

WIC Farmers' Market Nutrition Program



FY 2017 Updated State Plan Information for Guam WIC Department of Public Health and Social Services

WIC FARMERS' MARKET NUTRITION PROGRAM
Updated State Plan Information
Fiscal Year 2017

At a minimum, each State agency must provide the following information to the appropriate FNS Regional Office annually. Even if all other items have remained unchanged, State agencies must complete this section of the Guidance, including the **budget pages**. Any State agency interested in receiving expansion funds, should such funds become available during FY 2017, must also complete the **Request for Expansion Funds** pages.

State Agency: GUAM

FMNP Recipient Estimates:

A. Please summarize the previous Fiscal Year results: number of FMNP recipients (those issued FMNP checks, coupons, EBT cards) served with FMNP Federal and State funds in FY 2016 (previously participating fiscal year): 3,362

B. Please provide estimates for the current (coming) Fiscal Year: 2017

1. Estimated number of FMNP recipients to be served with FMNP Federal and State agency funds in FY 2017:

(Excluding Expansion)		(Including Expansion Request, if any)
<u>388</u>	Pregnant women	<u>427</u>
<u>431</u>	Breastfeeding women	<u>474</u>
<u>353</u>	Postpartum women	<u>388</u>
<u>0</u>	Infants (over 4 months of age)	<u>0</u>
<u>2,190</u>	Children (if sub-categories of children, e.g., ages 1-2 years old and 3-4 years old, are defined by the State agency, please indicate accordingly)	<u>2,409</u>
<u>0</u>	Other designation (e.g., only Priority I pregnant or breastfeeding women)	<u>0</u>
<u>3,362</u>	Total	<u>3,698</u>

2. Indicate (X) the basis on which FMNP benefits will be issued to eligible recipients:

Individuals Households

3. The Federal benefit amount that each FMNP recipient/household will receive in FY 2017 is lowest \$20.00 and the highest is \$20.00. If the State agency uses varying benefit amounts, please list all of the new benefit levels, indicating the recipient categories affected. N/A

Is this benefit level a change from last year? Yes No

(Please note: Federal regulations at §248.8(b) state that the value of the Federal FMNP benefit received by each recipient, or by each family within a household in those States which elect to issue benefits on a household basis under §248.6(c), may not be less than \$10 per year or more than \$30 per year.)

4. Do you plan to use non-Federal funds to provide FMNP benefits to non-WIC recipients?

No Yes; if YES, please describe this caseload; include the name(s) of the program(s) and the sources of non-Federal funds: N/A

5. If fruits, vegetables, and/or fresh herbs have been **added** to/or **deleted** from the State agency's list of eligible foods for FY 2017, list (or attach a list of) those items. See Appendix G, FMNP List of Eligible Fruits, Vegetables and Fresh Herbs

6. Proposed months of Program operation: April 1, 2017 through September 30, 2017

7. Proposed months of FMNP coupon issuance: April 1, 2017 through September 10, 2017

8. Proposed months of FMNP benefit usage by participants: April 1, 2017 through September 15, 2017

9. Are tokens used at authorized farmers' markets? Yes No If Yes, please describe how they are used in the market. _____

10. Are all participants provided with a receipt? Yes No If No, please describe the procedure in more detail. _____

11. Are any markets authorized to accept Cash Value Vouchers/Benefits (CVV's/CVB's)? Yes No

If Yes: Statewide or Certain Areas

12. Indicate the total number of local agencies serving FMNP recipients, and the

numbers of farmers, farmers' markets, and/or roadside stands authorized. Also indicate review activity below:

State Agency: GUAM

New Fiscal Year: 2017

<u>5</u>	Total # of Local Agencies
<u>5</u>	# of local agencies to be reviewed (all participating agencies reviewed by State agency staff at least once every two years)
<u>5</u>	# of local agencies to be reviewed
<u>7</u>	Total # of Farmers Markets Authorized
<u>4</u>	# of markets to be reviewed (minimum of 10%)
<u>12</u>	# of Farmers authorized
<u>6</u>	# of farmers to be reviewed (minimum of 10%)
<u>4</u>	# of Roadside stands authorized
<u>2</u>	# of Roadside stands to be reviewed (minimum of 10%)

Previous Fiscal Year: 2016

<u>5</u>	Total # Local Agencies
<u>5</u>	# of local agencies reviewed
<u>7</u>	Total # Farmers Markets Authorized
<u>3</u>	# of markets reviewed
<u>18</u>	Total # Farmers authorized
<u>5</u>	# of farmers reviewed
<u>5</u>	Total # Roadside stands authorized
<u>1</u>	# of Roadside stands reviewed

11. Briefly summarize key findings and corrective actions taken as the result of local agency reviews.

The observation of the local agency review for the WIC Clinics in Dededo, Mangilao, Tiyan, Santa Rita and Inarajan concluded that the Nutrition Assistants are providing proper dissemination of FMNP information to the participants. Once again, as a result, the positive interactions with the farmers markets and roadside stands continue to help communities reconnect with our Guamanian roots and revitalize the local farm scene.

Funding Information:

State Agency: GUAM

12. Is the State agency requesting expansion funds?

No Yes

If yes, attach Expansion Request and list amount here: \$

Funding Information:

State Agency: GUAM

12. Is the State agency requesting expansion funds?

No Yes

If yes, attach Expansion Request and list amount here: \$

13. Is the State agency applying to use (not more than) 2 percent of its total program funds for market development and/or technical assistance in FY 2017?

No Yes

If yes, provide the justification for requesting market development or technical assistance funds, meeting the criteria set forth in §248.14(h) of the Federal FMNP regulations. Include a detailed description of how the State agency plans to promote the development of farmers' markets. To conduct educational outreach promotion to encourage more local farmers to participate in the WIC FMNP through the use of media (radio and newspaper) and posters which will be posted in the village community centers, government agencies and universities.

15. Describe the source(s) and amounts the State agency intends to use to meet the minimum **30 percent State/ITO match requirement** for the FMNP, which will be \$ for your State/ITO in FY 2017 based on the Federal Funds Request and State/ITO Matching Funds worksheet on page 31, per §248.14(a)(i-ii) (**Please note that the 30 percent minimum match requirement applies only to the total administrative cost of the program, although the State agency may meet this match requirement with State/ITO, local, or private funds provided for food as well as administrative costs**):

Type	Source	Amount
State/ITO and local funds	<u> </u>	\$ <u> </u>
Private funds	<u> </u>	\$ <u> </u>
In-kind Contributions	<u> </u>	\$ <u> </u>
Similar Programs	<u> </u>	\$ <u> </u>
Program Income	<u> </u>	\$ <u> </u>
		Total: \$ <u> </u>

State/ITO and local funds. If available, attach documentation, such as a copy of appropriations legislation, budget page containing this line item, etc.

Private Funds. Include a detailed description of all cash donations or letters of commitment from the organizations or individuals planning to make such donations.

In-kind Contributions. If any portion of the State agency's minimum 30 percent matching requirement will be met through in-kind contributions, describe the in-kind contribution, its value, and how the value was determined, including any supporting documentation.

Similar Programs. Include the title of the program, the source of funding and a brief description of how the program operates. Federal funds provided for SFMNP, any other FNS program, or any other Federal program (e.g., Specialty Crop or Farmers' Market Promotion Program grants awarded by USDA's Agricultural Marketing Service) **cannot** be used as a match source for the FMNP.

Program Income. Describe type and source. (More specific information can be found in WIC Policy Memorandum #2005-3, Price Adjustments, Collections, Fines, and Program Income) Not applicable to Guam. The 30 percent cash match does not apply as long as Guam's distribution amount is less than \$200,000 as amended in the Subsection (d). of 48 USC Section 1469a states: "Notwithstanding any other provision of law in the case of American Samoa, Guam, the Virgin Islands, and the Northern Mariana Islands, any department or agency shall waive, any requirement for local matching funds under \$200,000 (including in-kind contributions) required by law to be provided by American Samoa, Guam, the Virgin Islands and the Northern Mariana Islands."

Reminder to Current FMNP State agencies:

In addition to the Updated State Plan section just completed, the following documents must also be provided to FNS before the FMNP State Plan can be approved for FY 2017:

- a. FY 2017 Estimated Federal Budget Summary;
- b. Expansion Request for those State agencies requesting expansion funds;
- c. Using the Appendices lettering/numbering system shown below, a description of any other procedural changes or amendments to the State Plan that have occurred since the previous State Plan submission and approval by FNS, such as a change in the benefit level, new months of program operation, the numbers and addresses of new farmers' markets, roadside stands, CSA programs, and/or local agencies, and a new map showing the location of these new outlets or facilities; and
- d. Federal-State Supplemental Nutrition Programs Agreement (FNS-339), expiration of 2/28/2019.

Include all of your Appendices here. Please identify clearly any pages according to the lettering system used in this format.

Required Appendices

- A. Federal-State Supplemental Nutrition Programs Agreement (FNS-339), expiration of 2/28/2019
- B. Job Descriptions
- C. Copies of signed agreements between the State Agency and another State Agency (delineating the functions to be performed)
- D. Copies of cooperative agreements with other entities for authorizing and/or training farmers, farmers' markets, and roadside stands (if applicable)
- E. Supporting documentation for State, private, in-kind, or similar program funding (if applicable)
- F. Instructions to recipients, including rights and responsibilities
- G. List of fruits, vegetables and/or fresh herbs that are eligible in the program
- H. Samples of reporting forms for record keeping (if available)
- I. Copy of the log or other forms used to record and report coupon issuance and inventory
- J. Facsimile of the FMNP coupon, check or EBT card
- K. Map outlining service areas and proximity of farmers' markets, and/or roadside stands, from the prior year's operation to WIC clinics
- L. List of criteria used to authorize farmers' markets
- M. List of criteria used to authorize farmers
- N. List of criteria used to authorize roadside stands
- O. Copy of prototype agreements for farmers, markets, associations, and roadside stands (if applicable)
- P. Training materials for farmers, markets, and roadside stands (if applicable)
- Q. State agency's monitoring tool(s) to review farmers, farmers' markets, and roadside stands
- R. Sample State-wide application form
- S. Sample notification of client ineligibility
- T. State agency's monitoring tool to review local agencies/clinics

Please list any other attachments or appendices:

State Agency: GUAM Universal Identifier 855028700

I. FY 2017 FMNP ESTIMATED FEDERAL BUDGET SUMMARY

1. Total Federal Funds Requested (Prior Year's Total Federal Grant or Less):	\$ 78,911.00	\$ 78,911.00
2. Plus: Expansion Funds requested (if any): (Include expansion funds in calculation of requested funds)	N/A	N/A
3. Less: Federal Administrative Funds at 17% of total:	\$ 13,415.00	
4. Less: Market Development/Technical Assistance Funds (up to 2% of total):		\$ 1,578.00
5. Federal Foods Funds: a. 83% (total without market Development funds request):	\$ 65,496.00	
OR		
b. 81% (total with market development funds request):		\$ 63,918.00

II. FY 2017 FMNP ADMINISTRATIVE BUDGET ESTIMATE

Coupon Management	Market Management	Nutrition Education	Financial Management	Total @ 17%
\$ 4,695.00	\$ 1,610.00	\$ 2,281.00	\$ 4,829.00	\$ 13,415.00
35 %	12 %	17 %	36 %	100 %

Coupon Management	Market Management	Nutrition Education	Financial Management	Total @ 19%
\$ 5,248.00	\$ 1,799.00	\$ 2,549.00	\$ 5,397.00	\$ 14,993.00
35 %	12 %	17 %	36 %	100 %

Coupon Management: Pricing and reconciling/issuing checks, coupons and EBT cards to recipients, and instructing recipients on the purpose of the program and their proper use.

Market Management: Authorizing, training, technical assistance, marketing, and monitoring of farmers/ farmers' markets/roadside stands.

Nutrition Education: Instructing recipients on the nutritional benefits of fresh, nutritious, unprepared foods such as fruits and vegetables.

Financial Management: Preparing financial and recipient reports, issuing payments to farmers/farmers' markets and costs associated with FMNP audits.

III. FY 2017 FMNP FEDERAL FUNDS REQUEST AND STATE/ITO MATCHING FUNDS ESTIMATION

Part A of this worksheet should be completed by a State agency that knows exactly the amount of State/ITO funds available to meet the matching requirement, and wants to estimate the level of Federal funds the State/ITO matching funds can support. Part B of this worksheet should be completed by a State agency that wishes to **estimate** its match amount and total Program funds based on the amount of Federal food funds requested.

A: To estimate the Federal food and administrative funds based on the matching amount:

17% rate:

1. Matching Funds: \$ / **.30** = Total Administrative Funds

2. Total Administrative Funds: - Matching Funds
 = Federal Administrative Funds

3. Federal Administrative Funds: / **.17** = \$ Total Federal Funds

A: To estimate the Federal food and administrative funds based on the matching amount:

19% rate:

1. Matching Funds: \$ / **.30** = Total Administrative Funds

2. Total Administrative Funds: - Matching Funds
 = Federal Administrative Funds

3. Federal Administrative Funds: / **.19** = \$ Total Federal Funds

B. To estimate the matching and administrative amounts based on the Federal food funds requested:

17% rate:

1. Prior year's food grant: \$ **/ .83 =** Total Federal Funds Requested, Food and Administrative

2. Total Federal Funds Requested: **x .17 =** Federal Administrative Funds

3. Federal Administrative Funds: **/ .70 =** Estimated Total Administrative Funds, Federal and State

4. Estimated Total Administrative Funds: - Federal Administrative Funds:
 = State Agency's Match for New Fiscal Year.

5. State/ITO Matching Funds: + Total Federal Funds \$ =
 Estimated Total Program Funds

B. To estimate the matching and administrative amounts based on the Federal food funds requested:

19% rate:

1. Prior year's food grant: \$ **/ .81 =** Total Federal Funds Requested, Food and Administrative

2. Total Federal Funds Requested: **x .19 =** Federal Administrative Funds

3. Federal Administrative Funds: **/ .70 =** Estimated Total Administrative Funds, Federal and State

4. Estimated Total Administrative Funds: - Federal Administrative Funds:
 = State Agency's Match for New Fiscal Year.

5. State/ITO Matching Funds: + Total Federal Funds \$ =

Estimated Total Program Funds

IV. FY 2017 FMNP FEDERAL FOOD FUND REQUEST BASED ON A UNIFORM BENEFIT LEVEL

This worksheet estimates the number of recipients that can be supported with the Federal funds requested, when each category of recipient (i.e., women, infants, and children) will receive the same benefit level:

1. Total Federal Funds Requested (Prior Year's Total Federal Grant or Less):	<input type="text" value="\$ 78,911.00"/>		
2. Percent of Total Federal Funds Available for Food:	x .83	or	x .81
3. Available Food Funds:	<input type="text" value="\$65,496.13"/>		<input type="text" value="\$63,918.00"/>
	Divided by		Divided by
4. Proposed Federal Food Benefit Level Minimum \$10; Maximum \$30	<input type="text" value="\$20.00"/>		<input type="text" value="\$20.00"/>
5. Total Projected Federal Caseload:	<input type="text" value="3,274.00"/>		<input type="text" value="3,195.00"/>

V. FY 2017 FMNP FEDERAL FOOD FUNDS REQUEST BASED ON VARYING BENEFIT LEVELS

This worksheet estimates the number of recipients that can be supported with the Federal funds requested, when one or more of the recipient categories (woman, infants and children receives a benefit level different from the other categories:

1. Total Federal Funds Requested (Prior Year's Total Federal Grant or Less):	<input type="text" value="\$ -0-"/>		
2. Percent of Total Federal Funds Available for Food:	x .83	or	x .81
3. Available Food Funds:	<input type="text" value="-0-"/>		<input type="text" value="-0-"/>
	CATEGORY I (specify)	CATEGORY II (specify)	CATEGORY III (specify)
4. Number of Proposed Program Recipients by Category	<input type="text" value="-0-"/>	<input type="text" value="-0-"/>	<input type="text" value="-0-"/>

	X	X	X
5. Proposed food benefit level:	-0-	-0-	-0-

6. Total per category =	-0-	-0-	-0-
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7. Add together the total of Lines 6, which must be equal to or be less than the total available Federal food funds in line 3:

CATEGORY I		CATEGORY II		CATEGORY III		Grand Total
-0-	+	-0-	+	-0-	=	\$ -0-

2017 Guam Farmers Market Nutrition Program
Index of Revision

FMNP Participant Estimates- Page 13-Letter A-Updated total recipient numbers for 2016 (previously participating fiscal year) 3,362: Letter B-updated fiscal year from 2016 to 2017; Letter B-1-updated all participant numbers in each category and total;

Page 14- B6-updated April 1, 2016 to September 30, 2016 to April 1, 2017 to September 30, 2017; B7-updated April 1, 2016 to September 15, 2016 to April 1, 2017 to September 10, 2017; B8-updated April 1, 2016 to September 15, 2016 to April 1, 2017 to September 15, 2017; Pages 15-Number 12-Updated number of farmers, farmers markets and roadside stands for FY' 2017 and figures for FY'2016.

Appendices

1. Appendix A-Federal State Agreement Special Supplemental Food Program Agreement-(FNS-339, expiration of 2/28/19)
2. Appendix B-DPHSS/GUAM WIC FMNP Job Descriptions. (Required document-No Change)
3. Appendix C-Guam WIC State Agency Contract-Arizona WIC Agreement between state agencies. (Required document-No Change)
4. Appendix D-FMNP Cooperative Agreements-Department of Agriculture and University of Guam-Expanded Food and Nutrition Education Program- DRAFT form pending final MOU.
5. Appendix E-48 USC Subsection 1469A (Insular Areas); Supporting documentation for State, Private, In-kind, or program funding. (Required document-No Change)
6. Appendix F-2017 FMNP Participants Rights and Responsibilities(Information Chart)- updated the list of FMNP authorized farmers and cite FMNP coupons must be used by September 15, 2017(located on the bottom middle columns on both pages); updated Civil Rights statement; DRAFT included pending final brochure.
7. Appendix G-FMNP list of eligible fruits, vegetables and/or fresh herbs; Pages 1 and 2- Updated year from "2016" to "2017."
8. Appendix H-U.S. Department of Agriculture-Food and Nutrition Service WIC Farmers' Market Nutrition Program (FMNP) Annual Financial and Program Data Report-Form FNS-683B (01/14) Previous editions are obsolete. (Required document-No Change)
9. Appendix I-Guam WIC Perpetual Log for WIC Food Instruments and Cash Value Vouchers. (Required document-No Change)

10. Appendix J-Facsimile of 2017 FMNP Coupon-updated fiscal year from “2016” to” 2017”
11. Appendix K-Map of Guam FMNP Market and WIC Clinic Sites (Required document-No Change)
12. Appendix L-Criteria for Farmers’ Markets-updated fiscal year from “2016” to” 2017”
13. Appendix M-Criteria for Individual Farmers-updated fiscal year from “2016” to “2017”
14. Appendix N-Criteria for Roadside Stands/Farm Stands-updated fiscal year from “2016” to “2017.”
15. Appendix O-Farmer Participation Agreement-Page 10 of 13 D-Term-updated the agreement date from “April 1, 2016 and end on November 30, 2017 to “April 1, 2017 and end on November 30, 2019.”
16. Appendix P-1, Training Presentation-Pages 1, 12, 13, 16, 28, 29, 30, 32, 33, 35, 36, 38, 39, 40, 41, 42, 43, 53, 54, 62, and 63-Updated year from “2016” to “2017.” Pages 64-68-Updated Civil Rights Statement.
17. Appendix P-2, Guam WIC FMNP Rules & Procedures-Page 1 of 12-Updated fiscal year from “FY 2016” to “FY 2017.”
18. Appendix Q-Guam FMNP Farmer Monitoring Form (Required document-No Change).
19. Appendix R-1, Sample State Wide Application Form, Page 1-Updated year from “2016” to “2017”
20. Appendix R-2, Sample State Wide Application Form, Page 3- Updated year from “2016” to “2017”
21. Appendix R-3, Sample State Wide Application Form, Pages 4 and 5- Updated year from “2016” to “2017”
22. Appendix R-4, Farmers Handbook, Page 1-Updated year from “2016” to “2017”; Page 5-Updated dates from “4/1/2016 to 9/10/2016” to “4/1/2017 to 9/10/2017”, “4/1/2016 to 9/15/2016” to “4/1/2017 to 9/15/2017” and “4/1/2016 to 9/30/2016” to “4/1/2017 to 9/30/2017” Page 5, Sample of Guam WIC Cash Value Voucher-Updated year from “2016” to “2017”; Page 6, Sample of Guam WIC FMNP Coupon-Updated year from “2016” to “2017”; Page 12-Updated Civil Rights Statement.
23. Appendix S, Sample of Notification Ineligibility; Non Selection Letter-Page 1 of 2-Updated Fiscal Year from “2016” to “2017”; Page 2 of 2-Updated year from “2016 to 2017”

Attachments

1. Attachment No. 1 FY 2017 FMNP Estimated Budget Summary Worksheet- Updated all figures and amounts to reflect 2017.
2. Attachment No.2 FY 2017 FMNP Federal Food Fund Request Based on a Uniform Benefit Level Worksheet-Updated all figures and amounts to reflect 2017.