

CalFresh Healthy Living, University of California Mural and/or Stencil Project Request

INSTRUCTIONS: Please complete this form in its entirety and return to your CalFresh Healthy Living, University of California (CFHL, UC) [State Office Contact](#) for review and approval. Services may not begin until you receive written approval from the CFHL, UC State Office. The CFHL, UC State Office needs 3-4 weeks turnaround time to provide feedback on your request. Additional time and documentation is needed if working with a contractor (refer to [PART 3](#)).

Expectation Checklist:

- The site must be trained in CATCH prior to submitting a stencil request. Please contact the State Office for training requests or further information. **Requirement:** Attach copy of sign-in sheet for verification of training in CATCH.
- Murals or playground stencils will include and promote healthy behaviors related to nutrition education and physical activity and how these integrate into a comprehensive school approach including educational components.
- There is administrative, teacher, student, and parent buy-in and participation.
- Development of mural or playground stencil projects should include input from students or youth in the community.
- Draft sketch of the proposed projects will be shared with your [CFHL, UC State Office Contact](#) and the CFHL, UC State Office.
- Before and after photos of the project site and quotes from students and teachers will be shared with your CFHL, UC State Office Contact and the CFHL, UC State Office.
- Services **may not** begin until you receive written approval from the CFHL, UC State Office.
- Please submit your completed Project Request, Estimated Cost Worksheet and any necessary attachments to your CFHL, UC State Office contact for review and approval.
- CFHL, UC County Programs who are using their allocated county funds or non-SNAP-Ed funds will still be required to complete the Mural and/or Stencil Project Request Form.
- Requirement:** Completion of pre/post playground stencil assessment tool will be required for any new stencil projects.

***Please DO NOT use water-based paint as it will fade very quickly. It is recommended to use oil-based or asphalt paint that should last 3-5 years with touch ups.**

PART 1: CFHL, UC COUNTY CONTACT INFORMATION

County/County Cluster: _____ Contact Person: _____
 Email Address: _____ Phone Number: _____

This material is funded through a joint agreement among the USDA/FNS, CDSS CalFresh Healthy Living Section, UC Davis and the UC Cooperative Extension (UCCE). These institutions are equal opportunity providers and employers. CalFresh Food provides assistance to low-income households and can help buy nutritious foods for better health. For information, call 1-877-847-3663.

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PART 2: PROPOSED PROJECT INFORMATION

Required: Stencil Evaluation

Beginning in FFY 2020, the State Office will require CFHL, UC county programs to complete the pre/post playground stencil assessment tool that captures changes in the environment and students' physical activity behaviors. Please contact Angie Keihner at akeihner@ucdavis.edu if you have any questions or need assistance.

Site Name/Location of Project: _____

Dimensions of Project (sq. ft.): _____

Project Start Date: _____ Project End Date: _____

Describe the services being requested and include what the funds will be used. Please complete the **Estimated Cost Worksheet** to help determine estimated costs.

1. What type of project is this? (Check all that apply)

Stencil Mural

Other environmental change (please specify): _____

2. What healthy behavior is the stencil/mural intended to promote? (Check all that apply)

Healthy Eating Physical Activity

Other (please specify): _____

3. What other activities is your program providing at the same site that also aims to promote these same healthy behaviors?

Direct education Indirect education Gardening CATCH

Smarter Lunchrooms Movement Other (please specify): _____

4. Briefly describe how the stencil/mural supports or connects with the other services your program is providing at this site.

5. Successful environmental change efforts require the engagement of the school community. What, if any, school community groups are actively engaged in the stencil/mural project? (check all that apply)

Staff Educators and/or administrators

Parents and/or other community members Students/youth

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6. Briefly describe how these school community groups have been or will be involved in this stencil/mural project.

7. If possible, please provide a sketch of the mural/stencil project. Please remember to take pre/post photos of the project and send to the State Office.

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, other volunteers?

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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.

CalFresh Healthy Living, University of California Mural / Stencil Project Estimated Cost Worksheet

County/County Cluster: _____ Contact Person: _____

Site Name: _____ Location of Project: _____

Requirement: The site must be trained in CATCH prior to submitting a stencil request.

Instructions:

Please use this worksheet to determine estimated costs of supplies needed to complete your CalFresh Healthy Living, University of California (CFHL, UC) mural and/or 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](#) has also been provided with this Estimated Cost Worksheet.

- 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](#) for review and approval along with the Stencil Project Request Form.

Written, pre-approval from the CalFresh Healthy Living, 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					
13					
14					
15					
16					
17					

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#	Description of Item	Quantity	Unit Price	Total Cost	Notes
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: _____

CalFresh Healthy Living, University of California Mural and/or 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 require a written justification 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</u> with the use of <u>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](#)

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