



National Park Service
U.S. Department of the Interior

Rock Creek Park
3545 Williamsburg Lane NW
Washington, DC 20008

202-895-6000 phone
www.nps.gov

SOLVE (Sustaining Our Lands with Volunteer Energy)

Rock Creek Park Stewardship Site Adoption Agreement

Fort Bunker Hill

*Adopting Group: Brookland Neighborhood Civic
Association*

SOLVE (Sustaining Our Lands with Volunteer Energy) Rock Creek Park Stewardship Site Adoption Agreement

Site Information	
Site Adopted:	Fort Bunker Hill
Adopting Group:	Brookland Neighborhood Civic Association
Adoption Term:	September 24, 2016 - September 23, 2017
Agreement Number:	16-GV-ROCR-2003
Primary Leader Information	
Name:	Ian MacFarlane
Phone:	(202) 526 -4804
Email:	ijmacfarlane@verizon.net
Secondary Leader Information	
Name:	Daniel Schramm
Phone:	(202) 749-0127
Email:	daniel.p.schramm@gmail.com

The Adopting Group agrees to:

- A. Provide basic labor as a volunteer service to maintain **Fort Bunker Hill** and perform the tasks as outlined in the Site Assessment Form.
- B. Communicate with the National Park Service through a single point of contact, who is identified as the Site Leader for the Adopting Group.
- C. Provide necessary tools and equipment whenever possible. If tools or equipment are required and cannot be supplied by the Adopting Group, tools, equipment or assistance may be requested from the Volunteer Coordinator.
- D. Schedule and complete work trips at the frequency outlined in the Site Assessment Form.

- E. Follow all safety procedures as outlined in the Site Assessment Form.
- F. Ensure that all volunteer participants are covered under a current Volunteer Services Agreement prior to starting any work at the site. These agreements are to be collected by the group leader before the individual can begin work at the site. All participants under 18 years old must also submit an agreement signed by parent or guardian. Following the event, all Volunteer Service Agreements must be turned into the Volunteer Coordinator.
- G. Provide appropriate adult supervision and leadership for the group when work is being done. If the site leader cannot be present during a work trip a replacement leader should be identified.
- H. Report hours quarterly through the Rock Creek Park Quarterly Volunteer Hours Reporting Form. A link to this form will be provided via email. This quarterly report form can also be mailed to the partner upon request.
- I. Have work evaluated by Park staff quarterly to confirm it meets the standards outlined in the Site Assessment Form. Park staff will work with Adopting Group to resolve issues at the site. The Park reserves the right to terminate the Site Adoption if subsequent evaluations do not conform to Park standards or NPS policy.
- J. Wear uniform vest provided while working in the field for personal safety and identification.
- K. Allow the release of the site leader's contact information to the Rock Creek Park Volunteer Messaging List. Through this list, you will be updated on Park issues and activities.
- L. Revisit this agreement during the term at the request of either the Adopting Group or National Park Service to modify Maintenance Tasks; Equipment, Tools, and Materials; and/or Safety Procedures. If changes are made, they must be placed in writing and signed by both parties.
- M. For tasks identified as requiring a permit, guidance on permit application will be attached to the SOLVE Agreement.

The National Park Service agrees to:

- A. Provide maintenance standards, technical advice, guidance and inspection as may be necessary to properly complete site work.
- B. Provide necessary tools and equipment when the group is unable to provide them or furnish special project equipment or special work tools when necessary, as available funding allows.
- C. Provide appropriate recognition for the SOLVE Rock Creek Park Steward's site adoption.
- D. Revisit this agreement at any time at the request of either the Adopting Group or National Park Service to consider changes to the agreement. Any changes must be agreed to in writing by both parties.

National Park Service

Mike Butts
Chief of Resource Management

10/13/16
Date

National Park Service

Donald Hunt
Chief of Maintenance

10/15/16
Date

National Park Service

Russell Ash
Partnerships Coordinator

10/20/16
Date

National Park Service

~~10/25/16~~ *John Solomon*
Volunteer Coordinator

10/25/16
Date

Adopting Group

[Signature]
Site Leader

1/4/17
Date

SOLVE (Sustaining Our Lands with Volunteer Energy)

Site Specifics

Thank you for joining the SOLVE Rock Creek Park Steward Program. The commitment you have shown to promote stewardship efforts at **Fort Bunker Hill** is essential to the long-term viability of the lands managed by Rock Creek Park. The partnerships created with visitors, local communities, and service organizations through the Rock Creek Park Steward Program are key to preserving and protecting the valuable resources that are entrusted to the National Park Service's care.

SITE DESCRIPTION

Fort Bunker Hill occupies a city block of Washington DC and was built in the fall of 1861 by the 11th Massachusetts Infantry and was named after the Revolutionary fortification at Bunker Hill, Massachusetts. It occupied an important position between Fort Totten and Fort Lincoln. Thirteen guns and mortars were mounted in the fort. Unfortunately, little evidence of Fort Bunker Hill is still visible. The area also includes an amphitheater that was used to host various live performances and a picnic ground.

SITE PHOTOGRAPHS



English Ivy on the ground



Overhanging tree branches



Trash on the ground

TASK LIST

These tasks are to be completed at your adopted site as part of the SOLVE Rock Creek Park Steward Program. Please note any activities that require a permit (noted in the Permit Required section), and only perform these tasks when the appropriate permit has been obtained.

General Tasks

Hazard Reporting: Scan the entire site for hazards to visitors. Report all problems with the site to the Volunteer Coordinator.

Frequency: Every time you are in the park and after major events (i.e. weather)

Trash Removal: Remove trash, recycling, and debris from the site. Woody debris or other natural materials that are obstructing the area can be moved and placed in an accessible pile for collection.

Frequency: Once per week

Site Specific Tasks (Permit Required)

Task: Prune back vegetation to the edge of the trail tread and 8 feet above for any sections included in the adoption area. Native trees one inch and above are to be grandfathered in. Any overhanging branches that obstruct the path should be pruned back. All woody debris created from pruning should be placed and distributed behind the tree line

Frequency: Twice per year

EQUIPMENT, TOOLS, AND MATERIALS

The Adopting Group has agreed to supply the tools that would be needed for the majority of projects to be undertaken at the site, and use them in a responsible manner which is preapproved by Rock Creek Park staff. **If special equipment, tools or assistance is required, please make arrangements with the Volunteer Coordinator, with at least two weeks lead time, to ensure it is available on the day of the scheduled project.** The Site Leader will be responsible for coordinating pick up or delivery of supplies from the Volunteer Coordinator in advance of the scheduled date of the project.

SAFETY

General Safety Information

- Access to proper communication capabilities is required in the event it becomes necessary to alert proper authorities of an emergency. In the case of a life threatening emergency, call 911 first. In the case of an injury that is not life threatening call US Park Police Communications at (202) 610-7505 for assistance.
- Hold a Safety Briefing with all participating volunteers before any volunteer activity.
- Always wear SOLVE vest when working at adopted site for personal safety and identification.
- Personal Protective Equipment (PPE) is required when working at adopted site. This may include: boots, gloves, SOLVE safety vests, eye protection, and hard hats, depending on the tasks for the work day.
- Be aware of your surroundings while working. If visitors are within 10 feet of your work area, stop work and wait for them to pass before continuing.
- At no time should you put yourself in a dangerous situation.

HOURS REPORTING

SOLVE Rock Creek Park Steward hours must be reported quarterly through the completion of an online form that will be emailed to the Site Leader and Secondary Contact each reporting quarter. Follow the link provided via email to the online fillable form, input all data requested, and click submit at the bottom of the form to complete the report. In the event that there are no hours to report, please still report zero hours. For any assistance with the online form, or for a hard copy of the form please contact the Rock Creek Park Volunteer Coordinator.

Reporting volunteer hours ultimately relates to the amount of funding for the program to provide materials and supplies. By reporting your hours you are helping to ensure the continuation of the SOLVE program.

Submitting photos of SOLVE events is highly encouraged but not required. To submit photos please email them to the Volunteer Coordinator.

CONTACT INFORMATION – PARK PERSONNEL

National Park Service Staff will be available to assist SOLVE Stewards in completing their duties. The primary NPS point of contact is the Volunteer Coordinator. Other Park staff are available to assist if you are unable to reach the Volunteer Coordinator.

NAME	POSITION	PHONE	EMAIL
Nicholas Solomon	Volunteer Coordinator	(202) 895-6016	Nicholas_Solomon@nps.gov
Rita Gunther	Partnerships Coordinator	(202) 895-6226	Rita_Gunther@nps.gov
Ariel Johnson	Volunteer Ambassador		Ariel_Johnson@nps.gov
General Park Info	Park Headquarters, M-F	(202) 895-6000	

IN THE EVENT OF AN EMERGENCY, ALWAYS CALL 911 FIRST

U.S. Park Police Emergency: (202) 610-7500

U.S. Park Police Communications Phone Number: (202) 610-7505



SOLVE (Sustaining Our Lands with Volunteer Energy) Adoption Agreement Cover Sheet

Proposed Site:

	Name	Email	Phone
ROCR POC:	Ariel Johnson	ariel_johnson@nps.gov	(202) 895-6016
Partner POC:	Ian MacFarlane	ijmarfarlane@verizon.net	(571) 334-6326
Secondary Partner POC:	Daniel Schramm	daniel.p.schramm@gmail.com	(202) 749-0127

PRE-CHECK PHASE

Questions for the Partnership Coordinator (PC)		
Message Sent	Response Received	Completed By
(date)	(date)	(first & last name)
Questions		Notes
Is this a site we want adopted?		
Is this partnership a good fit for us?		
What else is happening at this site?		
What other NPS Staff should be included in the Agreement Development?		

Questions for the Chief of Resource Management (CoRM)		
Message Sent	Response Received	Completed By
(date)	(date)	(first & last name)
Questions		Notes
Is this a site we want adopted?		
What are the boundaries of the site?*		
<i>*Ask this first if we are unsure if the site is NPS land.</i>		
What else is happening at this site?		

Questions for the Chief of Maintenance (CoM)		
Message Sent	Response Received	Completed By
(date)	(date)	(first & last name)
Questions		Notes
Is this a site we want adopted?		
What is the current maintenance plan for the site?		
What tasks might be a good fit for this location?		

Questions for the Partner		
Message Sent	Response Received	Completed By
(date)	(date)	(first & last name)
Questions		Notes
What tasks would you like to perform?		
How many volunteers do you anticipate?		

DRAFT PHASE

Task	Date Complete	Completed By	Notes
Site Description	9/8	Ariel J.	Renewed Agreement
Site Photos	9/8	Ariel J.	Renewed Agreement
Task List	9/8	Ariel J.	Renewed Agreement
<ul style="list-style-type: none"> Reviewed by CoM 	9/8	Ariel J.	Renewed Agreement
<ul style="list-style-type: none"> Reviewed by CoRM 	9/8	Ariel J.	Renewed Agreement
Ask the partner about any qualifications related to specific tasks: <ul style="list-style-type: none"> Weed Warrior Gardening/Horticulture Trail Maintenance 	9/8	Ariel J.	Renewed Agreement
Permit Information	9/8	Ariel J.	Renewed Agreement
Safety Assessment	9/8	Ariel J.	Renewed Agreement
<ul style="list-style-type: none"> Site Specific JHAs 	9/8	Ariel J.	Renewed Agreement
<ul style="list-style-type: none"> Site Specific Assessment 	9/8	Ariel J.	Renewed Agreement
Add Partner to Hours Reporting Form	9/8	Ariel J.	Renewed Agreement
Add Partner to POC List	9/8	Ariel J.	Renewed Agreement
Draft sent for review:			
<ul style="list-style-type: none"> PC 	9/8	Ariel J.	Renewed Agreement
<ul style="list-style-type: none"> CoM 	9/8	Ariel J.	Renewed Agreement
<ul style="list-style-type: none"> CoRM 	9/8	Ariel J.	Renewed Agreement
<ul style="list-style-type: none"> Partner 	9/8	Ariel J.	Renewed Agreement

FINAL APPROVAL PHASE

Task	Date Complete	Completed By	Notes
Agreement Signing Scheduled for the next Leadership Team Meeting			
Agreement sent to Partner (already signed by NPS)			
Ask PC what other Partners in the area should be included once the agreement finalized?			
Complete SOLVE Gear Form			

POST-APPROVAL PHASE

Task	Date Complete	Completed By	Notes
SOLVE Binder Contents List Complete			
Give SOLVE Binder to the Partner			
Add partner to SOLVE website			
Add partner to SOLVE map			
Collect signed hardcopy of Agreement from Partner			
Collect signed hardcopy of Gear sheet from Partner			
Scan/pdf signed copy and upload to the S-Drive			