

NH LAKES 2010 Lake Host™ Program Award Criteria, Application Process, and Summary of Key Points

NH LAKES is fortunate to be able to offer the Lake Host Program for its ninth year, despite not receiving federal funding for the first time since 2002. NH LAKES has reduced overall administrative costs of the program and received private donations in an effort to make available as much funding as possible to award payroll grants to participating local organizations.

We encourage all groups that have participated during previous years to apply to the 2010 program.

- While your group may receive a reduced grant award in 2010 compared to what you have received in previous years, it is important that your group continue to participate in the Lake Host Program so that your lake, and other lakes, are protected from the spread of devastating exotic aquatic plants.
- Both NH LAKES and the Department of Environmental Services anticipate that there will be more money available in 2011 for prevention programs, including the Lake Host Program, due to funding changes recently made in legislation and additional changes that will likely be made during the 2010 legislative session. **NH LAKES expects that in 2011, the Lake Host Program grant award criteria and selection process will heavily consider the volunteer match (both hard cash for ramp extension and volunteer match) provided by your group in 2010.**
- Please remember that no lakes participating in the Lake Host Program that were previously uninfested with an exotic aquatic plant have become listed by the New Hampshire Department of Environmental Services as infested while being protected through the program!
- By participating in the program, not only are you protecting the health and enjoyment of your lake, you are also helping protect the economy by providing jobs and preventing the need for costly, after-the-fact exotic plant management projects.

NH LAKES encourages participating groups to solicit financial support from local groups (lake association members, conservation commission, municipality, and local businesses) to extend ramp coverage for paid Lake Hosts in 2010 and **strongly encourages groups to solicit additional volunteer support to supplement your 2010 Lake Host Program from association members.**

Furthermore, NH LAKES strongly and suggests that you contact local camps, high schools and colleges to recruit students to serve as volunteer Lake Hosts. This opportunity may help local students fulfill community service and internship requirements, and will add valuable “real world” work experience to their resumes.

NH LAKES has developed outreach materials for groups to solicit local support. (These materials are posted on the NH LAKES website at www.nhlakes.org.) If you need additional assistance, please contact NH LAKES at (603) 226-0299 or lakehost@nhlakes.org.

The Lake Host Program is a project built on team work and shared resources make it work. NH LAKES is leveraging every resource it has order to offer fundraising support, solutions and innovation to fight for the future of the program and we hope that your group will too. The future health and enjoyment of New Hampshire’s lakes depends on it!

ELIGIBILITY - GRANT ASK AMOUNT GUIDELINES (\$500, \$750, \$1,000, \$1,250, \$1,500, \$2,000):

Actual award amounts may be adjusted based on the total funding amount groups collectively apply for and on the success of overall program funding requests made by NH LAKES to private foundations that were pending at the time this criteria was created.

- **NEW in 2010: \$500 grants are only available for second, third and fourth boat ramps covered by a group.**
- \$750 grants are for boat ramps where not more than 300* courtesy boat inspections were conducted in 2009.
- \$1,000 grants are for boat ramps where between 301* and 1,000* courtesy inspections were conducted in 2009.
- \$1,250 grants are for boat ramps where between 1,001* and 1,500* courtesy inspections were conducted in 2009.
- \$1,500 grants are for boat ramps where more than 1,501* and 2,000* courtesy inspections were conducted in 2009.
- \$2,000 grants are for boat ramps where more than 2,000* courtesy inspections were conducted in 2009
- **NOTE: first time ramps are eligible for \$750 grant awards.**

* If a group is applying 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 or \$2,000 award, while the group’s additional ramps are eligible for a \$500 award, regardless of the number of courtesy boat inspections conducted at the particular ramp(s) during the previous year.

The 2010 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 2009—or the last previous year the ramp was staffed through the Lake Host™ program. 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 to apply for a \$500 award. **If you do not know how many courtesy inspections were conducted at a particular ramp during a previous year, contact NH LAKES at lakehost@nhlakes.org or (603) 226-0299.**

The applying organization must be an organizational member of the NH LAKES Association 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:

- Water bodies particularly vulnerable to infestation by exotic aquatic plants. Each lake's relative vulnerability will be evaluated on the basis of its physical characteristics, amount of recreational use, proximity to infested lakes or rivers, and other factors.
- Water bodies with an active association of volunteers engaged in water quality protection (Weed Watchers; water quality monitoring, etc.).
- Water bodies with organizations that are able to provide in-kind volunteer help and/or financial support exceeding the minimum 50% match of the grant amount requested.

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

- Water bodies that are at high risk of additional infestation from outside due to high use of access sites.
- Water bodies that have a high potential for infecting other water bodies due to high use of access sites and proximity to non-infected lakes/ponds.
- Water bodies with an active association of volunteers engaged in water quality protection (Weed Watchers; water quality monitoring, etc.).
- Water bodies with organizations that are able to provide in-kind volunteer help and/or financial support exceeding the minimum 50% match of the grant amount requested.

For organizations that participated in 2009, 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.

TO APPLY:

- Complete the payroll grant application form.
- Email or mail your application to NH LAKES:
 - Email your completed application to lakehost@nhlakes.org by **8 AM on MONDAY, MARCH 22, 2010.**
 - Mail your completed application by **MONDAY, MARCH 22, 2010 (POSTMARKED)** to:
NH LAKES
84 Silk Farm Road
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 16, 2010.**

ALTERED FROM THE 2009 PROGRAM

DATES OF PROGRAM OPERATION:

- Groups can participate in the grant program between Saturday, May 22 and Monday, September 6, 2010. Groups wishing to start program earlier or extend later must contact NH LAKES in advance.

CASH VALUE OF VOLUNTEER TIME: *New rate.*

- For 2010, the match rate for volunteer time is calculated at **\$20.25** per hour (instead of \$19.51, as in 2009).

MILEAGE REIMBURSEMENT RATE: *New rate.*

- For 2010, the mileage reimbursement rate for volunteer out-of-pocket expenses is \$0.50 per mile (instead of the \$0.58 as in 2008.)

AGE OF LAKE HOSTS: *New criteria.*

- Minimum age of 16 is recommended (instead of minimum age of 18, as in 2009).
- NH LAKES will consider exceptional 15-year olds (instead of only exceptional 16- and 17-year olds, as in 2009).

HOURLY PAY FOR LAKE HOSTS: *New criteria*

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

UNIFORMS AND MATERIALS

- In 2010, each group will receive two complimentary uniform sets which includes shirt, hat, clipboard and carrying tote (instead of three complimentary sets, as in 2009).
- 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 four sets of plant identification cards, returning groups will not receive additional plant identification cards.
- NH LAKES will provide one 2010 training manual for each volunteer and paid Lake Host

SAME AS IN 2009 PROGRAM

ORGANIZATIONAL MEMBERSHIP RATE MATCH:

- As in previous years, each applying organization must be a NH LAKES member organization in good standing to participate in the NH LAKES 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.
- **No training sessions will be held at the Audubon Center 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 2010 NH LAKES/DES formal training session
- Returning volunteer Lake Hosts that do not attend a 2010 NH LAKES/DES formal training session
- New volunteer Lake Hosts that do not attend a 2010 NH LAKES/DES formal training session

HARD CASH FOR RAMP EXTENSION SUBMISSION PROCEDURE

- As in 2009, 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 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.**
- As in 2009, Managing Lake Hosts **do not** need to volunteer at the ramp, provided that your group will meet the minimum 50% match requirement.

MATCH AMOUNT: *Stays the same.*

- 50% of your **grant request** amount.
- For example: If you request a payroll award of \$1,000 you must provide a minimum match of \$500 in hard cash and/or cash-equivalents.

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.
- As with 2009, mileage will **NOT** be reimbursed; however, the mileage can be applied to your organization's match at the rate of **\$0.50/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.



Members dedicated to protecting lakes