



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)

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

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Contact Name

Michele Poletti

Contact Job Title

Executive Director

Contact Phone

208-232-0178

Contact Email

michelep@aidforfriendspocatello.com

## Organization Board

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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

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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	\$8,000.00	\$8,000.00
Government Funding – Other Cities	\$0.00	\$0.00
Government Funding – County	\$30,000.00	\$30,000.00
Government Funding – State	\$0.00	\$0.00
Government Funding – Federal	\$38,000.00	\$60,000.00
Grant Support (itemize below)	\$30,000.00	\$30,000.00
Foundation and Corporate Support	\$6,650.00	\$7,000.00
Contributions/Donations	\$33,339.00	\$35,000.00
Special Events	\$0.00	\$0.00
Membership Dues Received	\$0.00	\$0.00
Investment Income	\$0.00	\$0.00
Fundraising Income	\$15,667.00	\$20,000.00
Other Income (itemize below)	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$161,656.00</b>	<b>\$190,000.00</b>

Please itemize your grant support sources.

United Way Grant

Please itemize your other income sources.

None

## Reserves

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Total Year to Date

\$0.00
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## Expenses

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	Current Fiscal Year	Requested Next Fiscal Year
Salaries	\$126,360.00	\$131,118.00
Employee Benefits	\$6,180.00	\$8,225.00
Payroll Taxes	\$18,954.00	\$19,667.00
Professional Fees and Contracts	\$0.00	\$0.00
Occupancy (rent, utilities, building and grounds)	\$26,380.00	\$35,000.00
Specific Program Assistance	\$2,500.00	\$2,500.00
Supplies / Equipment	\$7,720.00	\$8,000.00
Membership Dues / Support to Affiliate Organization	\$0.00	\$0.00
Other Expenses (itemize below)	\$22,250.00	\$23,000.00
<b>TOTAL</b>	<b>\$210,344.00</b>	<b>\$227,510.00</b>

Please itemize your other expenses.

Annual cost for premiums for Insurance coverage per Idaho Housing & Finance Associations requirements for coverage for the Emergency Shelter.
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# Funding Request

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Amount Requested

\$8,000.00

Did your program receive City of Pocatello funding last year?

Yes  No

If so, what was the amount received?

\$8,000.00

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 will support the shelter supervisors' fully-burdened wages ensuring proper operation and safety oversight. The staffing costs include wages, employee benefits, and taxes. The \$8,000 being requested represents 17% of the total staffing expenditure for this position. The shelter must have qualified staff on-site at all times; 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. With trained professionals, the shelter becomes a source of support, services, and a safe environment to rebuild again.

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

Current Fiscal Year

15%

Requested Next Fiscal Year

17%

## 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.

For the past 4 years, the new Emergency Shelter has provided an uplifting, supportive environment with quality services to meet the urgent needs of the homeless. A safe and secure shelter is necessary for an individual or family to begin stabilizing their lives by offering appropriate accommodations with professional guidance. The shelter is ADA compliant; provides meals in a community dining room, showers, laundry facilities, clothing, personal hygiene items, telephone and computer and local transportation services. Most importantly, the program offers case management so that the person's situation can be assessed with goals for future housing, resources and encouraged to secure employment or other stable income to better their future.

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 and does not serve a targeted population but accepts a diverse population including single men, single women, households with adults only, households with children and one or both parents or guardians and teen parents with children emancipated as adults because of bearing children. Clients may be veterans, victims of domestic violence, persons recovering from substance abuse, those suffering from mental illness, physical or developmental disabilities, chronic health conditions, and chronically homeless. The emergency shelter has housed newborn infants to the very elderly (80+). Case management services 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 2024 Point-in-Time count states 2,750 Idahoans were homeless and projections for the future are expected to be higher. IHFA's 2024 State of Homelessness report states loss of income, increase in rent and lack of affordable housing are the leading causes of homelessness in our state and communities. In 2024, 78% of Idaho's homeless 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. The Emergency Shelter addresses the urgent needs 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)?

The new homeless shelter has catapulted the agency's ability to better meet the community's growing needs and continues to assist individuals and families with supportive services in a welcoming environment as they move toward self-sufficiency while using the many amenities offered such as: workforce development center with computers, industrial kitchen serving nutritious meals, laundry facility, bedbug treatment room, and two common areas with TV and books. The basement has storage for a food pantry and donated items. Region 5's Access Point - Coordinated Entry System continues to complete assessments for those experiencing housing trauma to determine possible assistance through community resources.

# Staff and Volunteers

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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 include daily oversight of operations and staff at the shelter; facility maintenance functions.

Supportive Services Case Manager: primary duties include comprehensive cases management by assisting and referring mainstream resources for clients staying at the Emergency Shelter.

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

4-5 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 duty is to ensure that the clients at the shelter are safe and secure; perform intakes, conduct frequent walk-through inspection of the facility, answer phones, and receive donations.

Easter Seal & AmeriCorps Employees / ISU & Work study Interns: Assist with office management during regular hours, answering the phones, filing, and performing other tasks 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 welcomes volunteers to use as a service project and is available to the entire community. Volunteer duties vary 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, as well as provides work clothing, organizing the "Sub for Santa" project and shelter Christmas Party. Church organizations conduct food, paper product, coat and blanket drives. Community volunteers support and organize major fundraisers that support the shelter; Splish & Splash, the Encampment, and online fundraising campaigns.

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

393

Projected Next Fiscal Year

450

## 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.

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



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)

Bannock Youth Foundation

Organization Address

Street Address

403 N. Hayes

City

Pocatello

State

ID

Zip Code

83204

Organization Website (or social media presence)

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

## Organization Contact

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Contact Name

Leslie Foltz

Contact Job Title

Executive Director

Contact Phone

2082341122

Contact Email

leslie.foltz@byfhome.com

## Organization Board

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Board President (or equivalent)

JoAnn Bailey

Board President Phone

208-604-3049

Board President Email

joann@joannbailey.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	\$0.00	\$0.00
Government Funding – Other Cities	\$0.00	\$0.00
Government Funding – County	\$0.00	\$0.00
Government Funding – State		
Government Funding – Federal		
Grant Support (itemize below)	\$2,153,309.64	\$2,063,735.00
Foundation and Corporate Support	\$0.00	\$10,000.00
Contributions/Donations	\$50,000.00	\$50,000.00
Special Events	\$0.00	\$0.00
Membership Dues Received	\$0.00	\$0.00
Investment Income	\$0.00	\$0.00
Fundraising Income	\$1,000.00	\$5,000.00
Other Income (itemize below)		
<b>TOTAL</b>	<b>\$2,204,309.64</b>	<b>\$2,128,735.00</b>

Please itemize your grant support sources.

United Way of Southeast Idaho - 31,773.00 State of Idaho - Residential Contract (Bannock House) - 691,050.00 School District 25 - Title One Funds - 12,000.00 Substance Abuse Funding (MK Place) - 889,182.00 Idaho Housing & Finance - Emergency Solutions Grant - 21,000.00 Idaho Housing & Finance - Rapid Rehousing Program Grant - 40,214.00
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Please itemize your other income sources.

(cont. from grant support sources) Idaho Council on Domestic Violence - 37,800.00 Office of Drug Policy - 70,716.00 Idaho Home Visit Program - Parents as Teachers Program - 150,000.00 Parenting w/ Love & Limits - 100,000.00 Dept. Juvenile Corrections Status Offender Program - 5,000.00 Nurturing Parent Program Contract State of Idaho - 15,000.00
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## Reserves

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Total Year to Date

\$0.00
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## Expenses

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	Current Fiscal Year	Requested Next Fiscal Year
Salaries	\$1,250,000.00	\$1,350,000.00
Employee Benefits	\$50,750.00	\$67,800.00
Payroll Taxes	\$95,700.00	\$105,000.00
Professional Fees and Contracts	\$41,500.00	\$36,500.00
Occupancy (rent, utilities, building and grounds)	\$132,250.00	\$155,161.00
Specific Program Assistance	\$0.00	\$0.00
Supplies / Equipment	\$175,000.00	\$170,000.00
Membership Dues / Support to Affiliate Organization	\$600.00	\$600.00
Other Expenses (itemize below)		
<b>TOTAL</b>	<b>\$1,745,800.00</b>	<b>\$1,885,061.00</b>

Please itemize your other expenses.

Insurances - 62,000.00 Next Year - 97,500.00 Recreation for kids - 7,500.00 Next Year - 10,000.00 Continuing Education - 2,000.00 Next Year - 2,000.00 Advertising/Marketing- 0.00 Next Year - 500.00 Transportation - 30,000.00 Next Year - 25,000.00 <b>TOTAL: 1,847,300.00 TOTAL: \$2,010,061.00</b>
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# Funding Request

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Amount Requested

\$20,732.00

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.).

As our additional one-time ARPA funds will be expiring the end of this month, we will be losing funding that is helping to fund additional community counseling services for youth and families in need. This money would be used towards our Bannock House budget (02) that offers community counseling free of charge for youth and families in crisis. This will support the overall budget in our 02 Category for Bannock House expenses to help cover counselor's wages, fringe benefits, etc. These funds will go directly to client services.

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

Current Fiscal Year

3% of our 02 - Bannock House Budget -

Requested Next Fiscal Year

3% of 02 Budget (Bannock House) - 1.03 %

## 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.

We are currently seeking funding for our community counseling services. The goal of these services is to offer free counseling services to youth and families in our community in crisis and need to get in for help. There is a shortage of counselors in our community making many counseling agencies have very long wait lists making it difficult for those in need to access immediate services when in need. Bannock House has been in the Pocatello Community since 1978 providing free services for those in need. We would like to continue to have these resources in our community to help those struggling. We have very qualified staff that have extensive training in trauma informed practices that are best practice counseling services.

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

Our target population includes youth and families in the Pocatello Community that are in need of counseling services to include crisis work for mental health crisis to include safety plans around suicide ideation, self harm, and many other mental health needs. They are youth/families that are below poverty guidelines and also our ALICE families (asset limited income constrained employed) that are considered to be our "working poor".

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

We have been effective at providing counseling services for youth and families for the past 47 years and work as an agency to continually grow and improve to assist those most in need. We have counselors that are skilled and have extensive experience in mental health services.

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

One of the main reasons Bannock Youth Foundation has remained viable in over 4 decades of services is our ability to evolve and change as needs have changed within our community. We are able to assess our services to continually look to improve our programs through program improvement plans that look at our current functioning and how we can improve. This is based largely by feedback from those we serve and their important stories. We also seek feedback to continue to learn and grow from community stakeholders and funding sources. This has allowed us to progressively increased our capacity and the amount of programs and services we can offer in the community.

# Staff and Volunteers

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

6

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

Lambert Bowie - Bannock House Program Manager  
Ryon Butterfield, LPC - Bannock House Clinical Supervisor  
Aspen Benson, LPC - Bannock House/Community Counselor  
Jessica Pearson, LSW - Bannock House Case Manager  
Amber Gerber - Bannock House Case Manager  
Colleen Gonzalez - Bannock House Shelter Manager

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

We operate Bannock House with anywhere from 15-20 part-time staff that do direct service work with the youth that live at Bannock House. They are typically college students that work shifts as Bannock House is open 24/7 to offer services/crisis work to not only youth living at Bannock House but also families in the community who are struggling and need some crisis assistance.

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

Anywhere from 10-20 depending on time frame.

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

Volunteers for Bannock House range in duties that they offer for the facility. Some local church groups, student groups at the high schools, Students United at Idaho State University, and others do volunteer projects for the facility itself or for the youth that stay there. This can range anywhere from painting and decorating youth's rooms, making easter baskets for the youth, donating Christmas for our youth, cooking projects, crafts, tutoring, etc.

Also more involved volunteers include Idaho State University students that do internships in social work, counseling, sociology/criminal justice, psychology, nursing, etc.

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

Bannock House - shelter 57 Community

Projected Next Fiscal Year

BH Shelter - 60 Community Counseling

## 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.

Although we do not currently ask Federal Poverty Level Questions on our Intake Forms, we know that a majority of our persons served cannot afford counseling services on their own. (we could start gathering this data if needed for this purpose). This may be due to there not being enough providers that accept medicaid and wait lists are so long, but it also include those A.L.I.C.E. (asset limited income constrained employed) families that United Way considers our "working poor". They may be just over the poverty threshold but do not have extra monthly income to help pay for needed services for their family.



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)

Boys & Girls Clubs of Southeast Idaho dba Boys & Girls Clubs of Pocatello

Organization Address

Street Address

500 S. 11th Ave.

City

Pocatello

State

ID

Zip Code

83201

Organization Website (or social media presence)

<https://www.bgcsei.com/>

## Organization Contact

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Contact Name

Mona Mannan

Contact Job Title

Executive Director

Contact Phone

646-942-1499

Contact Email

mona@bgcsei.org

## Organization Board

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Board President (or equivalent)

Jean Janeke

Board President Phone

408-607-2845

Board President Email

jmhaneke@icloud.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	\$0.00	\$20,000.00
Government Funding – Other Cities	\$0.00	
Government Funding – County	\$0.00	
Government Funding – State	\$0.00	
Government Funding – Federal	\$15,000.00	\$15,000.00
Grant Support (itemize below)	\$138,500.00	
Foundation and Corporate Support	\$95,000.00	\$171,000.00
Contributions/Donations	\$0.00	
Special Events	\$95,000.00	\$101,000.00
Membership Dues Received	\$31,823.74	\$35,200.00
Investment Income	\$3,940.00	\$5,000.00
Fundraising Income	\$0.00	
Other Income (itemize below)	\$39,000.00	\$50,000.00
<b>TOTAL</b>	<b>\$418,263.74</b>	<b>\$397,200.00</b>

Please itemize your grant support sources.

ICCU - \$42,000 (divided over two years) Bristline - \$20,000 Simplot - \$25,000 Community Foundation - \$5000 Farm Bureau - \$20,000 (divided over two years) Hirning Auto - \$20,000 United Way - \$7500 Laura Cunningham grant - \$20,000
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Please itemize your other income sources.

Individual - \$39,000
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## Reserves

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Total Year to Date

\$100,000.00
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## Expenses

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	Current Fiscal Year	Requested Next Fiscal Year
Salaries	\$121,856.00	\$150,000.00
Employee Benefits	\$9,158.00	\$15,000.00
Payroll Taxes	\$9,297.00	\$10,000.00
Professional Fees and Contracts	\$4,600.00	\$5,500.00
Occupancy (rent, utilities, building and grounds)	\$8,693.00	\$10,000.00
Specific Program Assistance	\$0.00	\$0.00
Supplies / Equipment	\$13,058.00	\$20,000.00
Membership Dues / Support to Affiliate Organization	\$8,055.00	\$9,000.00
Other Expenses (itemize below)	\$31,016.00	\$40,000.00
<b>TOTAL</b>	<b>\$205,733.00</b>	<b>\$259,500.00</b>

Please itemize your other expenses.

Administration - \$20,651 Programming - \$10365
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# 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?

\$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.).

For each location (Syringa and Indian Hills elementary)

Salary - \$1728

Contracted Service - \$4320

Training - \$1976

Equipment - \$1000

Building cost - \$976

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

Current Fiscal Year

0

Requested Next Fiscal Year

>1%

# 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.

We plan to develop a more intense tutoring program for Fourth and Fifth graders to prepare them for the transition to middle school. The tutoring will be part of our after-school program as well as address learning loss during our summer program. Currently, At Syringa Elementary School, 47% of students scored at or above the proficient level for math, and 62% scored at or above that level for reading. At Indian Hills Elementary School, 53% of students scored at or above the proficient level for math, and 61% scored at or above that level for reading. According to the Assistant Vice Principal at Franklin Middle School, the greatest need is tutoring and observed that 300 out of the 750 students receive at least one F. Helping children and youth with their reading and math skills will help both academic performance, but also with self esteem. Academic performance significantly impacts

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

Our target population is 4th and 5th grade students at our programs in Syringa and Indian Hills elementary schools. This would enhance any homework help they are currently receiving and focus on their specific academic deficiencies.

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

The BGCSEI's mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. BGCSEI programs encompass character, behavioral and mental health, education, health and life skills, the arts, sports, recreation, and fun! Our program is designed for up to 60 children during the school year. It will be held from 1:30 pm to 5 pm on Mondays, and 2:30 pm to 6 pm Tuesday through Friday. We plan to serve 100 children during a six-week summer program from 7:30 am to 5:30 pm. Registration for the 2024 summer program closed before the second day opened with a waiting list of 36 children.

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

BGCSEI began as an after-school program in Syringa Elementary School in the fall of 2022 and expanded to Indian Hills in the fall of 2023 adding the summer program in 2023. This year we received a Bistline Grant to begin small music programs at both schools. We will be adding a mentoring program through the Boys and Girls Clubs of America thanks to a grant BGCA received from the Office of Juvenile Justice.

## Staff and Volunteers

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

2

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

Executive Director - Supervise  
Director of Program - Programming and scheduling

NOTE: they will not be getting paid with this funding - they overlook the program

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

2

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

Two Tutors - one for each location  
1. Syringa Elementary  
2. Indian Hills Elementary

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.

N/A

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

90

Projected Next Fiscal Year

120

## 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.

Out of 264 Children served

Extremely low - 58  
Low - 34  
Moderately Low - 62



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

Idaho

Zip Code

83204

Organization Website (or social media presence)

[www.FSAlliance.org](http://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

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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	\$17,500.00	\$18,500.00
Government Funding – Other Cities	\$6,000.00	\$7,000.00
Government Funding – County	\$10,000.00	\$10,000.00
Government Funding – State	\$10,010.00	\$10,010.00
Government Funding – Federal	\$475,084.00	\$463,002.00
Grant Support (itemize below)	\$30,000.00	\$30,000.00
Foundation and Corporate Support	\$20,000.00	\$20,000.00
Contributions/Donations	\$20,000.00	\$20,000.00
Special Events	\$0.00	\$0.00
Membership Dues Received	\$0.00	\$0.00
Investment Income	\$2,000.00	\$2,000.00
Fundraising Income	\$20,000.00	\$30,000.00
Other Income (itemize below)	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$610,594.00</b>	<b>\$610,512.00</b>

Please itemize your grant support sources.

United Way of SE Idaho - \$30,000

Please itemize your other income sources.

Not Applicable

## Reserves

---

Total Year to Date

\$178,583.00
--------------

## Expenses

---

	Current Fiscal Year	Requested Next Fiscal Year
Salaries	\$384,884.00	\$384,884.00
Employee Benefits	\$73,727.00	\$73,727.00
Payroll Taxes	\$36,902.00	\$36,902.00
Professional Fees and Contracts	\$0.00	\$0.00
Occupancy (rent, utilities, building and grounds)	\$70,879.00	\$70,879.00
Specific Program Assistance	\$0.00	\$0.00
Supplies / Equipment	\$29,607.00	\$29,607.00
Membership Dues / Support to Affiliate Organization	\$255.00	\$255.00
Other Expenses (itemize below)	\$12,340.00	\$12,340.00
TOTAL	\$608,594.00	\$608,594.00

Please itemize your other expenses.

Training and Travel - \$12,340
--------------------------------

# Funding Request

---

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.).

Grant funds are used to provide crisis intervention as FSA advocates respond onsite to victims of domestic violence, sexual assault, stalking, and human trafficking in conjunction with Pocatello Police Department. This includes wages and benefits for advocates. Twenty-four hour crisis hotline services are available to the Pocatello community with the support of these funds. FSA also provides emergency shelter, safety planning, support groups, legal and medical advocacy, assistance with housing and crisis intervention. City of Pocatello funds assist us in the application process for federal grant funds, as we are required to provide match dollars.

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.

On-site domestic violence, sexual assault, stalking and human trafficking victim advocacy, 24-7 crisis hotline response and crisis intervention, legal, medical, and educational advocacy, mobile advocacy, crisis counseling, assistance with Civil Protection Orders, housing assistance, safety planning, support groups, emergency shelter, case management, trauma-informed parenting assistance, sexual assault response in the local hospital emergency department, etc.

The goal of these services is to provide a safer community, provide trauma-informed care to victims of abuse, and increase independence, safety and empowerment of all who access services. This is done by providing trauma-informed and evidence-based services in both a crisis intervention and long-term healing environment.

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

FSA's target population is victims of domestic violence, sexual assault, stalking, and human trafficking and secondary victims of domestic violence related homicide and suicide.

Activities will be providing trauma-informed care for victims of abuse. Supportive services will include crisis intervention, emergency shelter, safety planning, legal advocacy, medical advocacy, response with law enforcement and sexual assault nurse examiners, crisis counseling, support groups, housing assistance, etc.

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

Family Services Alliance of SE Idaho, Inc. (FSA) saves lives. With early intervention, victims are able to increase their safety immediately. FSA advocates assist survivors as they navigate the Court system and hold offenders accountable. FSA advocates assist survivors as they increase their physical safety, through providing emergency shelter, crisis intervention, housing assistance, and even financial assistance. FSA advocates increase emotional safety and well-being by providing support groups, therapeutic interventions, reducing isolation, and teaching coping skills, etc.

As victims are able to reduce isolation, increase empowerment, improve safety, and accomplish their goals, they thrive in the community. Victims become survivors through the healing process.

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

FSA is committed to the best possible service available for victims of abuse and violence. As a trauma-informed organization, we are constantly working to improve services and meet the needs of the community, even as they change. Some examples of positive change that the organization has put into place is to increase the amount of crisis intervention services available to victims of abuse. By having an on call advocate available 24 hours per day, we are able to immediately provide shelter, meet needs, and increase safety. FSA is committed to client choice and individual dignity. FSA is now able to distribute grocery gift cards to emergency shelter clients, enabling them to purchase milk and other perishable items until an advocate is able to assist them to access supportive services such as food stamps, WIC services, etc. This ensures that children are not hungry and have access to nutritious food

# Staff and Volunteers

---

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

8

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

Executive Director - Ensure grant contracts are followed; necessary policies and protocols are in place to meet the needs of victims of domestic violence, sexual assault, stalking, and human trafficking and ensure safety and integrity for staff, volunteers, clients, and the community. Oversee operations and ensure mission is at the core of all services provided. Work with community groups and task forces toward positive change. On call duties.  
Advocacy Program Director - Provide trauma-informed supervision and training for victim advocates, onsite response to secondary victims of homicide and suicide. Oversee and maintain the emergency shelter, monitor provisions for victims of abuse and ensure supplies are readily available. On call duties.  
Admin and Finance Director - Maintain strict financial controls of federal, state, and local

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

Advocate - On call duties including on-site crisis intervention response, assistance with forensic medical examinations, provision of support groups.

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 as the Board of Directors, maintaining integrity of the organization. Assist with fundraising and one-time special events. Yard beautification and administrative assistant duties.

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

1516

Projected Next Fiscal Year

1520

## 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.

Approximately 83% of FSA clients are considered to be below the federal poverty level. One factor that must be considered is that many victims of domestic violence experience severe economic abuse and do not have access to assets or income as a part of the controlling behavior they endure. All client data, including income information, is self-reported.



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)

Friends of the Brady Chapel, LTD

Organization Address

Street Address

242 West Lewis Avenue

City

Pocatello

State

Idaho

Zip Code

83204

Organization Website (or social media presence)

## Organization Contact

---

Contact Name

Ruta Casabianca

Contact Job Title

Board Member

Contact Phone

929-387-7684

Contact Email

rcasabianca1@gmail.com

## Organization Board

---

Board President (or equivalent)

Latecia Herzog, Vice President

Board President Phone

208-244-1588

Board President Email

latecia@meyersanderson.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	\$0.00	\$3,000.00
Government Funding – Other Cities		
Government Funding – County		
Government Funding – State		
Government Funding – Federal		
Grant Support (itemize below)		
Foundation and Corporate Support		
Contributions/Donations	\$800.00	
Special Events		
Membership Dues Received		
Investment Income		
Fundraising Income		\$1,000.00
Other Income (itemize below)		
<b>TOTAL</b>	<b>\$800.00</b>	<b>\$4,000.00</b>

Please itemize your grant support sources.

We received \$9,000 from the IFFT fund for the repair of the Rose Window. All other funds were received by the City of Pocatello.

Please itemize your other income sources.

During this past year, we received \$800 from individuals during our events.

## Reserves

---

Total Year to Date

\$9,200.00
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## Expenses

---

	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	\$3,000.00
Occupancy (rent, utilities, building and grounds)	\$0.00	\$0.00
Specific Program Assistance	\$0.00	\$0.00
Supplies / Equipment	\$0.00	\$0.00
Membership Dues / Support to Affiliate Organization	\$0.00	\$0.00
Other Expenses (itemize below)	\$0.00	\$0.00
TOTAL	\$0.00	\$3,000.00

Please itemize your other expenses.

<p>The Friends do not have any expenses. The Brady Memorial Chapel is owned by the City of Pocatello and is raising funds to complete the restoration of the Chapel. The Board members are donating their time, including legal fees and all architectural support as well as managing the restoration, thanks to the expert pro bono services of an architect, Latecia Herzog.</p>
---

# Funding Request

---

Amount Requested

\$3,000.00

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.).

\$3,000 to develop a brochure/booklet about the Brady Chapel and the Mountain-view Cemetery. It will be used for printing of 200 copies for a 15-page booklet as well as production costs.

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

Current Fiscal Year

0

Requested Next Fiscal Year

50%

## 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 for the cost of printing 200 15-page booklets which will be available for purchase for \$5.00 each and/or a donation to the restoration and maintenance of the Brady Chapel. The goal of the booklet is to make available to the general public a summary of one of the key structures in Pocatello, its historic cemetery, and its importance to Idaho and US history. This booklet will significantly add to "pride of place" for Pocatello. The Brady Chapel, originally dedicated in 1922 as a meditation chapel, was given to the City of Pocatello by the Brady family to honor James H. Brady, one of Idaho's major entrepreneurs and statesmen.

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

Our target population is Pocatello city residents and tourists who have an interest in Pocatello history. This booklet will add accessible information about the importance of the Brady Chapel, its location in the cemetery as well as a brief summary of some of the key historical peoples buried in the cemetery. Brady was the 9th governor of Idaho and US Senator, as well as a key figure in developing Idaho Power. We plan to make the booklet accessible with photographs depicting the history of the Chapel, its architectural significance and relevant events in Pocatello. We will include a map of the cemetery and highlight important local, state, and national figures buried in the cemetery.

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

The Friends holds periodic historic events with reenactments and costumed actors describing events of note through depictions of key persons buried in the cemetery. Having a booklet available with historic information will be a great addition to our programs. Once the Chapel is renovated, we will use it for a number of local programs, historic and cultural as well as for reasonably priced funerals and weddings. Currently there are few venues outside of the Idaho State University, restaurants, and breweries to host small music events. Therefore, the Brady Chapel will contribute significantly to the cultural and architectural attributes of the city.

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

The Friends of Brady Chapel grew out of the work of the Historic Preservation Commission and was registered in 2022 as a 501(c)3 organization. A small group of volunteer Board members have continued to fund raise and hold events in the chapel and the cemetery. One of our Board members, Latecia Herzog, an architect, works closely with the City of Pocatello to manage all aspects of the restoration pro bono.

## Staff and Volunteers

---

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

We have no employees.

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

N/A

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

N/A

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

We will hire a consultant to write the text, identify and lay out the photos, many of which are historic, create a map of the cemetery and identify the locations of key historic figures in the cemetery.

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

4

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

The board members will actively work with the consultant to ensure accuracy and proof the final copy.

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

Over 400

Projected Next Fiscal Year

Over 500

## 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.

Our visitors and patrons are neighbors and the general public from the Pocatello community. They represent the demographics of the community.



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

---

Contact Name

Jeffery Glissendorf

Contact Job Title

Director of Tourism and Marketing

Contact Phone

619-993-1447

Contact Email

jeff@visitpocatello.com

## Organization Board

---

Board President (or equivalent)

Peter Pruett

Board President Phone

208-234-6264

Board President Email

ppruett@pocatello.gov

## 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	\$15,000.00	\$25,000.00
Government Funding – Other Cities	\$15,000.00	
Government Funding – County	\$30,000.00	
Government Funding – State		
Government Funding – Federal		
Grant Support (itemize below)	\$254,000.00	
Foundation and Corporate Support		
Contributions/Donations		
Special Events		
Membership Dues Received		
Investment Income		
Fundraising Income		
Other Income (itemize below)		
<b>TOTAL</b>	<b>\$314,000.00</b>	<b>\$25,000.00</b>

Please itemize your grant support sources.

Idaho Regional Travel and Convention Grant Program

Created in 1981, the Idaho Regional Travel and Convention (ITC) Grant Program is funded through a 2% tax on the sale of hotels, motels, vacation rentals and private campground accommodations. The grant application is regionally competitive and open to non-profit, incorporated organizations with a viable travel or convention program in their region.

Please itemize your other income sources.

## Reserves

---

Total Year to Date

--

## Expenses

---

	Current Fiscal Year	Requested Next Fiscal Year
Salaries	\$70,000.00	
Employee Benefits	\$0.00	
Payroll Taxes	\$5,900.00	
Professional Fees and Contracts	\$4,400.00	
Occupancy (rent, utilities, building and grounds)	\$3,600.00	
Specific Program Assistance		
Supplies / Equipment		
Membership Dues / Support to Affiliate Organization		
Other Expenses (itemize below)		
<b>TOTAL</b>	<b>\$83,900.00</b>	<b>\$0.00</b>

Please itemize your other expenses.

--

# Funding Request

---

Amount Requested

\$20,000.00

Did your program receive City of Pocatello funding last year?

Yes  No

If so, what was the amount received?

\$15,000.00

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.).

City funding would be used for items that the ITC grant will not fund. The ITC Grant is a marketing grant that is designed for marketing out of the local area to bring tourism spending into our local economy.

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

Current Fiscal Year

4.5%

Requested Next Fiscal Year

5%

## Program

---

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

We currently operate Visit Pocatello Chubbuck and manage the Visitor Center.

Our mission is to educate and share with the world the gems that South East Idaho has to offer by creating and developing marketing strategies that bring additional guests and positivity to our area. We also strive to make an impact on the overall guest experience by providing easily accessed information and positive tourism experiences.

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

We are currently targeting the Big Sky Conference, Canada and the Western United States. We market to areas outside of Pocatello. We market through many avenues including digital marketing, trade shows, Meeting planner events, website, sponsorships, print media and more.

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

Our program has a strong ROI in the local economy as we bring in tourists and enhance their experiences. This brings in additional revenue through sales and taxes in many forms.

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

We are constantly evolving, learning and improving.

## 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

Jeffery Glissendorf, Director of Tourism and Marketing

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

n/a

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.

Volunteers are our welcoming staff at the Visitor Center and are there for information and conversation about the area.

# 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)

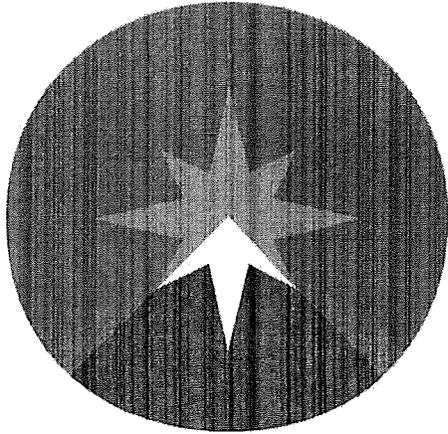
Size of family unit	Weighted average thresholds	Related children under 18 years									
		None	One	Two	Three	Four	Five	Six	Seven	Eight or more	
One person (unrelated individual):	15,480										
Under 65 years.....	15,850	15,852									
65 years and over.....	14,610	14,614									
Two people:	19,680										
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	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.

n/a



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)

Housing Alliance and Community Partnerships

Organization Address

Street Address

711 N 6th Ave

City

Pocatello

State

ID

Zip Code

83201

Organization Website (or social media presence)

[www.hacpiid.gov](http://www.hacpiid.gov)

## Organization Contact

---

Contact Name

Julie Nebeker

Contact Job Title

HACP Grant Writer

Contact Phone

208-233-6276

Contact Email

funding@hacpid.com

## Organization Board

---

Board President (or equivalent)

Michele Pond-Bell

Board President Phone

Board President Email

michelepb@hacpid.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		\$100,000 or other awarded
Government Funding – Other Cities		
Government Funding – County		
Government Funding – State		
Government Funding – Federal	\$3,459,374.00	Undetermined
Grant Support (itemize below)	\$260,943.92	Undetermined
Foundation and Corporate Support		
Contributions/Donations		
Special Events		
Membership Dues Received		
Investment Income	\$36,164.32	Undetermined
Fundraising Income		
Other Income (itemize below)	\$2,228,409.53	Undetermined
<b>TOTAL</b>	<b>\$5,970,582.57</b>	<b>Undetermined</b>

Please itemize your grant support sources.

CFP, OFP, Ross grants
-----------------------

Please itemize your other income sources.

Rents, HUD subsidy, return on investments, management fees from HUD, management fees from property management, HUD Grants
---

## Reserves

Total Year to Date

\$ 933,103.56

## Expenses

	Current Fiscal Year	Requested Next Fiscal Year
Salaries	\$762,466.35	Undetermined
Employee Benefits	\$285,751.22	Undetermined
Payroll Taxes	\$64,880.63	Undetermined
Professional Fees and Contracts	\$622,579.57	Undetermined
Occupancy (rent, utilities, building and grounds)	\$393,877.73	Undetermined
Specific Program Assistance	\$4,700.84	Undetermined
Supplies / Equipment	\$102,464.68	Undetermined
Membership Dues / Support to Affiliate Organization	\$2,935.80	Undetermined
Other Expenses (itemize below)	\$4,598,213.72	Undetermined
<b>TOTAL</b>	<b>\$6,902,859.70</b>	<b>Undetermined</b>

Please itemize your other expenses.

HAP payments, URP payments, insurances, bad debts, security, landlord incentives

## Funding Request

---

Amount Requested

\$100,000 or whatever we are able to receive

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.).

We didn't receive any funding last year

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

Current Fiscal Year

Would depend on the amount awarded

Requested Next Fiscal Year

Would depend on the amount awarded

## Program

---

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

805 N Main project (purchase and build out) Convert building to 40 affordable units and bring other services to the location for a community center in downtown area

Triangle Complex purchase and build 22 4bd town homes with a 12-18 apartment complex. This will serve students or families of the area.

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

On these projects, we will be targeting Very Low Income (VLI) and Extremely Low Income (ELI) citizens of the area. We will be providing housing and bring resources to the projects to assist them and the community.

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

Pocatello has a shortage of housing in general, these additional units and resources will help the city and HACP continue to bring solutions to the city and it's residents. Pocatello also needs more VLI & ELI available units for the area.

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

Over the last year, HACP has redefined itself and has been far more involved in the community, more active in the region & state as well. We have become more aggressive in acquiring and building more units for the city. We wish to continue to do this and ask the City continue to work with us on these initiatives.

## Staff and Volunteers

---

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

6 employees and any additional PRN

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

Jared Mangum, Executive Director                      Others as needed  
Kimberly Phillips, Deputy Director  
Sherryl Hawes, Compliance Supervisor  
Mark Hyde, Maintenance Supervisor  
Kasey Skaar, Resource Center Director  
Julie Nebeker, Grant Writer

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

Zero

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

3

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

Sean Williams, Owner of 805 N Main  
Benji Fielding, Owner of 805 N Main  
Taylor Wood, Owner of Triangle Complex

Each of the owners have put in valuable time and money to ensure HACP and the City are moving towards these projects. We thank them immensely for their sacrifice!

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

We serve thousands of citizens with all our programs

Projected Next Fiscal Year

We will continue to serve thousands

## Federal Poverty Level (FPL)

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

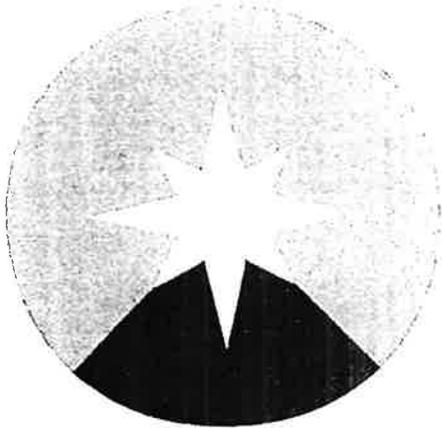
Size of family unit	Weighted average thresholds	Related children under 18 years								
		None	One	Two	Three	Four	Five	Six	Seven	Eight or more
<b>One person (unrelated individual):</b>	15,480									
Under 65 years.....	15,850	15,852								
65 years and over.....	14,610	14,614								
<b>Two people:</b>	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	63,199	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.

HACP serves ELI, VLI, LI and moderate income families of the area. We serve a diverse population, of all races, genders, and abilities. We have may elderly and disabled individuals that benefit from all of our programs.



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)

Idaho Legal Aid Services, Incorporated

Organization Address

Street Address

1447 S Tyrell Lane

City

Boise

State

Idaho

Zip Code

83706

Organization Website (or social media presence)

idaholegalaid.org

## Organization Contact

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Contact Name

Karl H. Lewies

Contact Job Title

Managing Attorney of Pocatello ILAS office

Contact Phone

(208) 904-0423

Contact Email

karllewies@idaholegalaid.org

## Organization Board

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Board President (or equivalent)

Sunrise Ayers, Executive Director

Board President Phone

(208) 807-2439

Board President Email

sunriseayers@idaholegalaid.org

## 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 <sup>1</sup>

	Current Fiscal Year	Requested Next Fiscal Year
City of Pocatello Funding	0.00	
Government Funding - Other Cities	10,118.60	
Government Funding - County	0.00	
Government Funding - State	338,496.00	
Government Funding - Federal	2,766,779.00	
Grant Support (itemize below)	0.00	
Foundation and Corporate Support	315,312.00	
Contributions/Donations	22,042.00	
Special Events	0.00	
Membership Dues Received	0.00	
Investment Income	11,444.00	
Fundraising Income	0.00	
Other Income (itemize below)	299,529.66	
TOTAL	3,763,721.26	

Please itemize your grant support sources.

Please itemize your other income sources.

Access to Justice: 105,300.00	WCA: 70,000
Shoshone Tribe: 60,000	NTAPP: 45,079.66
United Way: 8,500.00	GAL Supreme Court: 8,000.00
CDA & Nez Perce Tribes: 2,650.00	

<sup>1</sup> The Pocatello Office receives approximately seven (7%) percent of Idaho Legal Aid Services, Inc. total revenue.

## Reserves

Total Year to Date

(December 31st 2024) 1,159,483

## Expenses

	Current Fiscal Year	Requested Next Fiscal Year
Salaries	2,998,305.08	
Employee Benefits	629,498.24	
Payroll Taxes	173,988.85	
Professional Fees and Contracts	417,100.00	
Occupancy (rent, utilities, building and grounds)	133,100.00	
Specific Program Assistance		
Supplies / Equipment	23,200.00	
Membership Dues / Support to Affiliate Organization	18,735.00	
Other Expenses (itemize below)	53,000.00	
TOTAL	4,446,927.17	

Please itemize your other expenses.

Mileage, Per Diem, Other Travel exp:	27,000.00
Training (Statewide and others):	13,000.00
Public Relations (Bloomerang, ISB, Fundraising, Donations, etc):	7,000.00
Conference registration fees:	6,000.00

# Funding Request

Amount Requested

\$20,000

Did your program receive City of Pocatello funding last year?

Yes  No

If so, what was the amount received?

N/A

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

Yes  No  N/A

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.).

Every grant dollar will be applied directly to three frontline positions that expand ILAS capacity to deliver free civil legal services in Pocatello. Of the positions, ILAS expects to support the following positions: Staff attorney (1), Support Staff (1), and Office Manager (1). The Staff Attorney will lead casework from intake to resolution; drafting pleadings, and appearing in court or administrative hearings. The attorney will focus on high-demand matters such as eviction prevention, DV protection orders, and preservation of essential public benefits. The Support Staff and Office Manager will ensure cases move efficiently via maintenance of case files and handling of client correspondence. Applicant screening and eligibility will also fall under these individuals' responsibilities.

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.

ILAS seeks to support its Pocatello Office operations by provisioning free civil legal assistance to low-income residents of Pocatello. Funding will cover three essential positions: one Staff Attorney, one Office Manager, and one Support Staff Member. Program goals include the following: 1) Expand Access in Pocatello by continuing to maintain services so low-income residents can obtain timely, legal help without having to travel outside of the Pocatello area. 2) Preserve Housing and Essential Stability. Prevent unjust evictions, resolve safe-housing conditions, and secure lawful tenancy rights to keep families safely housed. Protect Personal Safety and Economic Security. Obtain protective orders for survivors of abuse and safeguard critical income streams (public benefits, wages, and assets) from unlawful garnishment or fraud. Strengthen Community Awareness. Conduct regular outreach clinics and "Know Your Rights" sessions in partnership with local shelters, senior centers, and veterans' groups, ensuring vulnerable populations know where to turn for help. Funding of this program will anchor a stable, city-based legal services hub that delivers practical, life-changing assistance to Pocatello residents who would otherwise face civil legal crises alone.

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

The project serves low-income residents of Pocatello and the surrounding Bannock County area—especially those at or below 125% of the Federal Poverty Level. Within this group, ILAS will concentrate on: renters facing housing insecurity in a market where eviction filings have been rising in Idaho and where affordable units are scarce; survivors of domestic violence and other abuse, who need swift civil-protection orders and related family-law assistance; older adults who experience disproportionate poverty and mobility barriers.

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

The City of Pocatello's most pressing civil-legal gaps all revolve around basic stability—safe housing, personal safety, and day-to-day economic security. Rising rents and a steady flow of eviction filings leave many low-income tenants one court date away from homelessness; survivors of domestic violence often need immediate civil protection orders; and older adults and working families struggle to navigate benefits, debt collection, and consumer scams without professional help. Yet affordable, local legal representation remains scarce. The proposed three-person team tackles these needs head-on. A full-time staff attorney will provide direct representation in eviction, protection-order, consumer, and benefits matters, giving residents a knowledgeable advocate in Pocatello's courts and administrative hearings. An office manager will keep client files in perfect order, to ensure cases move quickly and deadlines are never missed. A support staff member will coordinate walk-in, phone, and online intake, schedule clients, and organize brief-advice clinics in neighborhoods and partner sites—bringing help to people who cannot easily travel or who are unsure where to begin. Together, these positions create a reliable, year-round civil-justice "front door" for Pocatello, preventing avoidable evictions, securing protective orders, safeguarding incomes, and easing the strain on local shelters, courts, and social-service providers.

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

Over the past five years the Pocatello Office has shifted from a "walk-in only" model to a flexible, outreach-driven approach. We've added bilingual phone and online intake so clients without reliable transportation or childcare can start a case from home, and we regularly operate outreach events to provide education and advocacy for those that need it most. Case priorities have also been recalibrated: when pandemic-era rent spikes pushed more tenants toward eviction, we expanded housing work and created a streamlined Housing Hotline to ensure clients could receive legal advice at any point in their journey. At the same time, we forged new referral pipelines with various local service agencies, prompting us to cross-train staff in protection-order and guardianship procedures and to adopt trauma-informed interview practices. Each change was made in direct response to feedback from local partners, court data, and client surveys, ensuring the program stays tightly aligned with Pocatello's evolving civil-justice needs.

## Staff and Volunteers

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

3 full-time employees

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

Staff attorney (1)  
Office Manager (1)  
Support Staff (1)

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

N/A

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

N/A

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

N/A

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

N/A

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

1,086 cases closed

Projected Next Fiscal Year

4,235 cases

## 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	63,199	61,651	61,268	59,997

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.

ILAS typically serves close to two-thirds of its clients at 125% FPL or lower. In the last year, 89% of clients served were between 125% and 175% FPL.

**Financial Information**

**Pocatello Office**

## Revenue <sup>2</sup>

	Current Fiscal Year	Requested Next Fiscal Year
City of Pocatello Funding	0.00	20,000.00
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	264,989.00	270,000.00
Grant Support (itemize below)	10,780.00	10,780.00
Foundation and Corporate Support	23,590.00	21,000.00
Contributions/Donations	3,150.00	4,000.00
Special Events	0.00	0.00
Membership Dues Received	0.00	0.00
Investment Income	1,635.00	1,500.00
Fundraising Income	13,163.00	15,000.00
Other Income (itemize below)	60,000.00	60,000.00
TOTAL	377,307.00	402,280.00

Please itemize your grant support sources.

Our federal funding comes through federal grants that support the Pocatello office: Legal Services Corporation-\$215,476; Elder Justice APS-\$9,117; HUD Fair Housing-\$20,800; TCCLA (Tribal)-\$19,596. We also get a grant from the Area Agency on Aging-\$10,780.

Please itemize your other income sources.

Shoshone-Bannock Tribe-\$60,000

<sup>2</sup> This financial information is for the Pocatello Office alone.

## Reserves

Total Year to Date

(Dec 31st 2024) \$1,159,483.00 Pocatello's portion of the reserves=\$81,164

## Expenses

	Current Fiscal Year	Requested Next Fiscal Year
Salaries	260,426.00	263,551.00
Employee Benefits	70,315.00	71,159.00
Payroll Taxes	15,112.00	15,295.00
Professional Fees and Contracts	29,200.00	29,200.00
Occupancy (rent, utilities, building and grounds)	19,014.00	20,915.00
Specific Program Assistance		
Supplies / Equipment	2,900.00	3,000.00
Membership Dues / Support to Affiliate Organization	1,686.00	1,686.00
Other Expenses (itemize below)	3,920.00	4,000.00
<b>TOTAL</b>	<b>402,573.00</b>	<b>384,344.00</b>

Please itemize your other expenses.

Mileage, Per Diem, Other Travel exp:	2,000.00
Training (Statewide and others):	1,000.00
Public Relations (Bloomerang, ISB, Fundraising, Donations, etc):	500.00
Conference registration fees:	420.00

***“Internal Revenue Service Letter”***

Address any reply to:

P.O. Box 21224, Seattle, WA 98111

~~SECRET~~ ~~SECRET~~  
**Department of the Treasury**

CONTACT: Mercedes Sison

TELEPHONE: (206) 442-4747

EP/EO:EO1:RKK

**District Director**

**Internal Revenue Service**

Date NOV 15 1976

In reply refer to:

L-178, Code 428

SEA:EO:77-124

▷ Idaho Legal Aid Services, Inc.  
104<sup>1</sup>/<sub>2</sub> South Capitol Blvd.  
Boise, ID 83706

NOV. 22 1976

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

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. You are not liable for the taxes 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.

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

If your gross receipts each year are normally more than \$5,000, you are required to file Form 990, Return of Organization Exempt From Income Tax, 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, for failure to file a return on time.

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.

Please keep this determination letter in your permanent records.

Sincerely yours,

*Michael Sassi*

Michael Sassi  
District Director

This determination letter is effective from September 2, 1976 in accordance with Section 508(a) of the Internal Revenue Code of 1954. For periods prior to the effective date of exemption, you are required to file Federal income tax returns with your District Director. Furthermore, contributions to you prior to the effective date of exemption are not deductible by donors on their individual income tax returns.

***Bylaws of Idaho Legal Aid Services, Inc.***

BYLAWS OF  
IDAHO LEGAL AID SERVICES, INC.  
AS AMENDED MAY 15, 2021

ARTICLE I.  
NAME AND PRINCIPAL OFFICE

1. Name. This organization, incorporated under the laws of the state of Idaho, shall be known as IDAHO LEGAL AID SERVICES, INC. (hereinafter ILAS).

2. Principal Office. The principal office of ILAS shall be located in Boise, Idaho, or in another location designated by the Board of Directors.

ARTICLE II.  
PURPOSE

ILAS is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the United States Internal Revenue Code of 1954 or any future corresponding provisions of such statute. To further these purposes, ILAS shall attempt to educate and serve indigent persons in the state of Idaho, by providing legal representation and creating, encouraging, and providing technical assistance for educational purposes related to legal problems of the indigent.

ARTICLE III.  
MEMBERSHIP

ILAS shall have a Board of Directors (Board) with members. The attorney members will be those persons designated by the Idaho State Bar Association (hereinafter Idaho State Bar), and district bar associations. The client eligible members shall be selected by the ILAS Board following the solicitation of recommendations from selected nonprofit corporations.

ARTICLE IV.  
BOARD OF DIRECTORS

1. General Powers. The property, affairs, and business of ILAS shall be under the direction of its Board.

2. Number and Composition. The Board shall consist of 19 members. Twelve of the Board members shall be attorneys admitted to practice law in the state of Idaho. The attorney Board members shall reasonably reflect the diversity of Idaho's legal community and the population of the areas served by ILAS, including race, ethnicity, gender and other similar factors. Seven of the Board members shall be persons eligible to be ILAS clients when initially appointed to the Board. Eligible client members shall be selected without regard to whether they have actually received or are receiving legal assistance at the time of appointment. Eligible client members shall be selected so that they, to the extent

possible, reflect the variety of interests within the client community and reasonably reflect the diversity of the eligible client population served by the recipient, including race, gender, ethnicity and other similar factors.

3. Selection. Members of the Board chosen by groups in the ILAS service area shall be accountable to those groups. Each group designated to select a member may choose as its representative, either its own member, or a person outside the group. The members shall be selected as follows:

A. Twelve attorney members: one from each judicial district appointed by each of the seven district bar associations, and one appointed by the Idaho State Bar. The remaining four attorney Board members will be appointed as follows:

- 1) One from the northern region which includes the First and Second Judicial Districts; provided that the initial appointment for this position shall be made by the First District Bar Association and alternate with the Second Judicial District Bar Association when the position becomes vacant;
- 2) One additional attorney Board member from the Fourth Judicial District;
- 3) One from the western region which includes the Third and Fifth Judicial Districts; provided that the initial appointment shall be made by the Third District Bar Association and alternate with the Fifth Judicial District Bar Association when the position becomes vacant;
- 4) One from the eastern region which includes the Sixth and Seventh Judicial Districts; provided that the initial appointment shall be made by the Sixth District Bar Association and alternate with the Seventh Judicial District Bar Association when the position becomes vacant.

B. Seven client eligible members, one from each judicial district. ILAS must solicit recommendations for eligible client members from a variety of appropriate groups designated by ILAS that may include, but are not limited to, client and neighborhood associations and community-based organizations that advocate for or deliver services or resources to the client community served by ILAS. ILAS should solicit recommendations from groups in a manner that reflects, to the extent possible, the variety of interests within the client community, and eligible client members should be selected so that they reasonably reflect the diversity of the eligible client population served by the recipient, including race, gender, ethnicity and other similar factors. Client eligible members shall be elected by a simple majority vote of the board.

4. Term. Beginning with the Board selection in January 2000, six of the Board members shall serve a one year term; six of the Board members shall serve a two year term; and seven Board members shall serve a three year term. Provided that at the expiration of these terms, successors shall serve three year terms. Board members whose terms have expired shall continue to serve until their successors are appointed or for a

period of one year following the end of their term, whichever comes first. Board members may be elected for successive terms.

5. Attendance. A Board member who fails to attend two consecutive Board meetings, either in person or by teleconference may be removed from the Board. The Board may waive the requirements of this section for good cause.

6. Removal. The Board, by a vote of at least two-thirds of the members may remove any Board member for gross misconduct, lack of commitment, and/or service to the basic objectives of ILAS. Notice that a removal vote may be taken must be included in the agenda for the meeting.

7. Vacancies. When an attorney board member vacancy occurs during his/her term, the group which appointed the departing Board member shall have 60 days to select new a Board member who shall serve for the remainder of the term. When a client eligible board member vacancy occurs during his/her term, ILAS will solicit recommendations from appropriate nonprofit organizations and elect a new member within 60 days who shall serve for the remainder of the term.

8. Annual Meetings. An annual Board meeting shall be held at a place and time designated by the Board. At the annual meeting the president and chief financial officers shall report on the activities and financial condition of ILAS. The annual meeting shall be held in conjunction with a regular meeting.

9. Regular Meetings. At least four regular Board meetings shall be held, in person or via teleconference, at a place and time designated by the Board.

10. Special Meetings. Special meetings may be called by the Board President or at the request of any three (3) Board members.

11. Notice. Written notice of each annual or regular meeting, specifying the place and time shall be delivered to each Board member not less than 15 days nor more than 30 days before the meeting. Notice may be delivered in person, by mail, e-mail or other electronic means. A tentative agenda shall accompany each notice. If mailed, such notice shall be deemed to be delivered when received or five days after its deposit in the U.S. mail, as evidenced by sworn affidavit or postmark. If sent electronically, notice is effective when electronically transmitted.

12. Quorum. A quorum shall consist of a majority of the Directors. Once a quorum is reached, it will be considered to exist for the remainder of the meeting. The action of a simple majority of the members present at a meeting shall be considered the action of the entire Board. Provided further, that if less than ten Board members are present, those members may transact the corporation's business and submit said business to the Board for ratification at the next statewide Board meeting where a quorum is present.

13. Conduct of Meeting. ILAS shall give timely and reasonable prior public notice of all meetings, and all meetings shall be public except for those concerned with matters properly discussed in executive session. Each Board member shall have one vote upon all matters on which the Board decides to vote. Meetings may be conducted in accordance with *Robert's Rules of Order* to the extent that they are not inconsistent with these Bylaws.

14. Informal Action. Any action which may be taken at a Board meeting may be taken without a meeting if consent in writing to the action is obtained from at least two-thirds of the Board members.

15. Powers and Duties. The Board shall have, but shall not be limited to, the following powers, duties, and responsibilities: (1) establish and review broad policies governing the operation of ILAS; (2) exercise supervision to ensure that ILAS establishes and maintains adequate accounting records and internal control procedures, prepares required financial statements and secures necessary audits; and (3) evaluate the operation of ILAS in accordance with the objectives and purposes stated in these Bylaws and other official documents of ILAS. The Board shall not involve itself in decisions regarding the acceptance or handling of specific cases or in any other case-related activities which might interfere with the professional responsibilities of ILAS attorney staff, except to the extent necessary in resolving a client grievance consistent with ethical rules. The Board shall not involve itself in the day-to-day management and operation of ILAS. The Board may, by resolution, delegate to committees of their own number, or to officers of ILAS such powers as they deem appropriate.

16. Nepotism. A person may not serve on the Board if a member of his/her immediate family is an ILAS employee. For purposes of this section, "immediate family" includes children, spouse or spousal equivalent, grandchildren, parents, grandparents, and parents-in-law.

17. Compensation. Board members shall receive no compensation for their service as Directors. Members may receive a reasonable per diem expense payment or reimbursement for actual expenses for normal travel and other reasonable out-of-pocket expenses related to their duties as board members.

## ARTICLE V. OFFICERS

1. Officers. The officers of ILAS shall be the President, Vice President, Secretary, and such other officers as may be elected in accordance with the provisions of this Article. No Board member may hold more than one office at the same time.

2. Election and Term of Office. Officers shall be elected at the annual meeting of the Board of Directors by a simple majority of the Board where a quorum is present. New officers may be created and filled at any meeting of the Board at which a quorum is present if the meeting notice has stated that such action may be taken. Each officer shall hold office until his/her successor is elected.

3. Removal. The Board, by affirmative vote of two-thirds of the Board members, may suspend or remove an officer with or without cause.

4. Vacancies. A vacancy in any office may be filled for the unexpired portion of the term by a simple majority vote of the Board members.

5. President. The President shall preside at meetings of the Board and of the Executive Committee; shall cooperate with the Board and staff in planning the agenda for Board meetings; shall execute, with the Secretary, any deeds, mortgages, deeds of trust, notes, bond, contracts, or other instruments authorized by the Board to be executed except where such authority has been delegated to another person(s); and shall perform such other duties incident to the office as the Board may require.

6. Vice President. The Vice-President will perform all duties and exercise all powers of the President when the President is absent or is otherwise unable to act. The Vice-President will perform any other duties that may be prescribed by the Board of Directors.

7. Secretary. The Secretary shall be responsible for ensuring the preparation and maintenance of minutes of meetings of the Board and of resolutions presented and passed by the Board; shall execute documents as may be required; and shall perform such other duties as may be required by the President or the Board.

#### ARTICLE VI. COMMITTEES

1. Executive Committee. There shall be an Executive Committee of the Board consisting of the President, Vice President, and Secretary, and such other members as the President may appoint. The composition of this Committee shall reflect the same attorney/client eligible proportions as the entire Board. The Executive Committee shall exercise the powers of the Board between meetings of the Board subject to ratification at the next Board meeting. Actions of the Executive Committee shall be taken at meetings at which all or all but one of the Committee members is present and shall require two-thirds consent of those present.

2. Special Committees. The Board, by Resolution, or the President of the Board may create any committees which may be needed from time to time and the President shall appoint the members of such committees.

#### ARTICLE VII. EXECUTIVE DIRECTOR

The Executive Director shall be hired by and serve at the pleasure of the Board of Directors. He/she shall be the chief executive officer of ILAS and, under the general supervision of the Board of Directors, shall administer the operations of ILAS consistent with the policies set by the Board. The Executive Director shall supervise and control all of

the day-to-day business and affairs of ILAS offices. (S)he may sign, individually, or with an appropriate officer of ILAS as designated by the Board, any deeds, mortgages, bonds, contracts, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board, or by these Bylaws, or by law, to some other officer or agent of ILAS. The Executive Director shall have the sole and exclusive authority to hire and terminate the employment of all other ILAS staff in accordance with the corporation's *Employee Handbook* or other policies set by the Board. The Executive Director shall be responsible for the planning of legal services or community education to be rendered, for the development and administration of the corporation's budget, for litigating cases as appropriate, for enforcing the conditions imposed by funding sources, and for such other duties as may be required for the effective operation of ILAS.

ARTICLE VIII.  
FISCAL YEAR

The fiscal year of ILAS shall be the calendar year, unless changed by the Board.

ARTICLE IX.  
INDEMNIFICATION

ILAS may indemnify any person who is or was a party, or who is threatened to be made a party by reason of the fact that he/she is or was a Board member, employee, or agent of ILAS, against expenses (including attorney fees), judgments, or amounts required to be paid in settlement; provided that he/she acted in good faith and in a manner reasonably interpreted to have been in ILAS's best interests. Such indemnification shall be made upon a recommendation of the Board of Directors.

ARTICLE X.  
AMENDMENTS

These Bylaws may be amended, altered, or repealed by the affirmative vote of two-thirds of the Board members present at a meeting at which a quorum is present. The text of the proposed change(s) shall be included in the agenda for the meeting.

***Minutes of Board of Directors Meeting***

***May 3, 2025***

***(Draft)***

IDAHO LEGAL AID SERVICES, INC.  
Board of Directors Annual Meeting  
Saturday, May 3, 2025  
Hampton Inn, 495 S. Capitol Boulevard, Boise  
9:00 am - 2:00 pm Mountain Time  
**Draft Meeting Minutes**

1. Meeting Opening and Quorum Establishment
  - . Meeting called to order after establishing a quorum.
  - . Minutes from the last meeting were approved unanimously.
2. Conflict of Interest Policy Acknowledgment
  - . Annual acknowledgment of the conflict of interest policy required from all board members.
  - . Members present acknowledged they have read and agree to abide by the policy.
3. Election of Officers
  - . Current officers, Kathy as Secretary and Brooke Redmond as President, were retained, unanimously.
  - . The board is seeking a new Vice President due to the current VP stepping down.
4. 2024 Case Update
  - . Total of 3,661 cases closed in 2024, down from 4,169 in 2023.
  - . Increase in brief service cases (560) and extended representation cases (533).
  - . Advice only cases decreased significantly from 3,134 to 2,568.
  - . Majority of clients served are below the federal poverty line, with a focus on domestic violence and housing cases.
5. Client Impact and Feedback
  - . Client stories shared highlight the positive impact of legal aid services.
  - . Efforts to collect more client stories for fundraising and awareness are emphasized.
6. Grant Application Discussion
  - . Discussion on applying for a \$20,000 Community Development Block Grant for legal services.
  - . Approval sought from the board to submit the grant application by the extended deadline.
  - . Board voted and unanimously approved ILAS applying for CDBG funding from the City of Pocatello and City of Lewiston.
7. Annual Report Overview
  - . Presentation of the 2024 annual report with a focus on themes and service categories.
  - . Highlighting the impact of services provided across various demographics and case types.
  - . Emphasis on the importance of serving all 44 counties in Idaho for fundraising efforts.



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 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

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

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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	\$12,500.00	\$60,000.00
Government Funding – Other Cities		
Government Funding – County		
Government Funding – State		
Government Funding – Federal		
Grant Support (itemize below)	\$50,000.00	
Foundation and Corporate Support		
Contributions/Donations		
Special Events		
Membership Dues Received		
Investment Income		
Fundraising Income	\$9,835.00	
Other Income (itemize below)		
<b>TOTAL</b>	<b>\$72,335.00</b>	<b>\$60,000.00</b>

Please itemize your grant support sources.

\$10,000 was received from the Ifft Foundation. This grant went to Bonneville Neighborhood Association with NeighborWorks Pocatello as fiscal sponsor. The grant was awarded to go toward park improvements at what is now Purce Park. Another \$40,000 was received from Wells Fargo. These funds were also awarded to Bonneville Neighborhood Association with NeighborWorks Pocatello acting as fiscal sponsor. These funds also went toward park improvements, including new playground equipment, for Purce Park.

Please itemize your other income sources.

The \$9,835.00 was the net amount raised from the Historic Home Tour. These funds were split equally between five of the six neighborhood associations to utilize as general funds for community engagement and activities.

## Reserves

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Total Year to Date

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## 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)		\$60,000.00
<b>TOTAL</b>	\$0.00	\$60,000.00

Please itemize your other expenses.

See neighborhood letters for itemizes amounts from each neighborhood. NeighborWorks Pocatello will act as fiscal agent for the five neighborhood associations. This will not be part of NeighborWorks Pocatello's operating funds.
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# Funding Request

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Amount Requested

\$60,000.00

Did your program receive City of Pocatello funding last year?

Yes  No

If so, what was the amount received?

\$12,500.00

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.).

Each neighborhood has written a letter that is attached with the application outlining how the resources will be utilized.

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

Current Fiscal Year

55%

Requested Next Fiscal Year

65%

## Program

---

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

NeighborWorks Pocatello is seeking funding on behalf of the six core neighborhoods in Pocatello that currently receive organizing support from our organization. This funding will be used to expand and enhance neighborhood-level services through community-led projects and events. These services are designed to foster stronger community engagement, encourage grassroots participation, and improve the overall quality of life in central Pocatello neighborhoods. The primary goal is to bring residents together, strengthen neighborhood identity, and support local initiatives that address shared community priorities. Each participating neighborhood has developed a unique plan outlining their specific objectives and proposed activities for the upcoming fiscal year, which is included as part of this funding application.

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

The target population for these services includes residents living within the core neighborhoods of Pocatello. These areas encompass much of the city's older housing stock and are home to many low- to moderate-income (LMI) households. The initiative is focused on enhancing the livability and cohesion of these neighborhoods by supporting community-driven efforts. Planned activities include neighborhood gatherings such as "Movies in the Park," seasonal festivals, and other events aimed at fostering community connections. Additionally, several neighborhoods are planning to invest in physical improvements and amenities for their local parks to create more inviting and functional public spaces for residents of all ages.

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

The NeighborWorks Pocatello neighborhood association program effectively addresses a critical community need by fostering stronger social ties, enhancing public spaces, and promoting grassroots engagement in underserved areas of the city. The neighborhood associations we support have played a vital role in creating a stronger sense of community and enhancing the quality of life for residents. Through collaborative efforts, these neighborhoods have successfully pursued grant funding and organized volunteer initiatives to improve amenities in local parks and public spaces.

Their impact is demonstrated through a variety of community events such as the Lasting Legacy Festival, Light Caldwell Park, the Lewis and Clark Fall Harvest Party, and the 3rd of

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

Over the past several years, the neighborhood associations have grown and adapted significantly to better serve the evolving needs of the community. Following the challenges posed by the COVID-19 pandemic, many neighborhood associations required revitalization. Through focused organizing and renewed community engagement efforts, these associations have not only been reestablished but have emerged stronger than ever—demonstrating increased collaboration, leadership, and impact within their neighborhoods.

Since 2022, in response to the desire for greater financial capacity to support meaningful local projects, the six core neighborhood associations of Pocatello initiated a shared annual fundraiser: the Historic Home Tour. This event has quickly become the largest and most

## 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

1

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

Cynthia Billmeyer  
Community Engagement Coordinator

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 members of the neighborhood associations as well as those that offer support at the events that are held. Each of the neighborhoods has a core board and additional residents that volunteer when events/projects 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):	15,480									
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.

Four out of the six neighborhoods are LMI census tract neighborhoods. Lewis and Clark and College no longer fall in LMI range.

NeighborWorks Pocatello has a long history of working with the six centrally located neighborhoods of Pocatello. At this time those six neighborhoods are applying to be considered for funding from the City of Pocatello so that they may continue improving the Pocatello community from within. The neighborhoods have held community events such as the Lasting Legacy Festival, Light Caldwell Park and a 3<sup>rd</sup> of July bike parade just to name a few. In addition to activities, the neighborhoods have also been successful in bringing in other funding sources to improve the community spaces in Pocatello. These grassroots efforts by the neighborhood associations go a long way to improve the way of life for the citizens of Pocatello. They truly work with purpose and detail to bring community together and highlight what makes it so great to be a resident of this city. The six neighborhoods are requesting \$10,000 each for a total allocation of \$60,000. These funds will ensure that the neighborhoods can continue with these grassroots efforts of improving our city and bringing residents together.

Board Presidents/Members for the five Neighborhood Associations Applying

Bonneville Neighborhood

Janell Kaneaster

(503) 723-7550

[janellchoo@hotmail.com](mailto:janellchoo@hotmail.com)

Alameda Neighborhood

Roger Frey

(208) 242-6006

[rogerfrey@isu.edu](mailto:rogerfrey@isu.edu)

Lewis and Clark Neighborhood

Brenda Pollard

(208) 233-3543

[brpollard@gmail.com](mailto:brpollard@gmail.com)

Neighborhoods of Historic Downtown

Crystal Panek

(208) 233-1525

[crystal@pocatelloidaho.com](mailto:crystal@pocatelloidaho.com)

College Neighborhood

Trissa Cameron

(208) 317-8504

[Trissa.cameron14@gmail.com](mailto:Trissa.cameron14@gmail.com)

Mountain View

Neighborhood

Brett Walker

[thebrettwalker@gmail.com](mailto:thebrettwalker@gmail.com)

# Lewis & Clark Neighborhood Association

## City of Pocatello \$5000-\$10,000 Neighborhood Grant

OBJECTIVE: Replace outdated and dangerous playground equipment at Freckleton Park

We have met with Parks & Rec Director Anne Butler and Park Supervision Brayden to discuss the replacement of the park equipment at 144 Wilson Ave. Ms. Butler said this park is on her schedule for new equipment but is not at the top of the list. Presenting funding for the toys at roughly \$35-40,000 would move this project to the top of the list. This is a goal we would like to pursue with the following partnerships:

City of Pocatello \$10,000

IFFT Foundation \$10,000

A lucky financial institution \$10,000

Neighborhood fundraising \$ 5,000+

This fund of money would purchase the equipment. Anne Butler said the department will install the equipment.

Our plan is to enter a request for the IFFT grant in August 2025, and to begin immediately searching for a willing financial institution to invest in this worthy venture. The goal is to get the financing in place and purchase equipment for installation the spring of 2026.

We are open to more suggestions and look forward to a wonderful project that develops community engagement, pride of place, and a more beautiful Pocatello!

## Lewis & Clark Neighborhood Association

*Brenda Pollard, President 208-233-3543*

*Joyce Burnett, Vice President 208-221-6719*



## Neighborhoods of Historic Downtown Pocatello

We would like to host a Tree-lighting ceremony at Lookout Point in early December – we will be writing an IFFT grant for the big tree lights but will need more help with other lights and Christmas swag – Budget of \$5000

- Hoping to host this on the first weekend in December
- Hot Cocoa from local downtown shops
- Carolers from our local musicians – Pocatello Theatricals, West side Players
- Possibly purchasing a tree to plant in a neighbor's yard

We would like to continue to grow the bike parade by making the pre- 4<sup>th</sup> of July a bit like an extended block party with the bike parade, food, music- Budget \$2000

- Hoping to do this on June 27<sup>th</sup> at Raymond Park
- Inviting Food Trucks
- Coordinating with local bike shops to be available for light maintenance during the event
- Going to purchase some bike related prizes for giveaways/swag

Hosting four movie nights this year at Lookout Point (Budget \$500ea, total \$2000).

- Hosting one event in June, July, late August, September
- Need to purchase movie rights to show the movie
- Will be purchasing popcorn and N/A drinks for the movie attendees

Festival of Trees Donation – Budget of \$1000

- We would like to put a tree together and decorate it for the Festival of Trees

We see great things happening in our Historic Downtown area and we want to recognize our neighbors, help our neighbors feel safe, included and proud of our neighborhood.

Mountain View Neighborhood Association 2026 ask from City of Pocatello Budget.  
Submitted by Brett Walker, President of Mountain View Neighborhood Association.

Our little neighborhood association met and discussed some needs for our neighborhood.

We hope to have a small gazebo built in Bremmer Park.

Our little neighborhood park is a perfect park for families with small children to meet and play and visit with other neighbors. Our hope is to grow our relationships as neighbors in Bremmer park.

The park has a fun little playground. We would like to enhance the park and the experience with a gazebo. Gazebos offer shelter from the sun and rain. More importantly, Gazebos are charming, welcoming and the shape encourages neighbors to gather and talk to one another. Many small towns in America have gazebos in their town squares.

We hope to treat our sweet little park as a gathering place. We can plan on neighborhood ice cream parties, game days, holiday experiences and community fun in and around our park and gazebo.

Our plan is to work with Parks and Recreation to clear and level a small area of the park for a small gazebo. We will order a Gazebo kit and enlist volunteers to assemble the gazebo. If we have enough money we would like to surround the gazebo with some hearty flowers and a few path stones.

We could have a perfect neighborhood gazebo for around 10,000 dollars.

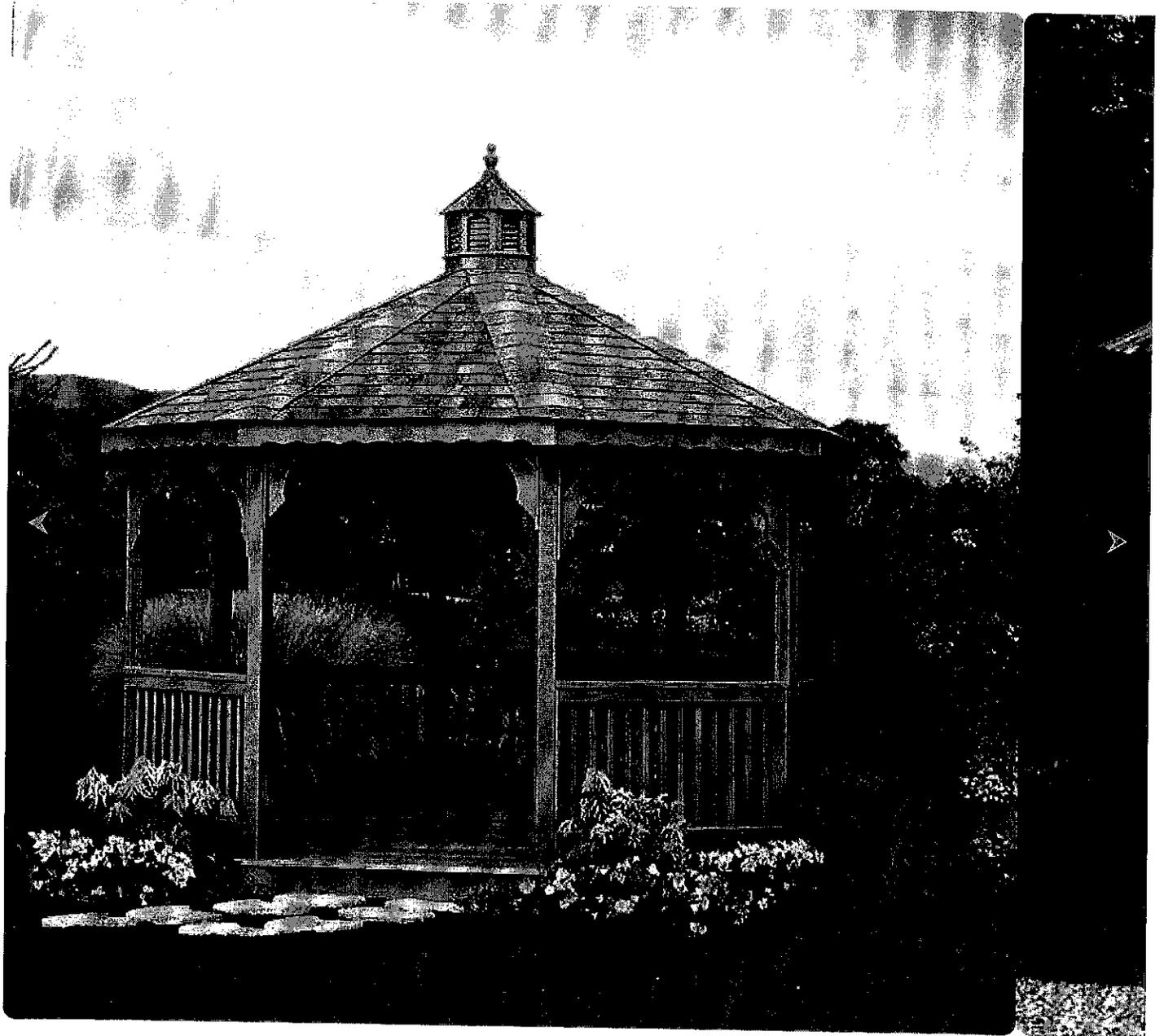
We ask you to consider our request.

With pride in our community,

Brett Walker,

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## **Bonneville Neighborhood Association Funding Request FY26**

### **Subject: Funding Proposal for Bike Racks and Beautification at City Parks**

On behalf of Bonneville Neighborhood Association and in partnership with NeighborWorks Pocatello, we are pleased to submit this proposal requesting funding to support the purchase and installation of bike racks and landscaping enhancements at several city parks. This project aims to improve accessibility, promote alternative transportation, and enhance the aesthetic appeal of public spaces.

We propose the purchase of eight (8) custom bike racks, which will be strategically installed at the following locations:

- **Purce Park** – 2 bike racks
- **The Skate Park** – 3 bike racks
- **The Ballpark** – 3 bike racks

Currently, there are no bike racks at these parks. Installing them will encourage residents to bike to these destinations and feel secure leaving their bikes during their visit. The racks can be customized to display the name of the park where they are located, helping reinforce community identity and pride.

The total cost of the bike racks is \$9,837.36. The remaining \$162.64 of our funding request will be allocated to the planting of perennials at Purce Park, further contributing to the beautification of the park and creating a more welcoming environment for residents and visitors.

We believe this project will have a positive and lasting impact by promoting health, sustainability, and community engagement. We greatly appreciate your consideration and support of this proposal.

Sincerely,  
Janell Kaneaster  
President, Bonneville Neighborhood Association





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	Product	Price	Quantity	Subtotal
	<a href="#">Walnut Bike Rack</a> Color: Brown Dimensions & Weight: W110	\$1,229.67	<input type="text" value="1"/>	\$1,229.67
<input type="text" value="Coupon code"/> <input type="button" value="Apply coupon"/>		<input type="button" value="Update cart"/>		

### Cart totals

<b>Subtotal</b>	\$1,229.67
<b>Total</b>	\$1,229.67

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## Alameda Neighborhood Association FY26 Funding Requests

Mayor Blad and Members of the City Council:

The Alameda Neighborhood Association, a grassroots community organization, is pleased to submit this proposal in partnership with NeighborWorks Pocatello. We respectfully request funding from the City of Pocatello in the amount of **\$10,000** to support community-driven improvements at Alameda Park. This funding will enable three key initiatives that promote neighborhood engagement, public creativity, and universal accessibility in our beloved local park.

Alameda Park is a valued community hub where neighbors of all ages gather for recreation and connection. While the park offers open green space and playground equipment, we have identified opportunities to make it more inclusive and engaging. With a focus on accessibility and resident participation, our proposed projects will enhance safety, seating, and shared use of the park. The Alameda Neighborhood Association (in partnership with NeighborWorks Pocatello) will lead each effort with volunteer support and oversight to ensure transparency and community ownership.

In detail, the proposed community improvements include:

- **Tactical Urbanism Event (Estimated Cost: \$1,500):** This initiative will invite neighbors to help reimagine Alameda Park through low-cost, short-term design interventions. Examples include painting temporary chalk crosswalks, creating hay bale “bulb-outs” to narrow corners, and adding pop-up planters. The Tactical Urbanism event is designed to spark creativity and gather public feedback on future park design. By involving local residents in the process, we will raise awareness of safe pedestrian practices and encourage community-driven park planning. This \$1,500 allocation covers materials such as chalk paint, signage, wood pallets, and other supplies needed for the event.
- **• ADA-Accessible Fire Ring and ADA Table (\$955 and \$1,590):** To encourage inclusive community gatherings, we propose installing an accessible fire ring and an accompanying table that comply with ADA guidelines. The fire ring (approximate cost \$955) will have ramps and clearance to accommodate wheelchair users, and the elevated ADA table (approximate cost \$1,590) will allow people of all abilities to socialize. Installing these ADA-compliant amenities will ensure that all community members, including those with mobility challenges, can enjoy cookouts, storytelling by the fire, and other social activities in Alameda Park.
- **• Steel Park Benches (Three 4-foot wide benches – \$3,500):** To complement the event and serve park visitors long-term, we plan to purchase and install three durable steel benches. Each bench will be four feet wide, providing comfortable seating for seniors, parents, and others who need a place to rest.
- **• Shipping (estimated \$1,000):** We have included an estimated cost of \$1,000 to cover shipping and freight expenses for the tactical urbanism materials, fire ring, table, and

benches. Timely delivery of these materials is essential for the planned event and subsequent installation.

- **Installation and Concrete Work (estimated \$1,455):** Installation of the fire ring, cooking station, and benches will require professional labor, permits, and concrete foundations. We have budgeted \$1,455 to cover the cost of excavation, concrete footings, and installation.

The total funding requested for the above items is **\$10,000**. A summary of costs is provided below:

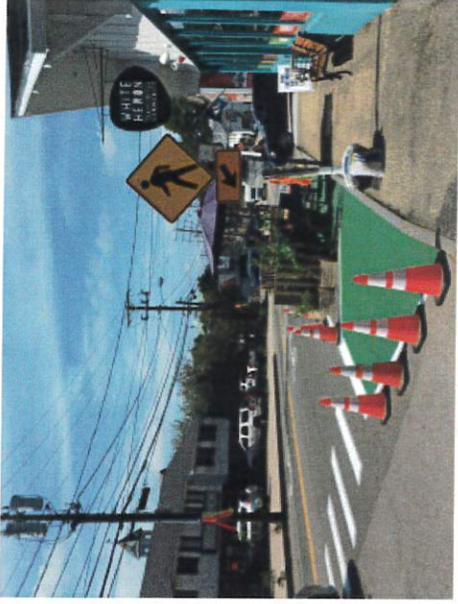
- Tactical Urbanism Event: \$1,500
- ADA Fire Ring: \$955
- ADA Picnic Table: \$1,590
- Park Benches (3 units): \$3,500
- Shipping: \$1,000
- Installation & Concrete: \$1,455
- **Total Request: \$10,000**

These projects will generate lasting community benefits. The Tactical Urbanism event will energize neighbors to co-create public spaces and will inform future park planning with real-time feedback from participants. The ADA-accessible amenities will remove barriers for residents with disabilities and encourage inclusive, family-friendly gatherings. The new benches and proper installation work will make the park more comfortable and safe for everyone. Together, these improvements align with the City of Pocatello's goals for vibrant, accessible public spaces and demonstrate the power of grassroots initiative.

The Alameda Neighborhood Association is a volunteer-driven organization representing the interests of local residents in the Alameda community. Working in partnership with NeighborWorks Pocatello, we have the capacity and support to organize the event, manage volunteers, and oversee the installation. NeighborWorks Pocatello has experience in community development projects and will assist with logistical planning and grant management. Our collaboration ensures that the City's investment yields positive outcomes and that all funds are managed responsibly.

We believe these neighborhood-led initiatives will strengthen community ties and enhance Alameda Park as a welcoming neighborhood destination. We respectfully request the City's support in funding these improvements at a total cost of \$10,000. We are happy to answer any questions or provide additional details. Thank you for your time and consideration of this proposal. We look forward to the opportunity to work with the City of Pocatello to make Alameda Park more accessible, inclusive, and vibrant for all community members.

# Temporary changes to engage residents



## #2. Heavy Duty ADA Cooking Station with fire pit



## Heavy Duty ADA Cook Station Table



The Champion single pedestal picnic table has a 48-inch x 48-inch top. The seats have a 10-inch width. The entire picnic table has a 77-inch x 77-inch overall footprint.

## Heavy Duty Coated Steel Park Benches



4' Bench with  
Backrest | Free  
Standing | Expanded  
Metal Design | 15"  
Seat Depth

## College Neighborhood Association FY26 Funding Request

Dear Mayor Blad and Members of the City Council,

On behalf of the College Neighborhood Association, in partnership with NeighborWorks Pocatello, we respectfully submit this proposal requesting **\$10,000 in city funding** to support two community-enhancing initiatives in Caldwell Park:

1. The development of a **pilot fitness trail**, and
2. The continued success of our annual **Light Caldwell Park** holiday celebration.

### **Project #1: Fitness Trail Pilot – \$7,000**

As a neighborhood invested in wellness, inclusivity, and creative use of public space, we propose the creation of a **pilot fitness trail** in Caldwell Park. This project will establish a clearly marked, accessible exercise path featuring instructional signage for basic, no-equipment exercises. The signage will guide users through stretching, balance, and low-impact strength movements—making the trail usable by all ages, including older adults, walkers, and runners.

The initial trail section will be developed on level ground with a surface cleared of grass and topped with crushed granite to ensure a firm, stable walking base. No equipment is needed—only educational signage and modest trail preparation. We hope to expand this trail system in future phases, connecting additional fitness stations throughout the park.

This initiative aligns with Pocatello’s goals of promoting healthy, active living and offering residents diverse recreational opportunities. It is a cost-effective project with immediate and long-term community benefit.

### **Project #2: Light Caldwell Park – \$3,000**

In December, the College Neighborhood Association will host **Light Caldwell Park**, a cherished neighborhood event that brings neighbors together in the spirit of the holidays. The park is beautifully decorated with lights, and the event features Santa Claus, a horse-drawn wagon ride through the park, and live holiday music.

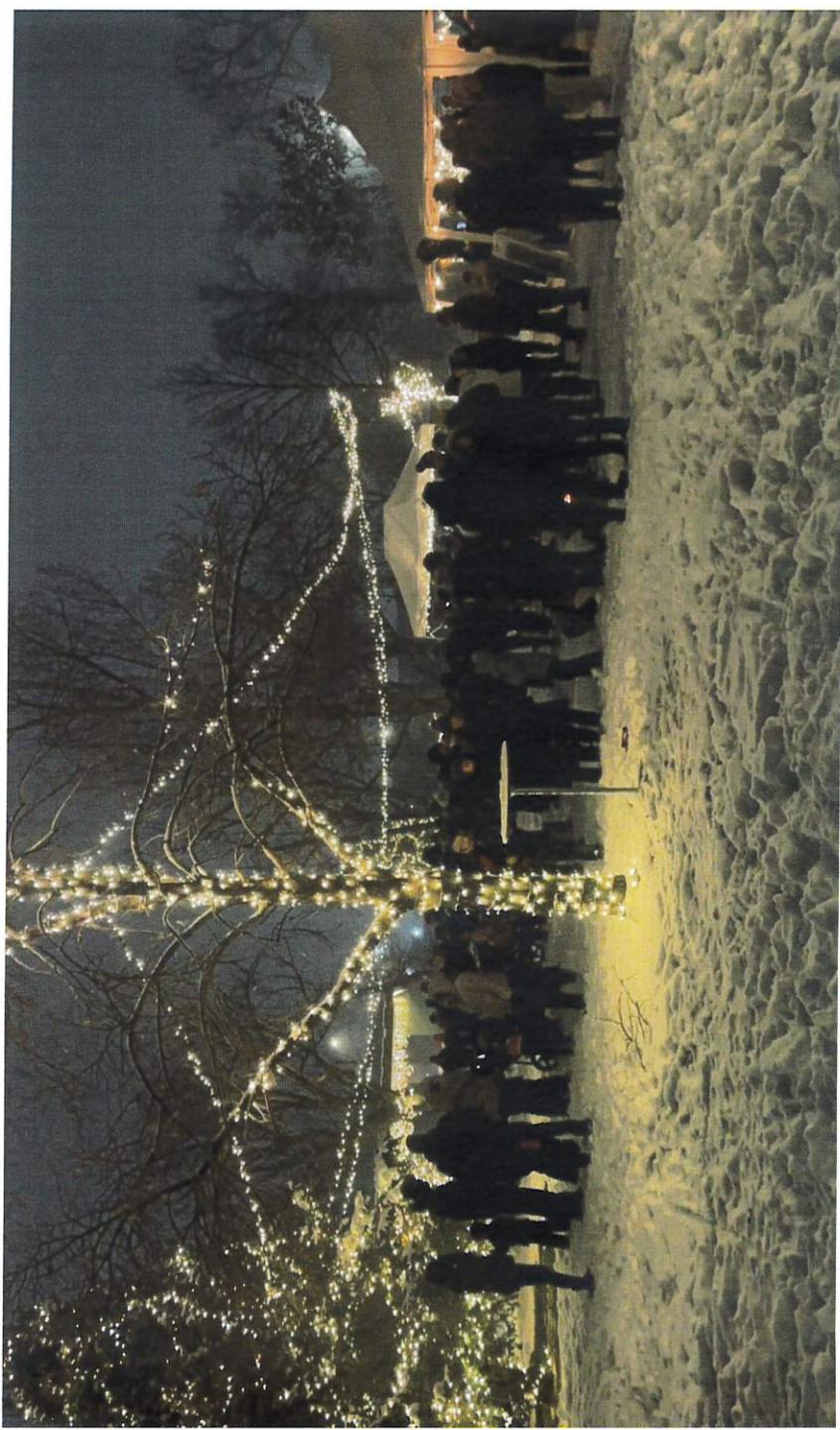
### **Summary of Funding Request**

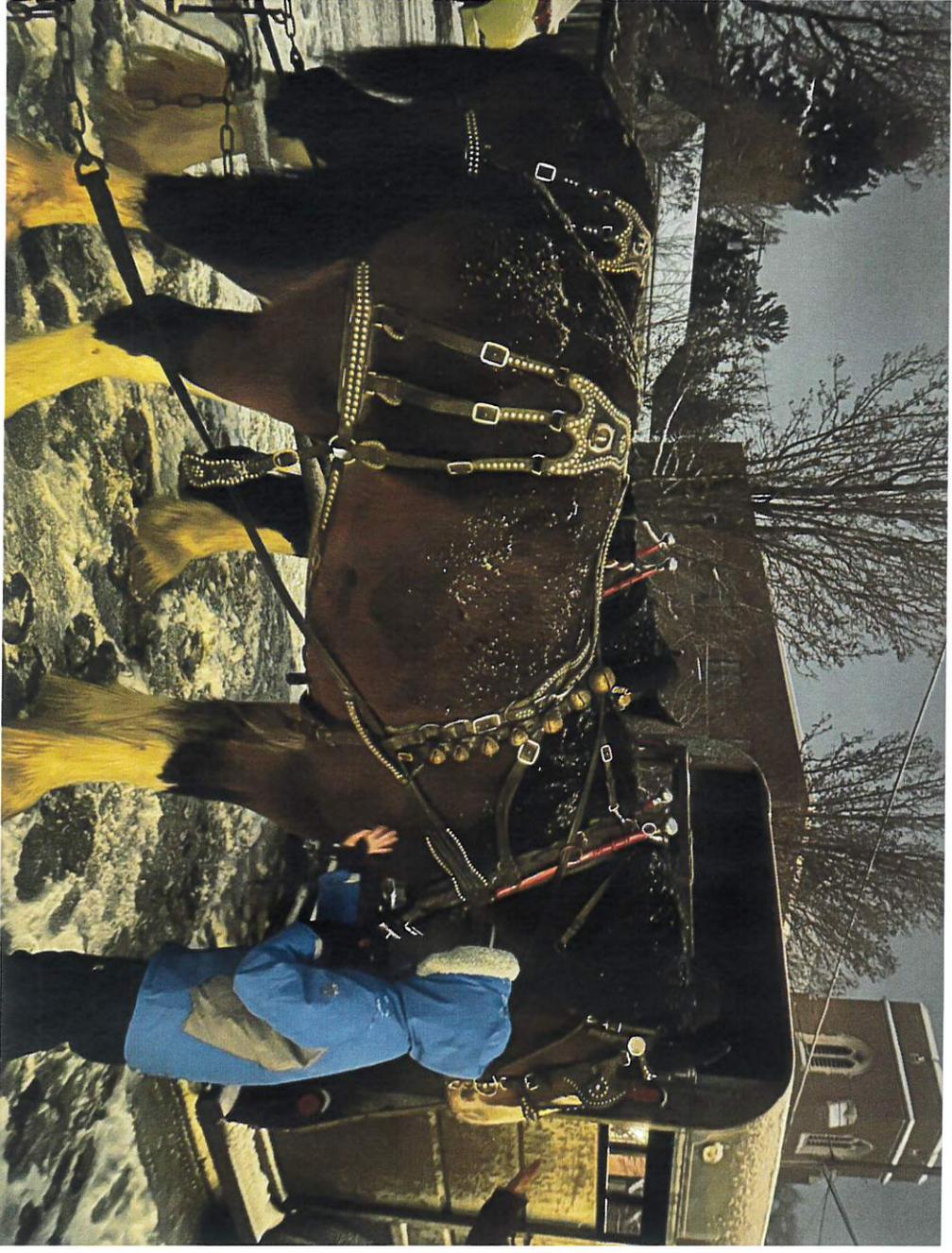
<b>Project</b>	<b>Amount Requested</b>
Fitness Trail Pilot	\$7,000
Light Caldwell Park Event	\$3,000
<b>Total Funding Requested</b>	<b>\$10,000</b>

The College Neighborhood Association, with the support of NeighborWorks Pocatello, is fully prepared to lead both projects and ensure effective, community-based implementation. We have

a strong track record of volunteer-driven neighborhood engagement and stewardship of city support.

Thank you for considering this proposal to invest in wellness, community pride, and public space enhancement in Caldwell Park. We would be happy to provide additional information or meet with city staff to discuss further.





BYLAWS  
OF  
**Pocatello Neighborhood Housing Services, dba NeighborWorks® Pocatello**  
An Idaho Nonprofit Corporation

**PREAMBLE MISSION**

Pocatello Neighborhood Housing Services, Inc., dba NeighborWorks® Pocatello is a progressive alliance between residents, businesses and government that revitalizes targeted areas by empowering people, creating safe, healthy neighborhoods, providing opportunities for affordable, stable housing, and building community pride.

**PURPOSE**

This is a non-profit, non-stock Corporation for Public Benefit organized pursuant of the provisions of the Nonprofit Corporation Law of the state of Idaho. The specific, primary and principal purposes and objectives for which such Corporation is formed are as follows:

1. To prepare residents of targeted low and moderate income neighborhoods and the surrounding Southeast Idaho region to be stable and successful homeowners both before and after purchasing homes. The organization will accomplish this by offering pre-home purchase education, financial fitness courses, post-purchase workshops and individual credit counseling, including, Foreclosure Mitigation and Home Equity Conversion Mortgage (HECM) counseling.
2. To expand the opportunities available to said residents and groups to obtain decent, safe and affordable housing accommodations by constructing, rehabilitating, and otherwise providing decent, safe and affordable housing in targeted neighborhoods for persons and families of low and moderate income who otherwise would not be able to find or afford a suitable place to live; to help relieve income challenged residents by enabling them to secure the basic human needs of decent shelter and to thus lessen the burdens of government and promote the social welfare; to provide such housing through rehabilitation of existing substandard buildings and construction of new facilities in the place of blighted structures or blighted vacant sites for the purpose of combating the deterioration of the community and contributing to its physical improvement.
3. To renew pride, restore confidence, and promote reinvestment in the neighborhoods serviced by NWP, by assessing needs of its current and future residents. This shall be accomplished through programs involving a partnership of neighborhood residents, the business community, local government, and financial institutions as well as allowing resident representatives to hold seats on the Board of Directors, Community & Government Relations Committee and being members of other NWP Committees.

4. To disseminate information regarding the activities of the Corporation and other housing and community development programs to residents and other individuals and organizations involved in neighborhood revitalization.
5. To secure or provide professional and/or technical assistance to Individuals or organizations seeking to improve their homes, property or neighborhood through activities such as: 1) Coordinating the provision of public services such as police, fire, and code enforcement; 2) Property rehabilitation assistance including inspection of properties, negotiation with contractors, and preparation of applications to assist the individual or organization in obtaining financing to accomplish the desired improvements; and 3) Other assistance as may be required and appropriate to achieve improvement objectives.
6. To provide direct financial assistance such as loans, grants, guarantees, or other arrangements to individuals or organizations to achieve community development and improvement objectives, and to enter into lawful agreements to secure and enforce the performance and payment obligations of such financial assistance.
7. To enter into contracts, partnerships, joint ventures, or other arrangements to provide or secure services, funding, or other assistance which serve the purpose of this Corporation.
8. To solicit, hold, use, and invest money, personal property, or real property, and collect and use proceeds of such money or property (interest earnings, rent, sale proceeds, and other types of income) for the purpose for which this Corporation is formed.
9. To acquire, hold, and dispose of personal and real property and exercise any lawful right to make use of that property, including but not limited to renting, leasing, selling, assigning, exchanging, mortgaging, or otherwise encumbering, and improving, converting, or altering such property.
10. To acquire, hold, make use of and dispose of through any lawful means or instrument, notes, debentures, mortgages, and other securities.
11. To incur debt or obligations, and secure such debt or obligations through any lawful instrument which is reasonable and appropriate to achieve the purpose of this Corporation.
12. To encourage exterior maintenance of buildings, accessory structures, parking areas, trash storage areas, landscaping, and sidewalks in the residential and commercial neighborhoods targeted by the Corporation.

13. To encourage cooperation among all participants in an effort to use any legal means available to reduce crime in and around targeted neighborhoods.
14. To develop and encourage pride of ownership among residents in targeted neighborhoods and to work in cooperation with other organizations having aims similar to those of the Corporation.
15. To improve the flow of communication and information between residents and the local city government regarding capital improvements, available services, programs and resources that have a current and potential impact on the designated neighborhoods.
16. To transact any and all lawful business for which a nonprofit corporation may be incorporated under the laws of the state of Idaho, as they may be amended from time to time, and which further exclusively charitable, educational, or scientific purposes, and, specifically, but not in limitation thereof, the purpose of combating the decline and decay of existing residential neighborhoods.

#### **ARTICLE I. OFFICES**

**Section 1. Principal Office.** The office of NWP, an Idaho Nonprofit Corporation (the "Corporation"), is located at 206 N. Arthur, Pocatello, Idaho, 83204. The Corporation may have such other offices as the Board of Directors may designate or as the business of the Corporation may require from time to time.

**Section 2. Registered Office.** The registered office of the Corporation to be maintained in the state of Idaho is to be located at 206 N. Arthur, Pocatello, Idaho, 83204.

#### **ARTICLE II. MEMBERS**

**Section 1. Admission to Membership.** Persons approved for membership must qualify under one or more of the following categories: A) Persons who reside in Pocatello or any other region designated as a service area by the Board of Directors; B) Persons owning property in Pocatello or any other designated service area; C) Business persons or government employees whose place of employment is in Pocatello or any other designated service area (including non-profit and governmental establishments); D) Persons representing lending institutions located within Pocatello or any other designated service area; E) Persons designated by the Mayor of the City of Pocatello to represent the City or its agencies that directly affect the Corporation's programs.

**Section 2. Classes of Members and Voting.** The Corporation shall have one class of members for voting (as described in Section 1 above). A voting member must also be a resident of Bannock County. Each member, provided he/she is listed as a member, shall be entitled to vote on each matter submitted to a vote of the members.

**Section 3. Citizen Involvement.** NWP will utilize one of the following formal processes to ensure citizen participation, community involvement and accountability of projects undertaken by the NWP that utilize private or federal funding:

1. Real Estate Committee or ad hoc committee;
2. Respective neighborhood associations;
3. One or a series of open neighborhood/town/regional meetings;

**Section 4. Annual Meetings.** An annual meeting of the members shall be held at the date, time and place of meeting to be established by the Board of Directors, for the purpose of electing directors and for the transaction of such other business as may come before the meeting.

**Section 5. Place of Meetings.** The Board of Directors may designate any place, as the place of meeting for any annual meeting or for any special meeting. If no designation is made, or if a special meeting is otherwise called, the place of meeting shall be the principal office of the Corporation in the state of Idaho.

**Section 6. Notice of Meetings.** It shall not be necessary for notice of annual or regular meetings to be given to each member entitled to vote at such meeting. The corporate secretary, the president, or members of the Board of Directors shall endeavor to give notice to as many members as reasonably practicable by any one or a combination of the following: **1)** word-of-mouth; **2)** posting notice at the principal office and/or in one or more public places in the city of Pocatello; **3)** publication in a newspaper of general circulation in the city of Pocatello; or **4)** Email and/or any electronic media. If any notice is mailed to members, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the member at the member's address as it appears on records of the Corporation or at such other last known address of which the Corporation may have notice, with postage thereon prepaid.

**Section 7. Waiver of Notice.** Whenever any notice is required to be given to any member under the provisions of the Idaho Nonprofit Corporation Act as set forth in Title 30, Chapter 3, Idaho Code (the "Act") or under the provisions of the Articles of Incorporation of the Corporation (the "Articles") or these Bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

**Section 8. Officers of the Members' Meeting.** The presiding officer at members' meetings shall be the President of the Corporation or, in the absence of the President, the 1st or 2nd Vice President (in that respective order) or, in the absence of both the President and either Vice President, a chairman elected by the members present at the meeting. The Secretary of the Corporation or, in the absence of the Secretary, any person appointed by the presiding officer of the meeting, shall act as secretary of a members' meeting.

**Section 9. Quorum and Voting Requirements.** Ten members entitled to vote, represented in person, shall constitute a quorum at a meeting of members. Those present can continue to do business as a quorum until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum. If a quorum is present, the affirmative vote of the majority of the members represented at

the meeting and entitled to vote on the subject matter shall be the act of the members, unless the vote of a greater number is required by the Act, the Articles or the Bylaws.

**Section 8. Proxies.** A member may not vote by proxy.

### ARTICLE III. DIRECTORS

**Section 1. General Powers and Standard of Care.** All Corporate powers shall be exercised by or under authority of, and the business and affairs of the Corporation shall be managed under the direction of, the Board of Directors except as may be otherwise provided in the Act or the Articles. If any such provision is made in the Articles, the powers and duties conferred or imposed upon the Board of Directors by the Act shall be exercised or performed to such extent and by such person or persons as shall be provided by the Articles.

A Director shall perform such duties as a Director, including such Director's duties as a member of any committee of the Board upon which such Director may serve, in good faith, in a manner such Director reasonably believes to be in the best interest of the Corporation, and with such care as an ordinary prudent person in a like position would use under similar circumstances. In performing such Director's duties, a Director shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

- A) One (1) or more officers or employees of the Corporation whom Director reasonably believes to be reliable and competent in the matters presented.
- B) Counsel, public accountants, or other persons as to matters which the Director reasonably believes to be within such person's professional or expert competency, or
- C) A designated committee of the Board.

**Section 2. Number, Tenure and Qualifications.** The number of Directors shall be not less than nine (9) nor more than seventeen (17).

A) Directors shall be elected for staggered three-year terms. Directors, must be voting members as described in Article II, Section 2. Each Director shall hold office until the end of the term or until a successor shall be elected and qualified. Directors shall be elected when necessary at the annual meeting of the membership by a majority vote of the voting members present. Nominations and qualifications submitted in writing to the Corporate secretary on or before the full Board of Directors meeting immediately prior to the annual meeting shall be considered for election. Directors must be members of the Corporation as described in Article II, Section 1.

B) Special and Specific Limitations for Board Membership.

- I. At least one-third (1/3) of the Directors constituting the Board of Directors shall be residents of targeted low income neighborhoods, low income residents or elected representatives of low income neighborhood organizations or committees.
  2. Not more than one-third (1/3) of the individuals on the Board of Directors shall be public officials or agents of public officials.
  3. The remainder of the Directors shall consist of representatives from private business, industry, and/or individuals residing within NWP's service area.
- C) There are six (6) distinct and defined neighborhoods that comprise the targeted community. Each neighborhood shall be entitled to at least one of its representatives on the Board of Directors at all times. The number of distinct and defined neighborhoods may be reduced or increased as deemed necessary by the Board of Directors. The one-third or more of residents will also be made up with "at large" resident members.
- D) Ex-Officio Board Members. Ex-Officio members of the Board of Directors may be appointed to annual terms upon a majority vote of the Board of Directors. Ex-officio members shall be permitted to participate at board meetings, but their votes shall not count toward constituting a quorum of the Board nor shall ex-officio members be entitled to vote on Board matters.
- E) NWP is neither controlled by, nor under the direction of individuals or entities seeking to derive profit or gain from the organization.

**Section 3. Vacancies.** The Board of Directors shall fill any vacant Director position or make the decision to increase the number of Directors. Directors elected to fill a vacancy shall be elected for the unexpired term of their predecessors in office.

**Section 4. Removal of Directors.** Any Director may be removed from office for cause by a two-thirds (2/3) majority vote of the total Directors. **A Director may also be removed from office after three (3) unexcused absences within any twelve-month period of any Board meeting.**

**Section 5. Regular Meeting.** A regular meeting of the Board of Directors shall be held without other notice than this Bylaw within a month of the annual meeting of members. The Board of Directors may provide by resolution the time and place for the holding of additional regular meetings of the Board.

**Section 6. Special Meetings.** Special meetings of the Board of Directors may be called by or at the request of the president or any two (2) Directors. The person or persons authorized to call special meetings of the Board may designate a place and time that is convenient to a majority of the board as the place for holding any special meeting of the Board called by them.

**Section 7. Notices.** Notice of any special meeting of the Board of Directors shall be given at least two (2) days previous thereto by written notice delivered personally or sent by mail or email to

each Director at his/her address as shown by the records of the Corporation. The purpose of any special meeting of the Board shall be specified in the notice or waiver of notice of such meeting.

**Section 8. Quorum.** A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board, but if fewer than a majority of the Directors is present at said meeting, a majority of the Directors present may adjourn the meeting without further notice. Once a quorum is established, it shall remain for the duration of the meeting.

**Section 9. Manner of Acting.** The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless otherwise prohibited by law or these Bylaws. Directors and committee members may attend meetings of the Board and committees and may participate at such meetings by means of teleconference.

**Section 10. Informal Action.** Any action required to be taken at a meeting of the Board of Directors may be taken without a formal meeting if consent in writing setting forth the action as taken shall be signed by a majority of the Directors.

**Section 11. Open Meetings.** It is the intent of the Corporation to conduct its business in open sessions whenever possible. However, in those circumstances where the Board is discussing or acting upon strategy with respect to litigation, implementation of security systems, purchase of property, interviews with prospective employees, a discussion of personnel matters or such other matters which the Board feels should be dealt with in a confidential manner, the meeting shall be closed.

On any other matter which the Board feels should be dealt with in a confidential manner, the Board may close its meeting to all non-board members. An affirmative two-thirds (2/3) vote of the Board members present is necessary to close the meeting. The Board Secretary, or in the absence of the Secretary, a member of the Board will be designated to take minutes.

**Section 12. Compensation.** The officers and Directors shall serve without compensation, but reasonable expenses incurred may be reimbursed when expended for and in the interest of the Corporation and approved by the Board of Directors in advance.

**Section 13. Director Conflicts of Interest.** No Director of NWP should have any interest – financial or otherwise – direct or indirect or engage in any business or transaction, or professional activity or incur any obligation of any nature, which is in substantial conflict with proper discharge of his/her duties that are in the best interest of NWP. All newly elected Board of Directors members are required to sign the Corporation's Conflict of Interest Statement on an annual basis.

**Section 14. Loans to Directors.** The Corporation shall not lend money to an existing Director or officer unless it is in the form of secured loan product.

**Section 15. Liability of Directors for Wrongful Distribution of Assets.** In addition to any other liabilities imposed by law upon the Directors of the Corporation, the Directors who vote for or assent to any distribution of assets, other than in payment of its debts, when the Corporation is insolvent or when such distribution would render the Corporation insolvent, or during the liquidation of the Corporation without the payment and discharge of or making adequate provision for all known debts, obligations, and liabilities of the Corporation, shall be jointly and severally liable to the Corporation for the value of

such assets that are thus distributed to the extent that such debts, obligations, and liabilities of the Corporation are not thereafter paid and discharged.

A Director shall not be liable under this section if, in the exercise of ordinary care, such Director relied and acted in good faith upon written financial statements of the Corporation, represented to such Director to be correct by the president or by the officer of the Corporation having charge of its books of account, or certified public accountant or firm of such accountants purporting to fairly reflect the financial condition of the Corporation; nor shall such Director be so liable if, in the exercise of ordinary care and good faith in determining the amount available for such distribution, such Director considered the assets to be of their book value.

A Director shall not be liable under this section if, in the exercise of ordinary care, such Director acted in good faith and in reliance upon the written opinion of any attorney for the Corporation.

#### ARTICLE IV. OFFICERS

**Section 1. Number and Title.** The officers of the Corporation shall be a president, one or more vice presidents (the number thereof to be determined by the Board of Directors), a secretary, a treasurer, and other officers as may be elected in accordance with the provisions of this Article. The Board of Directors may elect one or more assistant secretaries or one or more assistant treasurers as may be desirable. Any two or more offices may be held by the same person, except the office of president and the office of secretary.

**Section 2. Election and Term of Office.** The officers of the Corporation shall be elected annually by the Board of Directors. Terms of an officer will begin at the start of the calendar year and end at the end of the calendar year. In cases requiring a transition period, each officer shall hold office until his/her successor shall be duly qualified.

**Section 3. Vacancies.** Vacancies may be filled or a new office created and filled at any meeting of the Board.

**Section 4. Removal.** Any officer elected or appointed by the Board of Directors may be removed by an affirmative vote of two-thirds (2/3) of the total Board whenever, in its judgment, the best interest of the Corporation would be served thereby.

**Section 5. President.** The president shall preside at all meetings of the Board of Directors and the general membership. She/he may sign with the secretary, or any other proper officer of the Corporation authorized by the Board of Directors, any deed, mortgage, bond, contract or other instrument that the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated to some other officer or agent of the Corporation. In general, she/he shall perform all duties incident to the office of president and such other duties which shall be prescribed by the Board of Directors from time to time.

**Section 6. Vice President.** In the absence of the president or in the event of the president's inability or refusal to act, the 1<sup>st</sup> vice president (or in the event there shall be more than one vice president, the 2<sup>nd</sup> vice president if the 1<sup>st</sup> vice president is unavailable) shall perform the duties of the president, and when so acting shall have all the powers of and be subject to all the restrictions upon the

president. Any vice president shall perform other duties as from time to time may be assigned by the president or by the Board of Directors.

**Section 7. Secretary.** The secretary, with the assistance of staff, will: keep the permanent minutes of the meetings of the Board of Directors. There should be no less than two copies kept in separate and secure locations.

**Section 8. Treasurer.** The treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation. The treasurer and executive director shall, with the Business & Finance Committee, prepare an annual operating budget showing income and expenses to be presented to the Board for approval at the last regular meeting of the Board of Directors each calendar year.

## ARTICLE V. COMMITTEES

**Section 1. Executive Committee.** The executive committee shall consist of the officers of the Corporation and, by Board decision, the chairpersons of the standing committees. The powers of this committee shall be determined by the Board.

**Section 2. Loan Committee.** The Loan Committee shall review and act upon all loan applications filed with the Corporation. The Board of Directors shall ensure that the Loan Committee meets regularly for the purpose of handling loan applications in a timely fashion. To this end, the Loan Committee shall establish Committee attendance and removal procedures, subject to approval of the Board. In addition; the Board shall establish policies, procedures and guidelines for the Loan Committee, which shall include but not be limited to: having the Corporation's staff perform an initial screening of loan applications and forwarding a recommendation to the Loan Committee; establishing eligibility criteria, standards for review of applications, number or percentage of votes of Committee members required for loan approval, procedures of operation, regular reports to the Board of Directors, appeals procedures and rights, and such other matters as the Board of Directors deems to be appropriate. Notwithstanding any provision of these Bylaws to the contrary, any application for a loan of twenty-five thousand dollars (\$25,000) or more, or any application for a grant or loan of any amount filed by a Director, officer, member or employee of the Corporation, shall only be approved by the Board of Directors. The Loan Committee shall be comprised of members in accordance with the Loan Committee Commission, the structure of which shall be as set forth by the Board of Directors; however, at least one Board member shall serve as a member of the Loan Committee.

**Section 3. Community and Government Relations Committee.** To be defined and described by the Community and Government Relations Committee Commission.

**Section 4. Resource Development Committee.** To be defined and described by the Resource Development Committee Commission.

**Section 5. Program Outcomes Committee.** To be defined and described by the Program Outcomes Committee Commission.

**Section 6. Personnel Committee.** To be defined and described by the Personnel Committee Commission.

**Section 7. Real Estate Committee.** To be defined and described by the Real Estate Committee Commission.

**Section 8. Business and Finance Committee.** To be defined and described by the Business and Finance Committee Commission.

**Section 9. Other Standing Committee.** The Board of Directors may establish such additional committees as are necessary and appropriate to carry out the business of the Corporation. Committees designated by the Board of Directors may be composed entirely of officers, entirely of members of the Board of Directors or may include members of the community. Each committee shall have the duties and responsibilities delegated to it by the Board of Directors.

**Section 10. Appointment.** At least annually or as there is a committee chair vacancy. The chairperson of each standing committee shall be appointed or reconfirmed by the president of the Board of Directors in consultation with the executive director and with the consent of the Board of Directors.

Committee members shall be appointed by the chairperson of each committee in consultation with the president of the Board of Directors and the executive director. Committee members may or may not be members of the Board of Directors. At least one member on each standing committee shall be selected from among the Board membership by the President.

**Section 11. Duties.** The duties, responsibilities, authority and composition of all standing committees and ad hoc committees shall be stated in writing and approval by the Board of Directors.

**Section 12. Term of Office.** All committee members shall serve for the calendar year following their appointment or until their successors have been appointed.

**Section 13. Reports.** Each committee chair shall submit activity reports to the Board of Directors as required by the President of the Board of Directors.

## ARTICLE VI. STAFF

**Section 1. Employees.** The Board of Directors shall employ an Executive Director and shall authorize the employment of other employees as are needed to carry out the purpose of the Corporation. The Executive Director shall select the other employees who shall be hired by the Executive Director. The Board of Directors shall set the salary or wages and other terms of employment of the Executive Director, who may enter into contracts of employment with other such employees on behalf of the Corporation.

**Section 2. Executive Director.** The Executive Director shall serve at the pleasure of the Board of Directors and for such compensation as the Board may determine. She/he shall have general direction over the operations of the Corporation and shall be its official representative. She/he shall comply with Board policies and shall submit to the Board of Directors such reports, analyses, statistics, plans, and other information as may be required from time to time, and shall assist the Business and Finance Committee in the preparation of its annual budget. She/he shall be an ex-officio member of the Board

and all committees of the organization. The Executive Director shall not be a member of the Board of Directors.

The Executive Director shall provide staff support to the Board of Directors and to the executive committee. She/he is the only staff person who has line responsibility to the Board. That authority shall be exercised only by and through the president of the Board.

**Section 3. Other Staff.** All other staff are retained by the Executive Director and are accountable to her/him. The personnel policy will be reviewed at least every three (3) years by the Personnel Committee and brought forward to the full Board for review and approval and current copies distributed to all staff and Directors. The application of said policy shall be monitored by the Board of Directors and the policies should be readily available to all staff members.

## ARTICLE VII. MISCELLANEOUS

**Section 1. Indemnification.** The Corporation shall indemnify any Director, officer, or former Director or officer of the Corporation against expenses actually and reasonably incurred by her/him in connection with the defense of any action, suit or proceeding, civil or criminal, in which she/he is made a party by reason of being or having been a Director or officer, except in relation to matters as to which she/he is adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty to the Corporation.

**Section 2. Depositories.** All funds of the Corporation not otherwise employed shall be deposited in accordance with the Corporation's Financial Policies and Procedures to the credit of the Corporation in such banks, credit unions, trust companies, or other depositories as selected by the Executive Director and approval by the Business & Finance Committee and/or the Board of Directors.

**Section 3. Contracts.** The Board of Directors may authorize any officer(s) or agent(s) of the Corporation, in addition to the officers authorized by these Bylaws, to enter in to any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confirmed to specific instances.

**Section 4. Checks, Drafts, Etc.** All checks, drafts, or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation shall be signed by such persons and in such manner as shall from time to time be determined by resolution of the Board of Directors.

**Section 5. Fiscal Year.** The fiscal year of the Corporation shall end on the last day of December of each year.

**Section 6. Investment.** Any funds of the Corporation that are not needed currently for the activities of the Corporation may, at the discretion of the Board of Directors, be invested in such investments as are permitted by law.

**Section 7. Annual Audit and Fiscal Accountability.** The financial books and records of the Corporation shall be audited annually by a Certified Public Accountant. Standards for accountability shall conform to generally accepted accounting principles as well as OMB Circular A-110 revised and OMB Circular A-133.

**Section 8. Books and Records.** The Corporation shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its members, Board of Directors, and committees having any of the authority of the Board of Directors, and shall keep a record giving the name and address of the members entitled to vote. All books and records of the Corporation may be inspected by any member or his/her agent or attorney or the general public for any proper purpose at any reasonable time.

**Section 9. Dissolution.**

- A) A resolution to dissolve the Corporation shall be submitted to a vote of the Board of Directors.
- B) In the event of dissolution of the Corporation, the Board of Directors, shall, after payment of all liabilities of the Corporation, dispose of the assets of the Corporation, exclusively for the purpose of the Corporation in such manner or to such organizations organized and operating exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501( c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) and which is organized for purpose substantially similar to that of the Corporation.

**Section 10. Nondiscrimination.** The Corporation shall not discriminate against any person or group of persons on the basis of race, ethnicity, culture, language, national origin, age, disability, gender, sexual orientation, gender expression, education, religion, faith, socio-economic status or lived experience.

**Section 11. Political Activity.** The Corporation shall not, in any way, use Corporate funds in the furtherance of, nor engage in, any political activity for or against any candidate for public office. However, these Bylaws shall not be construed to limit the right of any official or member of this Corporation to appear before any legislative committee to testify as to matters involving the Corporation.

**Section 12. Gifts.** The Board of Directors may accept, on behalf of the Corporation, any contribution, gift, bequest, or devise for the general purpose or for any special purpose of the Corporation.

**Section 13. Dues.** Membership dues, if any, will be established by the Board of Directors.

**Section 14. Parliamentary Procedure.** All meetings of the Board of Directors and membership shall be governed by Roberts' Rules of Order (Current Edition), unless contrary procedure is established by the Articles of Incorporation or these Bylaws, or by resolution of the Board of Directors.

**Section 15. Bonding.** The Board of Directors shall require the treasurer and any other officer or employee of the Corporation to give a bond for the faithful discharge of her/his duties in such sum and with such surety or sureties as the Board of Directors shall determine. The Corporation shall pay the premiums required for such bonds.

**ARTICLE VIII. AMENDMENTS**

These Bylaws may be altered, amended, or repealed and a new set of Bylaws adopted by two-thirds (2/3) majority vote of the Board of Directors. At least ten (10) days prior written notice setting forth a proposed action and time and place of meeting shall be given to all Directors.

**SECRETARY' S CERTIFICATION**

This is to certify that the foregoing Bylaws of NeighborWorks® Pocatello Inc. have been duly adopted by the Board of Directors at a meeting held on November 27, 2018.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## NeighborWorks Pocatello

April 29, 2025

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 \$10,000 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 \$60,000. 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: 

Date: 4-29-2025

Name: Mark Dahlquist

Title: Executive Director

Signature: Mark Dahlquist

Date: 4/29/2020



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)

New Day Products and Resources

Organization Address

Street Address

1704 N Main St

City

Pocatello

State

ID

Zip Code

83204

Organization Website (or social media presence)

<https://www.newdayproductsandresources.com>

## Organization Contact

---

Contact Name

Terry Fredrickson

Contact Job Title

CEO

Contact Phone

2086043933

Contact Email

ceonewday11@gmail.com

## Organization Board

---

Board President (or equivalent)

Ray Rosen

Board President Phone

208-221-8042

Board President Email

racrlover@hotmail.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	\$6,300.00	\$20,500.00
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)		
Foundation and Corporate Support	\$0.00	\$0.00
Contributions/Donations	\$58.22	\$100.00
Special Events	\$0.00	\$0.00
Membership Dues Received	\$0.00	\$0.00
Investment Income	\$22,528.19	\$9,000.00
Fundraising Income	\$3,379.00	\$6,000.00
Other Income (itemize below)	\$2,862,327.54	\$2,900,000.00
<b>TOTAL</b>	<b>\$2,894,592.95</b>	<b>\$2,935,600.00</b>

Please itemize your grant support sources.

05/23/2024 CITY OF POCATELLO-BLOCK GRANT block grant 3,000.00 05/20/2024 Live Foundation grant 7,000.00 04/26/2024 SourceAmerica technology grant 9,150.00 09/13/2024 Idaho Comunity Foundation 5,000.00
--

Please itemize your other income sources.

All other sources of income are from providing a fee for service and products sold.
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## Reserves

---

Total Year to Date

\$1,922,708.36
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## Expenses

---

	Current Fiscal Year	Requested Next Fiscal Year
Salaries	\$1,615,646.14	\$1,617,000.00
Employee Benefits	\$18,253.73	\$25,000.00
Payroll Taxes	\$123,551.28	\$125,000.00
Professional Fees and Contracts	\$14,885.45	\$20,000.00
Occupancy (rent, utilities, building and grounds)	\$18,252.62	\$20,000.00
Specific Program Assistance	\$0.00	\$0.00
Supplies / Equipment	\$72,706.56	\$75,000.00
Membership Dues / Support to Affiliate Organization	\$59,412.58	\$60,000.00
Other Expenses (itemize below)	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$1,922,708.36</b>	<b>\$1,942,000.00</b>

Please itemize your other expenses.

N/A
-----

# Funding Request

---

Amount Requested

\$10,500.00

Did your program receive City of Pocatello funding last year?

Yes  No

If so, what was the amount received?

\$6,300.00

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 full-time driver to drive clients around.  
Increased insurance cost  
Increased fuel cost  
Looking for used vans and cost to upkeep old vans.

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

Current Fiscal Year

2025

Requested Next Fiscal Year

2026

# Program

---

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

On December 1, 2021 Idaho Transportation company cease to provide any non-medical transportation. Therefore, the only transportation that was left for people with disabilities was PRT. And unfortunately some people with disabilities cannot access PRT services. This literally left some people with disabilities in our community absolutely stranded to get to work and other vital services.  
New Day Products and Resources (NDPR) will be using these funds to address this crisis of transportation for people with disabilities.

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

NDPR seeks to provide employment and educational opportunities to those living with significant disabilities. Specifically, we seek to offer economic empowerment to these individuals as well as vocational training.

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

For over 40 years, NDPR has been providing this vocational training and economic empowerment to those with disabilities. Our accreditation process ensures that those individuals who work here follow best practices and that proper support is provided to those we serve. Additionally, we have a comprehensive and capable facility that is able to provide the needed training to all individuals within our care.

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

Over the last Seven years, procedures at New Day have focused on greater communication, a greater degree of service to those with significant disabilities, and inclusion of more technologically advanced equipment. An individual who has permanent hearing loss can now work at New Day when they would not have been able to even ten years ago. With the advent of texting and instant messaging, they can work even if they do not have hearing aids, cochlear implants, or any other tool. This extends to our other departments and individuals as well. Because of this, we are able to hire individuals who we would not have been able to hire before. Additionally, since we have a greater degree of competency with technology, these individuals have a greater degree in freedom finding work away from New Day because of all the training we offer. This additionally supports the Pocatello community in

## 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

Van Driver

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

2

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

Van Driver  
And van maintenance and quality control overseer

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.

Because of working with people with disabilities and being considered vulnerable adults, it is very hard to have volunteers in the program. Any and all Volunteers would have to go through an extensive background check.

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

99

Projected Next Fiscal Year

105

## 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.

99 of the people we serve fall in the Federal Poverty Level.



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)

Pocatello Free Clinic

Organization Address

Street Address

1001 N 7th Ave, Ste 155

City

Pocatello

State

Idaho

Zip Code

83201

Organization Website (or social media presence)

pocatellofreeclinic.org

## Organization Contact

---

Contact Name

Sherrie Joseph

Contact Job Title

Executive Director

Contact Phone

208 233 6245

Contact Email

sherriejoseph3@gmail.com

## Organization Board

---

Board President (or equivalent)

Jessalyn Hopkin

Board President Phone

208 479 5603

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	\$21,048.00	\$24,000.00
Government Funding – Other Cities	\$7,000.00	\$10,000.00
Government Funding – County	\$65,000.00	\$70,000.00
Government Funding – State	\$384,263.00	\$300,000.00
Government Funding – Federal	\$14,000.00	\$12,000.00
Grant Support (itemize below)	\$76,045.00	\$100,000.00
Foundation and Corporate Support	\$346,729.00	\$375,000.00
Contributions/Donations	\$42,800.00	\$30,000.00
Special Events	\$0.00	\$0.00
Membership Dues Received	\$0.00	\$0.00
Investment Income	\$0.00	\$0.00
Fundraising Income	\$35,000.00	\$40,000.00
Other Income (itemize below)		
<b>TOTAL</b>	<b>\$991,885.00</b>	<b>\$961,000.00</b>

Please itemize your grant support sources.

Idaho Community Foundation \$24,000 Portneuf Medical Center \$75,000  
 Steele-Reese \$22,500 Citizen's Community Bank \$2,000  
 Pacific Source \$27,000 Bannock County Wood Court \$3,000  
 Rotary Club of Pocatello \$1,000  
 Idaho Association of Free and Charitable Clinics \$51,000  
 Idaho Dept of Health and Welfare \$384,263

Please itemize your other income sources.

SICOG \$5,000  
 United Way of Southeast ID \$70,000  
 Community Development Block Grant \$14,000  
 Idaho State University \$33,200  
 Portneuf Health Trust \$64,029  
 MDU \$2,700

## Reserves

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Total Year to Date

\$212,129.00
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## Expenses

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	Current Fiscal Year	Requested Next Fiscal Year
Salaries	\$599,780.00	\$580,000.00
Employee Benefits	\$639.00	\$7,000.00
Payroll Taxes	\$46,517.00	\$40,000.00
Professional Fees and Contracts	\$25,000.00	\$25,000.00
Occupancy (rent, utilities, building and grounds)	\$88,600.00	\$90,000.00
Specific Program Assistance	\$10,465.00	\$13,000.00
Supplies / Equipment	\$60,239.00	\$70,000.00
Membership Dues / Support to Affiliate Organization	\$2,835.00	\$2,900.00
Other Expenses (itemize below)	\$157,665.00	\$170,000.00
TOTAL	\$991,740.00	\$997,900.00

Please itemize your other expenses.

Lab \$49,839 Pharmacy \$30,619 Telephone & Fax \$1,543 AmeriCorps \$22,300 Payroll Fees \$ 3,295 Education materials \$4119 Travel & Meetings \$6,595 Insurance \$10,487 Medical Equip/Supplies \$9,278 Waste Disposal \$857 Cleaning Supplies \$ 374 Marketing \$ 5,935 Dental Equip/Supplies \$ 37,002 Software \$1,415 Office Supplies \$9,466 Accounting \$5,400
---

# Funding Request

---

Amount Requested

\$24,000.00

Did your program receive City of Pocatello funding last year?

Yes  No

If so, what was the amount received?

\$21,048.00

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.).

We are requesting \$24,000 to cover approximately 50% of our annual laboratory bill. PFC works with a regional lab and receives a 77.5% discount from retail prices for all labs. Still, this amount of \$49,839 in 2024 is a huge annual cost for PFC, and it increases every year. Physicians cannot perform accurate medical exams, diagnoses, and treatment without laboratory results. Every year PFC sees more patients, and every year the expenses of caring for those patients increase. PFC stretches every dollar to its limit to provide excellent patient care for Pocatello's uninsured.

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

Current Fiscal Year

2.1%

Requested Next Fiscal Year

2.4%

# 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.

PFC has physicians and PA's who would be unable to diagnose and correctly treat patients without laboratory services. We have taught our staff and our volunteer students to do phlebotomy services to try to keep these costs as low as possible. PFC re-negotiated with Trinity Labs to try to further decrease the costs of labs. Even with the significant discount, you can see how much of our funds are spent to cover these costs. The mission of PFC is to provide free interdisciplinary health and wellness care to the underserved population of our community while also providing an effective training environment for future healthcare professionals and leaders dedicated to serving the underserved and the community.

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

Most PFC patients are from ages 18-70 and 85% of PFC patients fall below 150% of the Federal Poverty Level (FPL). 33% of PFC patients identify as "food Insecure", meaning they do not have enough food or a steady supply of food. PFC patients are disproportionately affected by chronic conditions; in 2024, the most common diagnoses were high blood pressure, diabetes, depression, and anxiety. By ensuring access to accurate diagnoses through lab services, these diseases can be better managed at no cost to patients and greatly improve patient quality of life. By improving the health of our community we improve the quality of life for all who live in Pocatello.

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

For the uninsured in Pocatello, there is nowhere to get free healthcare besides PFC. As a medical home for our patients we are open for longer hours than most medical clinics in the area. We offer medical, dental, psychiatry, counseling, and social services to assist patients in accessing other resources in the area and preventing duplication of services, further stretching dollars. Many patients tell us two things: they have never received care like this, and without us, they would have nowhere to go. Although other clinics use a co-pay and a sliding scale, many patients cannot afford the co-pays (which doubled locally in 2025), and especially cannot afford the lab and pharmacy bills that come at check-out. PFC increases the health and wellness of our whole community everyday.

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

With two University of Utah psychiatry residents which the clinic pays for, we can address and treat more serious mental health concerns more accurately such as suicide prevention and psychosis. Also, by offering to help train these psychiatry residents in Idaho, which is 50th in the nation for the per capita rate of psychiatrists, studies show they are more likely to stay here to practice, which can increase the mental health of our entire area. We have also added several part-time counselors to provide individualized counseling to improve mental health and well-being of PFC patients. Free access to mental health services improves the health and stability of the entire community.

# 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

Director of Program Development/Counselor  
Front Office Coordinator/Volunteer Coordinator  
Medical Assistant  
Outreach Coordinator  
Social Services Coordinator

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

23

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

Executive Director Translators/front office staff: 2  
Dental Assistant Pharmacist  
Janitor Ultrasound Tech  
PA: 2 Counselor: 3  
MD/Medical Director Medical Assistant: 2  
Dental Resident: 3 Marketing  
Dental Hygienist/Dental Coordinator  
Diabetic Nurse Educator/Pharmacy Manager

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

68

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

PFC could not provide the services it does without the many volunteers we have. ISU pre-med and pre-PA students volunteer as undergrads, to earn hours required for their graduate medical programs. Studies show these students are more likely to continue this work if they work with the underserved as students. Within the last 11/2 years, PFC has had 20 ISU students, either as staff or volunteers, get accepted to graduate programs all over the country as MD's, DO's, DDS, PA's etc. Doctors and Nurse Practitioners volunteer because they believe in the mission and

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

1339 patients in 2024, for 4588 patient

Projected Next Fiscal Year

1500, we had a 26% increase from 2023 to

## 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.

53% of PFC patients are below 100% FPL  
 26% fall between 101-200% FPL  
 7% are homeless  
 33% are food insecure (meaning they feel they do not have enough access to a steady supply of food)  
 50% are employed  
 Almost every medical patient is uninsured.



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)

Southeastern Idaho Community Action Agency

Organization Address

Street Address

641 N. 8th Ave.

City

Pocatello

State

Idaho

Zip Code

83201

Organization Website (or social media presence)

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

## Organization Contact

---

Contact Name

Joe Borich

Contact Job Title

CEO

Contact Phone

208-232-1114

Contact Email

jborich@seicaa.org

## Organization Board

---

Board President (or equivalent)

Amber Davis

Board President Phone

208-240-5535

Board President Email

careconnectionofidaho@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	\$23,004.00	\$30,000.00
Government Funding – Other Cities	\$10,000.00	\$10,000.00
Government Funding – County	\$50,000.00	\$50,000.00
Government Funding – State		
Government Funding – Federal		
Grant Support (itemize below)	\$50,000.00	\$50,000.00
Foundation and Corporate Support	\$47,873.00	
Contributions/Donations	\$70,000.00	
Special Events		
Membership Dues Received		
Investment Income		
Fundraising Income		
Other Income (itemize below)		
<b>TOTAL</b>	<b>\$250,877.00</b>	<b>\$140,000.00</b>

Please itemize your grant support sources.

SICOG

Please itemize your other income sources.

Bannock County, Client Donation, Community Donation, United Way

## Reserves

---

Total Year to Date

--

## Expenses

---

	Current Fiscal Year	Requested Next Fiscal Year
Salaries	\$117,389.00	\$66,553.00
Employee Benefits	\$35,870.00	\$11,438.00
Payroll Taxes		
Professional Fees and Contracts		
Occupancy (rent, utilities, building and grounds)	\$7,024.00	\$8,000.00
Specific Program Assistance	\$131,948.00	\$82,013.00
Supplies / Equipment	\$2,896.86	\$500.00
Membership Dues / Support to Affiliate Organization	\$3,000.00	\$3,000.00
Other Expenses (itemize below)	\$47,860.00	\$22,843.00
TOTAL	\$345,987.86	\$194,347.00

Please itemize your other expenses.

Vehicle maintenance & repair, communications, insurance, indirect cost rate, and audit.
---

# Funding Request

---

Amount Requested

\$30,000.00

Did your program receive City of Pocatello funding last year?

Yes  No

If so, what was the amount received?

\$23,004.00

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.).

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

4

Requested Next Fiscal Year

4

## Program

---

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. The 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 \$4.50. 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 friendly health & safety checks 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, 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 processes 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

---

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

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

# 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	67,483	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.

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



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)

Senior Activity Center

Organization Address

Street Address

427 North 6th Avenue

City

Pocatello

State

ID

Zip Code

83201

Organization Website (or social media presence)

pocatellosac.org

## Organization Contact

---

Contact Name

Tara Contreras

Contact Job Title

Director

Contact Phone

208-233-1212

Contact Email

tarac@pocatellosac.org

## Organization Board

---

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

---

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	\$38,500.00
Government Funding – Other Cities	\$8,250.00	\$9,075.00
Government Funding – County	\$20,000.00	\$22,000.00
Government Funding – State	\$80,000.00	\$80,000.00
Government Funding – Federal	\$0.00	\$0.00
Grant Support (itemize below)	\$113,373.00	\$40,873.00
Foundation and Corporate Support	\$0.00	\$0.00
Contributions/Donations	\$52,100.00	\$52,100.00
Special Events	\$0.00	\$0.00
Membership Dues Received	\$0.00	\$0.00
Investment Income	\$14,182.00	\$14,182.00
Fundraising Income	\$27,358.00	\$27,358.00
Other Income (itemize below)	\$6,700.00	\$6,700.00
<b>TOTAL</b>	<b>\$356,963.00</b>	<b>\$290,788.00</b>

Please itemize your grant support sources.

Lowes Grant \$72,000 BonterraTech \$1500 Idaho Food Bank \$2500 INL/Batelle \$1500 Idaho Community Grants \$10,000 Idaho Power \$647 United Way \$11,328 Other \$13,397
--

Please itemize your other income sources.

Rent \$3000 Bingo Dabbers \$3700
-------------------------------------

## Reserves

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Total Year to Date

\$427,896.00
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## Expenses

---

	Current Fiscal Year	Requested Next Fiscal Year
Salaries	\$94,996.00	\$94,996.00
Employee Benefits	\$1,500.00	\$1,500.00
Payroll Taxes	\$7,622.00	\$7,622.00
Professional Fees and Contracts	\$6,296.00	\$6,296.00
Occupancy (rent, utilities, building and grounds)	\$110,000.00	\$80,000.00
Specific Program Assistance	\$52,987.00	\$58,285.00
Supplies / Equipment	\$14,000.00	\$14,000.00
Membership Dues / Support to Affiliate Organization	\$1,242.00	\$1,242.00
Other Expenses (itemize below)	\$30,900.00	\$30,900.00
<b>TOTAL</b>	<b>\$319,543.00</b>	<b>\$294,841.00</b>

Please itemize your other expenses.

Computer/Internet \$8500 Fundraising Expense \$5000 Insurance \$6200 Printing/Promotions \$10000 Misc \$1200
--

# Funding Request

---

Amount Requested

\$38,500.00

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.).

The money will be used to support the operation of the Senior Nutrition Program.  
This includes, but not limited to,  
Purchase of Food  
Utility Maintenance: Gas, Water, Lights  
Telephone and Internet Expense  
Repairs and Building Maintenance Expense  
Printing and Publication Expense  
Office Supplies Expense  
Kitchen and Janitorial Expense

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

Current Fiscal Year

11%

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.

The Senior Activity Center aims to improve the health and well-being of older adults by providing nutritious meals, fostering social connections, and offering educational and recreational opportunities to seniors. We play a vital role in promoting healthy aging and enhancing the quality of life for seniors within our community. With improved nutrition, dietary variety, and social connection, the Congregate Nutrition Program improves outcomes for seniors within our community experiencing food insecurity. By providing one nutritious meal in a congregate setting four days a week, the program supports seniors living independently in their homes.

We offer social interaction and companionship for isolated and lonely older adults, reducing

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

The congregate meal program is State and Federally funded with only age as a criterion. The program serves adults aged 60 and older. Services are not intended to reach every individual in the community. The program collects demographic information upon registration to help the Idaho Commission on Aging and the local Area Agency on Aging to understand the nutrition needs in our community.

The Older American Act expands eligibility to include the following:

- Spouse of participant 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.

Our program is effective at addressing the current community need of senior food insecurity by serving 16,257 meals last year to 850 unduplicated older adults. In addition, we recorded over 31,269 total event sign-ins. A total of 1058 unduplicated seniors utilized programs and services at the Senior Activity Center during the year. This is a significant effort to ensure that seniors have access to sufficient and healthy food options. 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 the quality of life for seniors within our community. With improved nutrition, dietary variety, and social connection, the Congregate Nutrition Program improves outcomes for seniors within

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

One clear factor in changes made at the Senior Activity Center to better meet community needs has been to ask the seniors what they wanted. Significant changes have been made to the service in the dining room during the lunch hour. The atmosphere has changed from an institutional setting to more of a dining experience while keeping cost to a minimum. We removed the Styrofoam cups and switched to a reusable plastic glass. Salt and pepper shakers, glasses, and water pitchers were placed on each table. Attendees report that this approach feels more dignified and contributes to feeling independent instead of going to a water counter and asking for a cup of water and salt and pepper packets. The food is being served in true serving portions with focus on color and presentation to make the meal more appealing to the eye. The monthly menu offers a variety of foods created by suggestions by

## Staff and Volunteers

---

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

2

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

The Director leads and manages the organization, overseeing operations, finances, programs, staff, and volunteers. Effective in strategic planning, fundraising, and stakeholder relationships to achieve the organization's mission and goals.

The office manager oversees daily administrative operations, including welcoming guests, mail distribution, inventory management, and office supply procurement. This person serves as the primary point of contact for external inquiries, providing timely and courteous responses. This person is responsible for data entry, scheduling the building, and registration of members.

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

The Dishwasher is responsible for cleaning and sanitizing food service equipment and supplies, assisting with food management, and cleaning and maintaining kitchen and dining room areas.

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 help the center run smooth and efficiently, they assist to maintain an atmosphere of stable, friendly environment and support the center with a diverse range of tasks. We have about 75 volunteers, managed by the volunteer coordinator. This is the go-to person to manage and support the volunteers. The tasks include office duties, preparing silverware, food prep, food delivery to people, coffee service, fundraising efforts, writing birthday cards, food pick up from local food bank. Volunteers keep the SAC running.

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

1065

Projected Next Fiscal Year

1171

## 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.

One person: under 65 years old - 15%  
 One person: 65 years and over - 55%

Two people: under 65 years old - 10%  
 Two people: 65 years and over - 20%



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)

Society of St Vincent de Paul - Holy Spirit Conference

Organization Address

Street Address

855 S 2nd Ave

City

Pocatello

State

ID

Zip Code

83201

Organization Website (or social media presence)

svdppoc.com

## Organization Contact

---

Contact Name

Beth Huston

Contact Job Title

Store Manager

Contact Phone

2084782062

Contact Email

svdp855@gmail.com

## Organization Board

---

Board President (or equivalent)

Keith Riemersma

Board President Phone

2083396060

Board President Email

kjr1ckr@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		
Government Funding – Other Cities		
Government Funding – County		
Government Funding – State		
Government Funding – Federal	\$6,868.00	\$20,000.00
Grant Support (itemize below)	\$38,800.00	\$27,000.00
Foundation and Corporate Support		
Contributions/Donations	\$36,231.00	\$30,000.00
Special Events		
Membership Dues Received		
Investment Income		
Fundraising Income		
Other Income (itemize below)		
<b>TOTAL</b>	<b>\$81,899.00</b>	<b>\$77,000.00</b>

Please itemize your grant support sources.

CDBG - 2024 - \$6,868 / 2025 requested \$20,000 Dennis & Phyllis Washington 2024 \$4,800 gas vouchers / 2025 \$5,000 social services Union Pacific 2024 \$6,000 Idaho Catholic Foundation 2024 \$2,000 gas vouchers / 2025 requested \$6,000 Bayer Fund 2024 \$4,000 LDS Humanitarian Grant 2024 \$22,000 food / 2025 requested \$22,000 food and sundries
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Please itemize your other income sources.

N/A
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## Reserves

---

Total Year to Date

\$13,000.00
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## Expenses

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	Current Fiscal Year	Requested Next Fiscal Year
Salaries	\$87,516.00	\$79,965.00
Employee Benefits		
Payroll Taxes	\$5,984.00	\$11,958.00
Professional Fees and Contracts	\$3,821.00	\$4,936.00
Occupancy (rent, utilities, building and grounds)	\$21,288.00	\$17,455.00
Specific Program Assistance	\$83,409.00	\$80,988.00
Supplies / Equipment	\$13,770.00	\$13,687.00
Membership Dues / Support to Affiliate Organization		
Other Expenses (itemize below)		
TOTAL	\$215,788.00	\$208,989.00

Please itemize your other expenses.

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# Funding Request

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Amount Requested

\$5,000.00

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.).

All of the funds will go directly to our Pocatello clients who come to us and need help with their basic necessities such as rent, utilities, medical bills, car repairs, phones, etc. We do not need to use the funds for any other expenses for the program operation. We help people with up to \$200 of financial assistance depending on their specific request.

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

Current Fiscal Year

Requested Next Fiscal Year

6%

# 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 for our social services program. We are the only social service agency in town left who helps with immediate rent assistance. The other agencies are mostly long term solutions that do not start immediately, but we deal with people who are at risk for imminent homelessness if not already homeless. We have a trained counselor who interviews each client. We gather data based on HUD's requirements since we also we receive CDBG funds for this program. We do not discriminate based on any class or status. Rather, we help everyone who comes to us in need with the resources we have. We help people, most of whom are in the Extremely Low-Income category, with up to \$200 not more than once/year. Goal is to help an additional 25 households in 2025.

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

United for ALICE issued an urgent update stating that Idaho's poverty rate remained steady at 11%, but the Asset-Limited, Income-Constrained, Employed population rose dramatically from 32% to 43% from 2021-2022. These are people who are employed but do not make enough money to meet their basic necessities. They have been negatively impacted by concurrent decreases in social programs while prices have risen. These are our clients for the social services program that request financial assistance with their basic necessities. They include people with mental and physical disabilities, seniors, children, the elderly and veterans, as well as single moms, all of every race and ethnicity.

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

Pocatello's poverty rate at 13% is even higher than Idaho's. In addition, affordable housing is difficult to attain and if there are units available, our population cannot afford the fees and deposits that landlords often require. Transportation in our area is also difficult for our population if they do not have a vehicle, due to inclement weather for cycling and walking. Combined, these are the challenges that our clients face. We address their challenges by treating them with dignity and respect, listening to their stories of suffering and difficulties, and helping them with up to \$200 with one of their immediate needs. We also offer other services to complement this pgm. A measure of success for this program is that, after receiving the hand up from us, they seldom come back to ask for assistance again...

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

Since 2018, our social services program has increased 324%. In 2018, we paid out \$18,094 in financial assistance compared to 2024 \$58,679 for 644 individuals in need. We have been able to sustain this increased need by writing and receiving grants and obtaining more individual donations. We also went from offering just \$100 per person per year to \$200. We added gasoline vouchers for \$10 approximately once/month to our social services program.

## 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

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

2

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

Store Manager - oversees entire operation  
Social Services Director - interviews clients and determines need

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

approximately 2-3

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

Treasurer, Board of Directors - Records the financial transactions for social services, signs checks, and balances the books  
Dock Workers - set up the area to receive social services clients  
Cashiers - help social services clients fill vouchers in the store

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

11,695

Projected Next Fiscal Year

13,215

## 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.

Unfortunately, we do not normally track income information on our clients outside of the requirements put on us as a result of receiving CDBG funding. We are confident that nearly all of our clients meet at least federal poverty level requirements as well as ALICE. For example, with CDBG funds we were able to assist 78 individuals from 35 households. Of those 78 individuals, 68 were in the Extremely Low-Income category which is 87% of the total. This is typically representative of the rest of our clientele as well. Another 10% were in the Very Low-Income category and just 3% were in the Low poverty level according to HUD's FY2023 and FY2024 CDBG Income Limits.



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)

The Salvation Army, a California Corporation

Organization Address

Street Address

400 N 4th Avenue

City

Pocatello

State

Idaho

Zip Code

83201

Organization Website (or social media presence)

<http://pocatello.salvationarmy.org>

## Organization Contact

---

Contact Name

Mariah Makowski

Contact Job Title

Ministry Leader

Contact Phone

(208) 232-5318

Contact Email

mariah.makowski@usw.salvationarmy.org

## Organization Board

---

Board President (or equivalent)

Nancy Orthel

Board President Phone

208-220-992

Board President Email

orthel@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	\$0.00	\$25,000.00
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	\$10,000.00
Grant Support (itemize below)	\$0.00	\$3,000.00
Foundation and Corporate Support	\$40,000.00	\$40,000.00
Contributions/Donations	\$110,000.00	\$272,900.00
Special Events		
Membership Dues Received	\$1,400.00	\$2,800.00
Investment Income	\$3,000.00	\$6,000.00
Fundraising Income	\$62,000.00	\$65,000.00
Other Income (itemize below)	\$24,000.00	\$73,000.00
<b>TOTAL</b>	<b>\$240,400.00</b>	<b>\$497,700.00</b>

Please itemize your grant support sources.

United Way- applying next year for \$3,000

Please itemize your other income sources.

\$20,000- Gifts in Kind (food)  
 \$4,000- Rental Income

## Reserves

---

Total Year to Date

\$0.00
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## Expenses

---

	Current Fiscal Year	Requested Next Fiscal Year
Salaries	\$75,371.00	\$150,000.00
Employee Benefits	\$15,174.00	\$30,000.00
Payroll Taxes	\$7,131.00	\$14,000.00
Professional Fees and Contracts	\$9,384.00	\$18,000.00
Occupancy (rent, utilities, building and grounds)	\$26,888.00	\$40,700.00
Specific Program Assistance	\$42,384.00	\$80,000.00
Supplies / Equipment	\$24,087.00	\$30,000.00
Membership Dues / Support to Affiliate Organization	\$31,500.00	\$60,000.00
Other Expenses (itemize below)	\$46,500.00	\$75,000.00
<b>TOTAL</b>	<b>\$278,419.00</b>	<b>\$497,700.00</b>

Please itemize your other expenses.

Marketing Costs (mail Appeal) \$22,420 Transportation: \$13,364 Education/Training: \$1,529
---

# Funding Request

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Amount Requested

\$25,000.00

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 will be used to support one year of wages and fringe benefits for the part time cook who is responsible for the daily operations of the soup kitchen.

Wages (\$14/Hour @ 28 hours per week X 52 weeks) \$20,380

Fringe Benefits (22.51%) \$4,620

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

Current Fiscal Year

9%

Requested Next Fiscal Year

5%

## Program

---

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

The Salvation Army's Hot Meal Program in Pocatello operates six days a week, providing a consistent source of nourishment to food-insecure individuals and families. From 12:00 to 12:30 p.m., guests are served a hot, nutritious lunch prepared by a dedicated staff cook Monday through Friday, with Saturday meals provided by community volunteers. This program welcomes all who are hungry, offering not just food but dignity and connection.

**Reduce Food Insecurity in Pocatello:**  
The primary goal is to ensure that individuals and families who are struggling to afford food have access to a hot, nutritious meal at least once per day. By offering meals six days a week, the program provides a reliable source of nourishment for those experiencing hunger or unstable living conditions.

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

The Salvation Army's Hot Meal Program in Pocatello serves a broad range of individuals experiencing food insecurity, with a particular focus on vulnerable populations. This includes low-income individuals and families, veterans, seniors on fixed incomes, people experiencing homelessness, and those who are precariously housed—such as individuals living in motels, trailers, or vehicles without access to cooking facilities.

Many guests rely on this daily meal to stretch limited monthly budgets, especially in the face of rising food costs and fixed incomes. For some, it may be their only hot meal of the day. By operating six days a week, the program ensures that anyone in need has consistent, equitable access to nutritious food. The service is offered in a safe, welcoming environment

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

The program is especially effective because it meets people where they are—offering a warm, nutritious meal in a welcoming environment with no barriers to access. Staff and volunteers serve anyone in need, regardless of their circumstances. The consistency and reliability of this service has built trust in the community and serves as a safety net for many who would otherwise go without. As food costs rise and affordable housing remains scarce, this simple daily offering continues to meet a very real and growing need in Pocatello.

The Salvation Army's Hot Meal Program in Pocatello is a vital, consistent resource for individuals who face food insecurity but are unable to prepare meals for themselves. While food boxes can help many families, they are not always a practical solution for unhoused individuals, seniors with limited mobility, or those living in trailers, motels, or other places

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

The Hot Meal Program in Pocatello has grown and adapted over the years to better meet the needs of the community. Originally operating five days per week, the program expanded to include Saturdays in response to increased demand and to ensure more consistent access to food for those who rely on it. Another key evolution has been the growing involvement of community volunteers, who now play an essential role in preparing and serving meals, especially on Saturdays. This not only strengthens community engagement but also helps sustain the program long-term.

Additionally, the mealtime was adjusted from 11:00 a.m. to 12:00 p.m. to better align with the local evening meal service at a nearby church. This thoughtful change reduced the length

# 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

Social Services Coordinator/Program Assistant

The Social Services Coordinator & Meal Program Assistant oversees daily operations of the meal program, including supervising the cook, recruiting, registering, and scheduling volunteers. They manage inventory, order food and kitchen supplies, and coordinate maintenance or replacement of kitchen appliances as needed. Additionally, this role serves as the primary backup cook, stepping in to prepare meals when the regular cook is unavailable, ensuring uninterrupted meal service.

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

Cook

The Cook & Food Program Support staff is responsible for preparing and serving meals, managing food donation pick-ups, and maintaining cleanliness and organization in the kitchen. This role also includes sorting and prepping food, supervising volunteers, and leading the weekly Fresh Food Fridays distribution, where community members can access fresh groceries.

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

15 per week

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

Meal Service Volunteers play a vital role in the daily lunch program by helping to organize and set up the dining hall, prep food, serve meals, assist with second helpings and last call, and ensure all areas are properly cleaned and sanitized. On Saturdays, volunteers take full ownership—planning, cooking, serving, and cleaning up the entire meal—demonstrating leadership and deep commitment to serving the community.

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

7000

Projected Next Fiscal Year

12000

## 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.

100% of the clients served by the program are low-income



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)

Valley Mission

Organization Address

Street Address

442 N Arthur Ave

City

Pocatell

State

Idaho

Zip Code

83204

Organization Website (or social media presence)

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

## Organization Contact

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Contact Name

Karl Pettit

Contact Job Title

Director

Contact Phone

208-760-0761

Contact Email

karl@fbcpoky.com

## Organization Board

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Board President (or equivalent)

Mike Popovich

Board President Phone

661-330-9714

Board President Email

mikep@fbcpoky.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	\$0.00	\$0.00
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)	\$1,500.00	\$100,000.00
Foundation and Corporate Support	\$0.00	\$250,000.00
Contributions/Donations	\$67,850.00	\$300,000.00
Special Events	\$1,500.00	\$30,000.00
Membership Dues Received		
Investment Income		
Fundraising Income		
Other Income (itemize below)		
<b>TOTAL</b>	<b>\$70,850.00</b>	<b>\$680,000.00</b>

Please itemize your grant support sources.

United Way grant for \$1,500 for Street Reach resources and supplies.  
 Future grants from various state and national foundations.

Please itemize your other income sources.

Individual contributions, business contributions, Avenues for Hope \$40,000 (2024), Idaho Gives \$36,000 (2024), \$150,000 due from Murdock Charitable Trust once Certificate of Occupancy is obtained for Phase 1 (Food Pantry)

## Reserves

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Total Year to Date

\$40,098.00
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## Expenses

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	Current Fiscal Year	Requested Next Fiscal Year
Salaries	\$3,247.00	
Employee Benefits	\$0.00	
Payroll Taxes	\$248.00	
Professional Fees and Contracts	\$3,200.00	\$3,500.00
Occupancy (rent, utilities, building and grounds)	\$300.00	\$1,200.00
Specific Program Assistance	\$0.00	
Supplies / Equipment	\$2,400.00	\$8,500.00
Membership Dues / Support to Affiliate Organization	\$400.00	\$400.00
Other Expenses (itemize below)	\$300,000.00	\$700,000.00
<b>TOTAL</b>	<b>\$309,795.00</b>	<b>\$713,600.00</b>

Please itemize your other expenses.

<p>\$300,000 - construction costs for completion of Phase 1 (Food Pantry). Infrastructure - electrical, plumbing, HVAC, mechanical, insulation, sheetrock, paint, and equipment to operate the Food Pantry.</p> <p>\$700,000 - remaining construction costs for Phase 2 and 3. Infrastructure - electrical, plumbing, HVAC, mechanical, insulation, sheetrock, paint, and equipment to operate emergency shelter, office space, medical clinic, commercial kitchen and dining, and the transformational living program spaces.</p>
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# Funding Request

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Amount Requested

\$50,000.00

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.).

Funds received from City of Pocatello will be directed toward completion of Phase 2, specifically the emergency shelter space. Building materials to complete 2 8-bed sleeping rooms, including bed systems for each room.

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

Current Fiscal Year

0

Requested Next Fiscal Year

7%

## Program

---

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

Valley Mission is requesting funding to support our emergency shelter as part of our expanded wraparound support model. These services provide immediate relief and long-term stability to individuals experiencing homelessness and economic hardship in Pocatello. The emergency shelter will offer 18 bed spaces in a secure environment, ensuring that individuals have access to a safe place to sleep, showers, laundry and case management. Program goals - offer safe emergency shelter for individuals experiencing homelessness; support individuals in achieving long-term stability through structured housing and life-skills programs.

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

Valley Mission serves low-income individuals, families, seniors, and individuals experiencing homelessness in Pocatello. Our target population includes: Working poor households struggling to afford food and rent; seniors on fixed incomes unable to cover basic needs; individuals experiencing homelessness in need of shelter and support services. Key activities: weekly food distribution through the food pantry; emergency shelter operations to provide overnight safety; transitional housing program; partnerships with more than 17+ partner agencies.

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

Valley Mission's model is unique in that it integrates short-term emergency housing, long-term transitional housing, and comprehensive wrap-around services - all under one roof. Our program is effective because: it meets critical food needs through a client-choice food pantry, distributing up to 10,000 pounds of food weekly; provide emergency shelter for individuals facing housing crises; support self-sufficiency through structured transitional housing and skills development; collaborating with 17+ local partners, including nonprofits, churches, and government agencies, to maximize impact without duplicating services.

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

Increased food distribution capacity: what started as small has grown to serve 200 families weekly. Added emergency shelter services: recognizing the lack of shelter options, we will provide overnight accommodations for up to 18 individuals. Developed transitional housing: Transformational Living Program (TLP) provides 6 months of structured support to help participants regain independence. New facility and expanded services: this will double our service capacity, add laundry facilities, shower, medical clinic space, and workforce training programs.

## 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

None at this time

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

2

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

Administration, part-time bookkeeping

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

72

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

Food pantry team unloads, sorts, and prepares food for distribution, roughly 4 hours every Wednesday. Distribution of food to our guests through the Food Pantry takes place every Thursday.  
Typically 3+ hours.  
Street Reach outreach team takes simple supplies and resources to the homeless encampments. Encampments can be along the river, in parks, at trail-heads or campground lots. Team makes the connection to the individual, does a 'field assessment' and offers other aid as needed. Partners involved include Pocatello Free Clinic, Aid for Friends, Center for Hope South, and others.

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

85

Projected Next Fiscal Year

200

## 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.

The majority of families serve through the food pantry fall into the \$30,900 range. Average family size is around 4. However, more than 80% of those families make far less than the \$30,900 range.  
The majority of people served through the Street Reach program for the homeless fall at or BELOW the \$15,852 range, as most have little to no income while on the streets.



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)

Bannock County Veterans Memorial Museum

Organization Address

Street Address

300 N. Johnson Ave.

City

Pocatello

State

Idaho

Zip Code

83204

Organization Website (or social media presence)

bc-vma.org FB: Bannock County Veterans Memorial Association

## Organization Contact

---

Contact Name

Miguel Domic

Contact Job Title

Historian

Contact Phone

208-232-9960

Contact Email

bcvma@yahoo.com

## Organization Board

---

Board President (or equivalent)

Teresa Vialpando

Board President Phone

208-240-4304

Board President Email

teresa.vialpando@yahoo.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	\$0.00	\$0.00
Government Funding – Other Cities		
Government Funding – County	\$67,900.00	\$67,900.00
Government Funding – State	\$0.00	\$0.00
Government Funding – Federal		
Grant Support (itemize below)		
Foundation and Corporate Support		
Contributions/Donations		
Special Events		
Membership Dues Received		
Investment Income		
Fundraising Income		
Other Income (itemize below)		
<b>TOTAL</b>	<b>\$67,900.00</b>	<b>\$67,900.00</b>

Please itemize your grant support sources.

Please itemize your other income sources.

Event Rentals - \$14,000 yearly average

## Reserves

---

Total Year to Date

\$0.00
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## Expenses

---

	Current Fiscal Year	Requested Next Fiscal Year
Salaries	\$0.00	
Employee Benefits	\$0.00	
Payroll Taxes	\$0.00	
Professional Fees and Contracts		
Occupancy (rent, utilities, building and grounds)	\$67,900.00	\$67,900.00
Specific Program Assistance		
Supplies / Equipment		
Membership Dues / Support to Affiliate Organization		
Other Expenses (itemize below)		
TOTAL	\$67,900.00	\$67,900.00

Please itemize your other expenses.

Power Water Heat Phone Repair/Maintenance Insurance
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# Funding Request

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Amount Requested

\$10,000.00

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.).

To purchase hardwood flooring used in reconstructing the upstairs of the Veterans Memorial Building (museum)

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

Current Fiscal Year

Requested Next Fiscal Year

0

# Program

---

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

In order to continue to provide the service of renting a beautiful and affordable venue for the city's population, we are requesting some aid in replacing the flooring in the building. The grand ballroom and side rooms (the entire upstairs) is completely without flooring. The most rented part of the building.

The goal is to install new flooring and be able to open up affordable rental venue to the community again.

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

The museum (building) is host to hundreds of events every year. Over 150 events are held by our community's civilian population. Schools and other non-profits use it on a regular basis as well. And of course, our own veteran/military events and meeting.

Weddings, reunions, town halls, meetings, dinners, baby showers, luncheons, birthday parties, Christmas dinners, celebrations of life, mental health events, veteran services, counseling, social interactions, breakfasts, dance classes, school history lessons

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

There are gorgeous venues available here in the City, however, not everyone in our population can afford several thousand dollars to use them. We have provided a beautiful venue, at a much more cost-effective option. Breaks are given to schools, non-profits, first responders.

The veteran community is a very unique one. And no one else really but another veteran may understand us. This building is a safe space, a home for those looking for others like them. You can find resources, others to talk to here. Sometimes it's just the checking in on each other, mental health that is needed.

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

The building itself, being built for veterans, used to be the social hub of the community. Events of all kinds were hosted here. Over the years, with options out there, community use faded. However, in the last few years, the building is again filled with laughter, fun, tears and memories. Use of the building is stronger and more active than it has been in previous years.

## 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

No paid employees.

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

20-2000

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

There are five board members and a representative from each of the fifteen organizations. Their duties include deciding together and working together on the needs of the building.

There are also volunteers in and out of the building on a regular basis.

# Patron Characteristics

## Total Patrons Served by the Program/Services

Number of Unduplicated Patrons

Current FY to Date

Unknown- Thousands

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		
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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.

It's honestly hard for us to measure this. Thousands and thousands of people use this building every year. We cannot possibly know where each person that attends an event stands in this chart. Even our veterans range from those struggling to get off the street to those needing to donate money for tax purposes.