

NH LAKES 2016 LAKE HOST™ PROGRAM AWARD CRITERIA, PROGRAM REQUIREMENTS & APPLICATION PROCESS

NH LAKES is pleased to offer the Lake Host™ Aquatic Invasive Species Education and Prevention Program for its 15th year during 2016! We invite groups that have participated during previous years and new groups to apply for a payroll grant award to implement the program at boat ramps on lakes, ponds, and rivers throughout New Hampshire during summer 2016. **Please read the following information carefully.** If you have any questions, contact NH LAKES at (603) 226-0299 or lakehost@nhlakes.org.

ELIGIBLE GROUPS

Groups eligible to receive a Lake Host Program payroll grant award include lake, pond, river, watershed associations (those with and without IRS tax-exempt status), conservation commissions, municipalities and other not-for-profit organizations caring for a local waterbody that has a boat access ramp open to the public and is located on a lake or pond greater than 10 acres in size or is located on a river. *(If you are not sure if your ramp can be considered a ‘public’ ramp, contact NH LAKES.)*

Eligible waterbodies include those that contain aquatic invasive species and those that do not. Participating groups must be current or new organizational members of the NH LAKES in good standing at the minimum of ‘Partner’ Level (\$300 annual membership). The \$300 membership will count toward the organization’s local match.

GRANT AWARD AMOUNT GUIDELINES

A group’s 2016 Lake Host Program payroll grant award will be determined on a per-ramp basis based on the number of inspections conducted at the group’s ramp with the most inspections (if the group covered more than one ramp) in 2015, and on the amount of local match contributed by the group during the previous year.

If the group has not participated in the program before, the maximum award is \$1,000.

Grants for additional ramps covered by a group are limited to \$500 each. If a group applies for awards for two or more ramps, the ramp with the highest number of inspections conducted during the previous year is eligible for a \$1,000, \$1,250, \$1,500, \$1,750, \$2,000, \$2,250, \$2,500, \$2,750, \$3,000, \$3,250, or \$3,500 award (based on the number of inspections conducted during the previous year), while the group’s additional ramps are each eligible for a \$500 award, regardless of the number of courtesy boat inspections conducted.

If a previously participating group does not know how many courtesy boat inspections were conducted at a particular ramp during the previous year, or how much local match the group contributed, the group should refer to its previous year Final Summary provided by NH LAKES or should contact NH LAKES at lakehost@nhlakes.org or (603) 226-0299.

2016 Lake Host Program Payroll Grant Award Criteria

- \$1,000 grants are for boat ramps where not more than 500 courtesy boat inspections were conducted in 2015.
- \$1,250 grants are for boat ramps where between 501 and 1,000 courtesy inspections were conducted in 2015.
- \$1,500 grants are for boat ramps where between 1,001 and 1,500 courtesy inspections were conducted in 2015.
- \$1,750 grants are for boat ramps where between 1,501 and 2,000 courtesy inspections were conducted in 2015.
- \$2,000 grants are for boat ramps where between 2,001 and 2,500 courtesy inspections were conducted in 2015.
- \$2,250 grants are for boat ramps where between 2,501 and 3,000 courtesy inspections were conducted in 2015.
- \$2,500 grants are for boat ramps where between 3,001 and 3,500 courtesy inspections were conducted in 2015.
- \$2,750 grants are for boat ramps where between 3,501 and 4,000 courtesy inspections were conducted in 2015.
- \$3,000 grants are for boat ramps where between 4,001 and 4,500 courtesy inspections were conducted in 2015.
- \$3,250 grants are for boat ramps where between 4,501 and 5,000 courtesy inspections were conducted in 2015.
- \$3,500 grants are for boat ramps where more than 5,000 courtesy inspections were conducted in 2015.
- **If the group participated in the program in 2015 and provided more than 290% total local match (including all volunteer labor cash-equivalents, out-of-pocket expenses, NH LAKES association membership, and all expended locally-contributed funding for additional Lake Host employee hours and/or higher rates) toward its 2015 payroll grant award, the group qualifies for an additional payroll award amount of \$300.** This amount would be added to the total amount that the group’s ramp(s) qualify for.
- Actual award amounts may be adjusted based on how many groups apply.

GRANT AWARD SELECTION CRITERIA

For lakes/ponds/rivers currently free of aquatic invasive species, preference will be given to:

- Groups proposing to staff ramps on waterbodies that are particularly vulnerable to infestation by aquatic invasive species. Evaluation criteria may include physical characteristics, amount of recreational use, proximity to infested lakes or rivers, and other factors associated with the waterbody.
- Groups that have volunteers engaged in lake protection and management activities.
- Groups proposing to provide local match (volunteer labor, additional local funding for Lake Host payroll, etc.) exceeding the **minimum 100% local match** of the grant amount requested.

For lakes/ponds/rivers listed by DES as infested with an aquatic invasive species, preference will be given to:

- Groups proposing to staff ramps on waterbodies that are at high risk of additional infestation from transient boat use due to high use of access sites.
- Groups proposing to staff ramps on waterbodies that have a high potential for infecting other waterbodies due to high use of access sites and proximity to non-infested lakes/ponds/rivers.
- Groups that have volunteers engaged in lake protection.
- Groups proposing to provide local match (volunteer labor, additional local funding for Lake Host payroll, etc.) exceeding the **minimum 100% local match** of the grant amount requested.

For groups that participated in the program during a previous year, preference will be given to those that:

- Completed all grant requirements, including submission of a Final Report, and submission of other paperwork in a timely fashion.
- Met all financial obligations.

TERMS OF PARTICIPATION

Groups selected to receive a Lake Host Program payroll grant award agree to:

1. Be a current or new organizational member of the NH LAKES in good standing at the minimum of 'Partner' Level (\$300 annual membership). The \$300 membership will count toward the organization's local match.
2. Identify a Point Person who will serve in a volunteer capacity or a Managing Lake Host (that will be paid out of grant/local funds). The Point Person/Managing Lake Host is responsible for implementing the program locally which includes, but is not limited to, the following tasks: recruiting volunteer Lake Hosts and Lake Host employees; ensuring Lake Host employees fill out all necessary paperwork for hiring purposes (paperwork to be submitted to NH LAKES by the Point Person/Managing Lake Host); training returning Lake Hosts; supervising Lake Hosts; developing weekly ramp coverage schedules; signing off on timesheets and volunteer match sheets; submitting Lake Host employee timesheets, volunteer Lake Host match sheets, boater survey, and boater daily summary sheets to NH LAKES every two weeks; tracking grant award spending and local match accrual; coordinating the submission of local funding payments for additional Lake Host employee hours or higher hourly rate than provided through the payroll grant award; and submitting a final report to NH LAKES. **This is a key position:** the Point Person/Managing Lake Host **MUST** attend a formal Point person training session in Concord, be available at up to 5 hours per week to coordinate the project on the local level and be available throughout the duration of the program. See the Point Person/Managing Lake Host Position Description which can be downloaded from the NH LAKES website at www.nhlakes.org/lake-host.
3. Determine the rate of hourly pay for individuals hired as NH LAKES Lake Host employees to work at the group's ramp(s). Through the payroll grant, Lake Host employees can be paid in the range of \$7.25 (current minimum wage) to \$10/hour. Local groups can elect to have Lake Hosts paid more than \$10/hour, but must provide local funding up front to cover the additional hourly rate and the additional **15%** to cover statutory benefits and payroll taxes and fees.
4. Provide a minimum **100%** local match toward the payroll grant award and document the forms and amounts of match. Forms of local match include: expended **locally-contributed funding** to extend Lake Host employee hours or

increase Lake Host hourly rate; cash equivalent of volunteer labor contributed to the program (\$23.07 per hour); and out-of-pocket program expenses covered locally such as copying (\$0.10/page), faxing (\$1/page), mileage (54 cents/mile), funds expended on additional Lake Host uniforms, and postage.

5. Send the Point Person/Managing Lake Host and all **NEW** Lake Host employees to a formal NH LAKES/DES training. Lake Host employees will be compensated for their time at the training session AND for their travel time to and from the training. Lake Hosts will not be paid for mileage driven to training sessions. For Point Persons, training AND travel time will count toward the program local match (plus mileage at 54 cents per mile).
6. Register the Point Person and Lake Hosts for training sessions **online** at www.nhlakes.org/lake-host **one week in advance** of the formal training session(s). There will be six training sessions offered in 2015. The training session schedule is posted online at www.nhlakes.org/lake-host.
7. The local Point Person/Managing Lake Host is responsible for conducting a **local training session for all returning Lake Host employees, all new volunteer Lake Hosts, and all returning volunteer Lake Hosts**. Returning Lake Host employees and all volunteer Lake Hosts must receive 2016 materials and attend the local training session **BEFORE** their time can be paid (Lake Host employees) or counted toward the local match (volunteer Lake Hosts). (Note: Returning Lake Host employees, returning volunteer Lake Hosts, and new volunteer Lake Hosts are **not** required to attend a formal NH LAKES/DES training **unless** the Point Person/Managing Lake Host feels there is a compelling reason that the Lake Host should attend the formal training.)
8. Before the group spends its entire payroll award and all previously submitted locally-contributed funding for payroll, submit an adequate amount local funds NH LAKES if the group intends for Lake Host employees to continue to work. **NH LAKES is unable to upfront funds to cover additional Lake Host employee hours beyond the hours provided by the payroll award.**
9. Recommend to NH LAKES that a Lake Host employee be released from duty if that person isn't meeting his/her responsibilities. (See the Lake Host Position Description.)
10. Use updated 2016 forms (timesheets, boater surveys, etc.) and execute and submit all paperwork, including Lake Host employee timesheets, according to the schedule indicated.
 - Lake Host employee timesheets must be submitted to NH LAKES **every other week** by the Point Person/Managing Lake Host no later than **Monday at 4:00 p.m.** immediately following the close of the pay period (pay periods close on Sunday). They may be faxed/emailed and corresponding signed hard copies must be sent in the mail.
 - Timesheets received **AFTER 4:00 p.m.** on "Payroll Monday" will **NOT** be processed until the next pay cycle.
11. Provide a weekly ramp schedule to NH LAKES and notify, in advance, if there are any scheduling changes. (Note: NH LAKES staff will make unannounced visits to ramps.) Groups can staff their ramps through the payroll grant program between Monday, May 9, and Monday, September 5, 2016. **Groups wishing to start the program earlier or extend later with Lake Host employees MUST contact NH LAKES in advance to make arrangements.**

The New Hampshire Lakes Association (NH LAKES) will:

1. Execute a Letter of Agreement with each organization participating in the program and provide access to employment forms for Lake Hosts that will be hired as NH LAKES employees.
2. Contract directly with the Lake Hosts that the local Point Person/Managing Lake Hosts recommends to NH LAKES to be hired as employees. **Note:** NH LAKES will provide specific guidance to Point People/Managing Lake Hosts regarding interview questions and procedures.
3. Provide statutory benefits (Medicare, Social Security, State Unemployment Insurance, plus Workers' Compensation Insurance) and liability insurance for Lake Host employees.
4. Manage all payroll and IRS reporting requirements for all Lake Hosts hired as employees.

5. Provide four official Lake Host shirts, hats, clipboards, and carrying totes to each group. Additional uniform pieces may be purchased by local groups for additional cost and applied toward the local match.
6. Provide one training manual for each Lake Host.
7. Provide the required training for new Lake Host employees and new and returning Point Persons/Managing Lake Hosts.
8. Provide guidance and materials for local Point Persons/Managing Lake Hosts so that they can provide local training for returning Lake Host employees, new volunteer Lake Hosts, and returning volunteer Lake Hosts.
9. Provide quantities of materials that Lake Hosts are required to hand-out to boaters and re-supply these items in a timely fashion.

TO APPLY

- Complete the payroll grant application form.
- Submit your application to NH LAKES:
 - Email your completed application to lakehost@nhlakes.org by **8 AM on MONDAY, MARCH 21, 2016**.
 - Mail your completed application by **MONDAY, MARCH 21, 2016 (POSTMARKED)** to:
NH LAKES
14 Horseshoe Pond Lane
Concord, NH 03301
 - **FAXED applications will not be accepted.**

AWARD NOTIFICATION PROCESS

Award notifications will be made to the group leader and contact person (the person completing the application form) via email by **5:00 p.m. on Friday, April 22, 2016** (*pending approval by the New Hampshire Governor & Executive Council*).

QUESTIONS?

Contact NH LAKES at lakehost@nhlakes.org or 603.226.0299.

