

Instructions: Please complete and return this form to your CalFresh Healthy Living, University of California (CFHL, UC) [State Office Contact](#) and the Physical Activity (PA) Initiative Lead for review and approval. Please give the CFHL, UC SO 3-4 weeks to provide feedback on your request and **do not** begin the project until you receive written approval. If working with a contractor, please provide the additional time and documentation requested in [PART 3: PROPOSED CONTRACTOR INFORMATION](#).

Expectation Checklist:

- Playground stencils promote healthy behaviors related to nutrition education and physical activity with educational components to support a comprehensive intervention approach.
- There is administrative, teacher, student, and parent buy-in and participation.
- Development of playground stencil projects include input from students or youth in the community.
- Share a draft sketch of the proposed projects with your [CFHL, UC State Office Contact](#) and PA Initiative Lead.
- Provide before and after photos of the project site and quotes from students and teachers with your [CFHL, UC State Office Contact](#) and PA Initiative Lead.
- Complete and submit the Stencil Project Request, Estimated Cost Worksheet and any necessary attachments to your [CFHL, UC State Office Contact](#) and PA Initiative Lead for review and approval for all stencil projects your team supports regardless of the funding source (county budget, non-SNAP-Ed, etc.).
- Use oil-based or asphalt paint** that lasts 3-5 years with touch ups. **Do not use water-based paint.**
- Do not begin project** until you receive written approval from the CFHL, UC State Office.
- Complete the [CFHL, UC Pre/Post Stencil Assessment](#) using this [Stencil Assessment Tip Sheet](#). Please contact Angie Keihner at akeihner@ucdavis.edu if you have any questions or need assistance.

PART 1: CFHL, UC COUNTY CONTACT INFORMATION

County/County Cluster: _____ Contact Person: _____

Email Address: _____ Phone Number: _____

PART 2: PROPOSED PROJECT INFORMATION

Site Name/Location of Project: _____

Dimensions of Project (sq. ft.): _____

Project Start Date: _____ Project End Date: _____

Please complete the questions below to help describe the proposed playground stencil project.

1. What health behavior(s) will the stencils promote? *(Check all that apply)*
 - Healthy Eating Physical Activity Other (specify): _____

2. Playground stencil use increases with staff training in physical activity, incorporating active games and play equipment outdoors, and monthly physical activity/education themes. What supports at this site will help promote and sustain stencil use over time? *(Check all that apply)*
 - Nutrition Education Gardening Smarter Lunchrooms / Smarter Mealtimes
 - CATCH BEPA 2.0 Outdoor Play Equipment Staff Training in Physical Activity
 - Staff Training in Physical Education Active Games during Recess/Lunch
 - Monthly Physical Activity/Education Themes Other (specify): _____

3. Successful environmental change efforts are grounded in community engagement. What community groups are actively engaged in supporting this stencil project? *(Check all that apply)*
 - Administrators Educators Other Site Staff Parents Students/Youth
 - Other Community Members

4. Please attach a sketch of the proposed stencil project design developed with input from students or youth in the community.
 - Attached sketch of stencil project design

5. Please attach before photos of the area where stencils will be painted at the project site. After painting, please take photos of the completed project, get quotes from students/ teachers, and send them to your [CFHL, UC State Office Contact](#) and PA Initiative Lead.
 - Attached before photos of area where stencils will be painted

6. Please review the [Stencil Assessment Tip Sheet](#) and complete the [Pre/Post Stencil Assessment](#). If you have questions, please contact Angie Keihner at akeihner@ucdavis.edu.
 - Reviewed stencil assessment tip sheet
 - Have plan/staff to conduct pre/post stencil assessment (scans + teacher surveys)

Include any other important stencil project notes or details below:

PART 3: PROPOSED CONTRACTOR INFORMATION

Check here if contractor will not be used and leave PART 3 blank

If you plan to work with a contractor, please also include a copy of the [Independent Contractor \(Individual\) Pre-Hire Information Form](#) and responses to the [Scope of Work Questionnaire](#). PART 3 of this form will also need to be completed. (***Note: Turnaround time is approximately 6-8 weeks if working with a contractor.**)

Name of Proposed Contractor: _____

Address (Street Address, City, State, Zip Code): _____

Email Address: _____ Phone Number: _____

1. Describe how and by whom the proposed contractor (or artist) was selected including any extenuating circumstances.

2. How will the proposed contractor work with and seek engagement from the school, teachers, youth, parents, and other volunteers?

Period of Performance

Start Date: _____ End Date: _____

Rate of Pay: Total cost (not to exceed \$2,000.00): _____

3. Does the rate of pay or fixed fee include materials and supplies provided by the contractor to complete this project? Yes No

If no, please provide a detailed list of supplies needed on the Estimated Cost Worksheet.



CFHL, UC Stencil Project Estimated Cost Worksheet

County/County Cluster: _____ Contact Person: _____

Site Name: _____ Location of Project: _____

Instructions: Please use this worksheet to determine estimated costs of supplies needed to complete your CalFresh Healthy Living, University of California (CFHL, UC) stencil project.

Supplies and estimated costs should be reasonable, necessary and allowable per the [USDA SNAP-Ed Guidance](#). Please refer to the current years' SNAP-Ed Guidance for additional information. A [list of suggested items](#)- listed in the "Allowable Items" column is also being provided in the Allowable Items table at the end of this Estimated Cost Worksheet.

- Use estimate for **oil-based or asphalt paint**, not water-based paint.
- Columns shaded in grey will automatically calculate based upon the information entered.
- Be sure to include any discounts from local vendors.
- Enter the estimated tax rate (percentage) for the items that will be purchased.
- Once completed, return a copy to your [CFHL, UC State Office Contact](#) and PA Initiative Lead for review and approval along with the Stencil Project Request Form.

Written, pre-approval from the CFHL, UC State Office is required prior to purchasing these supplies.

#	Description of Item	Quantity	Unit Price	Total Cost	Notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
15					
16					
17					
18					
19					
20					
Discounts (if applicable):					
Subtotal of All Costs:					
Estimated Tax Rate (enter percentage):					
Grand Total*					

**Note: Electronic copies of back-up documentation to support these expenses must be sent to the CFHL, UC State Office. Please follow-up with the State Office immediately if you find the actual costs exceed the original estimate noted above.*

CFHL, UC STATE OFFICE APPROVAL

Request Approved By: _____ Date: _____

Account/Sub-Account to Charge: _____



CFHL, UC Stencil Project Allowable Items List

***Note: This list has been provided as a guide and is not intended to be an exhaustive list. You may not need all of the items listed below to complete your project.**

CalFresh Healthy Living, University of California (CFHL, UC) programs should consider supplies that are available within your UCCE county; working with local partners and vendors; and consider how to leverage resources of non-SNAP-Ed funds or partners. Please follow-up with your [CFHL, UC State Office Contact](#) if you have any questions.

ALLOWABLE ITEMS (GREEN)	ITEMS REQUIRING PRE-APPROVAL FROM THE STATE OFFICE (YELLOW)	NON-ALLOWABLE ITEMS (RED)
<p>Examples of items in this category are considered allowable items for mural and/or stencil projects.</p>	<p>Examples of items in this category will <u>require a written justification</u> describing how the items will be utilized for the mural and/or stencil project.</p>	<p>Examples of items in this category are considered <u>not allowable with the use of USDA SNAP-Ed funds</u>. Consider how you can leverage resources using non-SNAP-Ed funds or partners.</p>
<ul style="list-style-type: none"> • Bucket 	<ul style="list-style-type: none"> • Additional Stencils 	<ul style="list-style-type: none"> • Coveralls or other clothing items
<ul style="list-style-type: none"> • Disposable Gloves 	<ul style="list-style-type: none"> • Garden Pavers or Stepping Stones 	<ul style="list-style-type: none"> • Construction costs
<ul style="list-style-type: none"> • Masking or Painting Tape 	<ul style="list-style-type: none"> • Knee Pads 	<ul style="list-style-type: none"> • Site improvements
<ul style="list-style-type: none"> • Measuring Tape 	<ul style="list-style-type: none"> • Power Washers 	<ul style="list-style-type: none"> • Water-based paint
<ul style="list-style-type: none"> • Oil-Based or Asphalt Paint (<i>various colors</i>) 	<ul style="list-style-type: none"> • Sealant or Non-Slip Coating 	
<ul style="list-style-type: none"> • Paint &/or Foam Brushes (<i>various sizes</i>) 	<ul style="list-style-type: none"> • Paint Sprayers 	
<ul style="list-style-type: none"> • Paint Remover 		
<ul style="list-style-type: none"> • Paint Rollers 		
<ul style="list-style-type: none"> • Paint Trays 		
<ul style="list-style-type: none"> • Painters Rags 		
<ul style="list-style-type: none"> • Paper Towels 		
<ul style="list-style-type: none"> • Sidewalk Chalk 		
<ul style="list-style-type: none"> • Tarp 		

Resources: [USDA SNAP-Ed Guidance](#); [CDPH Resources](#)