

MINA'TRENTA NA LIHESLATURAN GUAHAN
2009 (FIRST) Regular Session

Bill No. 239-30 (COA)

Introduced by:

R.J. RESPICIO
J.P. GUTHERTZ, DPA

2009 OCT -5 AM 9:03

AN ACT TO APPROPRIATE TWO HUNDRED FIFTY FIVE THOUSAND NINE HUNDRED THIRTY DOLLARS (\$255,930) FROM THE GENERAL FUND TO THE UNIVERSITY OF GUAM FOR THE PURPOSE OF FUNDING THE LOCAL PORTION OF THE START-UP PLAN OF THE FARMER'S COOPERATIVE ASSOCIATION OF GUAM.

1 BE IT ENACTED BY THE PEOPLE OF GUAM:

2 Section 1. Appropriation. The sum of Two Hundred Fifty
3 Five Thousand Nine Hundred Thirty Dollars (\$255,930) is
4 appropriated from the General Fund to the University of Guam for
5 the purpose of assisting the Guam Farmers' Cooperative
6 Association of Guam, Inc. to progress with their "Action Plan" (as
7 indicated in Exhibit 1 attached herein) for a farmer-driven
8 initiative for food import substitution to promote local jobs and
9 food security for the people of Guam.

Farmer's Cooperative Association of Guam, Inc.

(A not-for-profit corporation)



Action Plan

Submitted for the I Mina' Trenta Na Liheslaturan Guåhan
(30th Guam Legislature)

Submitted on:
March 16, 2009

- EXHIBIT "1" -
(Bill No. ___-30(COR))

Page 1 of 44

Table of Contents

Action Plan	Page 3
Budget	Page 6
Appendix	Page 8
a. Logic Model	Page 9
b. UOG Contract	Page 12
c. Business Training Associates	Page 17
Contract/Training Matrix	
d. Small Minority Producer Grant	Page 19

Action Plan

Co-Op's strategic plan includes 6 core thrusts or activities. The first is to develop and solidify the internal operations, ex. dues, commissions, sales, and memberships. The second is to work with the mayor of Dededo to set up the office and sale space for a timeline for one to three years as the central base of the Co-Op. The third is to develop and implement the partnership with Guam Hotel Restaurant Association (GHRA), the Micronesian Chef's Association (MCA), Cooperative Extension Service (CES) and the Department of Agriculture (DoAg), with the ultimate objective of substituting local produce for imports at a significant percentage in the purchasing of buy local hotels and restaurants. The fourth thrust is a long term effort of the Co-Op that will include working with the Ancestral lands to identify a site in the Dededo area for a true farmers market and flea market. The fifth is to work on outside relationships and resources that will provide local, fiscal, technical, and infrastructure support for the Co-Ops efforts, as well as to seek grants to fund the projects the Co-Op wishes to undertake. The final thrust, also a long term area, is to develop fiscal operations and this will be covered under the business plan of the co-op.

The steps necessary for the Dededo facility to bring it into operation is to establish at least one room that operates as the storage room with coolers. Ideally obtaining a reefer container that connects directly into that space with both back and side entrances for efficient delivery and removal of produce from the cold storage area. This is critical for all operations whether it is sales at that site or to the hotels and restaurants or for later broader delivery type sales. So within the next three months this will involve cleaning out an office space, painting, acquiring basic office furniture which includes conference tables and chairs, as well as identify small refrigeration units for inside that can be set at different temperatures to handle the different produce necessary with the initial efforts of the farmers, chefs, and UOG food scientist. This is in addition to sourcing and funding needed to obtain and set up a small 20 foot reefer container. The mayor of Dededo simultaneously will develop the power infrastructure for the container. Second is to set up a washing and cleaning area outside which will include putting a roof over the existing outside sink areas, and opening up this room and the office room to the bathroom which will be cleaned and fixed. Three to six months out, a set up of a sales area where one room is cleaned and painted and the outside area is organized so the Co-Op can maintain bi-weekly or weekly sales. This would then put the Dededo facility at a highly visible site that the Co-Op can operate out of both for its wholesale operations and periodic community sales, thus the Co-Op can begin to build the necessary capital for its operations.

The second objective was the partnership with the Co-Op, Guam Hotel and Restaurant Association (GHRA), Micronesia Chef's Association (MCA), UOG-CES, DoAg. The steps were to first develop an M.O.U. articulating how the members would work together and form a basis on which all the partners are communicating. The second step to this objective is to start promoting local produce to the purchasing managers and the chefs, partly by providing sample produce to the meeting of the MCA and GHRA. Third is in cooperation with GHRA, the Co-Op, UOG, and the Department of Agriculture to develop a list of locally produced fruits and vegetables and have the MCA members and the GHRA purchasing managers fill forms out of their periodic quantities purchased weekly or monthly, the volume, price, and whether it is purchased locally or off-island. The Co-Op will participate in key events like Taste Guam,

GHRA's annual PHARE, and Pastry's in Paradise, where part of the produce is either purchased or donated for these events.

The final step is to begin marketing to chefs, which have four critical steps to it. The first is within the next month for the members of the Co-Op to identify two months out the products they can produce, the volume they can produce weekly of each product, the price and the quantity necessary for minimum delivery. This will be then made available to the GHRA and MCA meetings. About four large hotels will be identified to absorb this volume and pilot the initial delivery. Initially this will require farmer delivery hence the need of identification of the minimal purchasing amounts. The idea is to start with crops we have and identify crops that we can also plan towards 3 months out, 5 months out, and 6 months out, so that within 6 months we are providing a significant quantity to the chefs. This will be targeted for sales from the period of September to December, with the farmers by mid July having a list of products that they can provide during September – December. At the GHRA meetings in September and October, discuss what products they would like to add and have the Co-Op start gearing up for those sales including bringing in of new members. The third aspect is to start looking how this can be expanded to where the Co-Op starts to provide the delivery of the product and the farmers deliver the product to the Co-Op. The Co-Op then will investigate how best to manage the delivery where they may entertain smaller purchases of a variety of products so that each restaurant or hotel gets several hundred pounds of produce but a mixture that are made up from all the members of the co-op. This type of sales are targeted for December – March and once the logistics of this is worked out new members will be actively sought to increase the quantities that go out as long as the hotels show that there is a demand for such products. In doing this, the Co-Op will need to do continuous follow-up and quality checks with the chefs and purchasing managers to make sure the co-op is meeting the desired needs. This farmer-chef initiative is the most critical of all the Co-Op's initiative because they have targeted the tourism industry as the sector of which it will first try to develop the infrastructure it needs to become a sole source marketing channel for the members of the Co-Op. The fourth imitative of the Co-Op is a longer term project to try and identify a piece of land and secure it either from the land trust or ancestral lands in order to develop a true farmer's Co-Op. This will involve identifying the land and assessing and planning how the land will be utilized working on arrangements with the Mayor of Dededo to shift the flea market activities over to this land and ideally seeking grants and other resources to help provide funds to help come up with a design and development of the infrastructure. At the same time this location will be the future site of a potential community kitchen in addition to securing the necessary utilities.

There are many activities involved, and this is where the Co-Op wants to go nine months to two years out. Simultaneous to this, all of the short term, the Co-Op will actively seek partnerships and resources through business community support, grants and proposals to identify funding necessary to support these long term plans. The goal of the Co-Op is to submit at least one grant every 6 months to help fund the development of the infrastructure and improvement of operations. Finally a business plan needs to be developed; it will be a two stage plan. The first stage would involve the development of the Dededo office and cold storage as well as planning how the fiscal operations involved developing the initial sells to the chefs, the hotels, and restaurants. The fiscal operating plan will include projections of what might be possible once the flea market and farmers market has actually been set up with the receiving, sorting, and dry and cold storage facility is in place. These are key things that represents the plans of the first year of

the co-op. This plan will be modified six months from now to take into account the progress made up to that point. For more detail see attached logic model.

Essential to the success of all the above mentioned endeavors is obtaining one (1) year local seed funding for the purpose of hiring office management, assembly and delivery person. Commissions on sales after one year of market development should enable the Co-op to sustain this positions' salary. Unfortunately, the Grant explicitly states that the **grant funds *may not* be used for this purpose, however, they may be used for market development and training of this individual. We are in a chicken and egg dilemma.** This individual is critical to the development of the Cooperatives' markets and logistics but without this in place the Cooperative CAN NOT generate the initial sales necessary to support this salary. Hence, we need support from the legislature for seed funds to hire this individual.

BUDGET

Guam Farmers' Cooperative Association Startup Plan:
 A farmer driven initiative for food import substitution to promote local jobs and food security.
 First Year Organizing (Infrastructure and Manager)

Item	Co-Op (local support)	Grant*	Others
Temporary Central Office			
Computer (1-retail; 1-admin)	\$ 3,000.00	\$ 2,000.00	\$ -
Supplies (office) - includes software	\$ 1,000.00	\$ 800.00	\$ -
Printer	\$ 1,000.00	\$ 600.00	\$ -
Projector	\$ -	\$ 1,200.00	\$ -
Phone	\$ 900.00	\$ -	\$ -
Security monitoring	\$ 1,500.00	\$ -	\$ -
Internet (live web-based ordering)	\$ 1,000.00	\$ 720.00	\$ -
Website	\$ -	\$ 5,000.00	\$ -
Room Renovation (floors, Doors, Security, Windows)	\$ 4,000.00	\$ -	\$ -
Utilities	\$ 18,000.00	\$ -	\$ -
Total Temp Central Office:	\$ 30,400.00	\$ 10,320.00	\$ -
Washing and grading area			
Cold storage: refer containers	\$ 30,000.00	\$ -	\$ -
Setup modifications	\$ 2,000.00	\$ -	\$ -
Footing for containers	\$ 6,000.00	\$ -	\$ -
3 phase riser and box (Mayor of Dededo)	\$ -	\$ -	\$ 5,000.00
Generator (emergency backup)	\$ 12,000.00	\$ -	\$ -
Cold Storage: small indoor coolers	\$ 12,000.00	\$ -	\$ -
Total Washing and Grading area:	\$ 62,000.00	\$ -	\$ 5,000.00
Market Assessment and Coordination			
Survey GHRA Hotels and Restaurants on Produce Demand	\$ -	\$ 15,000.00	\$ -
Coordinate Meetings between Farmers and Chefs	\$ -	\$ 10,000.00	\$ -
Total Market Assessment and Coordination:	\$ -	\$ 25,000.00	\$ -
Delivery			
Van	\$ 30,000.00	\$ -	\$ -
Repair and Modification	\$ 2,000.00	\$ -	\$ -
Baskets/Crates & Delivery Materials	\$ 6,000.00	\$ -	\$ -
Register/scale	\$ 3,000.00	\$ -	\$ -
Initial Packaging Materials	\$ 2,000.00	\$ -	\$ -
Produce scale	\$ 1,000.00	\$ -	\$ -
Produce shelving & storage	\$ 4,000.00	\$ -	\$ -
Total Delivery:	\$ 48,000.00	\$ -	\$ -
Management			
Legal Fees: local and Grants	\$ -	\$ 2,000.00	\$ -
Manager/Marketer (Core)	\$ 40,000.00	\$ -	\$ -
deliver/marketing assistant	\$ 30,000.00	\$ -	\$ -
Bookkeeping	\$ 15,000.00	\$ -	\$ -
Insurance	\$ 8,000.00	\$ -	\$ -
Total Management:	\$ 93,000.00	\$ 2,000.00	\$ -
Miscellaneous (10%)	\$ 22,530.00	\$ -	\$ -
Total Miscellaneous:	\$ 22,530.00	\$ -	\$ -
COLUMN TOTALS:	\$ 255,930.00	\$ 37,320.00	\$ 5,000.00
TOTAL Budget requested:	\$ 255,930.00		
* Grant money for additional pilot programs training for 1 year. (See Grant Contracts in appendix.)		\$ 137,680.00	
Grant Total (See Grant in appendix.):		\$ 175,000.00	
Grand Total (all sources: Local and Grants):	\$ 435,930.00	\$ -	

APPENDIX

APPENDIX

a. Logic Model

LOGIC MODEL

Situation	Resources	Activities	Outputs	Outcomes
Penetration into the tourism industry by local farmers is almost non-existent	UOG-faculty & Associate (Time & Knowledge) -GHRA -MCA DoAG	CO-OP Partners with GHRA/Chef/CES/DoAG - MOU - Survey Purchasing agents -Presentation by Co-Op to GHRA July 2 Get Quarterly Meetings With MCA Start production and sale of Target crop. Develop monthly Whats fresh now.	Signed MOU List of GHRA monthly purchase volume and price Initial identification of a few fruits and veg. to target. Chef Farmer agree on crops/fruits of interest.	All partners open regular communication channels Target for pilot market and promotion Chef show and tell to develop standards and recipes
	UOG/CES	Internal Operations a. Dues, commissions, Sales b. Associates, storage	Co-Op farmer trainings in product quality, quantity, scheduling, delivery	Viable import substitution with local produce. New income for Guam
	Dededo Mayor's Office	Dededo & Existing Facility (possible office mgt) - Sales, managing sales - Office space/Meeting area	Facility for assembly and distribution, and training and meeting.	
	Dededo Mayor's Office	Dededo Land/Developing Farmer & Flea Market - Assess & Plan - Clear flea market - Design Facility - Flea Market - Wholesale receiving storage/overflow	Site secure Old flea market at new site Farmers market infrastructure	Central flea market area

LOGIC MODEL (cont.)

		<ul style="list-style-type: none"> - Community kitchen - Power/water - A & E - Secure Property - Request 	Store surplus produce	Location for value-added
	GHRA MCA UOG/CES DOAg GGEFCU Legislature	Outside relationship/resources <ul style="list-style-type: none"> - Partners - Business Relationship (wholesales) - Grants/projects - GGEFCU Revolving - Loan to finance daily short term - Get money from legislature 	Setup logistics, hire manager/sales/delivery. Trial running of programs. Income to support operations	After one year Co-op operations approach self sustainaing.
		Fiscal Operations <ul style="list-style-type: none"> - Build a bank account - Set 1 yr., 3yr., & 5yr., goal 		

APPENDIX

b. Proposed UOG Contract

Proposed UOG Cooperative Extension Service (UOG CES) Sub-Contract for Technical Support and Training for Guam Farmer's Cooperative Association (Co-Op) under, 2008 Small Minority Producer Grant, a USDA Rural Development Grant

This subcontract will be managed by UOG CES Agricultural Economist, L. Robert Barber, Jr. Under this contract Mr. Barber will coordinate linkage of UOG resources (faculty, Extension associates and facilities) in technical support and education, with Co-Op members and their partners (Guam Hotel and Restaurant Association (GHRA), Micronesian Chefs Association (MCA), and the Dededo mayor's office) in conducting needs assessments/feasibility studies, demonstrations, trainings/ workshops, focus groups, poster/publication development and field days. The portion of the grant that UOG CES will subcontract will be \$100,000 this will cover the proposed activities under the headings Crop Management - Feasibility/Needs Assessment/Strategic planning studies (\$25,000), Crop Management – Crop plans (\$60,000), and Crop Management – Other related training (\$15,000).

For local contracts UOG CES charges a 10% indirect rate for the management, facilities and clerical support in handling the contract and funds. The UOG project manager will be allowed to move small amounts between budget categories, but the total of all category changes over the project may not exceed 10% of project total. If the Co-Op wishes to add further tasks, the task and price can be negotiated at a later date. On signing UOG will issue an invoice for 1/2 contract amount and the Co-Op will issue a check for this amount. This process will be repeated after 6 months from the signing of the contract. UOG will provide the Co-Op with a six month and end of year fiscal and activity reports.

Crop Management - Feasibility/Needs Assessment/Strategic Planning:

Throughout the year Mr. Barber will conduct focus group meetings with the Co-Op members and key individuals within the Co-Ops partner groups on needs assessment, crop and market feasibility assessments, group values and goals clarification and strategic planning. Under this effort preliminary work has been conducted during September and October 2008, using UOG-CES resources, prior to release of grant funds in order to ensure timely progress on the grant and to identify issues and goals for planning of training and technical support activities. Working planning documents (needs and issues, Co-Op strategic plans) will be updated each quarter and if needed, changes in project will be proposed for approval. For this portion of technical support the Co-Op will pay UOG-CES \$25,000 (\$17,727 services contract for Ag. Economist; \$2,273 UOG indirect; \$5,000 supplies, materials, conference notebook computer and projector) in three payments (\$8,333 each) over the year.

Since most of these sessions will take place at the Co-Op headquarters out of these subcontract funds UOG CES will provide \$2,500 in office, computer supplies and materials to the Co-Op for support of these sessions in the Co-Op office/conference room. Additionally, one notebook computer (1,250) and one projector (1,250) for working group and focus group session will be purchased for the Co-Op's office/conference room use.

The preliminary work already conducted under this portion of the project, initial needs assessment and strategic planning focus groups, has provided information that will shape the technical assistance, coordination and training provided to Co-Op members and their island

partners under the Crop Management: Crop Plans, and Crop Management: Other trainings and to a degree the other areas of this grant. One area identified as not needed by the Co-Op members under this grant is pesticide and fertilizer usage as these are provided as a normal part of the UOG CES outreach efforts.

Crop Management - Crop Plans and Marketing Coordination:

The Crop Management - Crop Plans is budgeted at \$60,000 (\$54,545 project \$5,455 UOG indirect) this effort will support and build capacity within the Co-Op in four target objectives/endeavors for the project year:

- 1) Targeting the tourism sector for pilot efforts in import substitution; assessment (supply and demand evaluation), prioritization of potential target crops with greatest potential, demonstrating and coordinating logistics with key restaurants in a pilot effort, coordinating member production to support this effort, identification of issues and concerns from both the supply and demand market sectors. Farmer/Chef workshops and communication development will be key to this effort. \$14,500 (\$10,000 service contract, \$2,500 materials and supplies, \$2,000 for 4 business/tourism student interns @\$500 each for 100 hr. for market coordination)
- 2) Develop a weekly market day outlet at the Co-Ops existing headquarters in Dededo for the public purchases. This effort will involve will involve a lecture (10 hours) and experiential learning (20 hours each in teams of two on different days) for Co-Op members on direct marketing particularly coordinating product assembly, handling and market day sales. \$14,500 (\$12,000 service contract, \$2,500 for materials and supplies for experiential market learning efforts over three months)
- 3) Leafy greens are chefs' highest value high demand crop. Production of leafy greens in the tropics requires specific varieties and production methods. Dr. Marutani has identified promising varieties of lettuce and other leafy greens at UOG's Experiment Station. The Co-Op farmers will work Dr. Marutani, in their fields, with her providing technical support, to pilot varieties and production techniques to produce these crops and hold field days in their fields. The established market is the local restaurant market, as local chefs are begging for locally produced leafy greens. \$14,000 (\$10,000 service contract, \$4,000 for materials and supplies for farmer field demonstrations and field day workshops)
- 4) The Co-Op wants to pilot value added products that also extend the marketable season of fruit crops. Dr. Jian Yang and Bob Barber; Extension Food Technologist and Agricultural Economist will work with the farmers to identify local fruits best suited to value added processing, process with lowest startup cost, and process form with high chance of market success. Initial assessments indicate that frozen products (frozen fruit cubes, juices and purees) are probably the ideal first products to produce and sell through the Co-Op public outlet and to chefs. Dr. Yang will conduct four hands on workshop for Co-Op members on federal and local regulations, food safety issues and the product processing, and packaging and storage. \$11,545 (\$8,545 service contract, \$1,000 fruit for processing demonstrations/evaluations, \$2,000 for small scale processing demonstration equipment for Co-Op)

Crop Management – Other Related Training:

Preliminary needs assessment of Co-Op partners identified two information needs. The purchasing managers and chefs' biggest concern is availability of local produce. Buyers in the Hotel and Restaurant industry are completely unaware of what fruits and vegetables are available and for those available what their seasons are. They have requested a fruit and a vegetable seasonality calendars that shows what are available, when they can be found in local markets and time of peak availability. They also are requesting workshops on local produce seasonality and product form. This effort will utilize \$15,000 (13,600 activities & \$1,400 UOG indirect) to address these two issues through workshops, focus groups and publications.

- Through interview with Agricultural professions and Co-Op members a two seasonality calendars will be developed, one for local fruits and one for vegetables. These will be printed into large 24" x 36" posters (100 each) for distribution to key stores, restaurants, and offices and one thousand copies each will be printed in a smaller size 11"x17" for general distribution. A workshops and presentation at industry meetings, will be held for Co-Op partners, chefs and purchasing managers and other interested parties on the use of these calendars. \$12,000 (\$2,000 service contract, \$8,000 for printing large posters, \$2,000 for printing smaller posters)
- Farmer/Chef meeting and communication building events on articulating target commodity specifications (quality, maturity, and packaging). \$1,600 will be used this effort (\$1,000 for venue, \$600 for materials and supplies).

All publication and poster developed under this project will list Guam Farmers' Cooperative Association as a co-author/publisher with UOG and will note that product was developed with funds from a USDA Rural Development Program Grant.

Evaluation:

All workshops, focus groups, field days and farmer chef events will have an end of event evaluation form to determine changes in knowledge and beliefs. Also the evaluations will include questions on planned behavior changes. Indicators of medium term success for the pilot tourism import substitution effort, the market experiential learning and the production of leafy greens, and value added processing are continuation by the Co-Op of these efforts beyond the demonstration/trial period.

Budget

Subcontract overall 100,000	Grant funds	
<i>Crop Management - Feasibility/Needs Assessment/Strategic Planning (\$25,000)</i>		
Agricultural economist service contract	17,727	
Supplies & materials	2,500	
Notebook computer and projector	2,500	
UOG Indirect	2,273	
Subtotal	25,000	
<i>Crop Management - Crop Plans and Marketing Coordination (\$60,000)</i>		
<i>Objective/Endeavor 1) Assess and pilot tourism sector produce sales \$14,500</i>		
L. Robert Barber, Agricultural economist service contract	10,000	
Business/tourism student interns 4@\$500 each for 100 hr.	2,000	
Supplies & materials	2,500	
<i>Objective/Endeavor 2) Direct Marketing Workshops and Market Day Experiential Learning Experiences \$14,500</i>		
L. Robert Barber, Agricultural economist service contract	12,000	
Supplies & materials	2,500	
<i>Objective/Endeavor 3) Leafy Greens technical field demonstration support and field day/workshops \$14,000</i>		
Dr. Mari Marutani, Vegetable Horticulturist service contract	10,000	
Materials and supplies for field demonstrations and workshop	4,000	
<i>Objective/Endeavor 4) Value added product demonstration and workshops</i>		
Dr. Jian Yang, Food Technologist service contract	8,545	
Supplies: Fruit for product demonstrations	1,000	
Materials and small scale equipment (under \$1,000 each)	2,000	
UOG Indirect	5,455	
Subtotal	60,000	
<i>Crop Management - Other Related Training \$15,000</i>		
<i>Develop Seasonality Calendars for Local Fruits and Vegetables and Conduct workshop and presentations \$12,000</i>		
Jesse Bamba, Extension Associate service contract	2,000	
Publication: Large Posters Printing	8,000	
Publication: Small Posters Printing or Printing supplies	2,000	
<i>Farmer Chef Communication and Network Building Event \$1,600</i>		
Venue	1,000	
Materials and Supplies	600	
UOG Indirect	1,400	
Subtotal	15,000	
UOG Subcontract Total	100,000	

APPENDIX

c. Business Training Associates Contract/Training Matrix

**BUSINESS TRAINING ASSOCIATES
CONTRACT/TRAINING MATRIX**

TASK	1st QTR	2nd QTR	3rd QTR	4th QTR
<p>Task4-Facility Management-Business plan and other financial planning</p> <p>\$40,000 - to be expended at a rate of \$10,000 per quarter</p>	<p>SEMINAR - \$2,500 (24 hours)</p> <ul style="list-style-type: none"> - BUSINESS PLAN BASICS - BUSINESS PLAN DEVELOPMENT <p>FINANCIAL COUNSELING SERVICES - \$3,500 (30 hours)</p>	<p>SEMINAR - \$2,500 (16 hours)</p> <ul style="list-style-type: none"> - UNDERSTANDING THE BUSINESS CYCLE - BUDGETING BASICS <p>FINANCIAL COUNSELING SERVICES - \$3,500 (30 hours)</p>	<p>SEMINAR - \$2,500 (24 hours)</p> <ul style="list-style-type: none"> - COST CONTROL - FICA AND MEDICARE REQUIREMENTS <p>FINANCIAL COUNSELING SERVICES - \$3,500 (30 hours)</p>	<p>SEMINAR - \$2,500 (24 hours)</p> <ul style="list-style-type: none"> - TAX PLANNING CONSIDERATIONS IN BUSINESS PLAN DEVELOPMENT <p>FINANCIAL COUNSELING SERVICES - \$3,500 (30 hours)</p>
<p>Task5-Facility Management-legal advice and assistance</p> <p>\$15,000 - to be expended at a rate of \$3,750 per quarter</p>	<p>SEMINAR - \$1,000 (8 hours)</p> <ul style="list-style-type: none"> - BASIC CONTRACTING - PRODUCE SALES - BASIC CONTRACTING - SUPPLIES AND SERVICES <p>LEGAL COUNSELING SERVICES - \$2,750 (10 hours)</p>	<p>SEMINAR - 8 hours</p> <ul style="list-style-type: none"> - LOCAL STATUTES PERTAINING TO FARM OPERATIONS <p>LEGAL COUNSELING SERVICES - \$2,750 (10 hours)</p>	<p>SEMINAR - 8 hours</p> <ul style="list-style-type: none"> - FEDERAL ENVIRONMENTAL PROTECTION STATUTES PERTAINING TO FARM OPERATIONS - AGRICULTURAL STATUTES PERTAINING TO FARM OPERATIONS <p>LEGAL COUNSELING SERVICES - \$1,250</p>	<p>SEMINAR - 8 hours</p> <ul style="list-style-type: none"> - BASIC LEGAL DOCUMENTS INCLUDING POWER OF ATTORNEY'S AND OTHER AGREEMENTS <p>LEGAL COUNSELING SERVICES - \$2,750 (10 hours)</p>
<p>Task6-Facility Management-Produce marketing</p> <p>\$10,000 - to be expended at a rate of \$2,500 per quarter</p>	<p>SEMINAR - \$2,500 (24 hours)</p> <ul style="list-style-type: none"> - BASIC MARKETING PRINCIPLES - LIVESTOCK & PRODUCE SALES 	<p>SEMINAR - \$2,500 (24 hours)</p> <ul style="list-style-type: none"> - UNDERSTANDING SUPPLY & DEMAND PRINCIPLES - DEVELOPING CUSTOMER BASE 	<p>SEMINAR - \$2,500 (24 hours)</p> <ul style="list-style-type: none"> - BASIC MARKETING PRINCIPLES - LIVESTOCK & PRODUCE SALES - 8 hours 	<p>SEMINAR - \$2,500 (24 hours)</p> <ul style="list-style-type: none"> - INTERNET MARKETING PRINCIPLES - INTERNET SITE DEVELOPMENT AND DESIGN
<p>Task7-Facility Management-Other related training</p> <p>\$10,000 - to be expended at a rate of \$2,500 per quarter</p>	<p>TRAINING - \$2,500 (24 hours)</p> <ul style="list-style-type: none"> - BASIC COMPUTER SKILLS 	<p>TRAINING - \$2,500 (24 hours)</p> <p>INTRODUCTION TO:</p> <ul style="list-style-type: none"> - MICROSOFT OFFICE - WORD - EXCEL 	<p>TRAINING - \$2,500 (24 hours)</p> <p>QUICKBOOKS</p>	<p>TRAINING - \$2,500 (24 hours)</p> <ul style="list-style-type: none"> - INTRODUCTION TO THE INTERNET

NOTES:

- | | | |
|--|---|--|
| <p>1. SEMINARS & SERVICES ARE TO BE CONDUCTED BY THE OFFICE OF PEDRO G. TAJALLE JR., CPA FOR TASK #s 4 AND 6 (RESUME ATTACHED). SEMINAR MATERIALS AND COST FOR VENUE INCLUDED IN THE SEMINAR COST.</p> | <p>2. SEMINARS AND SERVICES FOR TASK #5 ARE TO BE CONDUCTED BY JACQUILINE T. TERLAJE, ESQ. (RESUME TO FOLLOW). SEMINAR MATERIALS AND COST FOR VENUE INCLUDED IN THE SEMINAR COST.</p> | <p>3. SEMINARS ARE TO BE CONDUCTED BY TRAVIS PILCHER OF TNDI FOR TASK #s 7 (RESUME ATTACHED). SEMINAR MATERIALS AND COST FOR VENUE INCLUDED IN THE SEMINAR COST.</p> |
|--|---|--|

APPENDIX
d. Small Minority
Producer Grant



GUAM STATE CLEARINGHOUSE (GSC)

Grant Project Application
Notification of Intent to Apply for Federal Assistance

G.S.C. 4. 008

APR 07 2008

TIME: 1:28 [AM]; [4PM]
RECEIVED BY: [Signature]

Date received: 4/7/08

Received by: R. Villaverde

SAL No.: 00008 041050Y

DUNS Number: 855037388

1) Applicant Department/Entity:

FARMER'S COOPERATIVE
ASSOCIATION OF GUAM, INC.

2) Division:

[Blank]

3) Applicant Address:

P.O. BOX 420
HAGATNA, GU 96932

4) Contact Person, Phone Number, E-mail:

THOMAS A. GAMACHO
(671) 483-7491
TOM@CAMACHOGLANS.COM

5) Due Date to Federal Agency:

APRIL 08, 2008

6) Federal Funds:

a. Grant \$ 75,000.00
b. Other \$ -0-

7) Non-Federal, Matching Funds:

a. Local \$ -0-
b. In-Kind \$ -0-
c. Other \$ -0-

8) Total Funds: \$

75,000.00

9) Federal Program/ Project

SMALL MINORITY PRODUCER GRANT
CROP MANAGEMENT AND FACILITIES
MANAGEMENT

10) Federal Domestic Catalog No., Public Law No. and Title:

10.771

11) Federal Agency Name:

UDSA, RURAL DEVELOPMENT

12) Federal Agency Address:

400 ROUTE 8, SUITE 303
MAITE, GU 96910

13) Type of Application:

New Grant Continuing Grant* Supplemental Grant* Other (Specify) _____

*Proceed to Question 14. Question 14 only applicable to CONTINUING and SUPPLEMENTAL grants.

- 14) If grant application is for a continuing or supplemental grant, please provide the following:
 (a) Initial date of grant period _____
 (b) Guam State Clearinghouse Application number _____

Also, what grant year of the program's effective funding period, does this application impact?

FY2009

- 15) Has federal funding agency been notified? Yes No

16) During which Fiscal Year will this program be implemented? Fiscal Year

- 17) If project includes local funding, identify source and rationale (BE SPECIFIC):

NONE

- 18) Is this program: BUDGETED (please identify legal budget authority: _____)
 NON-BUDGETED

- 19) Will this program require hiring of new employees? If YES, please provide number of employees (both existing and new) and justification. YES (Existing: _____ New: _____) NO

- 20) Funding Method:

YEAR		FEDERAL		LOCAL	TOTAL
First Year	100 %	<input type="text" value="175,000.00"/>	-0-	<input type="text" value="-0-"/>	<input type="text" value="175,000.00"/>
Second Year	%	<input type="text"/>	%	<input type="text"/>	<input type="text"/>
Third Year	%	<input type="text"/>	%	<input type="text"/>	<input type="text"/>
Fourth Year	%	<input type="text"/>	%	<input type="text"/>	<input type="text"/>
Fifth Year	%	<input type="text"/>	%	<input type="text"/>	<input type="text"/>

- 21) List of Departments or Agencies that would be affected directly or indirectly by this application:

NONE

22) Summary of Project (Attach Supporting Documents as Necessary):

FARM OPERATIONS - CROP MANAGEMENT &
FARM OPERATIONS - FACILITIES MANAGEMENT

23) Does this application require an Environmental Impact Study?

YES NO

24) Will this application conflict with any existing law?

YES NO

25) Is enabling legislation required?

YES NO

26) Will this program require maintenance of effort?

YES NO

27) Does the granting agency provide for in-kind services to offset the local matching requirement?

YES NO

28) Please provide the constants utilized to determine or calculate the allowable off-sets for amounts that may be claimed as in-kind.

NONE

29) Does the proposed program allow for pass through funding requiring services from sub-grantees or private contracts to accomplish its intended purpose?

YES NO

30) Does the program require the grantee to negotiate an indirect cost plan?

YES (please provide Negotiated Indirect Cost Rate percentage _____ %)

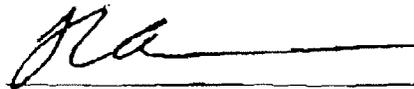
NO

31) Has the grantee estimated the indirect cost within the proposed grant budget?

YES NO

SUBMITTED AND APPROVED BY:

Signature of Authorized Representative:



Name of Authorized Representative:

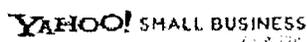
THOMAS A. CAMACHO

Position/Title of Authorized Representative:

PRESIDENT

Date:

04/07/2008



Print - Close Window

Date: Wed, 9 Apr 2008 09:19:39 -0700 (PDT)
From: "Roland Villaverde" <administrator@guamclearinghouse.com>
Subject: Fwd: Request for concurrent review
To: "Nettie Guerrero" <jeanette@guamclearinghouse.com>, "File Dump" <filedump@guamclearinghouse.com>

Nettie here is the concurrent review request from the Farmers Coop.

Roland

Note: forwarded message attached.

Forwarded Message

From: "Tom" <tom@camachoclan.com>
To: administrator@guamclearinghouse.com
Subject: Request for concurrent review
Date: Wed, 9 Apr 2008 22:55:36 +1000

HTML Attachment

Hafa Adai:

The Farmer's Cooperative Association of Guam, Inc. is formally requesting a concurrent review of our Small Minority Producer Grant Application delivered to your office on Monday, April 7, 2008. The purpose of this grant is to establish two technical assistance programs that would serve our members in the areas of crop management and facilities management.

Should you have any questions, please feel free to call me at 483-7491 or reply via email.

Regards,

Thomas Camacho
President
Farmer's Cooperative Association of Guam
P.O. Box 420
Hagatna, Guam 96932

**FARMER'S COOPERATIVE ASSOCIATION
OF GUAM
TECHNICAL ASSISTANCE GRANT**

A 2008 Small Minority Producer Grant Application

Submitted by:

**FARMER'S COOPERATIVE ASSOCIATION of GUAM
P.O. BOX 420
HAGATNA, GUAM 96932**

APRIL 8, 2008

Application for Federal Assistance SF-424		Version 02
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2 Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision * If Revision, select appropriate letter(s): <input type="checkbox"/> Other (Specify)
* 3. Date Received: Completed by Grants.gov upon submission.		4. Applicant Identifier:
5a. Federal Entity Identifier:		* 5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
8. APPLICANT INFORMATION:		
* a. Legal Name: FARMER'S COOPERATIVE ASSOCIATION OF GUAM, INC.		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 66-0704357		* c. Organizational DUNS: 855037388
d. Address:		
* Street1: P.O. BOX 420		
Street2:		
* City: HAGATNA		
County:		
* State: GUAM		
Province:		
* Country: USA: UNITED STATES		
* Zip / Postal Code: 96932		
e. Organizational Unit:		
Department Name:		Division Name:
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:		* First Name: THOMAS
Middle Name: ANTHONY		
* Last Name: CAMACHO		
Suffix:		
Title: PRESIDENT		
Organizational Affiliation:		
* Telephone Number: (671) 483-7491		Fax Number: (671) 646-5520
* Email: TOM@CAMACHOCLAN.COM		

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

M - NONPROFIT

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

USDA, RURAL DEVELOPMENT

11. Catalog of Federal Domestic Assistance Number:

10.771

CFDA Title:

SMALL MINORITY PRODUCER GRANT

*** 12. Funding Opportunity Number:**

10.771

* Title:

SMALL MINORITY PRODUCER GRANT

13. Competition Identification Number:

N/A

Title:

N/A

14. Areas Affected by Project (Cities, Counties, States, etc.):

GUAM

*** 15. Descriptive Title of Applicant's Project:**

FARM OPERATIONS - CROP MANAGEMENT & FARM OPERATIONS - FACILITIES MANAGEMENT

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:
* a. Applicant | 001 | * b. Program/Project | 00000 |

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:
* a. Start Date: 10/08 | * b. End Date: 09/09 |

18. Estimated Funding (\$):

* a. Federal	\$175,000.00
* b. Applicant	-0-
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	\$175,000.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**
 a. This application was made available to the State under the Executive Order 12372 Process for review on []
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.
 c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**
 Yes No []

21. "By signing this application, I certify (1) to the statements contained in the list of certifications" and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances" and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)
 ** I AGREE
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

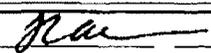
Authorized Representative:

Prefix: [] * First Name: THOMAS
Middle Name: ANTHONY
* Last Name: CAMACHO
Suffix: []

* Title: PRESIDENT

* Telephone Number: (671) 483-7491 Fax Number: (671) 646-5520

* Email: TOM@CAMACHOCLAN.COM

* Signature of Authorized Representative:  * Date Signed: 4/7/2008

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

[Empty text input area for Applicant Federal Debt Delinquency Explanation]

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 4040-0008
Expiration Date 04/30/2008

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. SMPG	10.771	\$	\$	\$ 175,000.00	\$ -0-	\$ 175,000.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 175,000.00	\$ -0-	\$ 175,000.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel	\$	\$	\$	\$	\$	
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies			30,000.00		30,000.00	
f. Contractual			145,000.00		145,000.00	
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)					\$	
j. Indirect Charges					\$	
k. TOTALS (sum of 6i and 6j)	\$	\$	\$ 175,000.00	\$	\$ 175,000.00	
7. Program Income	\$	\$	\$	\$	\$	

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Prescribed by OMB (Circular A-102)

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 175,000.00	\$ 175,000.00	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$ 175,000.00	\$ 175,000.00	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

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Standard Form 424A (Rev. 7-97) Page 2

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 178(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (Identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	* TITLE PRESIDENT
* APPLICANT ORGANIZATION FARMER'S COOPERATIVE ASSOCIATION OF GUAM, INC.	* DATE SUBMITTED 4/07/2008

Standard Form 424B (Rev. 7-97) Back

TABLE OF CONTENTS

SF-424	i
SF-424A	ii
SF-424B	iii
Table of Contents	iv
Executive Summary	page 1
Eligibility Discussion	page 2
Budget/Work Plan	page 4
Evaluation Criteria	page 7
Appendix A - Letters of Support	
Appendix B – Organizational Documents	
Appendix C – Guam State Clearing House Documents	

EXECUTIVE SUMMARY

The Farmer's Cooperative Association of Guam (Co-Op) was formed to engage in any activities in connection with the receiving, assembling, handling, sorting, grading, packing, processing, preserving, harvesting, drying, manufacturing, canning, transporting, financing, advertising, selling, utilizing, marketing and distributing the products delivered by its members. The Co-Op also engages in activities concerning the purchase, hiring, or use by its members of supplies, machinery, and equipment. The Co-Op also functions to assist its members in obtaining capital and financing for need equipment and facilities; to lower insurance rate for members; and to organize smaller groups of farmers to assist in carrying out the association's business.

The Co-Op will establish two technical assistance programs entitled Farm Operations – Crop Management and Farm Operations – Facility Management. The Farm Operations – Crop Management assistance program will provide members with technical assistance on crop management including crop feasibility studies, crop rotation plans, pesticide and fertilizer usage, produce improvement, produce management and other related training. The Farm Operations – Facility Management assistance program will provide members with technical assistance on facility management including business plan development, financial planning, budgeting, legal advice and assistance, produce marketing, and other related training.

The two programs fill a needed void that exists for local farmers.

ELIGIBILITY DISCUSSION

Applicant Eligibility

The Farmer's Cooperative Association of Guam (Co-Op) is a not for profit corporation. It is a farmer controlled entity organized and chartered as a cooperative. The benefits derived are distributed equitably on the basis of use to farmers. The Co-Op board of directors and its membership is comprised of at least 75% minority.

The Co-Op was formed to acquire, handle, and market agricultural products or any of the products from its members; to engage in any activities in connection with the receiving, assembling, handling, sorting, grading, packing, processing, preserving, harvesting, drying, manufacturing, canning, transporting, financing, advertising, selling, utilizing, marketing and distributing the products delivered by its members; or the manufacturing or marketing of the by-products thereof; or any activity in connection with the purchase, hiring, or use by its members of supplies, machinery, and equipment; to engage in any farming activity on any cooperative basis that may be agreed upon; to assist in obtaining capital and financing for need equipment and facilities; to lower insurance rate for members; and to organize smaller groups of farmers to assist in carrying out the association's business. To do all things necessary, suitable and proper for the accomplishment of the above purposes, and any one or more of them, and to do all things as permitted under local and federal statutes.

Use of Funds

The Co-Op will establish two technical assistance programs entitled Farm Operations – Crop Management and Farm Operations – Facility Management.

The Farm Operations – Crop Management assistance program will provide members with technical assistance on crop management including crop feasibility studies, crop rotation plans, pesticide and fertilizer usage, produce improvement, produce management and other related training. Additionally, informational seminars and farm operations related publications will be made available to farmers for their participation and use.

The Farm Operations – Facility Management assistance program will provide members with technical assistance on facility management including business plan development, financial planning, budgeting, legal advice and assistance, produce marketing, and other related training. Additionally, informational seminars and publications on business plan development, budgeting, financial operations, legal assistance and other will be made available to farmers for their participation and use.

Project Area

The project area is slated for rural areas throughout Guam. The Co-Op will administer both programs at our office. Training and assistance will also be provided at our office with farm site visits scheduled to provide training at each site.

Grant Period

The period of this grant application is one fiscal year beginning on October 1, 2008 and ending on September 30, 2009.

BUDGET/WORK PLAN

The Co-Op will establish two technical assistance programs entitled Farm Operations – Crop Management and Farm Operations – Facility Management. The Co-Op budget plan is noted below:

Proposed Expenditures		
Professional Fees		
Crop Management	\$85,000.00	
Facility Management	<u>\$60,000.00</u>	\$145,000.00
Supplies & Materials		
Crop Management	\$15,000.00	
Facility Management	<u>\$15,000.00</u>	<u>\$ 30,000.00</u>
Total		\$175,000.00

Task	Personnel	Time Period	Grant Funds	Matching Funds	Total Cost
Crop Management-Feasibility Studies	2	12 months	\$25,000.00	\$0.00	\$25,000.00
Crop Management-Crop plans	2	12 months	\$60,000.00	\$0.00	\$60,000.00
Crop Management-Other related training	2	12 months	\$15,000.00	\$0.00	\$15,000.00
Facility Management-Business plan and other financial planning	2	12 months	\$40,000.00	\$0.00	\$40,000.00
Facility Management-legal advice and assistance	2	12 months	\$15,000.00	\$0.00	\$15,000.00
Facility Management-Product marketing	2	12 months	\$10,000.00	\$0.00	\$10,000.00
Facility Management-Other related training	2	12 months	\$10,000.00	\$0.00	\$10,000.00

Task	Start	End	Budget			Total
	Date	Date	Federal	Cash	In-Kind	
Task 1: Crop Management-Feasibility	Oct 1, 2008	Sep 30, 2009	\$25,000.00	\$0.00	\$0.00	\$25,000.00

Studies**Responsible****Staff: Thomas A. Camacho****Task 2- Crop Management- Crop plans**

Oct 1, 2008 Sep 30, 2009 \$60,000.00 \$0.00 \$0.00 \$60,000.00

Responsible**Staff: Thomas A. Camacho****Task 3- Crop Management- Other related training**

Oct 1, 2008 Sep 30, 2009 \$15,000.00 \$0.00 \$0.00 \$15,000.00

Responsible**Staff: Thomas A. Camacho****Task 4- Facility Management- Business plan and other financial planning**

Oct 1, 2008 Sep 30, 2009 \$40,000.00 \$0.00 \$0.00 \$40,000.00

Responsible**Staff: Pedro G. Tajalle Jr.****Task 5- Facility Management- legal advice and assistance**

Oct 1, 2008 Sep 30, 2009 \$15,000.00 \$0.00 \$0.00 \$15,000.00

Responsible**Staff: Pedro G. Tajalle Jr.****Task 6- Facility Management- Produce marketing**

Oct 1, 2008 Sep 30, 2009 \$10,000.00 \$0.00 \$0.00 \$10,000.00

Responsible**Staff: Pedro G.**

Tajalle Jr. Task7-Facility Management Other related training	Oct 1, 2008	Sep 30, 2009	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Responsible Staff: Pedro G. Tajalle Jr.						
Total Cost of Project			\$175,000.00	\$0.00	\$0.00	\$175,000.00

EVALUATION CRITERIA

Technical Assistance

The Co-Op is composed of small minority farmers and is currently supported by members of the University of Guam, Department of Agriculture and other long time farmers. Needs assessment and determination will be conducted with the assistance of these interested parties. A formal assessment program will be incorporated into the Farm Operations – Crop Management and Farm Operations – Facility Management programs.

The areas of technical assistance (the conduct of feasibility studies, business plan development, legal assistance, etc.) to be provided will be evaluated quarterly for effectiveness and applicability to the farmers being assisted. A formal report will be submitted to the board of directors and the applicable federal cognizant agency for review and comment.

Experience

The Co-Op is working closely with members of the University of Guam, Department of Agriculture and long time farmers. The input of these supporters and the utilization of contract professionals in the areas to be supported by both programs should ensure their success.

The Farm Operations – Crop Management program development and implementation will be conducted with input from both the Department of Agriculture and the University of Guam and the initiation of professional services contracts. Mr. Thomas A. Camacho, County Executive Director, with the U.S. Department of Agriculture Farm Service Agency will administer this program. Mr. Camacho has 16 years experience in farm management and operations. He has been a small minority farmer for 24 years. His produce experience includes: Pomelo (Grapefruit), breadfruit, tangerine, lemons, limes, mulberry, beans, eggplants, papaya, corn, variety of Cucurbits i.e. cucumber, watermelon, muskmelon, pumpkin, summer squash, zucchini etc., tomatoes, peppers, sweet potatoes, yams, cassava (tapioca), okra, taro, bananas, mango, chinese cabbage (bok choi), gourds, guava, sour sop, avocado, sugar apple (atis), bittermelon, star apple, star fruit, Tahitian gooseberry, swamp cabbage, coconut, etc... .

The Farm Operations - Facility Management program development and implementation will be conducted via the initiation of professional services contracts. This program will be administered by Mr. Pedro G. Tajalle Jr. Mr. Tajalle is a Certified Public Accountant and has over thirteen years experience in the field of government and public accounting. Mr. Tajalle has held many positions in government agencies such as the Office of the Public Auditor (Senior Auditor), The Government of Guam Retirement Fund (Controller) and the Guam Public School System (Chief Financial Officer).

Commitment

A large majority of the two technical assistance program training, Crop Management and Farm Operations - Facility Management will be conducted after normal farm operating hours and weekends. This will be done to accommodate the farmer and avoid interruptions to the farmer's daily schedule. The Co-Op will provide technical assistance to various small minority farmers throughout the island. Farm sizes range from one (1) acre to as much as thirty (30) acres. The list below indicates the farmers, and their farm size, that the grant funds will serve:

<i>FARMER'S NAME</i>	<i>FARM SIZE</i>
ERNEST S. WUSSTIG	30 ACRES
BERNARD E. WATSON	20 ACRES
ENRIQUE T. GUERRERO	5 ACRES
BENNY P. SAN NICOLAS	20 ACRES
FRANCISCO B. CRUZ	10 ACRES
THOMAS A. CAMACHO	28 ACRES
IGNACIO GUERRERO	5 ACRES



As the Co-Op accepts new members they will make themselves available to any and all publications that result from this grant. This will ensure that the information provided by this grant will not only serve until the end of the grant period, but through the life of the Co-Op's existence.

Local Support

The Co-Op has solicited support from various government agencies and organizations. It will receive technical support from both the Department of Agriculture and the University of Guam. Additionally, it is in the process of finalizing an agreement with the Guam Hotel & Restaurant Association for technical assistance in the areas of marketing and product development at no cost to the Co-Op. The intent of this relationship is the familiarization of the hotel and restaurant industry with the products of Co-Op members.



**United States Department of Agriculture
Rural Development
Western Pacific Area Office**

April 7, 2008

Joseph W. Duenas
Acting Guam (State) Historic Preservation Officer
Department of Parks and Recreation
Government of Guam
490 Chalan Palasyo
Agana Heights, Guam 96910

Dear Mr. Duenas:

Subject: NHPA Section 106 Consultation
Undertaking: USDA Rural Development, Guaranteed Business & Industry Loan
Applicant: Farmer's Cooperative Association of Guam (Co-Op)

We request your concurrence with our determination of "No Historic Properties Affected" on the Small Minority Producer Grant Application for the Farmer's Cooperative Association of Guam (Co-Op) in the amount of \$175,000. The purpose of this grant is to establish two technical assistance programs entitled:

- a. Farm Operations – Crop Management - will provide members with technical assistance on crop management including crop feasibility studies, crop rotation plans, pesticide and fertilizer usage, produce improvement, produce management and other related training. Additionally, informational seminars and farm operations related publications will be made available to farmers for their participation and use.
- b. Farm Operations – Facilities Management – will provide members with technical assistance on facility management including business plan development, financial planning, budgeting, and legal advice and assistance, produce marketing and other related training. Additionally, informational seminars and publications on business plan development, budgeting, financial operations, legal assistance and other will be made available to farmers for their participation and use.

Such an activity will not affect properties listed or eligible for the National Register of Historic Places. The Co-Op will administer both programs at their Dededo Office located at 428J Chalan Palauan, Dededo, GU 96929.

First Hawaiian Bank Bldg., Suite 303, 400 Route 8, Hagatna, Guam 96910-2003, Tel: (671) 472-7361, FAX: (671) 472-7368
<http://www.rurdev.usda.gov>

Committed to the future of rural communities

Rural Development is an Equal Opportunity Lender, Provider, and Employer. Complaints of discrimination should be sent to USDA, Director, Office of Civil Rights, Washington, D. C. 20250-9410

Joseph W. Duenas, Acting Guam (State) Historic Preservation Officer
Department of Parks and Recreation
Government of Guam
April 7, 2008

Page 2 of 2

Please provide your comments or concerns to this office. Should you have any questions, please contact Area Specialist Bernadette J.U. Balajadia at 472-7364, Area Specialist Steven L. Cruz at 472-7269, or myself at 472-7272.

Sincerely,



JOSEPH M. DIEGO
Area Director

cc: Bureau of Statistics and Plans