

## NH LAKES 2018 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 17<sup>th</sup> year during 2018! We invite groups that have participated during previous years and new groups to apply for a grant award to implement the program with NH LAKES Lake Host Inspector employees at boat ramps on lakes, ponds, and rivers throughout New Hampshire during summer 2018.

Please read the following information carefully. If you have any questions, contact NH LAKES at (603) 226-0299 or [lakehost@nhlakes.org](mailto:lakehost@nhlakes.org).

### ELIGIBLE GROUPS

Groups eligible to receive a Lake Host Program grant award include lake, pond, river, watershed associations (those with/without IRS tax-exempt status), conservation commissions, municipalities and other nonprofit organizations caring for a waterbody that has a boat access ramp open to the public and is located on a waterbody 10 acres or greater in size. *(If you are not sure if the ramp you are interested in staffing 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 requirement.

### GRANT AWARD AMOUNT GUIDELINES

**A group's 2018 Lake Host Program 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 2017, and on the amount of total 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 \$1150, \$1400, \$1650, \$1900, \$2150, \$2400, \$2650, \$2900, \$3150, \$3400, or \$3650 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](mailto:lakehost@nhlakes.org) or (603) 226-0299.

## GRANT AWARD AMOUNT GUIDELINES (CONTINUED)

### NH LAKES 2018 Lake Host Program Payroll Grant Award Criteria

- \$1,150 for sites where not more than 500 courtesy boat inspections were conducted in 2017.
  - \$1,400 for sites where between 501 and 1,000 courtesy inspections were conducted in 2017.
  - \$1,650 for sites where between 1,001 and 1,500 courtesy inspections were conducted in 2017.
  - \$1,900 for sites where between 1,501 and 2,000 courtesy inspections were conducted in 2017.
  - \$2,150 for sites where between 2,001 and 2,500 courtesy inspections were conducted in 2017.
  - \$2,400 for sites where between 2,501 and 3,000 courtesy inspections were conducted in 2017.
  - \$2,650 for sites where between 3,001 and 3,500 courtesy inspections were conducted in 2017.
  - \$2,900 for sites where between 3,501 and 4,000 courtesy inspections were conducted in 2017.
  - \$3,150 for sites where between 4,001 and 4,500 courtesy inspections were conducted in 2017.
  - \$3,400 for sites where between 4,501 and 5,000 courtesy inspections were conducted in 2017.
  - \$3,650 for sites where more than 5,000 courtesy inspections were conducted in 2017.
- **Groups operating in the Lake Winnepesaukee Watershed:** Due to a specific funding source, groups participating within the Lake Winnepesaukee watershed are eligible to apply for an additional \$500.
  - **Groups that Participated in 2017:** If the group participated in the program in 2017 and provided more than 300% total local match toward its 2017 payroll grant award spent, the group qualifies for an additional payroll award amount of \$300.
  - **NOTE:** Actual award amounts may be adjusted based on how many groups apply.

## GRANT AWARD SELECTION CRITERIA

### For lakes/ponds/ivers 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 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.
- Groups that have volunteers engaged in other lake protection and management activities.

### For lakes/ponds/ivers listed by DES as infested with 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/ivers.
- 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.
- Groups that have volunteers engaged in other lake protection and management activities.

### 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 the following:

1. To remain in good standing for continued participation in the Lake Host Payroll Grant Award, the group, as an organization, will be a member of NH LAKES at the minimum of 'Partner' Level (\$300 - \$499 annual membership). Membership will count toward the organization's local match.
2. The local group's volunteer board of directors or independently-employed program manager will appoint a management team comprised of individuals capable of leading and fostering a well-functioning, professional, and effective Lake Host team, and a program that complies with established guidelines. The group must appoint a volunteer who will serve as the local Lake Host Point Person who ultimately oversees the local program and serves as the primary liaison with NH LAKES. (Groups with professional staff serving as the local program manager are not required to identify a volunteer Point Person.) It is recommended that a co-Point Person be appointed to assist the Point Person. The group will select a Lake Host Manager to be hired and paid out of grant/local funds to oversee paperwork collection and conduct online boater survey data entry, and may assist with other administrative duties.

**Responsibilities of the local management team for implementing and overseeing the program include, but are not limited to:** recruiting Lake Host Inspectors (employees and volunteers); ensuring that all necessary paperwork for hiring purposes is completed properly and on time for submission to NH LAKES; providing trainings as needed; supervising personnel, including volunteer and employed inspectors and bringing personnel issues to the attention of NH LAKES; developing weekly ramp coverage schedules for inspectors; verifying, approving, and signing off on timesheets and volunteer match sheets and submitting these to NH LAKES every two weeks; ensuring all paperwork and data are submitted to NH LAKES as required; tracking local grant award spending and match accrual; coordinating local funding payments to NH LAKES for additional employee hours and/or higher hourly rates than what is covered through the grant award; and submitting a final report to NH LAKES.

Point People and members of the management team (including the Lake Host Manager) must attend a formal training session hosted by NH LAKES staff, be available to oversee/coordinate the program on the local level, following all guidelines and policies established by NH LAKES, and be available and committed throughout the duration of the program. **To review the Lake Host Point Person/Manager Position Description, please download it from the NH LAKES website at [www.nhlakes.org/lake-host](http://www.nhlakes.org/lake-host).**

3. The local Point Person, with the approval of local group's board of directors, will set the hourly pay rate for all individuals to be hired as NH LAKES Lake Host employees and set the work schedule. The Point Person will submit the pay rate and work schedule to NH LAKES for approval. Local groups may elect to have Lake Host Inspectors and the Lake Host Manager paid at a higher rate than what is covered through the grant, provided that local funding is submitted to cover the additional pay (and the associated additional **15%** to cover statutory benefits and payroll taxes and fees) **prior to the work being conducted**. Through the grant funds, Lake Host Inspectors may be paid **\$7.25 - \$11/hour**. The Lake Host Manager may be paid **\$7.25 - \$13/hour**.
4. Contribute a minimum of **100% local match** toward the payroll grant award and maintain proper documentation. Forms of local match include: locally-contributed funding to extend employee hours or increase hourly rate beyond grant; volunteer time contributed; and, out-of-pocket expenses, additional Lake Host uniforms, and postage.

5. Ensure that all volunteers and employees submit all completed program enrollment and employment forms **BEFORE or at the start of the appropriate training session**. Attending the proper training session and receiving all uniforms, materials, and supplies is required before staffing the ramp.
  - All new volunteer inspectors must attend a local training hosted by the Lake Host Point Person/Manager or a formal training with NH LAKES
  - Returning Lake Host Inspector volunteers and employees must attend a local training provided by the Lake Host Point Person/Manager, or a formal training held by NH LAKES.
  - **Registration for trainings with NH LAKES must be completed online at [www.nhlakes.org/lake-host](http://www.nhlakes.org/lake-host) at least one week in advance of the formal training session(s).**
6. Submit an adequate amount of local funding to NH LAKES for higher employee hourly rates or additional work hours not covered by the grant **BEFORE** hours are worked, if approved by the group's board of directors. **NH LAKES is unable to advance funds to cover higher pay rates or additional hours beyond what is provided through the grant.**
7. Notify NH LAKES if a Lake Host Inspector (volunteer or employee), Lake Host Manager, or Point Person is not satisfactorily meeting the requirements of the position. (See the Lake Host Inspector, and Lake Host Point Person/Manager position descriptions.) **Note: Only NH LAKES office staff can terminate the employment or volunteer services of an employee or volunteer.**
8. Use all 2018 templates/forms (employee timesheet, volunteer match sheet, and boater survey sheet, suspicious specimen bag) **including the online boater survey data entry platform** and submit all data/paperwork according to the schedule indicated. Lake Host employee timesheets (signed and verified) must be submitted to NH LAKES **every other week** by the Point Person/Lake Host Manager no later than **Monday at 4:00 p.m.** immediately following the close of the pay period on Sunday. They may be faxed/emailed or delivered in person to the NH LAKES office in Concord (17 Chenell Drive, Suite One).
9. Provide a weekly Lake Host Inspector (volunteer and employee) schedule to NH LAKES and notify, in advance, if there are any scheduling changes. Groups may use grant funds to pay staff from Monday, May 7, through Monday, September 3, 2018. **Groups who wish to pay staff outside this date range must contact NH LAKES well 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 Host Inspectors/Managers that will be hired as NH LAKES employees and enrollment forms for volunteers.
2. Hire Lake Host Inspectors/Managers as NH LAKES employees based primarily on the recommendation of the local Point Person. **Note:** NH LAKES will provide specific guidance to the Point Person regarding interview questions and procedures and reserves the right to refuse hiring any individual that does not appear to be qualified.
3. Pay employees for hours worked (with proper documentation and verification) and provide statutory benefits (Medicare, Social Security, State Unemployment Insurance, Workers' Compensation Insurance) and manage all payroll and IRS reporting requirements for Lake Host employees.
4. Provide employees who are projected to earn more than \$5,000 in 2018 the option to participate in the NH LAKES retirement plan through which NH LAKES will match the employee's salary reduction contributions on a dollar-for-dollar basis up to 3% of the employee's compensation.

5. Provide four official Lake Host Inspector shirts, hats, clipboards, and carrying tote bags to each group. Additional uniform pieces may be purchased by local groups and expense applied toward the local match as an out-of-pocket expense.
6. Provide training and training manuals for each Lake Host Inspector and Point Person/Manager.
7. Provide materials to hand-out to boaters and re-supply these items in a timely fashion when requested.
8. Provide access to and training on how to fill out administrative and data collection forms, including access to and training on the online boater survey data entry platform.
9. Provide on-going technical support and assistance to Lake Host Point Persons/Managers and Lake Host Inspectors (when local Point Person/Manager is not available), as needed, during the ramp staffing season.
10. Provide the local group with an end-of-season summary report of program activities including maps that show where transient boat traffic to local ramps originated.

## TO APPLY

- Complete the payroll grant application form.
- Submit your application to NH LAKES:
  - Email your completed application to [lakehost@nhlakes.org](mailto:lakehost@nhlakes.org) by **8 AM on MONDAY, MARCH 12, 2018**.
  - Mail your completed application by **MONDAY, MARCH 12, 2018 (POSTMARKED)** to:  
**NOTE NEW ADDRESS!** NH LAKES  
17 Chenell Drive, Suite One  
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 20, 2018** (*pending approval by the New Hampshire Governor & Executive Council*).

## QUESTIONS?

Contact NH LAKES at [lakehost@nhlakes.org](mailto:lakehost@nhlakes.org) or 603.226.0299.