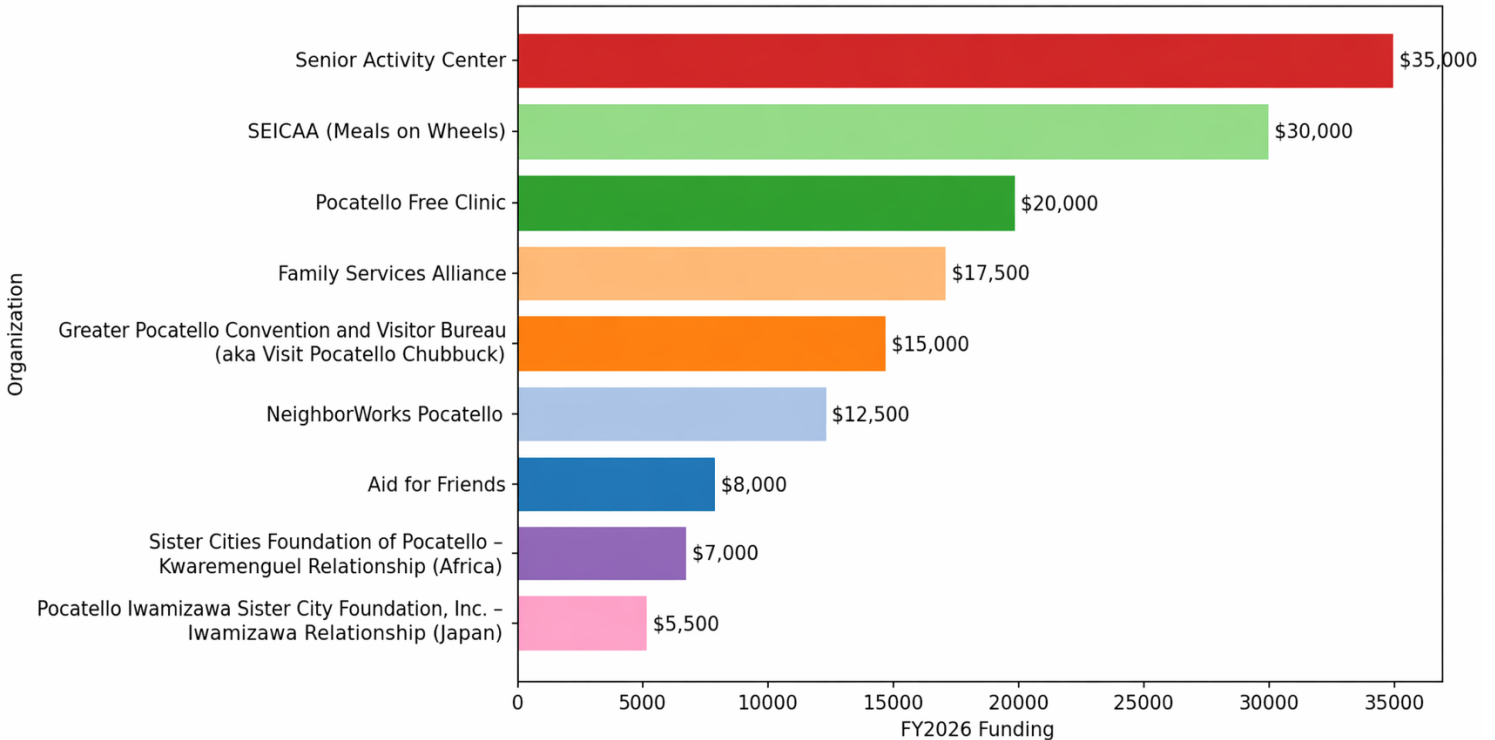


**FY27 Community Funding Requests Summary**

| Organization   | Request          | Purpose  |
|--|------------------|--|
| Aid for Friends  | 30,000           | Emergency shelter and housing support              |
| Family Services Alliance   | 18,500           | Support for domestic violence victims              |
| NeighborWorks Pocatello  | 30,000           | Neighborhood revitalization and community projects |
| Pocatello Free Clinic  | 20,000           | Free medical, dental, mental health services       |
| SEICAA (Meals on Wheels)   | 30,000           | Meal delivery and wellness checks for seniors      |
| Senior Activity Center   | 47,250           | Meals and wellness programs for seniors            |
| Sister Cities Foundation of Pocatello –<br>Kwaremenguel Relationship (Africa)        | 500              | Humanitarian support abroad                        |
| Pocatello Iwamizawa Sister City Foundation,<br>Inc. – Iwamizawa Relationship (Japan) | 3,500            | Cultural exchange programs                         |
| Greater Pocatello Convention and Visitor<br>Bureau (aka Visit Pocatello Chubbuck)    | 20,000           | Tourism promotion and economic development         |
| <b>Total Requested FY2027</b>  | <b>\$199,750</b> |  |

Organizations Funded in FY2026



### 5-Year Funding History (FY2022–FY2026)

| Company Name   | 2022            | 2023             | 2024             | 2025             | 2026             | Total            |
|--|-----------------|------------------|------------------|------------------|------------------|------------------|
| Aid for Friends  | 8,000           | 8,000            | 8,000            | 8,000            | 8,000            | 40,000           |
| Family Services Alliance   | 17,500          | 17,500           | 17,500           | 17,500           | 17,500           | 87,500           |
| Gate City Grays  | -               | -                | 1,200            | -                | -                | 1,200            |
| Greater Pocatello Convention and Visitor Bureau<br>(aka Visit Pocatello Chubbuck)    | 15,000          | 15,000           | 15,000           | 15,000           | 15,000           | 75,000           |
| NeighborWorks Pocatello  | 12,500          | -                | -                | 12,500           | 12,500           | 37,500           |
| Old Town Pocatello   | -               | -                | 21,488           | -                | -                | 21,488           |
| Pocatello Free Clinic  | 20,000          | 10,000           | 18,000           | 20,000           | 20,000           | 88,000           |
| Pocatello Iwamizawa Sister City Foundation, Inc. -<br>Iwamizawa Relationship (Japan) | -               | 2,500            | 2,500            | 2,500            | -                | 7,500            |
| SEICCA (Meals on Wheels)   | 10,000          | 23,004           | 23,004           | 23,004           | 30,000           | 109,012          |
| Senior Activity Center   | -               | 35,000           | 35,000           | 35,000           | 35,000           | 140,000          |
| Sister Cities Foundation of Pocatello -<br>Kwaremenquel Relationship (Africa)        | -               | -                | -                | -                | -                | -                |
| <b>Annual Totals</b>   | <b>\$83,000</b> | <b>\$111,004</b> | <b>\$141,692</b> | <b>\$133,504</b> | <b>\$138,000</b> | <b>\$607,200</b> |

# Community Grant Summary

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## **Aid for Friends**

Request: \$30,000

Population: Homeless

Reserves: \$0.00

Purpose: Shelter services

## **Family Services Alliance**

Request: \$18,500

Population: Crisis victims

Reserves: \$16,535.49

Purpose: Support for domestic violence victims

## **Greater Pocatello Convention and Visitor Bureau (aka Visit Pocatello Chubbuck)**

Request: \$20,000

Population: Visitors/tourist coming into greater Pocatello area

Reserves: \$42,014

Purpose: Tourism/economic development

## **NeighborWorks Pocatello**

Request: \$30,000 (\$5,000 per neighborhood)

Population: Neighborhoods in the following areas:

*(Alameda Neighborhood, College Neighborhood, Neighborhoods of Historic Downtown, Bonneville Neighborhood, Mountain View Neighborhood, Lewis and Clark Neighborhood)*

Reserves: \$0.00

Purpose: Neighborhood revitalization

## **Pocatello Free Clinic**

Request: \$20,000

Population: Uninsured / low-income

Reserves: \$550,000

Purpose: Free medical, dental, mental health services

## **Pocatello Iwamizawa Sister City Foundation, Inc. – Iwamizawa Relationship (Japan)**

Request: \$3500

Population: Exchange participants

Reserves: \$9,100

Purpose: Enrichment program, cultural exchange

## **SEICAA (Meals on Wheels)**

Request: \$30,000

Population: Homebound seniors

Reserves:

Purpose: Meals on Wheels

## **Senior Activity Center**

Request: \$47,205

Population: Seniors

Reserves: \$483,000

Purpose: Meals and wellness programs

## **Sister Cities Foundation of Pocatello – Kwaremenguel Relationship (Africa)**

Request: \$500

Population:

Reserves: \$1200

Purpose: Humanitarian support abroad

# Community Organizations Funding Review

Organization:

Request:

Presenter:

## Quick Snapshot

Who is served:

# Served:

Program:

% City Funding:

## Key Questions

- What outcomes will this funding achieve?
- What happens if not funded?
- Do you receive federal or state grants?
- What is your reserve balance?
- What other organizations do you work with?

## Notes

## Decision

Fund Full

Fund Partial

Do Not Fund

More Info



April 14, 2026

Subject: Request for City Funding Support for Aid For Friends Emergency Shelter

Dear Mayor and City Council Members,

On behalf of Aid For Friends, I respectfully request City funding support in the amount of \$30,000. For over 41 years, we have served the Pocatello community by providing safe, temporary shelter to individuals and families experiencing homelessness.

Over the past five years, we have operated an ADA-compliant emergency shelter that offers essential services such as case management, housing assistance, workforce resources, meals, and access to laundry and hygiene facilities. These services help individuals move toward stability and self-sufficiency.

As a nonprofit, we rely on grants, donations, and fundraising to sustain staff and support operations. We keep fundraising expenditures, including staff time with a ratio around 50 cents earned from each dollar received, keeping our focus on our resources that provide direct services and maintaining shelter operations.

Aid For Friends plays an important role in the community by helping reduce homelessness, improving public health and safety, and connecting people to housing and employment. We serve men, women, families, veterans, and individuals facing challenges such as financial hardship, disability, mental health needs, and housing instability.

We also partner with the Portneuf Valley Interfaith Fellowship to provide emergency assistance through their Fellowship Fund and work with Valley Mission to conduct street outreach for those not staying in the shelter. All services are provided without discrimination.

We appreciate the City of Pocatello's continued commitment to our community and respectfully ask for your support. We welcome the opportunity to provide additional information.

Thank you for your time and consideration.

Sincerely,

Michele Poletti  
Executive Director  
Aid For Friends



CITY OF POCA TELLO  
**Community Agency Request for  
Financial Support**

*Please complete and return this application by May 1, 2025.*

**Organization**

---

Organization Name (as it appears on the IRS Letter of Determination)

Aid For Friends, Inc.

Organization Address

Street Address

214 E. Center St., Suite 50

City

Pocatello

State

Idaho

Zip Code

83201

Organization Website (or social media presence)

aidforfriendspocatello.com

## Organization Contact

---

Contact Name

Michele Poletti

Contact Job Title

Executive Director

Contact Phone

208-232-0178

Contact Email

michelep@aidforfriendspocatello.com

## Organization Board

---

Board President (or equivalent)

Shannon Ansley

Board President Phone

208-220-2851

Board President Email

anslshan59@gmail.com

## Required Attachments

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- IRS Letter or Copy of Bylaws
- Board Approval for Application (board minutes or signed letter from board)

## Financial Controls

---

Did your organization have written internal financial controls?

Yes  No

## Revenue

|                                   | Current Fiscal Year | Requested Next Fiscal Year |
|-----------------------------------|---------------------|----------------------------|
| City of Pocatello Funding         | \$8,000.00          | \$30,000.00                |
| Government Funding – Other Cities | \$0.00              | \$10,000.00                |
| Government Funding – County       | \$30,000.00         | \$0.00                     |
| Government Funding – State        | \$0.00              | \$0.00                     |
| Government Funding – Federal      | \$38,000.00         | \$60,000.00                |
| Grant Support (itemize below)     | \$23,469.00         | \$30,000.00                |
| Foundation and Corporate Support  | \$6,650.00          | \$7,000.00                 |
| Contributions/Donations           | \$97,411.00         | \$50,000.00                |
| Special Events                    | \$0.00              | \$0.00                     |
| Membership Dues Received          | \$0.00              | \$0.00                     |
| Investment Income                 | \$0.00              | \$0.00                     |
| Fundraising Income                | \$32,700.00         | \$25,000.00                |
| Other Income (itemize below)      | \$0.00              | \$0.00                     |
| <b>TOTAL</b>                      | <b>\$236,230.00</b> | <b>\$212,000.00</b>        |

Please itemize your grant support sources.

|                  |
|------------------|
| United Way Grant |
|------------------|

Please itemize your other income sources.

|      |
|------|
| None |
|------|

## Reserves

---

Total Year to Date

|        |
|--------|
| \$0.00 |
|--------|

## Expenses

---

|   | Current Fiscal Year | Requested Next Fiscal Year |
|---|---------------------|----------------------------|
| Salaries  | \$122,716.00        | \$135,000.00               |
| Employee Benefits                                   | \$9,896.00          | \$10,200.00                |
| Payroll Taxes                                       | \$9,697.00          | \$10,800.00                |
| Professional Fees and Contracts                     | \$0.00              | \$0.00                     |
| Occupancy (rent, utilities, building and grounds)   | \$26,064.00         | \$35,000.00                |
| Specific Program Assistance                         | \$2,500.00          | \$2,500.00                 |
| Supplies / Equipment                                | \$8,550.00          | \$9,000.00                 |
| Membership Dues / Support to Affiliate Organization | \$0.00              | \$0.00                     |
| Other Expenses (itemize below)                      | \$23,505.00         | \$24,000.00                |
| <b>TOTAL</b>  | <b>\$202,928.00</b> | <b>\$226,500.00</b>        |

Please itemize your other expenses.

|   |
|---|
| Annual cost of shelter insurance premiums per requirements for coverage by Idaho Housing & Finance Association. |
|---|

# Funding Request

---

Amount Requested

Did your program receive City of Pocatello funding last year?

Yes  No

If so, what was the amount received?

Will the entire approved City funding amount from last fiscal year be used by September 30, 2025?

Yes  No

How, specifically, would the grant money be used to support your program? Please list types of expenses (such as wages, fringe benefits, supplies, materials, etc.).

This funding will be used to directly support our emergency shelter manager, case manager and evening supervisor's fully-burdened wages which included: payroll taxes, workers compensation, unemployment, and contributions to full-time staff towards health benefits and simple IRA. The \$30,000 being requested represents 18% of the total staffing and operations expenditures. Funding would provide focus on maintaining essential qualified staff on-site at all times. Our daily shelter operations are 24 hours a day, 7 days a week, 365 days a year. Without the proper level of staffing, the shelter is only a temporary relief from the elements and not a continued source of support, services, and a safe environment for clients to rebuild again to becoming self-sufficient.

What percent of your program budget would the City of Pocatello funding request represent?

Current Fiscal Year

Requested Next Fiscal Year

# Program

---

Provide a description of the services you are currently seeking funding for and what the goals of the services are.

For the past 5 years, the new Emergency Shelter has provided an uplifting, supportive, and safe environment with temporary housing for individuals and families experiencing homelessness. With our services, basic needs can be met to begin stabilizing their lives with support (meals in the dining room, showers, hygiene items, laundry facilities, telephone and computer services, as well as local transportation services), including housing-focused supportive services case management designed to help clients become self-sufficient and transition into permanent housing. Case management services are required to those staying at least 3-4 days. Through these services our supportive services case manager meets individually with clients that includes housing navigation, assistance with securing identification and documentation, connection to employment and income resources, referrals to healthcare and behavioral health services, and coordination with community

Provide a description of the target population and activities you will conduct.

Aid For Friends provides assistance to families or individuals that meet the criteria of homeless as defined by HUD. We don't serve a targeted population but accept a diverse population including single men, women, and households with adults only, households with children, those with one or both parents or guardians, and teen parents with children emancipated as adults. Shelter clients may be veterans, victims of domestic violence, persons recovering from substance abuse, those suffering from mental illness, physical or development disabilities, chronic health conditions, and chronically homeless. The emergency shelter houses newborn infants to the very elderly (80+). Our supportive services case management is required to those staying at least 3-4 days.

Please describe how your program is effective at addressing a current Pocatello community need.

The 2025 Point-in-Time counts states 2,697 Idahoans were homeless and projections for the future are expected to increase. IFHA's 2025 State of Homelessness report states loss of income, continued increases in rent and lack of affordable housing are leading causes of homelessness throughout the state. Many were experiencing homelessness for the first time. These statistics demonstrate a greater need for sheltering and housing assistance. Aid For Friends has extensive experience providing housing and essential services to the homeless population and low-income households. Our emergency shelter addresses the urgent need of the homeless by offering safe, secure accommodations, supportive services and guidance to needed resources.

How has your program evolved or changed over past years to better meet community needs (if applicable)?

Aid For Friends has served the community for over 40 years. In the past five years, the addition of a new ADA-compliant emergency shelter has significantly enhanced the agency's ability to meet the community's growing needs. The organization continues to support individuals and families by providing comprehensive services in a safe and welcoming environment, helping them move toward stability and self-sufficiency. The shelter offers a range of amenities designed to support client success, including a workforce development center with computer access, an industrial kitchen that provides nutritious meals, on-site laundry facilities, a bedbug treatment room, and comfortable common areas with a television and books, including storage in the basement for food to serve and donated items. By addressing these critical needs, Aid For Friends helps reduce reliance on emergency rooms, hospital stays, and law enforcement, while supporting individuals experiencing housing crises through our Region

## Staff and Volunteers

---

**Number of full-time employees working in the program for which you are seeking funding**

2 full-time employees

**Titles/roles of all full-time employees of the program for which you are seeking funding**

Shelter Manager: primary duties are to oversee the day-to-day operations of the shelter and ensures a safe, supportive environment for clients and staff. Key roles include supervising staff and volunteers, managing client intake and services, enforcing shelter policies, and coordinating with case managers and community partners to support client needs.

Supportive Services Case Manager: primary duties are to work directly with clients on an individual basis to help them move toward stable housing and self-sufficiency by assessing needs, create individualized service plans, and connect them to community resources. They provide ongoing support, even up to a year after exiting the shelter, by tracking progress, helping clients set and meet goals, and advocating on their behalf with community partners.

**Number of part-time employees working in the program for which you are seeking funding**

3-5 part-time employees

**Titles/roles of all part-time employees of the program for which you are seeking funding**

Evening/Weekend/Overnight Shelter Supervisor: primary duties are to ensure that shelter clients are safe and secure; perform intakes, conduct frequent walk-through inspections of the facility, answer phones, and receive donations.

Easter Seal and AmeriCorps Employees / ISU Work-study Interns: primary duties are to assist with office management during regular hours, answering phones, filing, assisting in assessments, and performing other duties as necessary.

**Number of volunteers working in the program for which you are seeking funding**

Average 1,000 - 1,500 volunteers annually including fundraising events.

**Please provide a brief description of the volunteer duties for the program for which you are seeking funding.**

The Emergency Shelter is available to the entire community by providing service projects depending on the project or purpose of the volunteer group. The shelter's primary volunteer project is preparing and serving dinner meals to clients and the community. The Acorn Fund Pocatello assists by helping clients obtain ID's needed for employment or other State services. Church organizations, as well as community partners, conduct food, paper product, coat and blanket drives. Community volunteers support and organize major fundraisers that support the shelter; Splish and Splash, the Encampment, and online fundraising campaigns.

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

492

Projected Next Fiscal Year

520

## Federal Poverty Level (FPL)

Poverty Thresholds for 2023 by Size of Family and Number of Related Children Under 18 Years  
(In dollars)

| Size of family unit                | Weighted average thresholds | Related children under 18 years |        |        |        |        |        |        |        |               |
|------------------------------------|-----------------------------|---------------------------------|--------|--------|--------|--------|--------|--------|--------|---------------|
|                                    |                             | None                            | One    | Two    | Three  | Four   | Five   | Six    | Seven  | Eight or more |
| One person (unrelated individual): | 15,480                      |                                 |        |        |        |        |        |        |        |               |
| Under 65 years.....                | 15,850                      | 15,852                          |        |        |        |        |        |        |        |               |
| 65 years and over.....             | 14,610                      | 14,614                          |        |        |        |        |        |        |        |               |
| Two people:                        | 19,680                      |                                 |        |        |        |        |        |        |        |               |
| Householder under 65 years.....    | 20,490                      | 20,404                          | 21,002 |        |        |        |        |        |        |               |
| Householder 65 years and over..... | 18,430                      | 18,418                          | 20,923 |        |        |        |        |        |        |               |
| Three people.....                  | 24,230                      | 23,834                          | 24,526 | 24,549 |        |        |        |        |        |               |
| Four people.....                   | 31,200                      | 31,428                          | 31,942 | 30,900 | 31,008 |        |        |        |        |               |
| Five people.....                   | 36,990                      | 37,901                          | 38,452 | 37,275 | 36,363 | 35,607 |        |        |        |               |
| Six people.....                    | 41,860                      | 43,593                          | 43,766 | 42,864 | 41,999 | 40,714 | 39,952 |        |        |               |
| Seven people.....                  | 47,670                      | 50,159                          | 50,472 | 49,393 | 48,640 | 47,238 | 45,602 | 43,808 |        |               |
| Eight people.....                  | 52,850                      | 56,099                          | 56,594 | 55,575 | 54,683 | 53,416 | 51,809 | 50,136 | 49,710 |               |
| Nine people or more.....           | 62,900                      | 67,483                          | 67,810 | 66,908 | 66,151 | 64,908 | 63,198 | 61,651 | 61,268 | 59,907        |

Source: U.S. Census Bureau, 2024.

Note: The source of the weighted average thresholds is the 2024 Current Population Survey Annual Social and Economic Supplement (CPS ASEC).

Using the chart above, please provide information on the income level of the clients that your program is serving.

The majority of individuals and families that utilize the emergency shelter have no or very low-income levels and all meet the Federal Poverty Level outlined in the above chart.

**Internal Revenue Service**

**Date:** December 13, 2004

Aid for Friends, Inc.  
P.O. Box 4233  
Pocatello, ID 83205-4233

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**  
Mrs. Coghill 31-07426  
Customer Service Representative  
**Toll Free Telephone Number:**  
8:00 a.m. to 6:30 p.m. EST  
877-829-5500  
**Fax Number:**  
513-263-3756  
**Federal Identification Number:**  
82-0408063

Dear Sir or Madam:

This is in response to your request of December 13, 2004, regarding your organization's tax-exempt status.

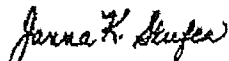
In February 1995 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services

April 14, 2026

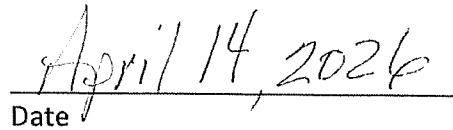
Addendum to Aid For Friends Board Meeting Minutes

By email consensus, the Board of Directors has approved Aid For Friends' request for \$30,000 for the FY2027 Agency Funds through the City of Pocatello's budget appropriations.

These funds will support the continued operations and essential staff services of the Aid For Friends Emergency Shelter.

Attested by:

  
Shannon Ansley, Board Chair

  
Date

Board Approval through Email

John Bulger  
Lori Piccolo  
Jeff Garvin  
Michele Poletti (non-voting)



FAMILY  
SERVICES  
ALLIANCE  
*of Southeast Idaho*

Agenda Item #3(b)

***We're With You!***

April 15, 2026

City of Pocatello  
911 N. 7<sup>th</sup> Avenue  
Pocatello, Idaho 83204

Re: Letter of Support and Board Approval for Application

Dear Mayor and Council Members:

This letter is to confirm that the Board of Directors of Family Services Alliance of SE Idaho, Inc. (FSA) is in support of the application to be considered in the City of Pocatello's 2027 budget appropriations.

The City of Pocatello has consistently supported FSA's Domestic Violence and Sexual Assault Advocacy Program. The City Council has recognized the value of FSA's partnership with Pocatello Police Department and the work FSA does with/for the community. In past years, this recognition is evidenced by the City's provision of funds to help FSA provide such services to the community. FSA is again requesting fiscal assistance with Outreach services that augment Pocatello Police Department response to domestic violence and sexual assault incidences.

As a long-standing partner of the City of Pocatello, FSA team members regularly partner with local law enforcement officers, prosecuting personnel, and other City employees to provide services to victims of abuse and crime. We hope you will consider this Community Agency Request for Financial Support. Thank you!

Warmly,

Board of Directors

24-Hour Crisis Line  
208-251-HELP (4357)

355 South Arthur Avenue  
Pocatello, ID 83204  
(208) 232-0742  
Fax (208) 232-4286  
www.FSAlliance.org  
Serving Bannock, Caribou & Power Counties  
Caribou County—(208) 705-4674

*Our mission is to promote safe and thriving families,  
work to end physical, sexual and emotional abuse and provide victim support.*

Domestic Violence & Sexual Assault Advocacy  
Victim's Shelter . Support Groups . Case Management  
Advocacy & Education . On-Site Crisis Intervention  
Counseling  
Trauma Informed Individual & Family Sessions  
Play Therapy . Therapeutic Groups  
Prevention  
Healthy Teen Relationships . Child Abuse Prevention





CITY OF POCA TELLO  
**Community Agency Request for  
Financial Support**

*Please complete and return this application by May 1, 2025.*

**Organization**

---

Organization Name (as it appears on the IRS Letter of Determination)

Family Services Alliance of Southeast Idaho Inc

Organization Address

Street Address

355 S. Arthur Avenue

City

Pocatello

State

ID

Zip Code

83204

Organization Website (or social media presence)

www.FSAlliance.org

## Organization Contact

---

Contact Name

Sarah O'Banion

Contact Job Title

Executive Director

Contact Phone

208-232-0742

Contact Email

saraho@fsalliance.org

## Organization Board

---

Board President (or equivalent)

Bradley Willis

Board President Phone

208-530-2937

Board President Email

legalworkidaho@gmail.com

## Required Attachments

---

- IRS Letter or Copy of Bylaws
- Board Approval for Application (board minutes or signed letter from board)

## Financial Controls

---

Did your organization have written internal financial controls?

Yes  No

## Revenue

|                                   | Current Fiscal Year | Requested Next Fiscal Year |
|-----------------------------------|---------------------|----------------------------|
| City of Pocatello Funding         | \$17,500.00         | \$18,500.00                |
| Government Funding – Other Cities | \$7,000.00          | \$7,000.00                 |
| Government Funding – County       | \$10,000.00         | \$5,000.00                 |
| Government Funding – State        | \$0.00              | \$0.00                     |
| Government Funding – Federal      | \$459,268.23        | \$459,268.23               |
| Grant Support (itemize below)     | \$0.00              | \$0.00                     |
| Foundation and Corporate Support  | \$25,000.00         | \$25,000.00                |
| Contributions/Donations           | \$24,000.00         | \$24,000.00                |
| Special Events                    | \$0.00              | \$0.00                     |
| Membership Dues Received          | \$0.00              | \$0.00                     |
| Investment Income                 | \$0.00              | \$0.00                     |
| Fundraising Income                | \$36,650.00         | \$40,650.00                |
| Other Income (itemize below)      | \$26,000.00         | \$26,000.00                |
| <b>TOTAL</b>                      | <b>\$605,418.23</b> | <b>\$605,418.23</b>        |

**Please itemize your grant support sources.**

Grant support is listed in Government Funding - Federal and is itemized below.  
 Continuum of Care Rapid Rehousing - \$49,520.00; Emergency Solutions Grant - \$28,000.00  
 Improving Criminal Justice Responses - \$32,630.00; Sexual Assault Services Program - \$40,000.00  
 Family Violence Prevention and Services Act - \$32,467.50; Victims of Crime Act - \$221,280.11  
 Office on Violence Against Women Rural - \$55,370.62

**Please itemize your other income sources.**

United Way of SE Idaho - \$26,000.00

## Reserves

---

Total Year to Date

|             |
|-------------|
| \$16,535.49 |
|-------------|

## Expenses

---

|   | Current Fiscal Year | Requested Next Fiscal Year |
|---|---------------------|----------------------------|
| Salaries  | \$376,763.50        | \$376,763.50               |
| Employee Benefits                                   | \$41,335.08         | \$41,335.08                |
| Payroll Taxes                                       | \$32,889.79         | \$32,889.79                |
| Professional Fees and Contracts                     | \$0.00              | \$0.00                     |
| Occupancy (rent, utilities, building and grounds)   | \$89,958.37         | \$90,000.00                |
| Specific Program Assistance                         | \$0.00              | \$0.00                     |
| Supplies / Equipment                                | \$18,010.00         | \$18,010.00                |
| Membership Dues / Support to Affiliate Organization | \$0.00              | \$0.00                     |
| Other Expenses (itemize below)                      | \$6,941.96          | \$6,941.96                 |
| <b>TOTAL</b>  | <b>\$565,898.70</b> | <b>\$565,940.33</b>        |

Please itemize your other expenses.

|  |
|--|
| Bank fees - \$290.00<br>Travel/Training - \$6,651.96 |
|--|

## Funding Request

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Amount Requested

\$18,500.00

Did your program receive City of Pocatello funding last year?

Yes  No

If so, what was the amount received?

\$17,500.00

Will the entire approved City funding amount from last fiscal year be used by September 30, 2025?

Yes  No

How, specifically, would the grant money be used to support your program? Please list types of expenses (such as wages, fringe benefits, supplies, materials, etc.).

Funding is used to pay advocate wages and fringe benefits. Advocates are responsible for the 24 hour crisis hotline and providing onsite crisis intervention services as requested by Pocatello Police Department. Advocates are responsible for answering every crisis hotline call, providing access to emergency shelter for victims of domestic violence, sexual assault, stalking, and human trafficking who are fleeing dangerous situations, and responding onsite to homes where violence occurs and to emergency departments to provide advocacy during forensic medical examinations.

What percent of your program budget would the City of Pocatello funding request represent?

Current Fiscal Year

2.9

Requested Next Fiscal Year

3.1

# Program

---

Provide a description of the services you are currently seeking funding for and what the goals of the services are.

Services provide hope and healing to victims and survivors of power-based violence including domestic violence, sexual assault, stalking, and human trafficking. FSA also provides services to secondary victims of homicide. Services include, but are not limited to, legal and medical advocacy, case management, crisis counseling, emergency shelter, housing assistance, support, safety planning, and wellness activities. Advocates assist clients to address their physical well-being and increase their safety, reduce trauma symptoms, and increase coping skills. Safety and empowerment are always at the forefront of services offered to individuals and families. The goals of services are to increase safety for participants, empower survivors, and promote survivor healing.

Provide a description of the target population and activities you will conduct.

The target population is victims of domestic violence, sexual assault, stalking, and human trafficking along with secondary victims of homicide. The target population is both adults and children and is mostly women and children but FSA also provides services to men and transgender individuals. The target population is anyone in the City of Pocatello who has experienced abuse and is in need of trauma-informed healing support.

Please describe how your program is effective at addressing a current Pocatello community need.

Family Services Alliance (FSA) serves a unique purpose in the communities we serve - both in urban and rural areas. FSA is the only organization providing free, confidential, and trauma-informed advocacy and crisis counseling services to victims of power-based violence including domestic violence, sexual assault, stalking, and human trafficking. The emergency shelter is the only shelter available for victims of domestic violence fleeing from imminent danger in a tri-county area.

Advocates are providing daily court assistance and, on average, assist at least 2-3 victims each day with a Civil Protection Order. Advocates respond onsite with local law enforcement agencies to provide immediate crisis intervention and access to services for anyone experiencing physical or emotional harm related to power-based violence. Advocates respond onsite to local hospitals to provide advocacy and

How has your program evolved or changed over past years to better meet community needs (if applicable)?

Family Services Alliance of SE Idaho (FSA) continues to develop and grow. Staff have had training and development to ensure all work with victims of abuse is trauma-informed. This care supports victim needs and assists them in the healing process while reducing unintended re-victimization from systems.

Ensuring a trauma-informed environment includes the importance of physical spaces. FSA has worked intentionally over the past five years to make improvements to the emergency shelter/safehouse and main office wherein crisis counseling and advocacy services occur. A new roof, new water heater, and repaired foundation at the emergency shelter have led to a more comfortable and safe environment for residents. FSA made the difficult decision to reduce counseling availability and increase crisis intervention services available to the community. This decision was made knowing that FSA serves a

## Staff and Volunteers

---

Number of full-time employees working in the program for which you are seeking funding

7

Titles/roles of all full-time employees of the program for which you are seeking funding

Executive Director - Ensure integrity of organization and provide oversight of programming. On call.  
Director Administration and Finance - Ensure all dollars are used appropriately and follow grant procedures. On call services.  
Director of Advocacy - Provide supervision and oversight to Advocacy program, manage emergency shelter, and provide on call services.  
Advocate X 3 - Provide onsite crisis response and trauma-informed care for victims of domestic violence, sexual assault, stalking, and human trafficking.  
Outreach Coordinator - Case management, resource fairs, connection to community resources.

Number of part-time employees working in the program for which you are seeking funding

3

Titles/roles of all part-time employees of the program for which you are seeking funding

Advocate X 3 - Provide onsite crisis response and trauma-informed care for victims of domestic violence, sexual assault, stalking, and human trafficking.

Number of volunteers working in the program for which you are seeking funding

35

Please provide a brief description of the volunteer duties for the program for which you are seeking funding.

Serve on the Board of Directors, provide support for one time projects such as Take A Stand Against Domestic Violence and Living the Cause, assist with fundraising efforts, yard beautification, distribution of flyers and resource packets.

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

1053

Projected Next Fiscal Year

1500

## Federal Poverty Level (FPL)

Poverty Thresholds for 2023 by Size of Family and Number of Related Children Under 18 Years  
(In dollars)

| Size of family unit                | Weighted average thresholds | Related children under 18 years |        |        |        |        |        |        |        |               |
|------------------------------------|-----------------------------|---------------------------------|--------|--------|--------|--------|--------|--------|--------|---------------|
|                                    |                             | None                            | One    | Two    | Three  | Four   | Five   | Six    | Seven  | Eight or more |
| One person (unrelated individual): | 15,480                      |                                 |        |        |        |        |        |        |        |               |
| Under 65 years.....                | 15,850                      | 15,852                          |        |        |        |        |        |        |        |               |
| 65 years and over.....             | 14,610                      | 14,614                          |        |        |        |        |        |        |        |               |
| Two people:                        | 19,680                      |                                 |        |        |        |        |        |        |        |               |
| Householder under 65 years.....    | 20,490                      | 20,404                          | 21,002 |        |        |        |        |        |        |               |
| Householder 65 years and over..... | 18,430                      | 18,418                          | 20,923 |        |        |        |        |        |        |               |
| Three people.....                  | 24,230                      | 23,834                          | 24,526 | 24,549 |        |        |        |        |        |               |
| Four people.....                   | 31,200                      | 31,428                          | 31,942 | 30,900 | 31,008 |        |        |        |        |               |
| Five people.....                   | 36,990                      | 37,901                          | 38,452 | 37,275 | 36,363 | 35,607 |        |        |        |               |
| Six people.....                    | 41,860                      | 43,593                          | 43,766 | 42,864 | 41,999 | 40,714 | 39,952 |        |        |               |
| Seven people.....                  | 47,670                      | 50,159                          | 50,472 | 49,393 | 48,640 | 47,238 | 45,602 | 43,808 |        |               |
| Eight people.....                  | 52,850                      | 56,099                          | 56,594 | 55,575 | 54,683 | 53,416 | 51,809 | 50,136 | 49,710 |               |
| Nine people or more.....           | 62,900                      | 67,483                          | 67,810 | 66,908 | 66,151 | 64,908 | 63,198 | 61,651 | 61,268 | 58,907        |

Source: U.S. Census Bureau, 2024.

Note: The source of the weighted average thresholds is the 2024 Current Population Survey Annual Social and Economic Supplement (CPS ASEC).

Using the chart above, please provide information on the income level of the clients that your program is serving.

Income level is self-reported by clients during the intake process. Approximately 85% of clients fall under the Federal Poverty Level. Economic abuse is also a factor for many individuals served so, even if there is income in the home, the victim does not have access or control over dollars coming into a home.

**Internal Revenue Service**

Date: February 12, 2005

FAMILY SERVICES ALLIANCE OF SOUTHEAST  
IDAHO INC  
355 S ARTHUR  
POCATELLO ID 83204-3342 993

Department of the Treasury  
P. O. Box 2508  
Cincinnati, OH 45201

**Person to Contact:**  
Mrs. Coghill 31-07426  
Customer Service Specialist  
**Toll Free Telephone Number:**  
8:30 a.m. to 5:30 p.m. ET  
877-829-5500  
**Fax Number:**  
513-263-3756  
**Federal Identification Number:**  
82-0200909

Dear Sir or Madam:

This letter is in response to our receiving your request to change the address of your organization to what is reflected in the heading above.

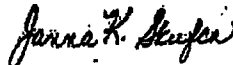
In August 1972 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services



## Agenda Item #3(c)

Greater Pocatello Convention and Visitor Bureau

Board Meeting Agenda

March 10, 2026 @ 4:00PM

Welcome and Introductions

Review Minutes from January

Presentation of Financials – Cash Reconciliation

Grant 2024 Update -Final RFF Accepted, Audit Upcoming

Grant 2025 Update -RFF 3 awaiting final approval, RFF 4 ready to go

Chubbuck Update

City of Pocatello Funding

Historic Downtown Office Update

MEC Update

Tourism Talks – Tomorrow in Idaho Falls

Sponsorships

- New Request Spindarella

- The Comedy Project

- Pocatello Open Billiards

- ISU Pow Wow (April 3)

Jeff OOO – Santa Clara Adventure Show 3/19-3/30

Filming ideas 2026

2026 Grant Ideas and Application



CITY OF POCA TELLO  
**Community Agency Request for  
Financial Support**

*Please complete and return this application by May 1, 2025.*

**Organization**

---

Organization Name (as it appears on the IRS Letter of Determination)

Greater Pocatello Convention and Visitor Bureau

Organization Address

Street Address

2695 South Fifth Avenue

City

Pocatello

State

IDAHO

Zip Code

83204

Organization Website (or social media presence)

visitpocatello.com

## Organization Contact

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Contact Name

Jeff Glissendorf

Contact Job Title

Director of Tourism and Marketing

Contact Phone

208-425-1820

Contact Email

jeff@visitpocatello.com

## Organization Board

---

Board President (or equivalent)

Del Mark

Board President Phone

801-550-8633

Board President Email

niners4me@gmail.com

## Required Attachments

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- IRS Letter or Copy of Bylaws
- Board Approval for Application (board minutes or signed letter from board)

## Financial Controls

---

Did your organization have written internal financial controls?

Yes  No

## Revenue

|                                   | Current Fiscal Year | Requested Next Fiscal Year |
|-----------------------------------|---------------------|----------------------------|
| City of Pocatello Funding         | \$15,000.00         | \$20,000.00                |
| Government Funding – Other Cities | \$15,000.00         | \$15,000.00                |
| Government Funding – County       | \$0.00              | \$0.00                     |
| Government Funding – State        |                     |                            |
| Government Funding – Federal      |                     |                            |
| Grant Support (itemize below)     | \$254,000.00        | \$319,000.00               |
| Foundation and Corporate Support  |                     |                            |
| Contributions/Donations           |                     |                            |
| Special Events                    |                     |                            |
| Membership Dues Received          |                     |                            |
| Investment Income                 |                     |                            |
| Fundraising Income                |                     |                            |
| Other Income (itemize below)      | \$30,000.00         | \$30,000.00                |
| <b>TOTAL</b>                      | <b>\$314,000.00</b> | <b>\$384,000.00</b>        |

**Please itemize your grant support sources.**

We receive a tourism marketing grant through the Idaho Department of Commerce based on local hotel taxes. The grant is specifically for marketing to drive economic impact through tourism. Grant funding can not be spent locally or on infrastructure.

**Please itemize your other income sources.**

The City of Chubbuck (\$15,000) and the Auditorium District (\$30,000) partner with us and provide financial partnerships.

## Reserves

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Total Year to Date

|             |
|-------------|
| \$42,014.00 |
|-------------|

## Expenses

---

|   | Current Fiscal Year | Requested Next Fiscal Year |
|---|---------------------|----------------------------|
| Salaries  | \$70,000.00         | \$70,000.00                |
| Employee Benefits                                   | \$0.00              | \$0.00                     |
| Payroll Taxes                                       | \$5,900.00          | \$5,900.00                 |
| Professional Fees and Contracts                     | \$4,400.00          | \$4,400.00                 |
| Occupancy (rent, utilities, building and grounds)   | \$3,600.00          | \$5,500.00                 |
| Specific Program Assistance                         |                     |                            |
| Supplies / Equipment                                |                     |                            |
| Membership Dues / Support to Affiliate Organization |                     |                            |
| Other Expenses (itemize below)                      | \$254,000.00        | \$319,000.00               |
| <b>TOTAL</b>  | <b>\$337,900.00</b> | <b>\$404,800.00</b>        |

Please itemize your other expenses.

|  |
|--|
| Expenses are basics for operating the Visitor Center and one full time employee. Other expenses are grant funded marketing promotions that include web site, digital marketing, trade shows, event sponsorships, video creative, social media management and numerous other marketing campaigns. |
|--|

# Funding Request

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Amount Requested

Did your program receive City of Pocatello funding last year?

Yes  No

If so, what was the amount received?

Will the entire approved City funding amount from last fiscal year be used by September 30, 2025?

Yes  No

How, specifically, would the grant money be used to support your program? Please list types of expenses (such as wages, fringe benefits, supplies, materials, etc.).

Community match is a requirement of the marketing grant. These funds are used for non grant covered items including operating costs for the visitor center, payroll costs, local overhead and local initiatives.

What percent of your program budget would the City of Pocatello funding request represent?

Current Fiscal Year

Requested Next Fiscal Year

## Program

---

Provide a description of the services you are currently seeking funding for and what the goals of the services are.

Our mission is to educate and introduce new visitors to Southeast Idaho by creating and developing marketing strategies that showcase our unique beauty and culture. Additionally, we strive to impact the overall guest experience by being a definitive source for local, easily accessed information that assists with creating positive tourism experiences.

Provide a description of the target population and activities you will conduct.

We target travels of all types, from a 2-5 hour drive market to Calgary, Dallas, Denver, Phoenix, Seattle and the West Coast. We are currently targeting outdoor enthusiasts, ISU guests, club sports and meetings of any sort. We market through a wide variety of media including social media, digital ads, video ads, print ads and specific event campaigns to drive guests to our area.

Please describe how your program is effective at addressing a current Pocatello community need.

Bringing guests into our region stimulates our local economy, providing a positive guest experience keeps them here for a longer period. As we showcase the wonderful things in our area, we are expecting to draw guests in to stay in our hotels, spend in our businesses and leave with a positive Idaho experience that they can express to others. Positive financial impact and a positive reputation for Pocatello are the needs we strive to fill.

How has your program evolved or changed over past years to better meet community needs (if applicable)?

We are growing and impacting more every year!

## Staff and Volunteers

---

Number of full-time employees working in the program for which you are seeking funding

1

Titles/roles of all full-time employees of the program for which you are seeking funding

Director of Tourism

Number of part-time employees working in the program for which you are seeking funding

0

Titles/roles of all part-time employees of the program for which you are seeking funding

Number of volunteers working in the program for which you are seeking funding

15

Please provide a brief description of the volunteer duties for the program for which you are seeking funding.

They are the faces of the city through the visitor center.

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

n/a

Projected Next Fiscal Year

## Federal Poverty Level (FPL)

Poverty Thresholds for 2023 by Size of Family and Number of Related Children Under 18 Years  
(In dollars)

| Size of family unit                | Weighted average thresholds | Related children under 18 years |        |        |        |        |        |        |        |               |
|------------------------------------|-----------------------------|---------------------------------|--------|--------|--------|--------|--------|--------|--------|---------------|
|                                    |                             | None                            | One    | Two    | Three  | Four   | Five   | Six    | Seven  | Eight or more |
| One person (unrelated individual): | 15,480                      |                                 |        |        |        |        |        |        |        |               |
| Under 65 years.....                | 15,850                      | 15,852                          |        |        |        |        |        |        |        |               |
| 65 years and over.....             | 14,610                      | 14,614                          |        |        |        |        |        |        |        |               |
| Two people:                        | 19,680                      |                                 |        |        |        |        |        |        |        |               |
| Householder under 65 years.....    | 20,490                      | 20,404                          | 21,002 |        |        |        |        |        |        |               |
| Householder 65 years and over..... | 18,430                      | 18,418                          | 20,923 |        |        |        |        |        |        |               |
| Three people.....                  | 24,230                      | 23,834                          | 24,526 | 24,549 |        |        |        |        |        |               |
| Four people.....                   | 31,200                      | 31,428                          | 31,942 | 30,900 | 31,008 |        |        |        |        |               |
| Five people.....                   | 36,990                      | 37,901                          | 38,452 | 37,275 | 36,363 | 35,807 |        |        |        |               |
| Six people.....                    | 41,860                      | 43,593                          | 43,766 | 42,864 | 41,999 | 40,714 | 39,952 |        |        |               |
| Seven people.....                  | 47,670                      | 50,159                          | 50,472 | 49,393 | 48,640 | 47,238 | 45,602 | 43,808 |        |               |
| Eight people.....                  | 52,850                      | 56,099                          | 56,594 | 55,575 | 54,683 | 53,416 | 51,809 | 50,136 | 49,710 |               |
| Nine people or more.....           | 62,900                      | 67,483                          | 67,810 | 66,908 | 66,151 | 64,908 | 63,198 | 61,651 | 61,268 | 59,907        |

Source: U.S. Census Bureau, 2024.

Note: The source of the weighted average thresholds is the 2024 Current Population Survey Annual Social and Economic Supplement (CPS ASEC).

Using the chart above, please provide information on the income level of the clients that your program is serving.

BYLAWS  
OF  
VISIT POCA TELLO, INC.

ARTICLE I

GENERAL

Section 1.     Name:

The name of the corporation is VISIT POCA TELLO, INC., (hereinafter called "Bureau").

Section 2.     Location:

The offices of the Bureau shall be located in the Greater Pocatello area, Idaho at such place or places as the Board of Directors shall determine.

Section 3.     Purposes and Philosophy:

- (a)     The Bureau is organized as a nonprofit corporation under the Idaho Nonprofit Corporation laws for the purpose of engaging in activities and pursuits in the promotion of common economic interests of businesses engaged in the tourism and convention industry in the Pocatello and surrounding areas and not for the purpose of engaging in any activity for pecuniary profit. In particular, the Bureau is organized to develop and implement programs relating to tourism and the convention industry.
- (b)     The Bureau shall have and exercise all lawful powers necessary or convenient to carry out any or all of the purposes for which the Bureau is organized.
- (c)     The Bureau is irrevocably dedicated to and operated exclusively for nonprofit purposes; and no part of the income or assets of the Bureau shall be distributed to, nor inure to the benefit of, any individual.
- (d)     No activity shall be performed by the Bureau to facilitate the transaction of specific business by its directors or promote the private interest of any individual or director or engage in any activities which would constitute a regular business of a kind ordinarily on for profit.

## ARTICLE II

### BOARD OF DIRECTORS

#### Section 1. Initial Board of Directors

The Board of Directors shall initially be those designated in the articles of incorporation. Successors shall be appointed as provided herein.

#### Section 2. Powers of the Board of Directors.

- (a) The Board of Directors shall manage and conduct the affairs and business of this Bureau directly and through its officers and committees.
- (b) The Board of Directors shall have the power and authority to do and perform all acts and functions consistent with these Bylaws.

#### Section 3. Directors

- (a) Directors shall be appointed by the Board of Directors by a simple majority vote at any regular or special meeting. The Board of Directors shall consist of at least four (4) and not more than fifteen (15) members who shall be representatives of public agencies and private businesses and organizations having an interest in the activities of the Bureau.
- (b) Each Director shall serve for a period of three (3) years and Directors shall be eligible to serve successive terms and shall be continuously eligible for re-appointment to the Board. The Board shall endeavor to stagger the terms of Directors so as to preserve continuity.
- (c) The Board shall establish as standing Nominating Committee to facilitate recruitment persons interested and qualified to serve as Directors which shall, from time to time, make recommendations to the Board of persons for appointment as Directors to fill the regular vacancies on the Board,
- (d) The Board of Directors may remove any Director from the Board by a simple majority vote of the Directors present at a regular or special meeting of the Board of Directors.

#### Section 4. Meetings.

The meetings of Directors shall be as follows:

- (a) The annual meeting of the Board shall be held within sixty (60) days following the end of the Bureau's fiscal year. Ten (10) days notice in writing or by email shall be given of the time of day of this meeting.
- (b) Regular or special meetings shall be held at such times as the Chairperson or 2 or more Directors may request by giving not less than ten (10) days notice in writing or by email of the meeting.
- (c) The number of Directors present at meetings shall constitute quorum for transaction of business. The vote of a simple majority of the Directors present at any meeting shall decide any questions properly brought before the meeting, except as otherwise provided by these Bylaws, the Articles of incorporation, or the laws of the state of Idaho.
- (d) The order of business for meetings of the Board of Directors shall be:
  - Call to Order
  - Roll Call
  - Approval of the Minutes of the Previous Meeting
  - Standing Committee Reports:
  - Old Business to be Voted or Acted Upon
  - New Business
  - Announcement of Time and Place of the Next Meeting
  - Adjournment

Section 6. Action in Lieu of Meeting.

Any action required or permitted to be taken by the Board of Directors under any provision of law may be taken without a meeting of the board by consent to such action by all Directors in writing, by email or other such electronic measure. Such consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as a unanimous vote of the Directors.

Section 7. Committees of the Board of Directors.

- (a) AD Hoc Committees of the Board of Directors shall be:
  - 1) Executive Committee
  - 2) Finance Committee
  - 3) Marketing Committee
  - 4) Nominating Committee
- (b) The Committees shall establish rules and regulations for meetings and shall meet at such times as necessary, provided that a reasonable notice of all meetings shall be given to committee members. No act of a committee shall be valid unless approved by the vote or written consent of a simple majority of its members. Committees

shall keep regular minutes of their proceedings and report the same to the Board from time to time as the Board may require. Members of each committee shall be appointed for one (1) year by the Chairperson of the Board of Directors as soon as possible after the annual meeting of the Board. Members shall serve on their respective committees until the next annual meeting of the Board of Directors.

The Chairperson shall fill any vacancy on committees created by the death, resignation or incompetence of a member of the committee and this appointee shall serve until the next annual meeting. Committees may include persons other than members of the Board of Directors except as hereinafter provided to the contrary and provided that each standing committee have at least two Board members. Special committees may be appointed by the Chairperson from time to time as warranted.

- (c) Executive Committee. The Executive Committee shall be composed of the Chairperson and not less than two other members of the Board. This committee shall have all the authority to transact all regular business of the corporation during the interim between meetings of the Board of Directors, provided that no action so taken shall be in conflict with the expressed policies of the Board of Directors. Action of the Executive Committee shall be promptly submitted to the Board of Directors for ratification.
- (d) Finance Committee. The Finance Committee shall be composed of at least three (3) members. The Finance Committee shall make recommendations regarding all financial matters of the Corporation. The Finance Committee shall develop the financial plan for the Bureau to include an annual budget, policies for management of revenues and expenditures, financial accounts and records and related activity.
- (e) Nominating Committee. The Nominating Committee shall consist of at least three (3) members, and shall make recommendations of proposed members of The Board of Directors.
- (f) Marketing Committee. The Marketing Committee shall consist of at least three (3) members, and shall advise the Bureau staff and approve all marketing plans and Programs of the Bureau, to include all grant programs, and shall evaluate staff performance and implementation of marketing plans and policies.
- (g) Additional Committees (Task Force). The Chairman of the Board may appoint such task forces, from time to time, either standing or ad hoc, as it deems necessary or appropriate.

## ARTICLE IV

### OFFICERS OF THE BUREAU

#### Section 1. Officers.

The officers of the Bureau shall be a Chairperson, Vice Chairperson, Secretary/Treasurer, and such other officers may be elected by the Board of Directors.

#### Section 2. Election of Officers.

The Board of Directors shall elect the officers at the annual meeting. If an office shall become vacant during the term for which such officer was elected, such vacancy shall be filled at the next meeting of the Board of Directors.

#### Section 3. Removal of Officers.

Any officer may be removed from that office by a majority vote of the Directors present at a regular or special meeting of the Board of Directors.

#### Section 4. Chairperson.

The Chairperson shall preside at the Board meetings and shall be an ex-officio member (with vote) of all committees and shall be the official spokesperson for the Bureau Board of Directors. The Chairperson shall review and sign employee's timesheets at each Board meeting or monthly.

#### Section 5. Vice Chairperson.

The Vice Chairperson shall act as meeting chairman in the absence of the Chairperson, and, when so acting, shall have the authority and powers of the Chairperson, and otherwise shall exercise such authority as may be delegated by the Board of Directors.

#### Section 6. Secretary/Treasurer.

The Secretary/Treasurer will keep, or cause to be kept, minutes of the meeting of the Board of Directors and shall give or cause to be given proper and timely notice of all such meetings to the Directors. The Secretary/Treasurer shall have custody of or authorize custody of the records and books of account of the Bureau, and shall be responsible for or assign responsibility for the proper and timely filing of all reports, statements or documents required by law.

## ARTICLE V

### EXECUTIVE DIRECTOR

#### Section 1. General Powers and Qualifications.

The Executive Director shall be well qualified by education, experience, and personal qualities. The Executive Director shall operate the Bureau according to the policies adopted by the Board of Directors and its Committees. The Executive Director shall act as the duly authorized representative of the Board of Directors and the Bureau in all matters for which the Board of Directors has not formally designated some other person to act. The Executive Director shall report as directed to the Chairperson, to the Board of Directors and its Committees at each meeting of each of these bodies.

#### Section 2. Duties of the Executive Director.

The authority and duties of the Executive Director shall include the responsibility for:

- (a) Developing, directing and implementing all programs and activities as designated by the Board of Directors in order to meet the purposes and philosophy of the Bureau.
- (b) Developing adequate plans and implementing appropriate controls to insure the judicious utilization of the manpower and financial resources of the Bureau.
- (c) Organizing, preparing the agenda, for all committee and Board meetings and implements all actions or recommendations as approved by the Board of Directors.
- (d) Preparing an annual budget, showing the expected receipts and expenditures.
- (e) Presenting to the Board of Directors, or its authorized committees, periodic reports reflecting the activities and financial status of the Bureau and preparing and submitting such special reports as may be required by the Board of Directors.
- (f) Selecting, employing, controlling and discharging of staff for the Bureau.
- (g) Facilitating communications with the Greater Pocatello Auditorium District and with the community in order to promote a general awareness of the purposes and activities of the Bureau.
- (h) Annual filing of tax exemption documents and certifying such filing.

## ARTICLE VI

### BONDS

#### Section 1. Requirements of Bonds.

The Board of Director of the Bureau may require an officer, agent or employee to give bond for the faithful discharge of his duty and for the protection of the corporation in such sum and with such surety or sureties as the Board may deem advisable.

## ARTICLE VII

### CHECKS AND OTHER INSTRUMENTS

#### Section 1. Checking and Accounts.

All checks, drafts or demands for money of the Bureau in excess of Two Thousand Dollars (\$2,000.00) shall be signed by the Executive Director and a Director or by such other officers or persons which the Board of Director may designate.

The Board of Directors may designate the officers and agents who shall have the authority to execute any authorized contract, conveyance or other instrument on behalf of the corporation or may ratify or confirm an execution. When the execution of any instrument has been authorized without specification as to the executing officers or agents, the Vice Chairperson may execute the same in the name and on behalf of the corporation and may affix the corporate seal thereto.

#### Section 2. Capital Purchases.

The Bureau will capitalize equipment valued in excess of Fifteen Thousand Dollars (\$15,000.00).

## ARTICLE VIII

### BOOKS AND RECORDS, ANNUAL REPORT

#### Section 1. Required Records.

The officers, agents and employees of the Bureau shall maintain such books, records, and accounts of the Bureau's business and affairs of the Bureau as required by the Board of Directors or as required by the laws of the state of Idaho.

Section 2.     Annual Reports.

The Executive Director shall prepare an annual written report of the activities, programs, quality control, financial projections and short and long-range plans of the corporation and shall submit this report to the Chairperson of the Bureau at such time designated by the Chairperson.

ARTICLE IX

AMENDMENTS

These Bylaws may be amended by the Board of Directors at any regular or special meeting.

ARTICLE X

DISSOLUTION

The Bureau is organized exclusively for the purposes as a nonprofit corporation as described above and if the Bureau shall be liquidated or dissolved, its property shall not inure to the benefit of any private person. All other money, property and proceeds of property and distributions on liquidation, dissolution or abandonment of the Bureau, shall be distributed to a non-profit at the discretion of the board for their use or distribution under Idaho law for public or charitable purposes.

By Laws of Visit Pocatello, Inc.

Adopted on January 25 2010

- Revised May 4 2017

- Revised July 2 2019

## Agenda Item #3(d)

### NeighborWorks Pocatello

April 7, 2026

To Whom It May Concern,

We, the undersigned members of the Board of Directors of NeighborWorks Pocatello, hereby give our full approval and authorization for the organization to submit applications for city funding on behalf of the six neighborhoods supported by NeighborWorks Pocatello.

Each of the following neighborhoods will be submitting an application for \$5,000 in city funds:

1. Alameda Neighborhood
2. College Neighborhood
3. Neighborhoods of Historic Downtown
4. Bonneville Neighborhood
5. Mountain View Neighborhood
6. Lewis and Clark Neighborhood

The total amount of funding requested across all six applications will be \$30,000. These funds will be used to support community development initiatives, neighborhood improvement projects, and resident engagement efforts in each of the participating neighborhoods.

NeighborWorks Pocatello is committed to the responsible administration of these funds and will work closely with neighborhood leaders and city representatives to ensure that all projects align with city guidelines and benefit the local community.

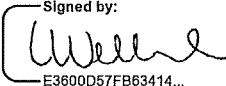
We appreciate your consideration of this funding request and your continued support of our neighborhood revitalization efforts.

Sincerely,

Board of Directors  
NeighborWorks Pocatello

Name: Veneta Wellard

Title: Board President

Signature:  Signed by:  
E3600D57FB63414...

Date: 4/9/2026 | 2:04 PM MDT



CITY OF POCATELLO  
**Community Agency Request for  
Financial Support**

*Please complete and return this application by May 1, 2025.*

**Organization**

---

Organization Name (as it appears on the IRS Letter of Determination)

Pocatello Neighborhood Housing Services DBA NeighborWorks Pocatello

Organization Address

Street Address

206 N Arthur

City

Pocatello

State

ID

Zip Code

83204

Organization Website (or social media presence)

nwpocatello.org

## Organization Contact

---

Contact Name

Catherine McCarthy

Contact Job Title

Director of Community Engagement and Marketing

Contact Phone

2082329468

Contact Email

cmccarthy@nwpcatello.org

## Organization Board

---

Board President (or equivalent)

Veneta Wellard

Board President Phone

208-237-9966

Board President Email

veneta@bofc.bank

## Required Attachments

---

- IRS Letter or Copy of Bylaws
- Board Approval for Application (board minutes or signed letter from board)

## Financial Controls

---

Did your organization have written internal financial controls?

Yes  No

## Revenue

|                                   | Current Fiscal Year | Requested Next Fiscal Year |
|-----------------------------------|---------------------|----------------------------|
| City of Pocatello Funding         | \$12,500.00         | \$30,000.00                |
| Government Funding – Other Cities |                     |                            |
| Government Funding – County       |                     |                            |
| Government Funding – State        |                     |                            |
| Government Funding – Federal      |                     |                            |
| Grant Support (itemize below)     | \$26,873.00         |                            |
| Foundation and Corporate Support  |                     |                            |
| Contributions/Donations           |                     |                            |
| Special Events                    |                     |                            |
| Membership Dues Received          |                     |                            |
| Investment Income                 |                     |                            |
| Fundraising Income                | \$14,970.00         |                            |
| Other Income (itemize below)      |                     |                            |
| <b>TOTAL</b>                      | <b>\$54,343.00</b>  | <b>\$30,000.00</b>         |

**Please itemize your grant support sources.**

Three neighborhoods were awarded an Ifft grant through the Idaho Community Foundation. These funds were used for park improvements to City of Pocatello parks. The total for these awards was \$26,873.00.

**Please itemize your other income sources.**

The fundraising income was raised from the Pocatello Historic Home Tour. This is an annual fundraising event put on by the neighborhoods in conjunction with NeighborWorks Pocatello. All net earnings from the event are split equally between the six neighborhood associations. The total net profits were \$14,970.00.

## Reserves

---

Total Year to Date

|        |
|--------|
| \$0.00 |
|--------|

## Expenses

---

|   | Current Fiscal Year | Requested Next Fiscal Year |
|---|---------------------|----------------------------|
| Salaries  |                     |                            |
| Employee Benefits                                   |                     |                            |
| Payroll Taxes                                       |                     |                            |
| Professional Fees and Contracts                     |                     |                            |
| Occupancy (rent, utilities, building and grounds)   |                     |                            |
| Specific Program Assistance                         |                     |                            |
| Supplies / Equipment                                |                     |                            |
| Membership Dues / Support to Affiliate Organization |                     |                            |
| Other Expenses (itemize below)                      |                     |                            |
| <b>TOTAL</b>  | \$0.00              | \$0.00                     |

Please itemize your other expenses.

|  |
|--|
| The neighborhoods are volunteer based organizations. All funds that are gained through grants, city funding requests, and fundraising efforts are utilized directly to community improvement projects or events. |
|--|

# Funding Request

---

Amount Requested

Did your program receive City of Pocatello funding last year?

Yes  No

If so, what was the amount received?

Will the entire approved City funding amount from last fiscal year be used by September 30, 2025?

Yes  No

How, specifically, would the grant money be used to support your program? Please list types of expenses (such as wages, fringe benefits, supplies, materials, etc.).

Historic University-Replace holiday lights at Caldwell Park and hold Light Caldwell Park event in December. Lewis and Clark- Add additional playground equipment at Freckleton Park such as spring toys or swings. Neighborhood of Historic Downtown- Hold four movies in the park, a bike safety event, and tree lighting event in December. Alameda Neighborhood- Would like to purchase three steel benches for Alameda Park. Bonneville Neighborhood- Would like to place a fence along Purce Park with city branding. Mt View Neighborhood-new Push-2-Cross pedestrian crossing system located along the 4th Street corridor between Carter and Lawton

What percent of your program budget would the City of Pocatello funding request represent?

Current Fiscal Year

Requested Next Fiscal Year

## Program

---

**Provide a description of the services you are currently seeking funding for and what the goals of the services are.**

The six core neighborhood of Pocatello that receive organizing support from NeighborWorks Pocatello would like to procure funding to more robustly serve their neighborhoods through neighborhood projects and community events. The goal of all of these services is to bring community members together and to provide grassroots efforts that improve the quality of the neighborhoods at the center of Pocatello. As outlined above, these funds would go toward park improvements, community events and pedestrian safety improvements.

**Provide a description of the target population and activities you will conduct.**

The target population will be those that live in the core neighborhoods of Pocatello. This consists of most of the older housing stock in the city as well as many of the LMI neighborhoods and populations. The activities will include neighborhood gatherings such as movies in the park and festivals. Many of the neighborhoods are also looking to add some amenities to their neighborhood parks. One neighborhood is focusing on safety efforts for pedestrians in the neighborhood.

**Please describe how your program is effective at addressing a current Pocatello community need.**

The neighborhood associations that NeighborWorks Pocatello works with have been very robust in creating a sense of community and making life in Pocatello much more enjoyable. The neighborhoods have been working diligently at applying for grant funds from different sources to improve amenities in their local parks. They have brought community together to hold events such as the Lasting Legacy Festival, Light Caldwell Park, Lewis & Clark Fall Harvest Party, and bike safety events. In addition, they have been successful in supplying amenities to the community through grant applications and volunteer work. This level of community activity from the neighborhoods helps to spike resident engagement in their community and helps to spur investment in the city that our residents call home.

**How has your program evolved or changed over past years to better meet community needs (if applicable)?**

The past few years have been quite active ones for the neighborhood associations. The neighborhood have a lot of determination to make noticeable change in their community. Starting in 2022, the neighborhoods felt that they needed a way to garner some additional funding to be able to make more of an impact. Since then, the six neighborhood associations at the core of Pocatello have worked to hold an annual event, the Historic Home Tour. This has been the largest fundraiser that the neighborhoods have held historically. Between the Historic Home Tour, past rounds of city funding, and grant writing, the neighborhoods impact has increased ten fold and they hope to continue this trajectory.

# Staff and Volunteers

---

Number of full-time employees working in the program for which you are seeking funding

1

Titles/roles of all full-time employees of the program for which you are seeking funding

Catherine McCarthy  
Director of Community Engagement and Marketing

Number of part-time employees working in the program for which you are seeking funding

Titles/roles of all part-time employees of the program for which you are seeking funding

Number of volunteers working in the program for which you are seeking funding

100

Please provide a brief description of the volunteer duties for the program for which you are seeking funding.

The volunteers are member did the neighborhood associations as well as those that offer support at the events that are held. Each neighborhood has a core board of directors and resident volunteer when events are planned.

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

15,590

Projected Next Fiscal Year

15590

## Federal Poverty Level (FPL)

Poverty Thresholds for 2023 by Size of Family and Number of Related Children Under 18 Years  
(In dollars)

| Size of family unit                | Weighted average thresholds | Related children under 18 years |        |        |        |        |        |        |        |               |
|------------------------------------|-----------------------------|---------------------------------|--------|--------|--------|--------|--------|--------|--------|---------------|
|                                    |                             | None                            | One    | Two    | Three  | Four   | Five   | Six    | Seven  | Eight or more |
| One person (unrelated individual): | 15,460                      |                                 |        |        |        |        |        |        |        |               |
| Under 65 years.....                | 15,850                      | 15,852                          |        |        |        |        |        |        |        |               |
| 65 years and over.....             | 14,610                      | 14,614                          |        |        |        |        |        |        |        |               |
| Two people:                        | 19,680                      |                                 |        |        |        |        |        |        |        |               |
| Householder under 65 years.....    | 20,490                      | 20,404                          | 21,002 |        |        |        |        |        |        |               |
| Householder 65 years and over..... | 18,430                      | 18,418                          | 20,923 |        |        |        |        |        |        |               |
| Three people.....                  | 24,230                      | 23,834                          | 24,526 | 24,549 |        |        |        |        |        |               |
| Four people.....                   | 31,200                      | 31,428                          | 31,942 | 30,900 | 31,008 |        |        |        |        |               |
| Five people.....                   | 36,990                      | 37,901                          | 38,452 | 37,275 | 36,363 | 35,607 |        |        |        |               |
| Six people.....                    | 41,860                      | 43,593                          | 43,766 | 42,864 | 41,999 | 40,714 | 39,952 |        |        |               |
| Seven people.....                  | 47,670                      | 50,159                          | 50,472 | 49,393 | 48,640 | 47,238 | 45,602 | 43,808 |        |               |
| Eight people.....                  | 52,850                      | 56,099                          | 56,594 | 55,575 | 54,683 | 53,416 | 51,809 | 50,136 | 49,710 |               |
| Nine people or more.....           | 62,900                      | 67,483                          | 67,810 | 66,908 | 66,151 | 64,908 | 63,198 | 61,651 | 61,268 | 58,907        |

Source: U.S. Census Bureau, 2024.

Note: The source of the weighted average thresholds is the 2024 Current Population Survey Annual Social and Economic Supplement (CPS ASEC).

Using the chart above, please provide information on the income level of the clients that your program is serving.

Four out of the six neighborhoods are census tract LMI. Historic University and Lewis & Clark Neighborhoods have recently lost their LMI status.

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
2 CUPANIA CIRCLE  
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date: FEB 10 1994

POCATELLO NEIGHBORHOOD HOUSING  
SERVICES INC  
355 SOUTH ARTHUR  
POCATELLO, ID 83204

Employer Identification Number:

82-0461673

Case Number:

954005051

Contact Person:

RANDY HOWARD

Contact Telephone Number:

(213) 725-7002

Accounting Period Ending:

Dec. 31

Foundation Status Classification:

170(b)(1)(A)(vi)

Advance Ruling Period Begins:

May 24, 1993

Advance Ruling Period Ends:

Dec. 31, 1997

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the

Letter 1045 (DO/CG)

POCATELLO NEIGHBORHOOD HOUSING

notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social securities taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If you are required to file a return you must file it by the 15th day of the fifth month after the end of your annual accounting period. We charge a penalty of \$10 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty we charge cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. We

POCATELLO NEIGHBORHOOD HOUSING

may also charge this penalty if a return is not complete. So, please be sure your return is complete before you file it.

~~You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.~~

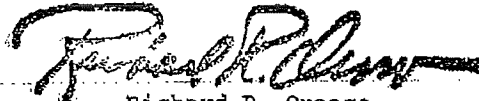
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Richard R. Orosco  
District Director

Internal Revenue Service  
District Director

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: NOV 06 1998

Pocatello Neighborhood Housing  
Services, Inc.  
735 N. Main  
Pocatello, ID 83204-2905

Person to Contact:  
Dalphine Naegele

Telephone Number:  
877-829-5500

Fax Number:  
513-684-5936

Federal Identification Number:  
82-0461673

Dear Sir or Madam:

This letter is in response to your letter dated August 6, 1998, requesting an address change to your organization. We have updated our records to reflect this change.

Our records indicate that a determination letter issued in February 10, 1994, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

POCATELLO NEIGHBORHOOD HOUSING

notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social securities taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

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If you are required to file a return you must file it by the 15th day of the fifth month after the end of your annual accounting period. We charge a penalty of \$10 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty we charge cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. We

POCATELLO NEIGHBORHOOD HOUSING

may also charge this penalty if a return is not complete. So, please be sure your return is complete before you file it.

~~You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.~~

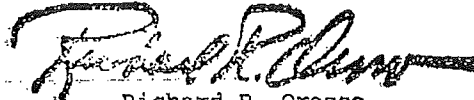
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Richard R. Grosco  
District Director

## Agenda Item #3(e)



# POCATELLO FREE CLINIC

*Our community. Our health.*

1001 N, 7th Ave., North, suite 155, Pocatello 83201 Tel 208-233-6245 208-233-1065

April 8, 2026

Pocatello Free Clinic Downstairs

6:00 pm

Attending: Dr. Roger Boe, Dr. Jessica Rolynn, Hayden Paulsen, Kath Olsen, Sherrie Joseph, Dave Mcguire, Dacie Randall, Grace Jacobson, Dr. Georgia Milan

Excused: Vicki Allen, Kirsten Allen

CONSENT AGENDA Note: Chair will ask if anyone (Staff or Board member) wishes to have items from the consent agenda moved to the meeting agenda for further discussion. A motion will be made to accept Consent Agenda Items

**Financial reports:** Bank Balance as of 4/6/2026: Checking: \$376,352 Savings: \$203,506

Accept Consent Agenda \*motioned and approved seconded 100%

### AGENDA

#### Governance:

- Hospital apparently only laid off 20 people and has hired 400
- Bank discussion:
- Dacie presented CCB info regarding cash reserve option. Dacie stated that the stock market is too volatile to make long term investments. Recommended going to 3 month 3.55 interest CD . Motion: Saving Account Money should be placed in revolving certificate of deposit at Citizen's Bank with 3 month updates from treasurer, Tracie Randall. Motion passed 100%.
- We are updating our profiles on 2 sites, Candid, and Charity Navigator, which will
  - Review the Conflict of Interest Policy with the Board. Signed by all. Waiting for Dave's.

- All Board Members signed a written agreement regarding roles, responsibilities, and expectations.
- PFC Board needs to conduct a written self-assessment of its performance
- PFC Board needs to conduct a written assessment of Executive Director
- Board eval and Director eval info to be compiled by Vickie, Board Director.
- Sherri is compiling a list of specific items that are requested from this grant specifically MD visits, dental visits. List of things is very tangible and does not require physical storage.
- Motion made to approve request to the City of Pocatello for \$20,000. Approved 100%.
- Discussed changing the night of the meeting but decided to keep current date and times.

#### **Medical:**

- ISU residents help cover when staff are on vacation
- Jenny Peek has decided she is too busy to belong to the Board at this time and has resigned.

#### **Dental:**

- Dental busy, 397 on wait list

#### **Mental Health:**

- Quick family mental health fundraiser discussion?? Tabled

#### **Outreach:**

- Pam and Company attended the following events and sites in March 2026: Aid For Friends, Peak Extended Stay, Moonlight, Valley Mission, Homeless Standdown, Chubbuck Extended Stay, Rocky Mountain Food Pantry, Aberdeen, and Center St Apts!
- Hired Colleen Stephenson, RDH, as new Outreach Coordinator, has been volunteering as training thus far. Will hire an AF native for part-time.
- Patient profile: 70% employed. 80% at or below the 200% level

#### **Grants:**

- 2 United Way grants submitted for medical and dental/\$30k ea.
- 6 grant opportunities NAFCC were written and submitted by Amy and Monica, fingers crossed

**Fundraising:**

- Sherrie's hand written 400 holiday letters have raised \$14,746, thus far, mostly from community members. Physician response has been less than 5 physicians, and 1 dental group, Thank you Sherrie.
- Don't forget about ways to make money for the clinic without hurting your wallet, Amazon Smiles, and Fred Meyer.
- Board approved PFC request to City of Pocatello for \$20,000 for the 2026 City of Pocatello contribution to the services at PFC.

Next Meeting: Wednesday, May 11, 2026, basement, 6 pm



CITY OF POCATELLO  
**Community Agency Request for  
Financial Support**

*Please complete and return this application by May 1, 2025.*

**Organization**

---

Organization Name (as it appears on the IRS Letter of Determination)

Pocatello Free Clinic

Organization Address

Street Address

1001 N 7TH AVE

City

Pocatello

State

ID

Zip Code

83201

Organization Website (or social media presence)

pocatellofreeclinic.org

## Organization Contact

---

Contact Name

Sherrie Joseph

Contact Job Title

Executive Director

Contact Phone

2082336245

Contact Email

sjoseph@pocatellofreeclinic.org

## Organization Board

---

Board President (or equivalent)

Jessalyn Hopkin

Board President Phone

2082336245

Board President Email

j.hopkin.law@gmail.com

## Required Attachments

---

- IRS Letter or Copy of Bylaws
- Board Approval for Application (board minutes or signed letter from board)

## Financial Controls

---

Did your organization have written internal financial controls?

Yes  No

## Revenue

|                                   | Current Fiscal Year   | Requested Next Fiscal Year |
|-----------------------------------|-----------------------|----------------------------|
| City of Pocatello Funding         | \$20,000.00           | \$20,000.00                |
| Government Funding – Other Cities | \$7,000.00            | \$10,000.00                |
| Government Funding – County       | \$65,000.00           | \$65,000.00                |
| Government Funding – State        | \$0.00                | \$0.00                     |
| Government Funding – Federal      | \$0.00                | \$0.00                     |
| Grant Support (itemize below)     | \$312,639.00          | \$350,000.00               |
| Foundation and Corporate Support  | \$646,395.00          | \$600,000.00               |
| Contributions/Donations           | \$49,981.00           | \$55,000.00                |
| Special Events                    | \$0.00                | \$0.00                     |
| Membership Dues Received          | \$0.00                | \$0.00                     |
| Investment Income                 | \$90.00               | \$5,600.00                 |
| Fundraising Income                | \$66,526.00           | \$70,000.00                |
| Other Income (itemize below)      | \$2,245.00            | \$2,500.00                 |
| <b>TOTAL</b>                      | <b>\$1,169,876.00</b> | <b>\$1,178,100.00</b>      |

**Please itemize your grant support sources.**

|   |
|---|
| Foundation Grants: Idaho Community Foundation: \$65,956<br>United Way of Southeast Idaho: \$45,407<br>Americares: \$1,100   Idaho Association of Free Clinics: \$44,129<br>American Academy of Family Physicians: \$8,000<br>MDU Resources: \$2,700<br>Steele-Reese Foundation: \$20,000, SICOG: \$1,500, Portneuf Health Trust: \$65,628 |
|---|

**Please itemize your other income sources.**

|   |
|---|
| Idaho Dept of Health and Welfare Grants: HIV: \$127,171, HepC: \$71,784, CardioVasc: \$68,534,<br>Women's Health Check: \$1,030, Idaho Oral Health: \$44,120<br>Government: CDBG: \$33,535, ISU: \$88,389, Pocatello ARPA: \$14,782, IRS/ERC: \$163,699,<br>Bannock County Wood Court: \$3,000<br>Corporate Donations: (including Portneuf Medical Center): \$88,570<br>Other: Refunds: \$2,245 |
|---|

## Reserves

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Total Year to Date

|              |
|--------------|
| \$550,000.00 |
|--------------|

## Expenses

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|   | Current Fiscal Year | Requested Next Fiscal Year |
|---|---------------------|----------------------------|
| Salaries  | \$537,021.00        | \$575,000.00               |
| Employee Benefits                                   | \$5,151.00          | \$6,000.00                 |
| Payroll Taxes                                       | \$44,949.00         | \$50,000.00                |
| Professional Fees and Contracts                     | \$98,786.00         | \$80,000.00                |
| Occupancy (rent, utilities, building and grounds)   | \$83,744.00         | \$85,000.00                |
| Specific Program Assistance                         | \$0.00              | \$0.00                     |
| Supplies / Equipment                                | \$39,925.00         | \$45,000.00                |
| Membership Dues / Support to Affiliate Organization | \$4,485.00          | \$5,000.00                 |
| Other Expenses (itemize below)                      | \$145,107.00        | \$150,000.00               |
| <b>TOTAL</b>  | <b>\$959,168.00</b> | <b>\$996,000.00</b>        |

Please itemize your other expenses.

|  |
|--|
| SUPPLIES: (Office Supplies: \$3,188, Medical Supplies: \$6,332, Dental Supplies: \$21,373, Pharmacy Supplies: \$1,694), Prescriptions: \$28,135, Laboratory: \$67,771, Patient Care Fund: \$10,547, Payroll Expenses: \$3,782, Insurance: \$3,627, Phone/fax: \$776, Waste Disposal: \$856, Volunteer incentives: \$4,030, Medical Equipment: \$925, Ads: \$1,124, Workers Comp: \$1,990, Licenses: \$964, Software: \$3,782, Mobile Van: \$6,511, Staff Development: \$450, Travel and Education: \$9,644, Federal Taxes: \$1,698, Reimbursements: -\$1,505 |
|--|

# Funding Request

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Amount Requested

\$20,000.00

Did your program receive City of Pocatello funding last year?

Yes  No

If so, what was the amount received?

\$20,000.00

Will the entire approved City funding amount from last fiscal year be used by September 30, 2025?

Yes  No

How, specifically, would the grant money be used to support your program? Please list types of expenses (such as wages, fringe benefits, supplies, materials, etc.).

This funding from the City of Pocatello helps PFC provide medical, dental, and psychiatric care to people below 300% of the Federal Poverty Level who are uninsured, including those on Medicare and Medicaid. Although we have many volunteers, we use many ISU students and medical professionals who work part-time for a wage well below what they would earn in private practice. This money helps pay those salaries and covers things like medications and necessary labs for medical care. Dental supplies are very expensive, even with the limited dental care we provide. Every dollar matters.

What percent of your program budget would the City of Pocatello funding request represent?

Current Fiscal Year

1.7%

Requested Next Fiscal Year

1.7%

## Program

---

**Provide a description of the services you are currently seeking funding for and what the goals of the services are.**

For over 55 years, the Pocatello Free Clinic (PFC) has had a goal to provide comprehensive, no-cost health care to uninsured and underserved adults in Southeast Idaho. Established in 1971, PFC delivers primary care through part-time providers, ISU family medicine residents, and local volunteer clinicians. Services are supported by onsite pharmacy, diagnostic testing, lab services, and medicines, all provided at no cost to patients. In response to provider shortages, PFC has expanded to include onsite specialty care such as Dermatology, Dental, Psychiatry, Counseling, and Orthopedics. For specialty services not available onsite—such as colonoscopies, mammograms, surgeries, and cardiology—PFC partners with local providers to secure deeply discounted care to patients.

**Provide a description of the target population and activities you will conduct.**

Although PFC sees all patients who qualify from the surrounding local areas, most patients are from the City of Pocatello and this population faces significant financial and social barriers. In 2025, 65% lived below 100% FPL and while most were employed, 40% experienced food insecurity (unknown food in next 24 hours), and 4% were homeless. Patients represented diverse racial and ethnic groups, with minorities overrepresented compared to community rates, underscoring PFC's critical role in serving those with the greatest barriers. PFC responds to these challenges by offering integrated, patient-centered care at no cost and emphasizes prevention, early intervention, and chronic disease management, which improves health while reducing strain on both local ERs and police force.

**Please describe how your program is effective at addressing a current Pocatello community need.**

PFC is highly effective at addressing critical and growing healthcare needs within the City of Pocatello by providing free, accessible, and comprehensive medical, dental, psychiatry, and counseling services to individuals who would otherwise go without care. Many Pocatello residents face barriers such as lack of insurance, high out-of-pocket costs, and transportation challenges. These gaps often result in delayed care, worsening chronic conditions, and increased reliance on emergency services. PFC has demonstrated measurable impact, including significant growth in the number of patients served and expanded access to dental and preventative services in recent years. Our services help reduce disparities in access to care before conditions become more serious and more costly.

**How has your program evolved or changed over past years to better meet community needs (if applicable)?**

For over 55 years, PFC has provided care to medically uninsured adults in Southeast Idaho, continuously adapting its services to meet the changing needs of the community. Originally a small volunteer-run clinic open a few hours per week, PFC now operates M-F, 9 a.m.–6 p.m., and provides health screenings at rotating locations in Pocatello and surrounding rural areas through its mobile clinic. Operational enhancements over the past five years include all-staff training in phlebotomy, expansion of more onsite meds, establishing a wellness coaching program, and acquiring blood pressure monitors for take-home use. These improvements allow patients to have blood drawn, meds refilled, and self-management resources accessed immediately during their appointments.

## Staff and Volunteers

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Number of full-time employees working in the program for which you are seeking funding

4

Titles/roles of all full-time employees of the program for which you are seeking funding

Front Office Coordinator  
Social Services Coordinator  
Director of Program Development  
Front/Back office/Pharmacy Medical Assistant

Number of part-time employees working in the program for which you are seeking funding

20

Titles/roles of all part-time employees of the program for which you are seeking funding

Executive Director, Medical Director (doctor), Pharmacist, Back Office Coordinator, Dental Assistant, Dental Hygienist, Dental Residents, Ultrasound Tech, Physician Assistants, Medical Assistants, Counselor, Psychiatrist, and Outreach Coordinator

Number of volunteers working in the program for which you are seeking funding

65

Please provide a brief description of the volunteer duties for the program for which you are seeking funding.

Volunteers provide many different services, such as back office staff, medical providers (MDs and NPs) seeing patients, outreach event staffing, and a dental program advisor (dentist).

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

1350

Projected Next Fiscal Year

1450

## Federal Poverty Level (FPL)

Poverty Thresholds for 2023 by Size of Family and Number of Related Children Under 18 Years  
(In dollars)

| Size of family unit                | Weighted average thresholds | Related children under 18 years |        |        |        |        |        |        |        |               |
|------------------------------------|-----------------------------|---------------------------------|--------|--------|--------|--------|--------|--------|--------|---------------|
|                                    |                             | None                            | One    | Two    | Three  | Four   | Five   | Six    | Seven  | Eight or more |
| One person (unrelated individual): | 15,480                      |                                 |        |        |        |        |        |        |        |               |
| Under 65 years.....                | 15,850                      | 15,852                          |        |        |        |        |        |        |        |               |
| 65 years and over.....             | 14,610                      | 14,614                          |        |        |        |        |        |        |        |               |
| Two people:                        | 19,680                      |                                 |        |        |        |        |        |        |        |               |
| Householder under 65 years.....    | 20,490                      | 20,404                          | 21,002 |        |        |        |        |        |        |               |
| Householder 65 years and over..... | 18,430                      | 18,418                          | 20,923 |        |        |        |        |        |        |               |
| Three people.....                  | 24,230                      | 23,834                          | 24,526 | 24,549 |        |        |        |        |        |               |
| Four people.....                   | 31,200                      | 31,428                          | 31,942 | 30,900 | 31,008 |        |        |        |        |               |
| Five people.....                   | 36,990                      | 37,901                          | 38,452 | 37,275 | 36,363 | 35,607 |        |        |        |               |
| Six people.....                    | 41,860                      | 43,593                          | 43,766 | 42,864 | 41,999 | 40,714 | 39,952 |        |        |               |
| Seven people.....                  | 47,670                      | 50,159                          | 50,472 | 49,393 | 49,640 | 47,238 | 45,602 | 43,808 |        |               |
| Eight people.....                  | 52,850                      | 58,099                          | 58,594 | 55,575 | 54,683 | 53,416 | 51,809 | 50,136 | 49,710 |               |
| Nine people or more.....           | 62,900                      | 67,483                          | 67,810 | 66,908 | 66,151 | 64,908 | 63,198 | 61,651 | 61,268 | 58,907        |

Source: U.S. Census Bureau, 2024.

Note: The source of the weighted average thresholds is the 2024 Current Population Survey Annual Social and Economic Supplement (CPS ASEC).

Using the chart above, please provide information on the income level of the clients that your program is serving.

65% of the Pocatello Free Clinic's (PFC) patients are below 100% of the Federal Poverty Level  
 30% of patients are between 100-200% of the Federal Poverty Level  
 5% are between 200-300% of the Federal Poverty Level  
 All patients must be below 300% of the Federal Poverty Level and uninsured, including Medicare or Medicaid, to be seen at PFC

## By-Laws of The Pocatello Free Clinic Inc.

### Article I. Corporation

#### **Section 1.1- Corporation Background**

The Pocatello Free Clinic, Inc. (the "Corporation") is a nonprofit corporation organized under the laws of the State of Idaho (I.C. S30-30t et. seq), executed by Lela Liggins, City of Pocatello, County of Bannock, past president and Robert Cable of City of Pocatello, County of Bannock, corporation secretary.

1. This corporation is organized for charitable and educational purposes as may qualify it as exempt from Federal Income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue law).
2. The corporation was organized in the year of 1972.
3. Address:
  - 145 S 2nd St (in the back rooms of a building used for community service) (1971-1972)
  - 429 Washington Ave, Pocatello, ID 83201 (1972-2019)
  - 1001 North 7<sup>th</sup> Suite 155 Pocatello, Idaho 83201-5751 (2019 to present)

#### **Section 1.2- Corporation Purpose**

The purpose of this corporation shall be to help alleviate the effects of ill health and poverty on the underserved, uninsured, and underinsured of Pocatello and the surrounding area by providing free or reduced cost primary health care, dental care, and educational and social services.

### Article II. Records

#### **Section 2.1 - Corporate Records**

(a) Minutes and Accounting Records. The corporation shall keep a permanent record of the minutes of all meetings of its Board of Directors, a record of all actions taken by the Board of Directors without a meeting, and a record of all actions taken by a committee of the Board of Directors acting in place of the Board and on behalf of the corporation. The corporation shall maintain appropriate accounting records.

(b) Form. The corporation shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time period.

(c) Other Records. The corporation shall keep a copy of the following records at the clinic where these records can be recovered within 10 business days.

1. its articles or restated articles of incorporation and all amendments to them currently in effect.
2. Its bylaws or restated bylaws and all amendments to them currently in effect.
3. resolutions adopted by its Board of Directors.
4. the financial statement furnished for the past 3 years to the Board of Directors.
5. a list of the names and business addresses of its current directors and officers
6. its most recent annual report delivered to the Secretary of State; and

(d) Annual Report shall be prepared each calendar year.

### **Article III. Board of Directors**

#### **Section 3.1- General Powers**

All corporate powers shall be exercised by or under the authority of the Board of Directors. The business and affairs of the corporation shall be managed under the direction of the Board of Directors.

#### **Section 3.2- Number, Tenure, and Qualifications of Directors**

The authorized number of the Board of Directors shall not be less than seven (7) or more than fifteen (15) until changed by a duly adopted amendment to these bylaws. Each Director shall have one vote on any matter that comes before the Board. Each Director shall hold office for his/her specified term, or until removed in accordance with section 3.3.

#### **Section 3.3- Removal of Directors**

A Director may be removed with or without cause, if a majority of the Directors present at a duly constituted meeting votes for removal. The notice must be sent to all Directors that a vote for the removal of a director is on the agenda.

#### **Section 3.4- Board of Director Vacancies**

If a vacancy occurs on the Board of Directors, the Directors shall discuss whether the vacancy will be filled and when.

If the Directors remaining in office constitute less than a quorum of the Board of Directors, they shall fill the vacancy by the affirmative vote of a majority of all the Directors remaining in office.

If a Director resigns effective immediately or at a specific later date, the Directors may select a replacement for the vacancy, before the vacancy occurs; but the new Director may not take office until the vacancy actually occurs if there are 15 directors.

#### **Section 3.5 - Regular Meeting of the Board of Directors**

The Board of Directors shall hold regular monthly business meetings. The President of the Board of Directors or the Executive Director is responsible for setting an agenda of the meeting's proceedings. This agenda will be designed and emailed to all members of the Board by the Executive Director. The Executive Director shall attend these meetings and give a report on the month's clinic business. The annual business meeting will occur in January and Officers will be elected for the calendar year if necessary.

#### **Section 3.6- Special Meetings of the Board of Directors**

Special meetings may be called at the Board of Directors' discretion.

#### **Section 3.7 -Director Quorum**

A simple majority of at least one-half of the total number of Directors shall constitute a quorum for the transaction of business at any Board of Directors meeting.

Absent Board members may give their written proxy to a Board member in attendance at a Board of Directors' meeting. Such proxy can be counted in determining a quorum. An email or handwritten notification prior to a Board meeting constitutes a written proxy.

If no quorum is present at a meeting of Directors, the Directors may not take an action on any Board matter other than to adjourn the meeting to a later date.

Director Approval. The corporation shall deem a Director to have approved of an action taken if the Director is present at a meeting of the Board of Directors unless:

- (1) the Director objects at the beginning of the meeting to holding it or transacting business at the meeting; or
- (2) the Director's dissent or abstention from the action taken is entered in the minutes of the meeting; or
- (3) the Director delivers written notice of dissent or abstention to the President of the Board before adjournment or to the corporation immediately after adjournment of the meeting. The right of dissent or abstention is not available to a director who votes in favor of the action.

### **Section 3.8- Attendance of Directors at Board Meetings**

Members of the Board of Directors are expected to be physically or telephonically present at 75% of the meetings per year. Any exceptions must be approved by the Board. The Board may choose to notify any Board member that his/her status is up for review if they are absent greater than 75% of the regular meetings in the calendar year.

### **Section 3.9-Conduct of Board of Director Meetings**

The President, Past-President, or in their absence, any person chosen by the Board of Directors present shall call the meeting of the Directors to order and shall act as the chairperson of the meeting. The chairperson will indicate when a vote will be taken. The Secretary of the corporation shall act as the Secretary of all meetings of the Board of Directors, but in the Secretary's absence, the President, Past-President, or the acting Chairperson may appoint any other Director to act as the Secretary of the meeting.

### **Section 3.10- Director Action Without a Meeting**

The Directors may act on any matter generally required or permitted at a Board meeting, without actually meeting; if a quorum of the Directors votes for the action, the action stands.

### **Section 3.11- Director Committees**

(a) Creation of Committees: The Board of Directors may create one or more committees and appoint members of the Board to serve on them.

(b) Selection of Committee Members: To create a committee and appoint members to it, the Board must acquire approval by the simple majority of all existing Directors when the action is taken.

(c) Required Procedures: Sections 3.6-3.11 of this Article III apply to committees and their members. In addition, the committees shall keep regular minutes of their proceedings and report the same to the Board of Directors.

#### **Section 3.12- Compensation Loans to, or Guarantees for Directors**

Director Compensation: The Directors will not be paid a salary or fee for attending the meetings. A Director may not serve the corporation as an employee and receive compensation. The corporation may not lend money to or guarantee fiduciary obligations of any member of the corporation.

#### **Section 3.13- Board Member Service at the Clinic**

Each Director is encouraged to volunteer or donate financially to the clinic or events.

### **Article IV. Officers**

#### **Section 4.1- Number of Board Officers**

The Officers of the corporation shall be a President, Past-President, Secretary, and Treasurer. The Board of Directors shall appoint each of these Officers from among the Board of Directors. The same individual may simultaneously hold more than one office in the corporation.

#### **Section 4.2- Appointment and Term of Office**

The Board of Directors shall appoint the Officers of the corporation for a term that the Board determines. A designation of a specified term does not grant the officer any contracted rights, and the Board can remove any Officer at any time with a quorum.

#### **Section 4.3- Vacancies.**

A vacancy in any office may be filled by a member of the remaining Board of Directors.

#### **Section 4.4- The President**

The President shall be the principal Officer of the corporation. The President shall oversee, in good faith, the affairs of the corporation. The President shall preside at meetings of the Board of Directors; monitor public communications made on behalf of the corporation or its programs and bring matters of concern in this regard to the attention of the Board of Directors; ensure the policies of the Board of Directors are communicated to and followed by the Executive Director, staff and volunteers. The President and the Executive Director shall be the signatories for the corporation.

#### **Section 4.5- The Past-President**

The former President of the Board of Directors shall serve in this role. In the absence of the President, the Past-President shall perform the presidential duties.

#### **Section 4.5- The Secretary**

The Secretary shall in good faith: create and maintain the minutes of the proceedings of the Board of Directors; (2) provide that all notices are served in accordance with these bylaws or as required by law; 3) be the custodian of the corporate records; (4) when requested or required, authenticate any records of the corporation; (5) keep a current register of the post office and email address of each director; (6) in general perform all duties incident to the office of Secretary and any other duties that the President or the Board may assign to the Secretary.

#### **Section 4.6- The Treasurer**

In conjunction with the Executive Director, the Treasurer shall: (1) be responsible for all funds and securities of the corporation; (2) receive and give rights for sums of money due and payable to the corporation from any source, and deposit all sums of money in the corporation's name in banks, trust companies, or other depositories that the Board shall select; (3) submit the books and records to a CPA or other accountant for annual audit or review; (4) shall have the ability to use online banking services in order to pay monthly bills, salary to the Executive Director, taxes, etc, and (5), monthly shall oversee and audit the monthly bank statements.

### **Article V. Contracts, Loans, Checks, and Deposits**

#### **Section 5.1- Contracts**

The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute or deliver any instruments in the name of and on behalf of the corporation and such authorization may be general or confined to specific instruments.

#### **Section 5.2- Loans**

The corporation shall not allow anyone to contract on behalf of it for indebtedness for borrowed money unless the Board of Directors authorizes such a contract by resolution. The corporation shall not allow anyone to issue evidence of the corporation's indebtedness unless the Board of Directors authorizes the issuance by resolution. The authorization may be general or specific.

#### **Section 5.3- Checks, Drafts, etc.**

The Board of Directors shall authorize by resolution which officer(s) or agent(s) may sign and issue all corporation checks, drafts, or other orders for payment of money, and notes or other evidence of indebtedness. The Board of Directors shall also determine by resolution the manner in which these documents will be signed and issued. Online banking services will be allowed pursuant to Section 4.7.

## **Article VI. Prohibited Transactions**

### **Section 6.1- Prohibited Transactions**

No Director, Officer, employee, manager, committee member, or person connected with the corporation shall receive at any time any of the net earnings or profit from the operations of the corporation; provided that this shall not prevent the corporation's payment to any person of reasonable compensation for services rendered to or for the corporation in effecting any of its purposes as determined by the Board of Directors. The Executive Director will be compensated as approved by the Board of Directors and consistent with these bylaws.

Other Prohibitions: Neither the corporation, its Directors, nor its Officers have any power to cause the corporation to do any of the following with Related Parties\*:

- I. Make any substantial purchase of securities or other property, for more than adequate consideration in money or money's worth
2. Sell any substantial part of its assets or other property, for less than adequate consideration in money or money's worth

\*For the purpose of this subsection, Related Parties means any person who has made a substantial contribution to the corporation, or with a brother, sister, spouse, ancestor, or descendent of the person giving, or with a corporation directly or indirectly controlled by the person giving.

### **Section 6.2- Prohibited Activities**

Notwithstanding any other provisions of these bylaws, no director, officer, employee, or representative of this corporation shall take an action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an exempt organization under section 501(c)(3) of the IRS Code of 1986 and its regulations as they now exist or as they may later be amended, or by an organization, contributions to which are deductible under section 170(d)(2) of the IRS Code of 1986 and regulations as they now exist or as they may later be amended.

## **Article VIII. Amendments**

### **Section 7 .1- Amendments**

These bylaws may be amended, altered, repealed, or enhanced by an affirmative vote of a quorum of the Board of Directors.

The Officers of the Board of Directors of POCATELLO FREE CLINIC, INC., a non-profit corporation, hereby approve the foregoing by-laws of the corporation on

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President of the Board of Directors

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Treasurer

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Secretary

Edited and revised May 2022, reviewed April 2023

## Pocatello Iwamizawa Sister City Foundation

Dear City of Pocatello,

I am writing on behalf of the Pocatello Sister City organization to introduce our program and share the meaningful work we do within our community. Our organization is dedicated to fostering international relationships through a youth exchange program connecting Pocatello, Idaho and Iwamizawa, Japan. Through this partnership, students have the opportunity to engage in cultural exchange, gaining firsthand knowledge of each other's history, traditions, and daily life.

A central focus of our program is providing enriching experiences for youth delegates. Students participate in activities that promote cultural understanding, personal growth, and global awareness. These exchanges not only build lasting friendships but also help shape well-rounded, globally minded individuals who bring those perspectives back to our community.

To support participation, our organization places a strong emphasis on fundraising efforts led by the youth delegates. These fundraising expenditures primarily go toward helping students cover the cost of their airline tickets, making this life-changing opportunity more accessible. Additional funds raised and secured are used to support program activities that enhance the cultural exchange experience for both visiting delegates and our local participants.

The Sister City program serves as a bridge between our two communities, strengthening connections, promoting mutual respect, and celebrating cultural diversity. We are proud to offer a program that not only benefits the students involved but also enriches the broader community through shared experiences and international collaboration.

Thank you for your time and consideration. We appreciate your support in helping us continue to provide these valuable opportunities for our youth.

Sincerely,

Jodi McHugh

Chairman/Pocatello Iwamizawa Sister City Foundation



CITY OF POCA TELLO

# Community Agency Request for Financial Support

*Please complete and return this application by May 1, 2025.*

## Organization

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Organization Name (as it appears on the IRS Letter of Determination)

Pocatello Iwamizawa Sister Cities

Organization Address

Street Address

1438 Stoneridge Dr

City

Pocatello

State

Idaho

Zip Code

83201

Organization Website (or social media presence)

<https://www.pocatelloiwamizawa.org/>

## Organization Contact

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Contact Name

Jodi McHugh

Contact Job Title

Chairman

Contact Phone

208-251-8140

Contact Email

jodimchugh@gmail.com

## Organization Board

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Board President (or equivalent)

Jodi McHugh

Board President Phone

208-251-8140

Board President Email

jodimchugh@gmail.com

## Required Attachments

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- IRS Letter or Copy of Bylaws
- Board Approval for Application (board minutes or signed letter from board)

## Financial Controls

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Did your organization have written internal financial controls?

Yes  No

## Revenue

|                                   | Current Fiscal Year | Requested Next Fiscal Year |
|-----------------------------------|---------------------|----------------------------|
| City of Pocatello Funding         |                     | \$3,500.00                 |
| Government Funding – Other Cities |                     |                            |
| Government Funding – County       |                     |                            |
| Government Funding – State        |                     |                            |
| Government Funding – Federal      |                     |                            |
| Grant Support (itemize below)     |                     |                            |
| Foundation and Corporate Support  |                     |                            |
| Contributions/Donations           |                     |                            |
| Special Events                    |                     |                            |
| Membership Dues Received          |                     |                            |
| Investment Income                 |                     |                            |
| Fundraising Income                | \$2,000.00          | \$2,000.00                 |
| Other Income (itemize below)      |                     |                            |
| <b>TOTAL</b>                      | <b>\$2,000.00</b>   | <b>\$5,500.00</b>          |

Please itemize your grant support sources.

N/A

Please itemize your other income sources.

N/A

## Reserves

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Total Year to Date

|            |
|------------|
| \$9,100.00 |
|------------|

## Expenses

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|   | Current Fiscal Year | Requested Next Fiscal Year |
|---|---------------------|----------------------------|
| Salaries  |                     |                            |
| Employee Benefits                                   |                     |                            |
| Payroll Taxes                                       |                     |                            |
| Professional Fees and Contracts                     |                     |                            |
| Occupancy (rent, utilities, building and grounds)   |                     |                            |
| Specific Program Assistance                         |                     |                            |
| Supplies / Equipment                                |                     |                            |
| Membership Dues / Support to Affiliate Organization |                     |                            |
| Other Expenses (itemize below)                      |                     | \$5,000.00                 |
| TOTAL   | \$0.00              | \$5,000.00                 |

Please itemize your other expenses.

|   |
|---|
| Expenses go toward the Chaperone Airline ticket and various educational and meaningful activities we do while the Japanese delegates are here. Some examples are Lava Hot Springs, ISU craft shop, Pocatello Grays baseball game, as well as Yellowstone National Park entrance fee, and some food and meals. |
|---|

# Funding Request

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Amount Requested

\$3,500.00

Did your program receive City of Pocatello funding last year?

Yes  No

If so, what was the amount received?

\$0.00

Will the entire approved City funding amount from last fiscal year be used by September 30, 2025?

Yes  No

How, specifically, would the grant money be used to support your program? Please list types of expenses (such as wages, fringe benefits, supplies, materials, etc.).

A portion of the funding will be allocated to cover the cost of a chaperone's airline ticket, ensuring that participating youth have supervision, guidance, and support throughout their international experience. Additional funds will be used to help provide meaningful cultural and educational activities for visiting Japan delegates showcasing our community, including tours, and Park entry fees.

What percent of your program budget would the City of Pocatello funding request represent?

Current Fiscal Year

Requested Next Fiscal Year

60%

## Program

---

Provide a description of the services you are currently seeking funding for and what the goals of the services are.

We are seeking funding to support two key aspects of the Sister City program. First, funds will help cover the cost of a qualified chaperone to accompany local students traveling to Japan, ensuring their safety, and overall well-being throughout the experience. Second, funding will support meaningful activities and cultural experiences for the visiting Japan delegates, allowing us to thoughtfully showcase the unique strengths, values, and hospitality of our community.

The goal of these services is to foster cultural exchange, build lasting international relationships, and provide enriching educational opportunities for youth.

Provide a description of the target population and activities you will conduct.

Our target population includes youth ages 12-18 who are interested in learning other cultures and gaining meaningful international experiences.

We provide engaging activities that highlight the strengths and unique qualities of our region. Japan delegates visiting Pocatello will have the opportunity to tour ISU's campus, visit the local fire and police department learning about community and public safety, experience the natural beauty of Lava Hot spring and enjoy an overnight in Yellowstone National Park learning about its history.

Please describe how your program is effective at addressing a current Pocatello community need.

The Sister City organization plays an important role in our community needs by creating opportunities for youth development, cultural understanding and community engagement. There is a growing need for young people to develop global awareness, communication skills and respect for diverse perspectives.

How has your program evolved or changed over past years to better meet community needs (if applicable)?

What may have once been primarily a cultural visit or goodwill exchange has grown into a more intentional, youth-focused program that emphasizes education, leadership development and global awareness. The program has adapted to foster deeper, longer-lasting relationships rather than one-time exchanges.

## Staff and Volunteers

---

Number of full-time employees working in the program for which you are seeking funding

We are ran 100% by volunteers

Titles/roles of all full-time employees of the program for which you are seeking funding

Number of part-time employees working in the program for which you are seeking funding

Titles/roles of all part-time employees of the program for which you are seeking funding

Number of volunteers working in the program for which you are seeking funding

13

Please provide a brief description of the volunteer duties for the program for which you are seeking funding.

Volunteers are mostly our board members. In the fall we select and interview the next years delegation. We hold weekly language and culture classes for the Pocatello delegates to be prepared for their trip, help with fundraisers, plan the itinerary for the Japan delegates when they arrive to Pocatello. Many of us host Japan delegates during their stay, and find other host families. We also attend activities and prepare food during the 2 weeks the Japan delegates are in town.

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

50-60

Projected Next Fiscal Year

50-60

## Federal Poverty Level (FPL)

Poverty Thresholds for 2023 by Size of Family and Number of Related Children Under 18 Years  
(In dollars)

| Size of family unit                | Weighted average thresholds | Related children under 18 years |        |        |        |        |        |        |        |               |
|------------------------------------|-----------------------------|---------------------------------|--------|--------|--------|--------|--------|--------|--------|---------------|
|                                    |                             | None                            | One    | Two    | Three  | Four   | Five   | Six    | Seven  | Eight or more |
| One person (unrelated individual): | 15,480                      |                                 |        |        |        |        |        |        |        |               |
| Under 65 years.....                | 15,850                      | 15,852                          |        |        |        |        |        |        |        |               |
| 65 years and over.....             | 14,610                      | 14,614                          |        |        |        |        |        |        |        |               |
| Two people:                        | 19,680                      |                                 |        |        |        |        |        |        |        |               |
| Householder under 65 years.....    | 20,490                      | 20,404                          | 21,002 |        |        |        |        |        |        |               |
| Householder 65 years and over..... | 18,430                      | 18,418                          | 20,923 |        |        |        |        |        |        |               |
| Three people.....                  | 24,230                      | 23,834                          | 24,526 | 24,548 |        |        |        |        |        |               |
| Four people.....                   | 31,200                      | 31,428                          | 31,942 | 30,900 | 31,008 |        |        |        |        |               |
| Five people.....                   | 36,990                      | 37,901                          | 38,452 | 37,275 | 36,363 | 35,607 |        |        |        |               |
| Six people.....                    | 41,860                      | 43,593                          | 43,766 | 42,864 | 41,999 | 40,714 | 39,952 |        |        |               |
| Seven people.....                  | 47,670                      | 50,159                          | 50,472 | 49,393 | 48,640 | 47,238 | 45,602 | 43,808 |        |               |
| Eight people.....                  | 52,850                      | 56,099                          | 56,594 | 55,575 | 54,683 | 53,416 | 51,809 | 50,136 | 49,710 |               |
| Nine people or more.....           | 62,900                      | 67,483                          | 67,810 | 66,908 | 66,151 | 64,908 | 63,198 | 61,651 | 61,268 | 58,907        |

Source: U.S. Census Bureau, 2024.

Note: The source of the weighted average thresholds is the 2024 Current Population Survey Annual Social and Economic Supplement (CPS ASEC).

Using the chart above, please provide information on the income level of the clients that your program is serving.

Any household with children between 12-18 no matter the income level.

**BYLAWS OF THE  
POCATELLO-IWAMIZWA SISTER  
CITIES COMMITTEE**

**ARTICLE I—NAME & AUTHORITY**

The name of the organization governed by these Bylaws shall be POCATELLO-IWAMIZWA SISTER CITIES COMMITTEE, (hereafter “Committee”), a Committee authorized by the Sister Cities Foundation of Pocatello, Inc., a non-profit corporation formed under the laws of the State of Idaho and operating as a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code, to foster cultural, economic, educational and related exchanges between the City of Pocatello and other international cities. The Committee specifically fosters such exchanges with the City of Iwamizawa, Japan.

**ARTICLE II—OBJECTIVES & ACTIVITIES**

The Committee fulfills its objectives primarily by organizing, sponsoring, fundraising for exchanges, for both youth and adult groups, between citizens of the Pocatello area and Iwamizawa, Japan. As a Committee of a tax exempt 501(c)(3) organization, the Committee may conduct fundraising to support the programs and exchanges described herein, and may issue donation receipts to donors in compliance with the Internal Revenue Code (Code). Additionally, the Committee may enter into, make, and perform, and carry out contracts of every kind for any lawful purpose, consistent with its objectives and activities described herein.

**ARTICLE III—NONPARTISAN ACTIVITIES**

As a Committee of an Idaho nonprofit corporation, the Committee will also conduct itself as a nonprofit organization and shall remain nonpartisan. No substantial part of the activities of the Committee shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation, and the Committee shall not participate or intervene in any political campaign on behalf of any candidate for public office or for against any cause or measure being submitted to the people for a vote.

The Committee shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of its objectives described above.

#### ARTICLE IV—DEDICATION OF ASSETS; DISSOLUTION

The property of the Committee is irrevocably dedicated to the charitable purposes set forth herein and in the Articles of Incorporation of the Foundation. No part of the net income or assets of the Committee shall ever inure to the benefit of any officer or member of the Committee. Upon the dissolution of the Committee, its assets remaining after payment of all its debts and liabilities shall be distributed to the Foundation, and if the Foundation does not exist at such time, to another organization which has established its tax exempt status under Section 501(c)(3) of the Code.

#### ARTICLE V—MEMBERSHIP

Section 1. The Committee shall consist of no less than nine (9) and no more than fifteen residents of the greater Pocatello, Idaho area, defined to mean residents of Bannock County, Idaho.

Section 2. Interested residents, eighteen (18) years or older, may submit an application to the Chair of the Committee, who, after discussion with other officers and members of the Committee, may appoint new members, either for a full term as described below, or for the remainder of a term for which a vacancy exists.

Section 3. The term of office shall be for four (4) years renewable for a second term of four (4) years. The Chair may make an exception for good cause.

Section 4. Upon the failure of a Committee member to attend three (3) regularly scheduled meetings within a one year period, without demonstrated cause, the Chair may terminate the appointment and appoint another member for the unexpired term.

Section 5. Members of the Committee shall be selected without regard to political affiliation, race, religion, gender, sexual orientation, age or any other class protected by law, and shall be selected from a cross section of interests and backgrounds. However, an interest in fostering international relationships may be considered an important factor in selecting members.

Section 6. Each Committee member will have one vote.

Section 7. One-third(1/3) plus one of the appointed members of the Committee shall constitute a quorum for the conducting of business. If a quorum is not present for a particular meeting, no votes or formal action make be taken.

#### ARTICLE VI—OFFICERS & DUTIES

Section 1. The officers of the Committee shall consist of a Chair, Vice-Chair, Treasurer, and Secretary/Historian.

Section 2. The Chair is elected by the members and a shall serve a two year term and may be re-elected for an additional two year term. He or she shall formulate the agenda for regular and special meetings, shall preside at all meetings of the Committee at which he or she is present, and shall be authorized to sign documents, letters, and other official writings of the Committee, as needed. He or she, with the advice and consent of the members, may employ accountants, attorneys or other professionals, as needed to conduct the business of the Committee or to report required information to the Foundation. He or she shall meet and greet and generally conduct interchanges with officers and members of the Iwamizawa Sister City organization and its various delegations and representatives. He or she shall serve as the Committee's representative to the Foundation.

Section 3. The Vice Chair shall assume the duties of Chair in absence or disability of the Chair. In the event the Chair resigns prior to the expiration of his or her term as Chair, the Vice Chair will assume the duties of Chair for the unexpired term of the Chair or until a new Chair is elected, whichever comes first.

Section 4. The Secretary/Historian shall keep true and accurate records of all meetings of the Committee, shall make copies of minutes for all Committee members, and shall issue notices of all regular and special meetings. In the absence of the Secretary, the Chair may designate another member to perform the duties of the Secretary. As Historian, the Secretary will also collect and compile records related to the activities of the Committee, and may make assignments to other Committee members to assist in this regard.

Section 5. The Treasurer shall be the disbursing officer of the Committee, and will co-sign all checks and shall perform all fiscally-related duties of the Committee, including the preparation of budgets and requests to the City of Pocatello, the Foundation, and other entities requiring such information. Upon approval by the Committee, and in coordination with the

Foundation's officers, he or she shall prepare such information as may be necessary for tax or other governmental authorities.

#### ARTICLE VII—SUBCOMMITTEES

The Chair, after consultation with the Committee, may from time-to-time appoint members and/or outside community members to on-going or ad hoc sub-committees for specific purposes. The duties and objectives of such sub-committees shall be specified and conveyed to the members of such sub-committees at the time of appointment. Examples of such sub-committees include, fundraising, delegation selection, event planning, host-family selection, etc.

#### ARTICLE VIII—EXCHANGE POLICIES

Section 1. The primary objective of the Committee is facilitating exchanges between Pocatello, Idaho and its recognized Sister City, Iwamizawa, Japan. Accordingly, the Committee will only recognize the official delegation from Iwamizawa. Ordinarily, this occurs on an annual basis, with youth delegations scheduled annually, with the exception of every fifth year, in which an adult delegation is received from Iwamizawa, and sent from Pocatello to Iwamizawa. Adjustments of the schedule due to fiscal, natural or other such events or disasters may occur.

Section 2. In recognizing the delegations from Iwamizawa, the Committee will (1) find appropriate homes for the delegation to stay while in the Pocatello area; (2) provide safe ground transportation to official Sister City events; (3) plan and pay for (or arrange for donated services) events for the delegations; (4) purchase appropriate gifts for the official delegation; (5) coordinate schedules and appropriately thank host families.

Section 3. Delegations to Iwamizawa. Students from the greater Pocatello area, grades 9-12 (grade level at the time of application) may apply on an annual basis. Selection will occur in a timely manner and will be made by a sub-committee appointed by the Chair for this purpose. The youth delegation will have at least one qualified chaperone.

Adult delegations are selected from adult members of the greater Pocatello area, and may include officers and officials of local governments, Committee members, and other interested parties. Preference will be given to individuals who have demonstrated a commitment to the Sister Cities program. A sub-committee appointed by the Chair will select members of the adult

delegation and coordinate activities and scheduling with Iwamizawa. No chaperone is selected for adult delegations, although a Committee member or members, if attending, may be asked by the Chair to serve as the spokesperson for the adult delegation.

Section 4. Chaperone Selection. The Committee will select a chaperone for the youth delegation from interested members. The chaperone: (1) must have served on the Committee for at least twelve (12) months prior to selection; (2) be at least twenty five (25) years old; (3) have no unexcused absences during the previous twelve (12) months. If all interested members have previously served as chaperone, the individual with the most years of Committee service will be selected. If two or more members are interested, selection will be by secret ballot, collected and announced by the Secretary. The chaperone's airfare will be provided by the Committee. The chaperone will be responsible for coordinating schedules, interpreters as needed, safekeeping of youth, collecting passport and related information, and other such duties as will make each trip safe and enjoyable for the delegations.

#### ARTICLE IX—AMENDMENTS

These Bylaws may be amended from time to time by a majority vote of the members.

APPROVED the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, by a majority of the members.

ATTEST: \_\_\_\_\_

Secretary of the Committee

## POCATELLO/IWAMIZAWA SISTER CITY FOUNDATION MINUTES

February 10, 2026

Meeting began at 5:25 p.m.

Welcome: Jodi McHugh

In attendance: Joan Sayer, Katie Cooper, Deanna Ketner, Jodi McHugh, Dave Hunt, Lani Wright, Chanel Quirk, Doug Woolley, Richard Harmon

Excused: Aubrianna Resendes, Marie Fenwick, Séan Wright, Kellie Maughan

Minutes: motion to approve Dave Hunt, 2<sup>nd</sup> Deanna Ketner

Financial: Katie Cooper, approximately \$10,000 in adult savings, approximately \$5,000 in youth account. We need to make sure our old account at ICCU is closed, Doug Woolley will check on status.

2026 youth delegation: gun raffle, \$400 will go toward a gun or merchandise, only 500 tickets will be sold. General raffle discussed, yard work-leaves, flower beds, by donation or per hour per kid, car wash, window washing, etc. Environmental Fair, possibly have a booth with a 50/50 raffle or items from general raffle, sell bags of popcorn, soda. Lamb Weston, frozen potato sales. Richard Harmon will check with Jeff on ticket prices for the dates of departure of July 1, 2026 and return on July 15, 2026.

Miscellaneous: in the bi laws it states eligibility for delegates from grades 9 through 12 at the time of the exchange. We will change the wording from "time of exchange" to "time of application". Motion to approve by Dave Hunt, 2<sup>nd</sup> by Chanel Quirk. Doug Woolley will change the wording in the bi laws, print off as revised and signed by secretary. At some-time we need to review some issues in the bi laws.

Meeting adjourned at 6:15 p.m.

## Agenda Item #3(g)

Senior Activity Center  
427 North 6<sup>th</sup> Avenue  
Pocatello, Idaho 8320

April 16, 2026

City of Pocatello  
911 North 7<sup>th</sup> Avenue  
Pocatello, Idaho 83201



Subject: Community Agency Request for Financial Support

Dear Mayor Dahlquist and City of Pocatello Council Members,

The Senior Activity Center is here to provide resources, activities, and social engagement for older adults in the Pocatello/Chubuck, and Bannock County area. We connect seniors to vital services that empower them to maintain their independence, well-being, dignity, and participation in the community. We offer a wide variety of programs and services that meet the needs and interests of a diverse range of retired people. We support seniors to stay safe, active, and healthy. At the core is our Congregate Nutrition Program. This program focuses on providing individuals aged 60 and older with improved nutrition, dietary variety, social connection, and greater food security.

We do hold two main fundraising events each year We hold an annual car show and a golf tournament that costs us \$7,579 to achieve. We also hold weekly charity bingo that has minimal costs.

The municipal function performed by the Senior Activity Center is that we act as a community "focal point" for aging services, providing a hub for social engagement, health-focused activities, and resource access to promote independent, dignified living for older adults. Our key functions include providing nutritious meals in a congregate setting, wellness screenings, educational opportunities, and assistance with, or referrals to services.

The Older Americans Act identifies our clientele as adults age 60 and older who are in greatest social and economic need. In 2025, we served 20,132 qualifying meals to 972 qualifying unduplicated individuals. At 80%, the majority of our participants report living in Pocatello. We serve veterans, low income, and disabled individuals.

Warm regards,



Tara Contreras

Executive Director, Senior Activity Center



CITY OF POCA TELLO

# Community Agency Request for Financial Support

*Please complete and return this application by May 1, 2025.*

## Organization

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Organization Name (as it appears on the IRS Letter of Determination)

Senior Activity Center

Organization Address

Street Address

427 N 6th Ave

City

Pocatello

State

ID

Zip Code

83201

Organization Website (or social media presence)

pocatellosac.org and Senior Activity Center in Pocatello on Facebook

## Organization Contact

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Contact Name

Tara Contreras

Contact Job Title

Executive Director

Contact Phone

208-233-1212

Contact Email

tarac@pocatellosac.org

## Organization Board

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Board President (or equivalent)

Diane Bilyeu

Board President Phone

208-241-8725

Board President Email

bilyeudi@gmail.com

## Required Attachments

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- IRS Letter or Copy of Bylaws
- Board Approval for Application (board minutes or signed letter from board)

## Financial Controls

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Did your organization have written internal financial controls?

Yes  No

## Revenue

|                                   | Current Fiscal Year | Requested Next Fiscal Year |
|-----------------------------------|---------------------|----------------------------|
| City of Pocatello Funding         | \$35,000.00         | \$47,250.00                |
| Government Funding – Other Cities | \$11,250.00         | \$11,250.00                |
| Government Funding – County       | \$20,000.00         | \$20,000.00                |
| Government Funding – State        | \$92,000.00         | \$100,000.00               |
| Government Funding – Federal      | \$0.00              | \$0.00                     |
| Grant Support (itemize below)     | \$24,427.00         | \$30,000.00                |
| Foundation and Corporate Support  | \$0.00              | \$0.00                     |
| Contributions/Donations           | \$58,000.00         | \$58,000.00                |
| Special Events                    | \$0.00              | \$0.00                     |
| Membership Dues Received          | \$0.00              | \$0.00                     |
| Investment Income                 | \$15,000.00         | \$15,000.00                |
| Fundraising Income                | \$32,000.00         | \$32,000.00                |
| Other Income (itemize below)      | \$12,063.00         | \$89,000.00                |
| <b>TOTAL</b>                      | <b>\$299,740.00</b> | <b>\$402,500.00</b>        |

Please itemize your grant support sources.

Idaho Community Grants - \$13,000  
 United Way - \$9427.17  
 Misc. Grants - \$2000

Please itemize your other income sources.

Rent - \$5185  
 Preparing Meals on Wheels Meals - \$6878  
 Increase comes from adding the preparation of Meals on Wheels meal

## Reserves

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Total Year to Date

\$483,000.00

## Expenses

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|   | Current Fiscal Year | Requested Next Fiscal Year |
|---|---------------------|----------------------------|
| Salaries  | \$138,000.00        | \$143,000.00               |
| Employee Benefits                                   | \$1,500.00          | \$1,500.00                 |
| Payroll Taxes                                       | \$10,818.00         | \$12,000.00                |
| Professional Fees and Contracts                     | \$8,264.00          | \$8,264.00                 |
| Occupancy (rent, utilities, building and grounds)   | \$56,500.00         | \$60,000.00                |
| Specific Program Assistance                         | \$56,322.00         | \$56,322.00                |
| Supplies / Equipment                                | \$40,155.00         | \$40,155.00                |
| Membership Dues / Support to Affiliate Organization | \$3,364.00          | \$3,364.00                 |
| Other Expenses (itemize below)                      | \$18,500.00         | \$18,500.00                |
| <b>TOTAL</b>  | <b>\$333,423.00</b> | <b>\$343,105.00</b>        |

Please itemize your other expenses.

Other- Insurance - \$6900.00  
Fundraising - \$7500.00  
Promotional - \$4100.00

# Funding Request

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Amount Requested

\$47,250.00

Did your program receive City of Pocatello funding last year?

Yes  No

If so, what was the amount received?

\$35,000.00

Will the entire approved City funding amount from last fiscal year be used by September 30, 2025?

Yes  No

How, specifically, would the grant money be used to support your program? Please list types of expenses (such as wages, fringe benefits, supplies, materials, etc.).

This grant money will be used to support the operation of the Senior Activity Center. The expenses will include but not limited to:

Building Maintenance - \$10,000

Administrative Wages - Executive Director and Office Manager - \$15,000

Utilities - Gas, Water, Lights - \$15,000

Supplies - \$7250.00

What percent of your program budget would the City of Pocatello funding request represent?

Current Fiscal Year

10.5%

Requested Next Fiscal Year

13%

## Program

---

Provide a description of the services you are currently seeking funding for and what the goals of the services are.

Our mission is to provide resources, activities, and social engagement for older adults in the Pocatello/Chubbuck, and Bannock County area. We connect seniors to vital services that empower them to maintain their independence, well-being, dignity, and participation in the community. We offer a wide variety of programs and services that meet the needs and interests of a diverse range of retired people. We support seniors to stay safe, active, and healthy. At our core is the Congregate Nutrition Program. This program focuses on providing individuals age 60 and older with improved nutrition, dietary variety, social connection, and greater food security. We serve a nutritious meal to qualifying seniors with a suggested \$6 donation. We are reimbursed \$4 per qualifying meal.

Provide a description of the target population and activities you will conduct.

According to our bylaws, the Senior Activity Center allows seniors over the age of 50 to become members with those over 60 qualifying for the Congregate Nutrition Program. The Congregate Nutrition Program is State and Federally funded with only age as a criterion. The program serves adults ages 60 and older. Services are not intended to reach every individual in the community. The Older American Act expands eligibility to include the following:  
Spouse of participants over 60  
Person with disability living with someone over 60  
Volunteering during mealtime under 60

Please describe how your program is effective at addressing a current Pocatello community need.

Through the Congregate Nutrition Program, we improve the health and well-being of older adults by providing nutritious meals, fostering social connections, and offering educational and recreational opportunities for seniors. We play a vital role in promoting healthy aging and enhancing quality of life for seniors within our community. In 2025, we served 20,132 qualifying meals to 972 qualifying unduplicated individuals. Participation at the Senior Activity Center improves outcomes for seniors within our community.

How has your program evolved or changed over past years to better meet community needs (if applicable)?

Our program recognizes that voluntary contributions on the part of our members continues to be an area for growth and education. We have strived to create compelling value for our participants. We believe in the innovative model of restaurant style dining increases access and flexibility for our consumers. While we are only able to serve the meal in one way, we offer it as a dining experience. We have started to see our average donation increase per meal.

## Staff and Volunteers

---

Number of full-time employees working in the program for which you are seeking funding

5

Titles/roles of all full-time employees of the program for which you are seeking funding

Executive Director - leads and manages the organization, overseeing operations, finances, programs, staff, and volunteers. Effective in planning, fundraising, and stakeholder relationships to achieve the organizations mission and goals.

Office Manager- oversees daily administrative operations, welcome guests, mail distribution, office supply, registration of members, data entry, scheduling

Kitchen Manager - oversee the kitchen operations and ensuring the quality and safety of meals

Kitchen Assistant - support daily meal service

Dishwasher - responsible for maintaining kitchen cleanliness and dishes

Number of part-time employees working in the program for which you are seeking funding

1

Titles/roles of all part-time employees of the program for which you are seeking funding

Janitorial - maintain cleanliness and order within the facility, routine cleaning, custodial duties, facilities maintenance

Number of volunteers working in the program for which you are seeking funding

75

Please provide a brief description of the volunteer duties for the program for which you are seeking funding.

Our volunteers run the Senior Activity Center. They welcome guests, perform check in, make change, wrap silverware, serve coffee, serve trays, help in the kitchen with prep and serving, write correspondence, facilitate classes, perform office duties, lead fundraising actions, create a welcoming and supportive environment, plan activities

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

1327

Projected Next Fiscal Year

1500

## Federal Poverty Level (FPL)

Poverty Thresholds for 2023 by Size of Family and Number of Related Children Under 18 Years  
(In dollars)

| Size of family unit                 | Weighted average thresholds | Related children under 18 years |        |        |        |        |        |        |        |               |
|-------------------------------------|-----------------------------|---------------------------------|--------|--------|--------|--------|--------|--------|--------|---------------|
|                                     |                             | None                            | One    | Two    | Three  | Four   | Five   | Six    | Seven  | Eight or more |
| One person (unrelated individual):  | 15,480                      |                                 |        |        |        |        |        |        |        |               |
| Under 65 years .....                | 15,850                      | 15,852                          |        |        |        |        |        |        |        |               |
| 65 years and over .....             | 14,610                      | 14,614                          |        |        |        |        |        |        |        |               |
| Two people:                         | 19,680                      |                                 |        |        |        |        |        |        |        |               |
| Householder under 65 years .....    | 20,490                      | 20,404                          | 21,002 |        |        |        |        |        |        |               |
| Householder 65 years and over ..... | 18,430                      | 18,418                          | 20,923 |        |        |        |        |        |        |               |
| Three people.....                   | 24,230                      | 23,834                          | 24,526 | 24,549 |        |        |        |        |        |               |
| Four people.....                    | 31,200                      | 31,428                          | 31,942 | 30,900 | 31,008 |        |        |        |        |               |
| Five people.....                    | 36,990                      | 37,901                          | 38,452 | 37,275 | 36,363 | 35,807 |        |        |        |               |
| Six people.....                     | 41,860                      | 43,593                          | 43,766 | 42,864 | 41,999 | 40,714 | 39,952 |        |        |               |
| Seven people.....                   | 47,670                      | 50,159                          | 50,472 | 49,393 | 48,640 | 47,238 | 45,602 | 43,808 |        |               |
| Eight people.....                   | 52,850                      | 56,099                          | 56,594 | 55,575 | 54,683 | 53,416 | 51,809 | 50,136 | 49,710 |               |
| Nine people or more.....            | 62,900                      | 67,483                          | 67,810 | 66,908 | 66,151 | 64,908 | 63,198 | 61,651 | 61,268 | 58,907        |

Source: U.S. Census Bureau, 2024.

Note: The source of the weighted average thresholds is the 2024 Current Population Survey Annual Social and Economic Supplement (CPS ASEC).

Using the chart above, please provide information on the income level of the clients that your program is serving.

This is difficult to accurately depict. The data we collect does not align with the chart above. At our best calculation  
 One person-  
 under 65 years - 10%  
 65 years and over - 10%  
 Two people  
 household under 65 years - 10%  
 household over 65 years - 10%

Internal Revenue Service  
District Director

Department of the Treasury

Date:

MAR 10 1983

2P/RS-31(A)(1)

Employer Identification Number  
82-0369562

Accounting Period Ending:  
December 31

Form 990 Required:  Yes  No

▽ Greater Pocatello Senior Citizens, Inc.  
427 North Sixth Street  
Pocatello, ID 83201

Person to Contact:  
Billie Gilv...

Contact Telephone Number:  
(208) 422-1633

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(3) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should contact us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

The box checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

P.O. Box 21224, Seattle, Washington 98111

(over)

Letter 947(00) (5-77)

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

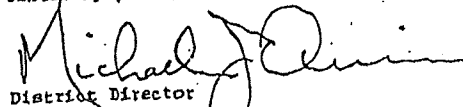
You need an employer identification number even if you have no employees.

If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

  
District Director

# Agenda Item #3(h)

**To:** City of Pocatello City Council

**Re:** Community Foundation Funding Request

**From:** Sister Cities Foundation of Pocatello, Inc. – Pocatello Sister Cities Africa

## **Introduction**

The Pocatello Sister Cities Africa Committee respectfully submits this request for funding to support our ongoing humanitarian and cultural partnership with the village of Kwaremanguel in Burkina Faso, West Africa.

For over 27 years, our organization has worked alongside local leaders in Kwaremanguel to implement sustainable, community-driven solutions addressing poverty, education, and public health. This partnership reflects the core mission of Sister Cities International: to promote peace through mutual respect, understanding, and cooperation—one community at a time.

As Martin Luther King, Jr. stated, *“Poverty is the worst form of violence.”* Our work seeks to address this reality through long-term, self-sustaining development rather than short-term aid.

## **Our Mission**

Our mission is to provide sustainable humanitarian support that empowers the people of Kwaremanguel to break cycles of poverty and illiteracy, while fostering a meaningful cultural exchange that enriches both their community and the citizens of Pocatello.

## **Proven Fundraising Impact**

With the support of the Pocatello community, we have successfully completed projects that create lasting change:

### **Community and Food Security**

- Installed a grain mill motor to improve food processing efficiency
- Established and expanded a small business loan program
- Provided solar power to the local clinic/dispensary
- Funded irrigation systems and fencing to support village gardens
- Purchased a transport vehicle to improve access to medical care

## **Education**

- Built a grade school and provided classroom furnishings
- Constructed housing for secondary school teachers
- Funded student sponsorships resulting in:
  - 37 college graduates
  - Over 150 high school graduates
- Supported a medical student currently completing her degree
- Improved student access through food programs, mobility assistance, and a study center with computer access

These efforts are not temporary interventions—they are community-led solutions that continue to generate opportunity and stability.

## **Community Impact**

Our work benefits both Kwaremanguel and Pocatello:

- **Kwaremanguel:** Gains consistent, reliable partnership and sustainable development support
- **Pocatello:** Strengthens its global engagement, civic pride, and commitment to humanitarian leadership

Unlike many organizations that provide short-term aid, our long-standing relationship ensures continuity, accountability, and measurable results.

## **Affiliations with religious organizations**

We have no affiliation with a religious organization.

## **Request for Support**

We respectfully request funding from the City of Pocatello to continue and expand these efforts. Your support will directly contribute to sustainable development initiatives and reinforce Pocatello's role in fostering global goodwill and meaningful change.

Thank you for your consideration and continued commitment to building stronger communities—both locally and globally.



CITY OF POCATELLO  
**Community Agency Request for  
Financial Support**

*Please complete and return this application by May 1, 2025.*

**Organization**

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Organization Name (as it appears on the IRS Letter of Determination)

Sister Cities Foundation of Pocatello inc

Organization Address

Street Address

9112 2 1/2 Mile Road

City

Chubbuck

State

ID

Zip Code

83202

Organization Website (or social media presence)

City of Pocatello Website and Facebook

## Organization Contact

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Contact Name

Dana Olson

Contact Job Title

Chair

Contact Phone

208 317-3918

Contact Email

olsodana@isu.edu

## Organization Board

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Board President (or equivalent)

Dana Olson

Board President Phone

208 317-3918

Board President Email

olsodana@isu.edu

## Required Attachments

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- IRS Letter or Copy of Bylaws
- Board Approval for Application (board minutes or signed letter from board)

## Financial Controls

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Did your organization have written internal financial controls?

Yes  No

# Revenue

|                                   | Current Fiscal Year | Requested Next Fiscal Year |
|-----------------------------------|---------------------|----------------------------|
| City of Pocatello Funding         | \$0.00              | \$500.00                   |
| Government Funding – Other Cities | \$0.00              | \$0.00                     |
| Government Funding – County       | \$0.00              | \$0.00                     |
| Government Funding – State        | \$0.00              | \$0.00                     |
| Government Funding – Federal      | \$0.00              | \$0.00                     |
| Grant Support (itemize below)     | \$0.00              | \$0.00                     |
| Foundation and Corporate Support  | \$0.00              | \$0.00                     |
| Contributions/Donations           | \$1,000.00          | \$1,000.00                 |
| Special Events                    | \$0.00              | \$0.00                     |
| Membership Dues Received          | \$0.00              | \$0.00                     |
| Investment Income                 | \$0.00              | \$0.00                     |
| Fundraising Income                | \$2,500.00          | \$3,000.00                 |
| Other Income (itemize below)      | \$0.00              | \$0.00                     |
| <b>TOTAL</b>                      | <b>\$3,500.00</b>   | <b>\$4,500.00</b>          |

Please itemize your grant support sources.

We currently have no Grants

Please itemize your other income sources.

Donations from Individuals \$1,000  
 Craft Show Sales \$2,500

## Reserves

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Total Year to Date

|            |
|------------|
| \$1,200.00 |
|------------|

## Expenses

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|   | Current Fiscal Year | Requested Next Fiscal Year |
|---|---------------------|----------------------------|
| Salaries  | \$0.00              | \$0.00                     |
| Employee Benefits                                   | \$0.00              | \$0.00                     |
| Payroll Taxes                                       | \$0.00              | \$0.00                     |
| Professional Fees and Contracts                     | \$0.00              | \$0.00                     |
| Occupancy (rent, utilities, building and grounds)   | \$0.00              | \$0.00                     |
| Specific Program Assistance                         | \$0.00              | \$0.00                     |
| Supplies / Equipment                                | \$200.00            | \$200.00                   |
| Membership Dues / Support to Affiliate Organization | \$0.00              | \$0.00                     |
| Other Expenses (itemize below)                      | \$300.00            | \$300.00                   |
| <b>TOTAL</b>  | <b>\$500.00</b>     | <b>\$500.00</b>            |

Please itemize your other expenses.

|   |
|---|
| \$ 100 for shipping of Crafts<br>\$ 200 for costs of entry into craft shows |
|---|

# Funding Request

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Amount Requested

\$500.00

Did your program receive City of Pocatello funding last year?

Yes  No

If so, what was the amount received?

\$0.00

Will the entire approved City funding amount from last fiscal year be used by September 30, 2025?

Yes  No

How, specifically, would the grant money be used to support your program? Please list types of expenses (such as wages, fringe benefits, supplies, materials, etc.).

\$150: Flyers about our Sister City and what we are doing and have done in the past  
\$150 would pay for the crafts to be shipped from Burkina Faso  
\$200 would help pay for our entry into four Craft Shows.

What percent of your program budget would the City of Pocatello funding request represent?

Current Fiscal Year

0

Requested Next Fiscal Year

11%

## Program

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Provide a description of the services you are currently seeking funding for and what the goals of the services are.

The money from this grant would go to support our local fundraising and promotional efforts. We have a flyer we make up to help educate potential donors on our relationship with our Sister City. The rest of the money would support our other outreach program of selling crafts from Burkina Faso and other Fair Trade organizations. The money from our efforts goes back to our village to support educational and medical needs.

Provide a description of the target population and activities you will conduct.

Our target population is the citizens of Pocatello. The City of Pocatello choose to have a Sister City relationship with a small remote village in Burkina Faso. Kwaremenguel is a subsistence farming area in the northern part of the country next to the Mali border. Our hope is that with our craft sales and other encounters in the Pocatello community we can educate people about our village and their current struggles as well as letting them know about the great things the Pocatello community has done for this village for the past 25 years.

Please describe how your program is effective at addressing a current Pocatello community need.

We believe the needs we are meeting is kindness and caring for the people around the world. We believe that people want to help those less fortunate than themselves. For some this is a part of their human nature. We think that helping those who are less fortunate is a way of sharing. People we talk to are amazed they do not have running water or electricity in their home. They feel they should be unhappy. Our experience is they are living the best life they can. They deeply care about the family and the people in the village. It takes a village to raise a child.

How has your program evolved or changed over past years to better meet community needs (if applicable)?

With the insurgents coming into the village and closing the schools and dispensary (Health Care) it has been hard to work on improvements in the village. Right now they are just trying to survive and keep each other safe. Kids can not go back to the village to be with their family. If they return the insurgents will know they have been to school which is forbidden. They are afraid for their safety and security of their family. The intolerance in our world has changed their life greatly. I think people in our country are starting to feel how intolerance builds hate. we hope that the environment can change and the people of our village will once again feel safe in their own village.

## Staff and Volunteers

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Number of full-time employees working in the program for which you are seeking funding

0

Titles/roles of all full-time employees of the program for which you are seeking funding

0

Number of part-time employees working in the program for which you are seeking funding

0

Titles/roles of all part-time employees of the program for which you are seeking funding

0

Number of volunteers working in the program for which you are seeking funding

5

Please provide a brief description of the volunteer duties for the program for which you are seeking funding.

The volunteers are a part of the Sister Cities Africa Committee. The volunteers seek avenues for funding to help with our projects in our Sister city of Kwaremenguel Burkina Faso. Our projects currently are based around providing educational opportunities for students who are displaced from education in the village due to in insurgents coming in from Mali and closing the schools. Villagers are also required to leave the leave the village for medical needs since the Dispensary is closed by the insurgents

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

38

Projected Next Fiscal Year

50

## Federal Poverty Level (FPL)

Poverty Thresholds for 2023 by Size of Family and Number of Related Children Under 18 Years  
(In dollars)

| Size of family unit                | Weighted average thresholds | Related children under 18 years |        |        |        |        |        |        |        |               |
|------------------------------------|-----------------------------|---------------------------------|--------|--------|--------|--------|--------|--------|--------|---------------|
|                                    |                             | None                            | One    | Two    | Three  | Four   | Five   | Six    | Seven  | Eight or more |
| One person (unrelated individual): | 15,460                      |                                 |        |        |        |        |        |        |        |               |
| Under 65 years.....                | 15,850                      | 15,852                          |        |        |        |        |        |        |        |               |
| 65 years and over.....             | 14,610                      | 14,614                          |        |        |        |        |        |        |        |               |
| Two people:                        | 19,680                      |                                 |        |        |        |        |        |        |        |               |
| Householder under 65 years.....    | 20,490                      | 20,404                          | 21,002 |        |        |        |        |        |        |               |
| Householder 65 years and over..... | 18,430                      | 18,418                          | 20,923 |        |        |        |        |        |        |               |
| Three people.....                  | 24,230                      | 23,834                          | 24,526 | 24,549 |        |        |        |        |        |               |
| Four people.....                   | 31,200                      | 31,428                          | 31,942 | 30,900 | 31,008 |        |        |        |        |               |
| Five people.....                   | 36,990                      | 37,901                          | 38,452 | 37,275 | 36,363 | 35,607 |        |        |        |               |
| Six people.....                    | 41,860                      | 43,593                          | 43,766 | 42,864 | 41,999 | 40,714 | 39,952 |        |        |               |
| Seven people.....                  | 47,670                      | 50,159                          | 50,472 | 49,393 | 48,640 | 47,238 | 45,602 | 43,808 |        |               |
| Eight people.....                  | 52,850                      | 56,099                          | 56,594 | 55,575 | 54,683 | 53,416 | 51,809 | 50,136 | 49,710 |               |
| Nine people or more.....           | 62,900                      | 67,483                          | 67,810 | 66,908 | 66,151 | 64,908 | 63,198 | 61,651 | 61,268 | 58,907        |

Source: U.S. Census Bureau, 2024.

Note: The source of the weighted average thresholds is the 2024 Current Population Survey Annual Social and Economic Supplement (CPS ASEC).

Using the chart above, please provide information on the income level of the clients that your program is serving.

At the most our villagers make \$800/year. The village is subsistence farming and some villagers make limited money.

**BY-LAWS OF**  
**Sister Cities Foundation of Pocatello Inc**

**ARTICLE 1**  
**Purpose and Scope**

The Sister Cities Foundation of Pocatello Inc. hereinafter referred to as SCFP and Sister Cities Africa, is created and organized, and shall be operated, exclusively for charitable, educational and general well-being of our Sister City Kwaremanguel in Burkina Faso West Africa, and no part of the net earnings of the corporation or of its property shall inure to the benefit of any private member or individual.

**Overview Statement**

The Pocatello Sister City Africa committee has chosen a remote village Kwaremanguel, Burkina Faso West Africa because their extreme need is coupled with strong, thoughtful, local leadership that is finding practical and self-perpetuating solutions, on a continent that struggles to maintain hope. Together, we will work to realize the International Sister City goal to promote world peace, through mutual respect, understanding, and cooperation—one individual, one community at a time. Martin Luther King, Jr. once stated, “Poverty is the worst form of violence.”

**Mission**

The Mission of SCFP is to develop sustainable humanitarian support for the villagers of Kwaremanguel, Burkina Faso, to aid their focused efforts to move out of the deadly cycle of poverty and illiteracy, with the over-riding goal of a long-term, mutually enriching cultural exchange.

**Guiding Principles**

- We aim to protect the resources given to us for the benefit of our sister city.
- We look for projects with **benefits** and not projects with **features** with no overlying benefit.
- We aim to work with the village on projects that are sustainable and benefit the whole and not the few.
- We aim to respond with what is in our power by setting parameters of what we can accomplish.
- We need a good understanding about the quality of life and challenges our sister city faces.
- We need to facilitate self-realization through our villagers’ eyes and not through our eyes.

**We value...**

- **overall health & wellness** (physical spiritual and mental) of village members.
- **long-term working relationships** with our sister city.

- **equal access** to our projects by all members of the village.
- **projects that are sustainable** by the village.
- **respect for cultural differences** and differences between all people.
- **open communication** with our sister city.
- **impetuous for change.**

## **Dissolution or Liquidation**

In the event of the dissolution or liquidation of Sister Cities Foundation of Pocatello Inc, all its assets and property, of every nature and description, remaining after the payment and discharge of all its liabilities and obligations, shall be paid and distributed:

- Primarily, to a program offering recreational opportunities for people with disabilities.
- Secondly, to such other organization(s) organized and operated exclusively for charitable, educational and recreational purposes that benefit youth at risk in the Pocatello area.
- Any such organization shall qualify under Section 501(c)(3) of the Internal Revenue Code.

**SCFP/Sister Cities Africa in all of its activities**, shall observe all local, State, and Federal laws which apply to non-profit organization and shall not engage in any transaction, which shall operate to deprive it of its tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended.

## **ARTICLE II**

### **Offices**

SCFP shall have and continuously maintain in the State of Idaho a registered office. The principal office of SCFP shall be located at 8886 2 ½ Mile Rd. Chubbuck ID 83202.

## **ARTICLE III**

### **Board of Directors**

Section 1. **General Powers.** The affairs of SCFP shall be managed by its Executive Board of Directors (“Board of Directors”), all of whom shall have voting rights. The Board may also establish an Advisory Board, whose members are non-voting and serve in an advisory capacity only.

Section 2. **Number, Tenure and Qualifications for Voting Board Members.**  
 (a) **Number:** The number of the voting members serving on the SCFP Executive Board of Directors shall be designated by resolution of the Executive Board of Directors or by amendment of the By-Laws. Until otherwise changed, the number is hereby fixed at five members.

- (b) **Tenure:** Directors will serve in three-year terms, unless otherwise set by the Board of Directors for one or two years. At each annual meeting, the number of directors whose term expires at the time of such meeting shall be eligible for re-appointment, at the discretion of the Executive Board of Directors. A director elected by the board members to fill a vacancy created by resignation or death of a director shall be elected and serve the unexpired term of his or her predecessor in office.
- (c) **Qualifications:** Directors must be residents of the State of Idaho and it is desirable that they reside within thirty (30) miles of the City of Pocatello, Idaho. It is expected that every Executive Board of Director member will attend 75% of the regular meetings in a 12-month period, unless otherwise excused. Failure to do so may result in forfeiture of his/her membership on the board.

Section 3.     **Terms of Directors:** There are no term limits for voting directors.

Section 4.     **Advisory Directors**

The Executive Board of Directors may, at its discretion, appoint one or more Advisory Directors. Advisory Directors shall serve at the pleasure of the Executive Board and may be removed at any time, with or without cause.

Advisory Directors shall receive notice of and may attend all meetings of the Board of Directors. Advisory Directors may participate in discussions and provide recommendations; however, they shall not have voting rights on matters requiring Board approval.

All final decisions and approvals shall rest solely with the Executive Board of Directors.

Section 5.     **Annual Meeting.** The annual meeting of the Board of Directors shall be held in the month of May of each year, unless changed by the Board of Directors.

Section 6.     **Regular/ Special Meetings.** Regular and Special meetings of the Board of Directors may be called by or at the request of the Chair or any two (2) directors. The Chair or Board Secretary will send notice of the regular/special meetings of the board.

Section 7.     **Meeting Notice.**

Annual and Regular Meetings: Notice of any annual or regular meeting of the Board of Directors should be sent two (2) weeks in advance of the requested meeting date. Notice can be done by email, text or phone call.

Special Meetings: Notice of any special meeting of the Board of Directors should be sent no less than three (3) days in advance of the requested meeting date. Notice can be done by email, text or phone call.

Section 8.     **Quorum.** A majority of the current Directors shall constitute a quorum.

- Section 9.     **Manner of Acting.**  
The act of a majority of the directors present at a meeting at which a quorum is established shall be the act of the Board of Directors, unless otherwise required by law or these By-Laws.
- Section 10.   **Vacancies.**   Any vacancy occurring in the Executive Board of Directors and/or any additional directorship to be filled by reason of an increase in the number of directors shall be appointed at the discretion by the Executive Board of Directors. A director appointed to fill a vacancy shall serve initially for the unexpired term of his or her predecessor in office.
- Section 11.   **Adverse Interest.**   Any possible conflict of interest on the part of any board member or members of the board member's immediate family shall be disclosed to the Executive Board of Directors and made a matter of record through an annual procedure. When any such interest becomes relevant to any matter requiring board or committee action, it shall be called to the attention of the Board of Directors or committee and the affected board member shall not vote on the matter in which he/she or members of the board member's immediate family has a possible conflict of interest, shall not use personal influence in connection therewith, and shall not be counted in determining the quorum for that matter. However, any board member who is excluded from voting because of such possible conflict of interest may briefly state his/her position in the matter and answer pertinent questions of other board members or committee members when the board member's knowledge of the matter will assist the Board of Directors or committee. The minutes of the meeting shall reflect that a disclosure was made, that the interested board member abstained from voting, and that the board member was not counted in determining the quorum for that matter. The provisions of this Section shall also apply to any person, other than a board member, who is at any time serving as a member of any committee.
- Section 12.   **Order of Business.**   The agenda and order of business will be determined by the Executive Board Chair and could include topics as needed such as Announcements, Approval of Minutes, Financial Report, Committee Reports, Unfinished Business, New Business and Adjournment.

## ARTICLE IV

### Committees

- Section 1.     **Committees.**  
The Chair of the Executive Board of Directors may establish any committees he or she deems necessary to carry out the purpose of SCFP. No committee shall have or exercise any authority outside of the Executive Board of Directors recommendations and oversight. The composition, duties, and policy responsibilities of any Committee shall be established by the Board of Directors. Any such established procedures may be modified from time to time. The committee chair will represent the committee at Board of Directors meetings.

Section 2. The Chair of the Executive Board of Directors shall appoint the chairpersons of all committees that may be established such appointments shall be subject to confirmation by the Board of Directors.

Section 3. Each special committee chairperson shall nominate his/her committee members. Committee member nominations shall be subject to the approval of the Executive Chair of the Board of Directors. Subject to confirmation and/or reconfirmation, committee members shall serve in yearly increments.

## ARTICLE V

### Officers/Agents

Section 1. **Officers.** The officers of the SCFP shall be a Chair, a Vice Chair, a Secretary and a Treasurer that are elected to such position by a majority vote of the Board. Directors may create such additional officers as from time to time is desirable and necessary. The office of Secretary and Treasurer can be held by the same person. A run-off ballot for the top candidates for a specific office may be necessary if no one received a majority of the vote.

Section 2. **Election.** The officers of SCFP shall be elected by the Executive Board of Directors at its regular annual meeting. If the election of officers shall not be held at such meeting, such elections shall be held as soon thereafter as is convenient. Vacancies may be filled and new officers created and filled at any meeting of the Board of Directors. Each elected officer shall hold office until the next annual meeting of Board of Directors or his or her successor shall have been duly elected.

Section 3. **Terms of Officers/Agents.** The officers of Chair, Vice Chair, Secretary and Treasurer of the SCFP Board of Directors shall serve in one-year terms, at the discretion of the Board, and subject to yearly election/appointment. There are no term limits for members serving as officers of the SCFP Executive Board of Directors.

Section 4. **Removal.** Any officer or agent elected or appointed may be removed by the Executive Board of Directors whenever in its judgment the best interests of the SCFP would be served thereby. Any officer or agent may be removed by the Board of Directors, at any time, with or without cause. Any such removal shall be without prejudice to the contract rights, if any, of the person removed

Section 5. **Chair.** The Chair of the Executive Board of Directors shall preside at all meetings of the members and the Board of Directors and shall be responsible for the appointment of all committee chairpersons. In addition, he/she shall have oversight responsibilities for the SCFP policies and procedures, its fiscal management, and fulfillment of its mission and goals. He/She shall also perform such other duties as may be prescribed from time to time by the Board of Directors.

- Section 6. **Vice Chair.** The Executive Board Vice Chair shall perform the duties of the Chair in his or her absence, and other duties as given to him or her by the Chair, with approval of the board.
- Section 7. **Treasurer.** The Executive Board Treasurer shall have oversight responsibilities for all funds and securities of the SCFP. The Treasurer will review the SCFP's bank statement, including all deposits and expenditures, each month prior to the Board meeting and prepare a financial report to present at each meeting. He/She will assist in the preparation of the SCFP's annual budget and shall perform all the duties incident to the officer of treasurer and such other duties as from time to time may be assigned to him/ her by the Chair, or the Board of Directors.
- Section 8. **Secretary.** The Executive Board Secretary shall see that all meeting notices along with a copy of the last meetings minutes are duly given in accordance with the provisions of these By-Laws or required by law, shall keep minutes of the meetings of the Board of Directors; shall send a copy of the minutes for review to the Chair; shall be custodian of the corporate records and; shall keep a register of the post office and e-mail address of each member which shall be furnished to the secretary by such member; and, in general, shall perform all duties as from time to time may be assigned to him or her by the Chair, or the Board of Directors.

## ARTICLE VI

### Contracts, Checks, Deposits and Funds

- Section 1. **Contracts.** The Executive Board Chair or Vice Chair may authorize any agent(s) of SCFP to enter into any contract, execute and/or deliver any instrument in the name of and on behalf of the SCFP. Such authority must be documented in writing either through email or Board minutes.
- Section 2. **Checks, Drafts, Etc.** All checks, draft or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the SCFP, shall be signed by either, the Executive Chair or Treasurer of the Board of Directors.
- Section 3. **Deposits.** All funds of the SCFP shall be deposited from time to time to the credit of the SCFP in the SCFP bank account.
- Section 4. **Gifts.** The Executive Board of Directors may accept on behalf of the SCFP any contribution, gift, bequest or devise for the general purposes, or for any special purpose, of the SCFP.
- Section 5. **Loans and Debt.** The Executive Chair of the Board of Directors has the authority to contract debt in furtherance of corporate purpose and in the ordinary course of corporate business in the amount of not greater than \$500.00 in a single occurrence. All debt in

excess thereof shall be approved by a majority vote of the Board of Directors attending any regular or special meeting where a quorum is present.

## **ARTICLE VII**

### **Books and Records**

SCFP shall keep correct and complete books and records of accounts; minutes of the proceedings of the Board of Directors; and a record giving the names, post office addresses, and e-mail addresses of the Board of Directors entitled to vote at its registered or principal office. All books and records of the SCFP may be inspected by any Board Member, or his or her agent or attorney for any proper purpose at any reasonable time.

## **ARTICLE VIII**

### **Fiscal Year**

The Fiscal year of the SCFP shall begin on January 1st of each year and end on December 31st of that year.

## **ARTICLE IX**

### **Waiver of Notice**

Whenever any notice whatsoever is required to be given under the provisions of the General Not for Profit Corporation Act of Idaho or under the provisions of the Articles of Incorporation or by the By-Laws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time states therein, shall be deemed equivalent to the giving of such notice.

## **ARTICLE X**

### **Indemnification and Severability**

The SCFP shall provide indemnification to the full extent permitted by Idaho law, it being the policy of this SCFP to safeguard its directors and officers from expense and/or liability for actions they take in good faith in furtherance of the interest of the SCFP.

If any provisions of this Article or any application thereof shall be deemed invalid, unenforceable or contrary to law, the remainder of this Article, or the application of such provisions to persons or circumstances other than those as to which it is held invalid, unenforceable or contrary to applicable law, shall not be affected thereby and shall continue in full force and effect.

## **ARTICLE XI**

### **Amendments to By-Laws**

These By-Laws may be altered, amended or repealed by new By-Laws adopted by affirmative vote of two-thirds of all directors at any regular meeting or at any special meeting if at least fourteen

days written notice is given of intention to alter, amend or repeal or to adopt new By-Laws at such special meeting.

**CERTIFICATE OF ADOPTION**

The undersigned, being the Secretary of the Sister Cities Foundation of Pocatello Inc. Board of Directors, hereby certifies that the foregoing are the revised By-Laws adopted by resolution of the Board of Directors of the Sister Cities Foundation of Pocatello Inc. on May 5, 1999.

SCFP Board of Directors Secretary

Peggy Johnson

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Sister Cities Africa Foundation of Pocatello

Emergency Zoom Meeting

April 9, 2016 5:30 pm

Present: Dana Olson, Peggy Johnson, Kent Hobbs

Dana discussed her meeting with the Pocatello Mayor and City Council.

Dana made a motion to apply for funding from Pocatello to help with expenditures the Sister Cities Africa Foundation committee is currently facing.

Discussion and questions answered

Kent Seconded and asked for vote.

All voted yes to the motion.

Motion carried, Dana will send the needed information to the city of Pocatello.

Meeting adjourned at 6:15



## SOUTHEASTERN IDAHO COMMUNITY ACTION AGENCY

### Administration

- 641 N. 8<sup>th</sup> Ave • Pocatello, ID 83201
- Phone (208) 232-1114 • fax (208)234-4429 • [www.seicaa.org](http://www.seicaa.org)

April 15, 2026

Dear City of Pocatello,

On behalf of the Board of Directors at Southeastern Idaho Community Action Agency (SEICAA), I am writing to express our full support and approval to apply for funding for the Meals on Wheels program.

As you are aware, the Meals on Wheels program plays a crucial role in our community by providing nutritious meals for seniors and individuals with disabilities who are unable to prepare meals for themselves. This essential service not only addresses the nutritional needs of vulnerable populations but also fosters social connection and enhances overall well-being.

SEICAA recognizes the importance of collaborative efforts in addressing food insecurity and promoting the health and independence of our community members. By partnering with the City of Pocatello to secure funding for the Meals on Wheels program, we are reaffirming our commitment to serving those in need and improving the quality of life for all residents.

Thank you for your commitment to serving the residents of Pocatello, and please do not hesitate to reach out if there is anything else that you need.

Sincerely,

A handwritten signature in black ink, appearing to be "Amber Davis", with a long horizontal flourish extending to the right.

Amber Davis

SEICAA Board President



CITY OF POCA TELLO

# Community Agency Request for Financial Support

*Please complete and return this application by May 1, 2025.*

## Organization

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Organization Name (as it appears on the IRS Letter of Determination)

Southeastern Idaho Community Action Agency

Organization Address

Street Address

641 N. 8th Ave.

City

Pocatello

State

ID

Zip Code

83201

Organization Website (or social media presence)

[www.seicaa.org](http://www.seicaa.org)

## Organization Contact

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Contact Name

Joe Borich

Contact Job Title

CEO

Contact Phone

208-232-1114

Contact Email

jborich@seicaa.org

## Organization Board

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Board President (or equivalent)

Amber Davis

Board President Phone

208-240-5535

Board President Email

careconnectionofidaho@gmail.com

## Required Attachments

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- IRS Letter or Copy of Bylaws
- Board Approval for Application (board minutes or signed letter from board)

## Financial Controls

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Did your organization have written internal financial controls?

Yes  No

# Revenue

|                                   | Current Fiscal Year | Requested Next Fiscal Year |
|-----------------------------------|---------------------|----------------------------|
| City of Pocatello Funding         | \$24,753.00         | \$30,000.00                |
| Government Funding – Other Cities | \$10,000.00         | \$10,000.00                |
| Government Funding – County       | \$37,500.00         | \$50,000.00                |
| Government Funding – State        |                     |                            |
| Government Funding – Federal      |                     |                            |
| Grant Support (itemize below)     | \$62,228.25         | \$63,000.00                |
| Foundation and Corporate Support  | \$42,596.00         |                            |
| Contributions/Donations           | \$119,400.00        |                            |
| Special Events                    |                     |                            |
| Membership Dues Received          |                     |                            |
| Investment Income                 |                     |                            |
| Fundraising Income                |                     |                            |
| Other Income (itemize below)      |                     |                            |
| <b>TOTAL</b>                      | <b>\$296,477.25</b> | <b>\$153,000.00</b>        |

Please itemize your grant support sources.

Area Agency on Aging - \$62,228.25

Please itemize your other income sources.

Bannock County, Client Donation, Community Donations, United Way

## Reserves

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Total Year to Date

|  |
|--|
|  |
|--|

## Expenses

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|   | Current Fiscal Year | Requested Next Fiscal Year |
|---|---------------------|----------------------------|
| Salaries  | \$56,512.00         | \$60,000.00                |
| Employee Benefits                                   | \$17,540.47         | \$17,481.00                |
| Payroll Taxes                                       |                     |                            |
| Professional Fees and Contracts                     |                     |                            |
| Occupancy (rent, utilities, building and grounds)   | \$7,313.00          | \$8,000.00                 |
| Specific Program Assistance                         | \$122,737.00        | \$120,000.00               |
| Supplies / Equipment                                | \$7,638.00          | \$3,000.00                 |
| Membership Dues / Support to Affiliate Organization | \$3,407.00          | \$3,000.00                 |
| Other Expenses (itemize below)                      | \$26,511.00         | \$22,000.00                |
| <b>TOTAL</b>  | <b>\$241,658.47</b> | <b>\$233,481.00</b>        |

Please itemize your other expenses.

Vehicle maintenance & repair, communications, insurance, indirect admin, and audit.

|  |
|--|
|  |
|--|

# Funding Request

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Amount Requested

Did your program receive City of Pocatello funding last year?

Yes  No

If so, what was the amount received?

Will the entire approved City funding amount from last fiscal year be used by September 30, 2025?

Yes  No

How, specifically, would the grant money be used to support your program? Please list types of expenses (such as wages, fringe benefits, supplies, materials, etc.).

The funding allocated to SEICAA's Meals on Wheels program from the City of Pocatello is used to bridge the cost of the meal and the reimbursable amount, as well as ensure those who are in need, regardless of their financial ability to pay, receive a home delivered meal coupled with a health and safety check for participants residing in the City of Pocatello.

What percent of your program budget would the City of Pocatello funding request represent?

Current Fiscal Year

Requested Next Fiscal Year

## Program

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Provide a description of the services you are currently seeking funding for and what the goals of the services are.

SEICAA's Meals on Wheels program delivers up to 5 nutritious meals, 4 days a week, coupled with a visual health and safety visit to nearly 200 of the most vulnerable homebound populations in Bannock County. One home delivered meal costs SEICAA an estimated \$15.50 to deliver. This cost includes \$9.50 for the meal itself and \$6.00 for staff time and vehicle expenses. Through contract with the Area Agency on Aging, eligible participants' meals are reimbursed \$4.25. Meals on Wheels depends on the valuable partnerships and supplemental funding from the City of Pocatello and other partnerships to serve the participants effectively and efficiently and ensure that participants who may not be eligible for assistance but still lack financial resources to pay \$15.50 for a meal.

Provide a description of the target population and activities you will conduct.

SEICAA Meals on Wheels program serves Bannock Counties most vulnerable, homebound, senior citizens. These clients are typically over the age of 60 and unable to drive, or cook for themselves. In most cases they are also suffering from isolation and loneliness, which the U.S. Surgeon Generals reported in 2023 is more deadly than smoking 15 cigarettes a day. In addition to meal delivery, drivers will provide a friendly health & safety check and social interaction during visits, helping combat loneliness and monitor for any urgent health and safety concerns.

Please describe how your program is effective at addressing a current Pocatello community need.

For more than 5 decades, SEICAA's Meals on Wheels program has been effectively and efficiently delivering a much-needed nutritious meal coupled with a health and safety check to Pocatello's most vulnerable populations, who are often "shut-in" and unable to access grocery stores or stand long enough to prepare a hot, nutritious meal for themselves. Through the home delivered meal, SEICAA's program improves the lives of many, ensures continued food and nutritional security and increases the ability to remain independently housed.

How has your program evolved or changed over past years to better meet community needs (if applicable)?

SEICAA's Meals on Wheels program has worked to increase the efficiencies of its program to ensure the program is able to adequately respond to the increasing need for its services. We have implemented a new system that took the program paperless and significantly streamlined process while reducing expenses related to vehicle maintenance/repair, administrative costs and increasing the program's ability to connect with participants in real time when there may be delivery delays, program changes, or inclement weather conditions that prevent meal delivery.

## Staff and Volunteers

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Number of full-time employees working in the program for which you are seeking funding

1

Titles/roles of all full-time employees of the program for which you are seeking funding

Meals on Wheels Coordinator - Lead driver, oversight of program staff, and reports.

Number of part-time employees working in the program for which you are seeking funding

1

Titles/roles of all part-time employees of the program for which you are seeking funding

Meals on Wheels Driver - Meal delivery, maintenance of delivery vehicle, some office duties related to route readiness and preparedness.

Number of volunteers working in the program for which you are seeking funding

0

Please provide a brief description of the volunteer duties for the program for which you are seeking funding.

NA

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

165

Projected Next Fiscal Year

165

## Federal Poverty Level (FPL)

Poverty Thresholds for 2023 by Size of Family and Number of Related Children Under 18 Years  
(In dollars)

| Size of family unit                 | Weighted average thresholds | Related children under 18 years |        |        |        |        |        |        |        |               |
|-------------------------------------|-----------------------------|---------------------------------|--------|--------|--------|--------|--------|--------|--------|---------------|
|                                     |                             | None                            | One    | Two    | Three  | Four   | Five   | Six    | Seven  | Eight or more |
| One person (unrelated individual):  | 15,480                      |                                 |        |        |        |        |        |        |        |               |
| Under 65 years .....                | 15,850                      | 15,852                          |        |        |        |        |        |        |        |               |
| 65 years and over .....             | 14,610                      | 14,614                          |        |        |        |        |        |        |        |               |
| Two people:                         | 19,680                      |                                 |        |        |        |        |        |        |        |               |
| Householder under 65 years .....    | 20,490                      | 20,404                          | 21,002 |        |        |        |        |        |        |               |
| Householder 65 years and over ..... | 18,430                      | 18,418                          | 20,923 |        |        |        |        |        |        |               |
| Three people .....                  | 24,230                      | 23,834                          | 24,526 | 24,549 |        |        |        |        |        |               |
| Four people .....                   | 31,200                      | 31,428                          | 31,942 | 30,900 | 31,008 |        |        |        |        |               |
| Five people .....                   | 36,990                      | 37,901                          | 38,452 | 37,275 | 36,363 | 35,807 |        |        |        |               |
| Six people .....                    | 41,860                      | 43,593                          | 43,766 | 42,864 | 41,999 | 40,714 | 39,952 |        |        |               |
| Seven people .....                  | 47,670                      | 50,159                          | 50,472 | 49,393 | 48,640 | 47,238 | 45,602 | 43,808 |        |               |
| Eight people .....                  | 52,850                      | 56,099                          | 56,594 | 55,575 | 54,683 | 53,416 | 51,809 | 50,136 | 49,710 |               |
| Nine people or more .....           | 62,900                      | 67,493                          | 67,810 | 66,908 | 66,151 | 64,908 | 63,198 | 61,651 | 61,268 | 58,907        |

Source: U.S. Census Bureau, 2024.

Note: The source of the weighted average thresholds is the 2024 Current Population Survey Annual Social and Economic Supplement (CPS ASEC).

Using the chart above, please provide information on the income level of the clients that your program is serving.

SEICAA's Meals on Wheels clients are in the 60yrs+ categories, with over 80% falling at or below the poverty line.

Internal Revenue Service  
District Director

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: March 2, 1995

Person to Contact:  
Mildred Davis 31-04017  
Customer Service Representative  
Telephone Number:  
877-829-5500  
Fax Number:  
513-684-5936  
Federal Identification Number:  
82-0290341

South Eastern Idaho Community  
Action Agency  
641 N. 8th Street  
Pocatello, ID 83201

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in August 1978 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

South Eastern Idaho Community Action Agency  
82-3293391

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

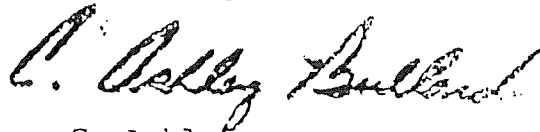
Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



C. Ashley Bullard  
District Director