

0.831 Dorian Fougères

We developed this stipend to support non-profit stakeholder involvement in the Lake Tahoe West Restoration Partnership's Stakeholder Science Committee, in recognition of the significant level of commitment and resources required to participate regularly.

STAKEHOLDER SCIENCE COMMITTEE STIPEND POLICY

LAKE TAHOE WEST RESTORATION PARTNERSHIP

Final - March 7, 2017

The Lake Tahoe West Restoration Partnership (LTW) includes a Stakeholder Science Committee (SSC) that has responsibility for working collaboratively with the Interagency Design Team (IADT), and other governance elements as needed, to provide review, critique, and guidance regarding the scientific concepts, information, and analyses that constitute the landscape assessment, landscape restoration strategy, project planning, permitting, and monitoring/performance measurement and improvement. Members apply for the position and are selected based on their credentials. The estimated level of effort is 6 to 8 hours monthly.

LTW recognizes the significant level of commitment and resources required to participate on the SSC. In good faith support of collaborative engagement of stakeholders, LTW includes a stipend designed to partly compensate non-profit organizations that serve on the SSC. The stipend is provided and administrated by the National Forest Foundation, whose mission is to engage Americans in promoting the health and public enjoyment of our National Forests, and whose role in LTW is to provide program management and facilitation services.

A. Eligibility criteria

All criteria must be met before any reimbursement can be requested or issued.

1. Possess federal IRS non-profit organization tax identification status.
2. Demonstrate need for financial support (e.g., description of organizational staff and/or budget limitations, or other suitable information).
3. Complete an NFF letter of stipend agreement.
4. Receive written confirmation from the NFF Program Manager-Facilitator that the organizing agencies have affirmed their eligibility.

B. Conditions

1. Mileage is not reimbursable.
2. Travel time is reimbursable at half the rate of meeting time (i.e., at \$25/hour) only if travel distance exceeds 25 miles in one direction.
3. Only one representative may be reimbursed per SSC meeting, even if the non-profit organization chooses to send more than one representative to the meeting.

C. Administration

1. Reimbursement will be administered by the National Forest Foundation.
2. The National Forest Foundation will maintain a log that includes reimbursement requests, payments issued, and payments cashed.
3. Payment will be made to the non-profit organization, not to its representative, unless a special arrangement is requested and justified.

D. Process for requesting reimbursement

1. Complete a SSC Participation Invoice for each meeting where reimbursement is requested. Each invoice includes:
 - a. Meeting date, location, time, and goals (provided on the meeting agenda)
 - b. Total number of hours for which reimbursement is requested, including meeting time and, if applicable, travel time
 - c. If travel time reimbursement is requested, the office location, meeting location, and distance between these
 - d. Representative's signature, written name, and date
2. On the Invoice, receive the NFF Program Manager-Facilitator's counter-signature affirming that the non-profit organization's representing has:
 - a. Responded to email queries and requests in a timely fashion (e.g., scheduling requests), as applicable
 - b. Attended the meeting/webinar/teleconference for the entire duration
 - c. Actively participated in discussions
 - d. Shared information with other members and staff, as applicable
 - e. Helped with action items that came out of meetings

The NFF Program-Manager-Facilitator will then process the request for payment.

E. Shared expectations regarding equitable distribution and billing limits

1. The stipend is designed to accommodate the participation of up to four Stakeholder Science Committee members in approximately 10 meetings per year, with the duration of each meeting estimated at an average of 4 hours, with an estimated average of 4 hours of non-meeting time to review and prepare materials, or follow-up with specific action items.
 - a. This amounts to approximately 80 total hours of meeting, preparation, and follow-up per year.
 - b. The reimbursement rate for meeting time is \$50.00 per hour. Multiplied by 80 hours, this would amount to \$4,000 per year for each stipend recipient.
2. The total annual funding for the SSC stipend amounts to \$16,000. The total value of all reimbursement requests cannot exceed \$16,000. If divided evenly by four, this would equal a maximum of \$4,000 per year per recipient, based on meeting time and (if applicable) half-rate travel time.
3. If one stipend recipient is not likely to request reimbursement equal to \$4,000, they can notify the NFF Program Manager-Facilitator that they release the balance so that a different stipend recipient could claim it (provided the second stipend recipient completes the process for requesting reimbursement). The total reimbursement claimed by the second recipient could thus conceivably exceed \$4,000.
4. A stipend recipient is welcome to contact the NFF Program Manager-Facilitator at any time to request the amount of time remaining for which they can request reimbursement.