

**Coeur d’Alene Staff Headquarters**

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# Memorandum

Date: March 21, 2024

To: Neal Carey, David Thornton, Jim Kibler, Andrew Larson, Rodney Cochran, Hailey Frank, McKenna Smith, Chris Gerhart, Dave Luther, Scott Sievers, Laurie Stone, Ken Homik, Erik Sjoquist, Dan Brown, Andrew Smyth, Tony Brede, Jay Sila, Scott Corkhill, Pat Brown, Dave Schwartz, Ron Fryzowski, Jason Wilkerson, Dean Johnson, Chris Tretter, Justin Patten, and Chris Myers, Chris Remsen, Barry Hillman, Luke Bertram

From: Matthew Perkins, Urban & Community Forestry Program Manager

Subject: **2024 Area Arbor Day Funds Available**

cc: Craig Foss, Archie Gray, Jason Svancara, Sharla Arledge, Robbie Johnson, Jeanne Bradley

**FUNDING TO HELP IDAHO COMMUNITIES CELEBRATE ARBOR DAY IS AVAILABLE!**

**IDL AREA OFFICES**

As in past years, funds will be available to each IDL office to assist one or more community in their service area with an Arbor Day Celebration.

Up to ***$200*** (from the Idaho Timber License Plates funds) will be available for you to purchase such items as trees, educational materials, T-shirts, or other items needed to make an Arbor Day event a memorable occasion.

This is an excellent way for your office to bring attention to Arbor Day and the importance of trees in all our communities and an opportunity to give direct, tangible support to cities. We hope that **all** 14 offices (including Fire Protection Districts) will take advantage of this opportunity and actively seek out communities to assist with their celebrations.

***Remember IDL has to pay the vendors directly for expenses. Cities cannot be reimbursed for expenses with this money and there is no match required. Funds are strictly for helping communities with their public Arbor Day celebration expenses.***

To make this easier for you to participate, UCF will pay for the time you spend supporting communities during Arbor Day celebrations. On page 2 I have included the correct codes to use on your time sheets as well as the correct codes to use for your P-card purchases in LUMA. Remember, A completed W-9 is needed for all new vendors.

**STATEWIDE ARBOR DAY GRANT PROGRAM**

For 2024, IDL has again partnered with the Idaho Nursery and Landscape Association (INLA) to administer the state’s Arbor Day Grant Program. For over twenty years investor-owned utilities—Avista, Idaho Power and Rocky Mountain Power have contributed to the Community Forestry Trust Account to fund these grants.

***—For this Year—***

45 grants for $350 each will be available for communities throughout Idaho. Like last year, grantees must purchase trees/shrubs and plant related materials from INLA member nurseries (or wholesalers). Funds cannot be used for T-shirts, refreshments or other celebration costs. Grant dollars will be distributed on a reimbursement basis and a match (cash or in-kind) of 25% of grant funds is required by the recipient community. Applications are to be submitted to INLA by March 22nd. Once grant recipients are selected, likely by March 29th, I will let you know.

Idaho joins most other states in celebrating Arbor Day on Friday, April 28th this year. However, due to planting conditions, some communities may choose to celebrate it on a different date.

More information regarding this program can be found at [www.inlagrow.org](http://www.inlagrow.org) or [Idaho Department of Lands – Urban & Community Forestry](https://www.idl.idaho.gov/forestry/urban-and-community-forestry/)

For the sixth year, investor-owned utilities, Avista, Idaho Power and Rocky Mountain Power have contributed to the Community Forestry Trust Account to fund this program.

Our goal is to help as many communities as possible celebrate Arbor Day with these two programs. Therefore, it is our hope that the funds provided for the IDL area offices will be used to assist communities that will not be receiving an award through the regular Arbor Day Grant program. Should the needs for your area exceed $200, please contact me to see if there are excess funds available (occasionally there are), prior to incurring further expenses.

You and your staff’s efforts to advance the Community Forestry program throughout Idaho are greatly appreciated. As one of our key contacts with cities, you are a crucial link to the communities most impacted by the program. Should you have any questions regarding the Arbor Day Grant Program or the funds available to your office to enhance Arbor Day celebrations, please feel free to contact me at 208-626-1779, or [mperkins@idl.idaho.gov](mailto:mperkins@idl.idaho.gov). Thank you for including Arbor Day as an important part of your local program.

Below are the correct codes to use in LUMA for your time sheets, and P-Card purchases. If you have any questions don’t hesitate to give me a call or send me an email.

Time Sheet Codes for Arbor Day Celebrations

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| --- | --- | --- | --- | --- | --- | --- |
| **Agency** | **Project** | **Org Cost** | **Program** | **Appropriation** | **Fund** | **Location** |
| 320 | 32020UCFAD | 200000 | 320FABUR | LAAB | 34800 | Your Location |

Account String from Crosswalk for P-Card Purchases for Arbor Day Celebrations

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Agency** | **Fund** | **Appropriation** | **Program** | **Location** | **Organization** |  |
| 320 | 38039 | LAAB | 320FABUR | Your Location | 20000 |  |