

## NH LAKES 2011 Lake Host™ Program Award Criteria, Application Process, and Summary of Key Points

NH LAKES is pleased to offer the Lake Host Program, one of the nation's premier exotic aquatic plant education and prevention programs, for its tenth year! 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 open to the public throughout New Hampshire.

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

### ELIGIBILITY - GRANT ASK AMOUNT GUIDELINES:

The 2011 Lake Host™ Program payroll grant awards will be allocated on a per-ramp basis based on the number of courtesy inspections conducted at each individual ramp in 2010 (or the last previous year the ramp was staffed through the program), and on the amount of volunteer match contributed by the group during the previous year. If the ramp has never been staffed through the program, the maximum award per ramp is \$750. Second, third, and fourth ramps covered by a group are eligible for a \$500 award.

If you do not know how many courtesy boat inspections were conducted at a particular ramp during a previous year, or how much volunteer match your group contributed, please refer to your group's 2010 final report supplied by NH LAKES during fall 2010, or contact NH LAKES at [lakehost@nhlakes.org](mailto:lakehost@nhlakes.org) or (603) 226-0299.

#### 2011 Lake Host Program Grant Award Criteria

- \$750 grants are for boat ramps where not more than 250 courtesy boat inspections were conducted in 2010.
- \$1,000 grants are for boat ramps where between 251 and 750 courtesy inspections were conducted in 2010.
- \$1,250 grants are for boat ramps where between 751 and 1,250 courtesy inspections were conducted in 2010.
- \$1,500 grants are for boat ramps where between 1,251 and 1,750 courtesy inspections were conducted in 2010.
- \$1,750 grants are for boat ramps where between 1,751 and 2,250 courtesy inspections were conducted in 2010.
- \$2,000 grants are for boat ramps where between 2,251 and 2,750 courtesy inspections were conducted in 2010.
- \$2,250 grants are for boat ramps where more than 2,750 courtesy inspections were conducted in 2010.
- **NEW in 2011:** If your group participated in the program in 2010 and provided more than a 450% total volunteer match (including all volunteer contributions and all hard cash) toward your 2010 payroll grant award, then your group qualifies for an additional award amount of \$250. This amount would be added to the total amount that your ramp(s) qualify for.
- **NEW in 2011:** The minimum volunteer match requirement has been raised to 100% this year. For example: A group that receives a 2011 Lake Host payroll award of \$1,500 must provide a total volunteer match (though in-kind labor, out-of-pocket expenses, and/or hard cash for additional payroll) of \$1,500.
- **NOTE: Grants for second, third and fourth boat ramps covered by a group are limited to \$500 each.** If a group applies for awards for multiple ramps, the group's ramp with the highest number of courtesy boat inspections conducted during the previous year is eligible for a \$750, \$1,000, \$1,250, \$1,500, \$1,750, \$2,000, or \$2,250 award, while the group's additional ramps are each eligible for a \$500 award, regardless of the number of courtesy boat inspections conducted at the particular ramp(s) during the previous year.
- **NOTE: First-time ramps are eligible for \$750 grant awards.**
- **NOTE:** Actual award amounts may be adjusted based on the total funding amount groups collectively apply for and on the success of funding requests submitted by NH LAKES to private foundations to support the program that were pending at the time this criteria was created.
- **NOTE: The applying organization must be an organizational member of NH LAKES in good standing.** (Note: The NH LAKES base membership for organizations is \$300. This \$300 base membership will be applied to your organization's grant match.)

**For lakes/ponds currently free of exotic plant species,** preference will be given to:

- waterbodies particularly vulnerable to infestation by exotic aquatic plants. Evaluation criteria may include the waterbody's physical characteristics, amount of recreational use, proximity to infested lakes or rivers, and other factors.
- waterbodies with an active association of volunteers engaged in water quality protection (Weed Watchers; water quality monitoring, etc.).
- waterbodies with organizations that are able to provide in-kind volunteer help and/or financial support exceeding the **minimum 100% match** of the grant amount requested.

**For lakes/ponds in which an exotic plant species has been found,** preference will be given to:

- waterbodies that are at high risk of additional infestation from outside due to high use of access sites.
- waterbodies that have a high potential for infecting other waterbodies due to high use of access sites and proximity to non-infested lakes/ponds.
- waterbodies with an active association of volunteers engaged in water quality protection (Weed Watchers; water quality monitoring, etc.).
- waterbodies with organizations that are able to provide in-kind volunteer help and/or financial support exceeding the minimum 100% match of the grant amount requested.

**For organizations 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, including NH LAKES membership and all reimbursements for extended ramp coverage, extra sets of uniforms, etc.

**ALTERED FROM THE 2010 PROGRAM**

**DATES OF PROGRAM OPERATION:**

- Groups can participate in the payroll grant program between Saturday, May 21, and Monday, September 5, 2011. Groups wishing to start program earlier or extend later must contact NH LAKES in advance.

**CASH VALUE OF VOLUNTEER TIME:** *New rate.*

- For 2011, the match rate for volunteer time is calculated at **\$20.85** per hour (instead of \$20.25, as in 2010).

**MILEAGE REIMBURSEMENT RATE:** *New rate.*

- For 2011, the mileage reimbursement rate for volunteer out-of-pocket expenses is \$0.51 per mile (instead of \$0.50 as in 2010.)

**AGE OF LAKE HOSTS:** *New criteria.*

- Minimum age of 18 is recommended.
- NH LAKES may hire exceptional 16- and 17-year olds, but recommends that these hosts work in pairs or with older Lake Hosts and not alone at ramps for personal safety considerations. **Please contact NH LAKES in advance of extending employment offers to 16- and 17-year olds.**
- NH LAKES will not hire 15-year olds.

**MATCH AMOUNT:** *New criteria.*

- **Minimum of 100% match towards your grant request amount.**
- For example: If you request a payroll award of \$1,000 you must provide a minimum match of \$1,000 in hard cash and/or cash-equivalents.

**HOURLY PAY FOR LAKE HOSTS:**

- \$7.25 (current minimum wage) to \$10/hour.
- Groups can have NH LAKES pay Lake Hosts more than \$10/hour, but the group must provide hard cash up front to cover the additional hourly rate and the additional **12%** to cover statutory benefits.

**UNIFORMS AND MATERIALS**

- Each group will receive two complimentary uniform sets which includes one shirt, one hat, one clipboard and one carrying tote.
- Additional uniform pieces, and optional uniform pieces (name badges), may be purchased from NH LAKES and the cost can be applied toward your volunteer match.
- New groups will receive up to two sets of plant identification cards, returning groups will not receive additional plant identification cards.
- NH LAKES will provide one 2011 training manual for each volunteer and paid Lake Host

**ORGANIZATIONAL MEMBERSHIP RATE MATCH:**

- Each applying organization must be a NH LAKES member organization in good standing to participate in the Lake Host Program.
- The minimum organizational rate is **\$300** per organization. **Your minimum organizational membership rate of \$300 will be counted towards your grant match.**

**TRAINING SESSSIONS AND REQUIREMENTS:**

- All formal NH LAKES/DES Training Sessions will be held at the Dept. of Environmental Services in Concord.

The following program participants are required to attend a **NH LAKES/DES formal training session:**

- New Point Persons: required
- Returning Point Persons: required
- New paid Lake Hosts: required
- Returning paid Lake Hosts: optional
- Returning volunteer Lake Hosts: optional
- New volunteer Lake Hosts: optional

The following program participants are required to attend a **local training session** given by the Point Person/Managing Lake Host:

- Returning paid Lake Hosts that do not attend a 2011 NH LAKES/DES formal training session
- Returning volunteer Lake Hosts that do not attend a 2011 NH LAKES/DES formal training session
- New volunteer Lake Hosts that do not attend a 2011 NH LAKES/DES formal training session

**HARD CASH FOR RAMP EXTENSION SUBMISSION PROCEDURE**

- **NH LAKES will not be able to upfront salaries and statutory benefits for paid Lake Hosts.**
- Prior to the start of paid Lake Hosts staffing your ramp, your group will be required to submit **100%** of your group's hard cash match for ramp extension (as indicated on your payroll grant application) to NH LAKES.
- **NH LAKES will be unable to process timesheets for paid Lake Hosts if your group has used up your payroll award and has not previously sent NH LAKES an adequate amount of hard cash to cover additional paid Lake Host salary and statutory benefits.**

**PAID LAKE HOST TIMESHEET SUBMISSIONS**

- Paid Lake Host timesheets must be submitted to NH LAKES on a bi-weekly basis by the Point Person/Managing Lake Host no later than **Monday at 4 p.m.** immediately following the pay period.
- Timesheets received **AFTER 4:00 p.m.** on "Payroll Monday" will **NOT** be processed until the next pay cycle.

## MANAGING LAKE HOST POSITION

- Managing Lake Hosts can be paid up to **5 hours per week for administrative work through the payroll grant.**
- Managing Lake Hosts **do not** need to volunteer at the ramp, provided that your group will meet the minimum **100%** match requirement.

## NUMBER OF PAID LAKE HOSTS: *Stays the same.*

- Minimum of **two** is recommended.
- Maximum of **four** per ramp will be accepted.

## NUMBER OF VOLUNTEER LAKE HOSTS: No minimum.

## TRAVEL TIME TO TRAINING: *Stays the same.*

- Grant funds **will** cover travel time of **NEW** paid Lake Hosts to a formal NH LAKES/DES training session.
- Mileage will **NOT** be reimbursed; however, the mileage can be applied to your organization's match at the rate of **\$0.51/mile**).
- New Lake Hosts should include their travel time to the formal NH LAKES/DES training on their first timesheet (and their mileage can be recorded on the Point Person's Volunteer Match Documentation sheet).
- Regarding Volunteers: both their time, and their mileage to their local training session counts toward the match.

## TO APPLY:

- Complete the payroll grant application form.
- Email or mail your application to NH LAKES:
  - Email your completed application to [lakehost@nhlakes.org](mailto:lakehost@nhlakes.org) by **8 AM on MONDAY, MARCH 21, 2011.**
  - Mail your completed application by **MONDAY, MARCH 21, 2011 (POSTMARKED)** to:  
NH LAKES  
14 Horseshoe Pond Lane  
Concord, NH 03301

## AWARD NOTIFICATION PROCESS:

Award notifications will be made to the contact person (the person completing the application form) via email by **5 p.m.** on **Friday, April 22, 2011.**



*Members dedicated to protecting lakes*