



**State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION**

Application Packet Checklist

GRANTEES must complete the checklist below and submit it with the APPLICATION PACKET.
An APPLICATION PACKET is not complete unless all items on the checklist are submitted.
Each PROJECT requires its own APPLICATION PACKET.

Check if included	Check if not applicable	Application Item	Procedural Guide Page #	Check when signed by AUTHORIZED REPRESENTATIVE	Application Packet Page #
<input checked="" type="checkbox"/>		Application Packet Checklist Digital file name: checklist.pdf	Pg. 11		Pg. <u>1</u>
<input checked="" type="checkbox"/>		Application Digital file name: application.pdf	Pg. 12	<input checked="" type="checkbox"/>	Pg. <u>2</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Development Project Scope/Cost Estimate, or Digital file name: devscope.pdf	Pg. 19	<input checked="" type="checkbox"/>	Pg. <u>3</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Acquisition Requirements Digital file names: acqscope.pdf & acqdocs.pdf	Pg. 14	<input type="checkbox"/>	Pg. <u> </u>
<input checked="" type="checkbox"/>		Funding Sources Form Digital file name: fundingsources.pdf	Pg. 20	<input checked="" type="checkbox"/>	Pg. <u>4</u>
<input checked="" type="checkbox"/>		Per Capita Match Calculator Digital file name: match.pdf	Pg. 13	<input checked="" type="checkbox"/>	Pg. <u>5</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CEQA Compliance Certification Digital file name: ceqa.pdf	Pg. 21	<input checked="" type="checkbox"/>	Pg. <u>6</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Land Tenure documentation Digital file names: ownership.pdf or nonownership.pdf	Pg. 21		Pg. <u>7</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sub-Leases or Agreements Digital file name: otheragreements.pdf	Pg. 24		Pg. <u> </u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Plan Digital file name: siteplan.pdf	Pg. 24		Pg. <u>8</u>
	<input checked="" type="checkbox"/>	GHG Emissions Reduction Worksheet (at completion) Digital file name: emissions.pdf	Pg. 24		Pg. <u> </u>
<input checked="" type="checkbox"/>		Photos Digital file name: photos.pdf	Pg. 24		Pg. <u>9</u>



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Per Capita Project Application Form

PROJECT NAME Manila Park Improvements 2021 PC	REQUESTED GRANT AMOUNT \$ 177,952
PROJECT SITE NAME and PHYSICAL ADDRESS where PROJECT is located including zip code (substitute latitude and longitude where no street address is available) Manila Park 120 Mill Street Arcata CA. 95521	MATCH AMOUNT (if project is not serving a severely disadvantaged community) \$ 0 LAND TENURE (<input checked="" type="checkbox"/> all that apply) <input checked="" type="checkbox"/> Owned in fee simple by GRANTEE <input type="checkbox"/> Available (or will be available) under a () year lease or easement

NEAREST CROSS STREET Lupin Ave/SR255		
Project Type (Check one) Acquisition <input type="checkbox"/> Development <input checked="" type="checkbox"/>		
COUNTY OF PROJECT LOCATION Humboldt		
GRANTEE NAME AND MAILING ADDRESS Manila Community Services District 1901 Park Street Arcata CA. 95521		
AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION		
Name (typed or printed) and Title	Email address	Phone
Christopher Drop, General Manager	manilacsd1@sbcglobal.net	707-444-3803
GRANT CONTACT-For administration of grant (if different from AUTHORIZED REPRESENTATIVE)		
Name (typed or printed) and Title	Email address	Phone
GRANT SCOPE: I represent and warrant that this APPLICATION PACKET describes the intended use of the requested GRANT to complete the items listed in the attached Development PROJECT Scope/Cost Estimate Form or acquisition documentation. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION PACKET, including required attachments, is accurate.		
Signature of AUTHORIZED REPRESENTATIVE as shown in Resolution		Date
Print Name: Christopher Drop		12/13/2021
Title: General Manager		



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Development Project Scope/Cost Estimate Form

GRANTEE: Manila Community Services District	PROJECT Name Manila Park Improvements 2021 PC
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Development project scope (Describe the project in 30 words or less):

Project Scope Items - ☐ all that apply:

Install new	Renovate existing	Replace existing	Recreation Element
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pool, aquatic center, splash pad
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trails or walking paths
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Landscaping or irrigation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Group picnic, outdoor classrooms, other gathering spaces
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Play equipment, outdoor fitness equipment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sports fields, sports courts, court lighting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community center, gym, other indoor facilities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Restroom, concession stand
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: Entrance Sign/Lighting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Minor elements which support one or more of the recreation elements checked above: benches, lighting, parking, signage, etc.

PRE-CONSTRUCTION (costs incurred prior to ground-breaking, such as design, permits, bid packages, CEQA); up to 25% of total PROJECT cost.	\$ 40,000
Construction	\$ 137,952
Total PROJECT cost	\$ 177,952
Subtract GRANTEE match if not in severely disadvantaged community (20% of total PROJECT cost, see page 13)	Less match -\$0
Total GRANT amount requested	\$ 177,952

The GRANTEE understands that all elements listed on this form must be complete and open to the public before the final grant payment will be made.


 AUTHORIZED REPRESENTATIVE Signature 12/13/2021
 Christopher Drop, General Manager Date
 Print Name and Title



State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Funding Sources Form

GRANTEE: Manila Community Services District	PROJECT Name Manila Park Improvements 2021 PC
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PROJECTS funded by the program are not complete until the PROJECT SCOPE is complete, and the PROJECT is open to the public. PROJECTS will:

- Be entirely funded by the GRANT, *or*
- Require funds in excess of the GRANT.

If the PROJECT requires funds in excess of the GRANT, the SCOPE of the PROJECT may be either the SCOPE of the larger project, or a subset of the larger project.

For example, if the PROJECT is \$100,000 towards construction of a \$500,000 park, the SCOPE can be the \$500,000 park, or a \$100,000 element of the park, such as a playground, that can be complete and open to the public.

- ☒ The PROJECT will be entirely funded by the GRANT, *or*
- ☐ The PROJECT requires funds in excess of the GRANT:
- ☐ The SCOPE is the same as the scope of the larger project, *or*
 - ☐ The SCOPE is a subset of a larger project, the scope of that larger project is:

Larger project cost: \$

Anticipated completion date:

List all funds that will be used. Submit revised Funding Sources form should funding sources be added or modified.

Funding Source	Date Committed	Amount
Per Capita/State of California	July 1, 2018	\$ 177,952
		\$
		\$

I represent and warrant that I have full authority to execute this Funding Sources Form on behalf of the GRANTEE. I declare under penalty of perjury, under the laws of the State of California, that this status report, and any accompanying documents, for the above-mentioned GRANT is true and correct to the best of my knowledge.

12/13/2021

AUTHORIZED REPRESENTATIVE Signature

Date

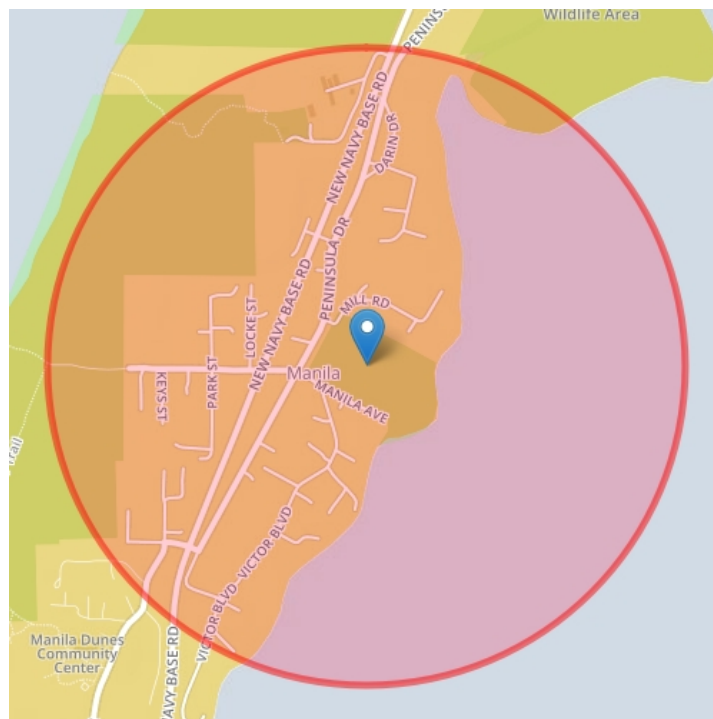
Christopher Drop, General Manager

Print Name and Title

PROJECT AREA STATISTICS

**The project serves a severely disadvantaged community.
Match is NOT required.**

PROJECT AREA MAP



SCORP Community FactFinder created by
[GreenInfo Network](http://www.greeninfo.org) www.greeninfo.org
in consultation with CA Dept. of Parks and Rec

**GreenInfo
Network**

Christopher Drop



State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION
CEQA Compliance Certification

GRANTEE: Manila Community Services District

Project Name: Manila Park Improvements 2021 PC

Project Address: Manila Park 120 Mill Street Arcata CA. 95521

Is CEQA complete? ☐Yes ☒No Is completing CEQA a PROJECT SCOPE item? ☐Yes ☒No

What document was filed, or is expected to be filed for this project's CEQA analysis:

Date complete/expected to be completed

☒ Notice of Exemption (attach recorded copy if filed) February 15, 2022

☐ Notice of Determination (attach recorded copy if filed)

☐ Other:

If CEQA is complete, and a Notice of Exemption or Notice of Determination was not filed, attach a letter from the Lead Agency explaining why, certifying the project has complied with CEQA and noting the date that the project was approved by the Lead Agency.

Lead Agency Contact Information	
Agency Name: Manila Community Services District	
Contact Person: Christopher Drop	
Mailing Address: 1901 Park Street Arcata CA. 95521	
Phone: () 707 444-3803	Email: manilacsd1@sbcglobal.net

Certification:

I hereby certify that the above referenced Lead Agency has complied or will comply with the California Environmental Quality Act (CEQA) and that the project is described in adequate and sufficient detail to allow the project's construction or acquisition.

I further certify that the CEQA analysis for this project encompasses all aspects of the work to be completed with grant funds.

AUTHORIZED REPRESENTATIVE Signature

Date

Christopher Drop, General Manager

12/13/2021

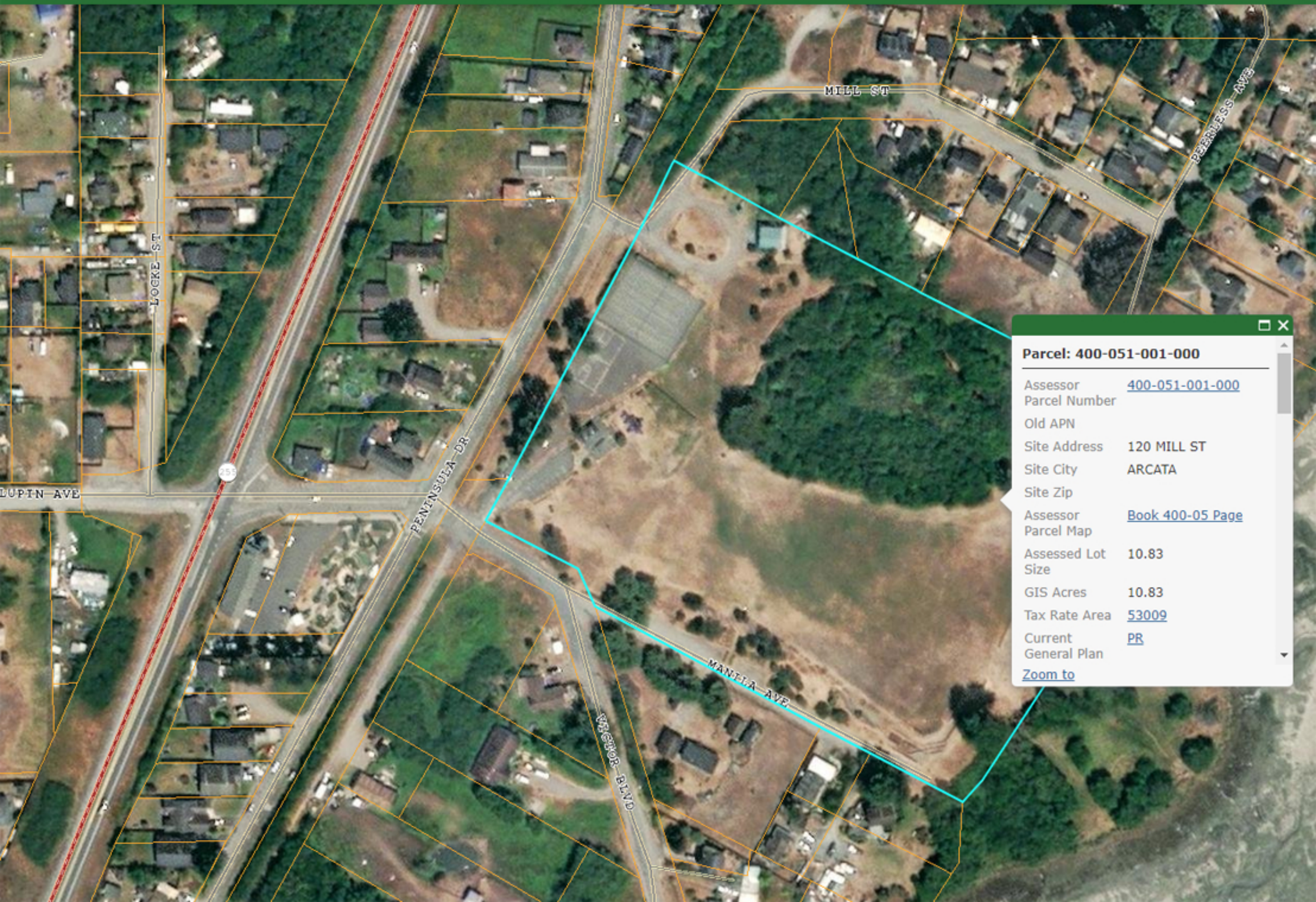
Print Name and Title

FOR OGALS USE ONLY

CEQA Document	Date Received	PO Initials
<input type="checkbox"/> NOE <input type="checkbox"/> NOD		

Land Tenure Checklist

GRANTEE: Manila Community Services District		PROJECT Name Manila Park Improvements 2021 PC	
<input checked="" type="checkbox"/>	Page	Required Item * Owned in fee simple by grantee *	
<input type="checkbox"/>		Type of agreement: For example: lease, joint powers agreement, easement, memorandum of understanding, etc. <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	
<input type="checkbox"/>		Parties to the agreement (land owner must be public agency or utility) and date signed: <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Party <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> </div> <div style="width: 35%;"> Date Signed <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> </div> </div>	
<input type="checkbox"/>		Term of the agreement: _____ years	
<input type="checkbox"/>		Agreement end date: _____ <ul style="list-style-type: none"> Grant amounts up to \$100,000 require at least 20 years of land tenure. Grant amounts above \$100,000 require at least 30 years of land tenure. The land tenure requirement begins on July 1, 2018. 	
<input type="checkbox"/>		Renewal option: Must include an option, which can be non-binding, for the GRANTEE to renew the agreement beyond the original 20 or 30 year term.	
<input type="checkbox"/>		Termination clause: Any of the following is acceptable: <ul style="list-style-type: none"> No termination clause – the agreement is non-revocable. Termination clause specifies the agreement is revocable only for cause. The termination clause cannot allow the land owner to revoke the agreement without cause, i.e., at will. 	
<input type="checkbox"/>		Site Control, Roles and Responsibilities should the GRANT be awarded, the agreement: <ul style="list-style-type: none"> Authorizes the GRANTEE to <i>proceed with the construction</i> PROJECT. The GRANTEE may delegate construction to other entities. Establishes <i>when the general public can use</i> the PROJECT and gives GRANTEE <i>permission to operate</i> the PROJECT site (such as scheduling recreational programs). The GRANTEE may delegate operational roles to other entities but is bound through the contract provisions to ensure full public access for the duration of the land tenure period. Identifies which entity will <i>maintain</i> the PROJECT site. The GRANTEE may delegate maintenance to other entities but is bound through the contract provisions to ensure maintenance of the PROJECT site for the duration of the land tenure period. 	

**Parcel: 400-051-001-000**

Assessor
Parcel Number [400-051-001-000](#)

Old APN

Site Address 120 MILL ST

Site City ARCATA

Site Zip

Assessor
Parcel Map [Book 400-05 Page](#)

Assessed Lot
Size 10.83

GIS Acres 10.83

Tax Rate Area [53009](#)

Current
General Plan [PR](#)

[Zoom to](#)

Return to:
Manila Community Ser.
1901 Park
Arcata, CA 95521

26368
RECORDED AT REC'D OF
Manila Community Services
NO. 1896 PG 0650

Dec 21 11 45 AM '88

QUITCLAIM DEED STEPHEN A. STRAWN

(3) *Pat Adams* REG \$ NONE

The COUNTY OF HUMBOLDT, a political subdivision of the State of California, quitclaims unto the MANILA COMMUNITY SERVICES DISTRICT all its right, title and interest in the real property situated in the unincorporated area of Manila, County of Humboldt, State of California, described as follows:

Beginning on easterly line NWP Railroad right-of-way at a point south 28 degrees 57' west 314.51 feet from north line Section 3, T5N, R1W, H. B. & M.; thence easterly at right angles to NWP Railroad right-of-way 874.48 feet; thence south 62 degrees 18' west 308.85 feet; thence south 4 degrees 49' east 202.96 feet, thence south 34 degrees 32' west 194.69 feet; thence north 61 degrees 03' west 798.17 feet to easterly line of said NWP Railroad right-of-way; thence north 28 degrees 57' east along said right-of-way 620 feet more or less to the point of beginning.

This conveyance is made upon the condition that the property be used for park purposes only and available to all residents of Humboldt County. If the property ceases to be used for park purposes as aforesaid, then the County of Humboldt shall have the right to re-enter and repossess the estate herein conveyed.

Dated this 27th day of September, 1988.

COUNTY OF HUMBOLDT

By *Harold Westford*
Chairman, Board of Supervisors
County of Humboldt, State of
California

RECEIVED JAN 17

25/b:misc-grntdeed/tw

This is to certify that the interest in real property from Humboldt County to MANILA COMMUNITY SERVICES DISTRICT, a political subdivision of the State of California, is hereby accepted by the Grantee, and the Grantee consents to recordation thereof. Such acceptance and consent to recordation are pursuant to ~~Resolution No. _____~~ ^{By Motion of the Board of Directors} of the Board of Directors of the Manila Community Services District; adopted on October 13, 1988.

DATED this 19th day of December, 1988.

James H. Cleary
Chairman of the Board of Directors
of Manila Community Services District,
State of California

END OF DOCUMENT

STATE OF CALIFORNIA)

COUNTY OF HUMBOLDT)

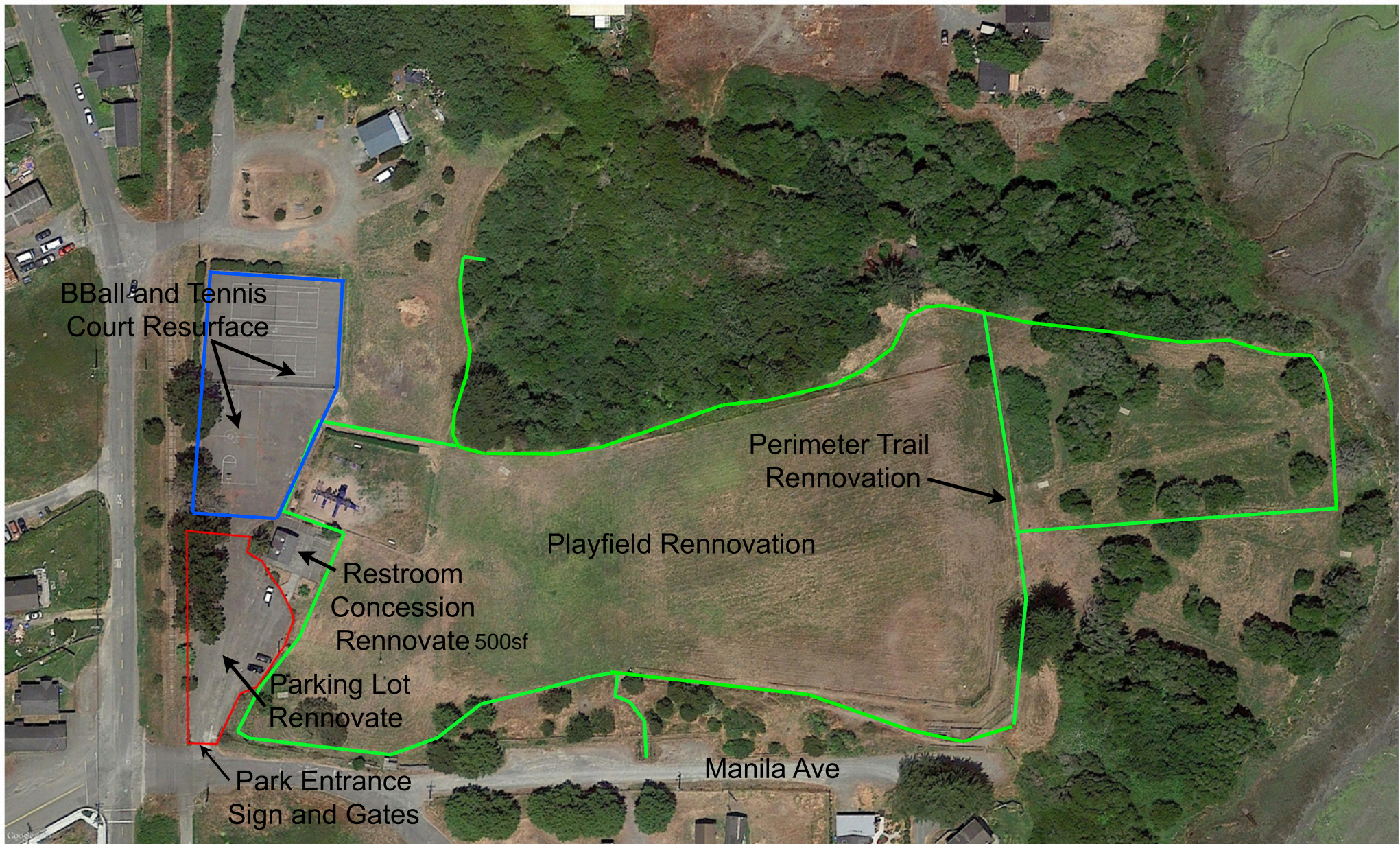
SS

On this 27th day of September, 19 88, before me,
Clerk of the Board of Supervisors, County of Humboldt, State
of California, appeared HARRY P. PRITCHARD, known
to me to be the Chairman of the Board of Supervisors of the County of Humboldt,
State of California, who executed the foregoing instrument on behalf of the
COUNTY OF HUMBOLDT therein named, and acknowledged to me that such COUNTY OF
HUMBOLDT executed same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Official
Seal the day and year hereinabove written.

Clerk of the Board of Supervisors,
County of Humboldt,
State of California

By Joris L. Miller
Deputy



Manila Park 120 Mill St. Arcata CA. 95521
Manila Community Services District
Agent: Christopher Drop 707-444-3803

APN: 400-051-001

