanitation is required, cleaned footwear, tools, and equipment shall be treated with the Districtapproved disinfectant before leaving the site. Soil and organic material shall be physically removed before disinfectant is applied.

The Partner shall inspect the staging and sanitation area before departure and remove all supplies, trash, off-site soil, and other materials brought to the event.

8. Disinfectants and Sanitation Supplies

Only disinfectants and sanitation methods approved by the District may be used.

Disinfectants shall be used in accordance with their product labels and applicable safety requirements. Different disinfectants shall never be mixed.

Unless otherwise authorized by the District, Partner staff shall manage disinfectants and sanitation stations. Participants may clean their own footwear or tools under Partner supervision but should not be responsible for mixing concentrated disinfectants or managing disinfectant solutions.

A typical field sanitation kit may include:

- clean and dirty tarps;
- stiff-bristled brushes;
- boot brushes or scrapers;
- tool scrapers;
- District-approved disinfectant in properly labeled containers;
- clean water when needed;
- containers or bags for off-site soil and debris;
- appropriate personal protective equipment; and
- these guidelines or event-specific sanitation instructions.

9. Wet or Muddy Conditions

Wet conditions increase the likelihood that soil will adhere to footwear, tools, vehicles, and equipment and can increase the potential movement of soilborne pathogens.

The District may modify, postpone, relocate, or cancel a Service-Learning activity when conditions make effective phytosanitary practices impractical.

When work proceeds under wet or muddy conditions, the Partner shall provide sufficient cleaning equipment and time for participants to remove soil before entering or leaving the work area.

10. Site-Specific Requirements

These guidelines establish minimum practices. The District may establish additional requirements for an individual project, preserve, work area, or Service-Learning event.

Site-specific requirements may include:

- mandatory footwear sanitation;
- sanitation when moving between work zones;
- dedicated tools for specific areas;
- restrictions on participant-provided tools;
- restrictions on vehicle access;
- special handling of invasive plant material;
- specific requirements for imported plants, soil, seed, mulch, or erosion-control materials;
- enhanced cleaning at known pathogen sites; or
- limitations on work during wet conditions.

Where site-specific District instructions differ from these general guidelines, the site-specific instructions shall govern.

11. Participant Orientation

At the beginning of each applicable Service-Learning event, the Partner shall briefly explain why phytosanitary practices are required and demonstrate the procedures participants are expected to follow.

The orientation should emphasize that the purpose is not simply to keep tools and footwear clean. It is to prevent participants from unintentionally carrying soil, seeds, invasive plants, or plant pathogens from one part of the landscape to another.

This supports the broader purpose of Service-Learning by connecting hands-on stewardship with the longterm protection of District lands.

12. District Contact

Questions regarding these guidelines or site-specific phytosanitary requirements should be directed to the District Project Manager or designated District natural resource staff.