



2020 Lake Host Program *Local Group Terms of Participation*

NH LAKES is pleased to offer the Lake Host Program, one of the nation's premier aquatic invasive species education and prevention programs, for the 19th year! Payroll grant funds are used to staff boat ramps with individuals recommended by the local group to be hired as NH LAKES Lake Host employees. After being trained, Lake Hosts teach boaters how to prevent the spread of invasive species and help conduct courtesy inspections of boats, trailers, and gear.

No grant funds are given to groups. Grant funds and any local or charitable giving funds contributed for a local program's payroll, are directed to Lake Host employees in the form of paychecks. NH LAKES provides all insurances and payroll services for hired Lake Host employees.

Groups eligible to deliver the Lake Host Program to their local community include lake, pond, river, watershed associations (those with or without IRS tax-exempt status), conservation commissions, municipalities, and other organizations caring for a waterbody. Groups must be an organization member of NH LAKES in good standing at the minimum \$300 annual 'Partner' membership level.

Terms of Participation

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

- The group, as an organization, will be a member of NH LAKES at the minimum \$300 annual "Partner" membership level. Membership will count toward the organization's local match.
- The group will appoint a local Program Coordinator(s) capable of leading and fostering a well-functioning, professional, safe, and effective Lake Host Program. This individual ensures that the group complies with established guidelines, and serves as the primary liaison with NH LAKES.
- To review [Program Coordinator Position Description](#), download it from the NH LAKES website at nhlakes.org/lake-host.
- Refer to the program as "a program of NH LAKES" in partnership with the local group in all written and verbal communications.

Responsibilities of the local Program Coordinator(s) include, but are not limited to:

- Recruiting Lake Host Inspectors (employees and volunteers) and developing weekly ramp coverage schedules for inspectors.
- Ensuring that all necessary employee and volunteer paperwork is properly completed and submitted to NH LAKES. Submit employee information through the online Lake Host Hiring Request Form: tinyurl.com/employee-hire. This form requires the following information about your employee:
 - Employee Name
 - Employee phone number
 - Employee email address
 - Employee position
 - Employee hourly rate
 - Total hours worked per week (estimate)
 - Employee start and end date
- Supervising assistants and inspectors, providing trainings as needed, and bringing issues with personnel to the attention of NH LAKES. **Note: Only NH LAKES may terminate an employee or volunteer.**
- Verifying, approving, and signing off on employee and volunteer time, and submitting to NH LAKES every two weeks.
- Ensuring all paperwork and data are submitted to NH LAKES, as required.
- Tracking grant spending and match accrual, and ensuring local funding payments are submitted to NH LAKES on time for membership and extended ramp coverage.
- Completing and submitting the end of season Final Survey provided online by NH LAKES.
- **Note: Local Coordinator(s) determine the pay rate for Lake Host Program employees.**
 - Lake Host Program Inspectors may be paid \$7.25 - \$11/hour through grant funding.
 - The Local Program Assistant may be paid \$7.25 - \$13/hour through grant funding.
 - Groups will provide additional funds to cover the hourly wages and statutory benefits of employees they wish to have paid at a higher hourly rate or additional hours provided though the grant award. **NH LAKES is unable to advance funds to cover higher pay rates or additional hours.**
- Agree to use the most up-to-date materials provided by NH LAKES.

- 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 11, through Monday, September 7, 2020. Groups that wish to pay staff outside this date range must contact NH LAKES well in advance to make arrangements.
- Groups will contribute a minimum of 100% local match toward the payroll grant award and maintain proper documentation. Groups that did not meet the minimum 100% match requirement toward last season's payroll grant award may qualify for less funding. Groups that provided 300% local match or more toward last season's payroll grant award may qualify for additional funding.

The following counts as local match:

- Local funding spent for higher hourly rate or additional hours beyond the grant award.
- **ALL** volunteer time, including time spent coordinating the program by phone, email, or in person, time spent driving to or from the ramp, time spent at training, etc.
- **Any** out-of-pocket expenses for the program including additional uniforms, postage, chairs for Lake Hosts, ramp supplies, volunteer mileage, etc.
- **Proper documentation is required for ALL local match contributions.**

NH LAKES will:

- Review all grant applications and make award determinations based on standardized criteria.
- Execute a Letter of Agreement with each participating local organization and provide access to all required administrative forms for Lake Host Program employees and volunteers.
- Hire employees based primarily on the recommendation of the local Program Coordinator.
Note: NH LAKES reserves the right to refuse any individual for employee or volunteer relationship that does not appear to be qualified.
- Pay employees for hours worked (with proper documentation and verification), provide statutory benefits (Medicare, Social Security, State Unemployment Insurance, Workers' Compensation Insurance, Families First Coronavirus Response Act leave when applicable), and manage all payroll and IRS reporting requirements.
- Provide employees who will earn more than \$5,000 this season the option to participate in the NH LAKES retirement plan.
- Provide up to eight complimentary Lake Host Inspector uniforms, and all program materials.
Note: Local groups may purchase additional uniform pieces as needed.
- Provide formal training and manuals for program participants.

- Provide training on how to fill-out and use all forms and use the data entry platform.
- Provide on-going technical support and assistance to program participants, as needed, during the ramp-staffing season.
- Provide the local group with a Final Activity Report with basic data analysis at the end of the season.