

GRANT SUMMARY SHEET

Grant Friends of Two Rivers Mansion Staffing 22

Department: PARKS & RECREATION

Grantor: FRIENDS OF TWO RIVERS MANSION

**Pass-Through
Grantor**

Total Award this \$24,793.98

Cash Match \$0.00

Department Alan Enzo
862-8400

Status CONTINUATION

Program Description:

Staffing: (\$21,242.18) The grant funds 19 hours of salary for an existing Office Support Rep 3 position who provides administrative support at Two Rivers Mansion. The Parks Department will cover 21 hours of salary and fringes for the position. Seasonal:(\$3,042.96) The grant funds two part time workers. Two 12-hour per week positions for 12 weeks to provide tours at Two Rivers Mansion in June, July, and August. Hourly rate of pay is \$9.75/hr. Christmas: (\$508.84) This grant funds two part-time workers to provide tours at Two Rivers Mansion during the Christmas season. Two 12-hour per week positions for 2 weeks. Hourly rate of pay is \$9.75/hr. Total funds of \$24,793.98

Plan for continuation of services upon

In the event the grant is terminated the employee's work assignment will be re-evaluated and possibly revised.

Grants Tracking Form

Part One

Pre-Application <input type="radio"/>		Application <input type="radio"/>		Award Acceptance <input checked="" type="radio"/>		Contract Amendment <input type="radio"/>		
Department	Dept. No.	Contact	Phone	Fax				
PARKS & RECREATION	040	Alan Enzo	862-8400	862-8414				
Grant Name:	Friends of Two Rivers Mansion Staffing 22							
Grantor:	FRIENDS OF TWO RIVERS MANSION					Other:		
Grant Period From:	07/01/21	(applications only) Anticipated Application Date:						
Grant Period To:	06/30/22	(applications only) Application Deadline:						
Funding Type:	OTHER	Multi-Department Grant		<input type="checkbox"/> If yes, list below.				
Pass-Thru:		Outside Consultant Project:		<input type="checkbox"/>				
Award Type:	OTHER	Total Award:		\$24,793.98				
Status:	CONTINUATION	Metro Cash Match:		\$0.00				
Metro Category:	Est. Prior.	Metro In-Kind Match:		\$0.00				
CFDA #	N/A	Is Council approval required?		<input checked="" type="checkbox"/>				
Project Description:			Applic. Submitted Electronically? <input type="checkbox"/>					
<p>Staffing: (\$21,242.18) The grant funds 19 hours of salary for an existing Office Support Rep 3 position who provides administrative support at Two Rivers Mansion. The Parks Department will cover 21 hours of salary and fringes for the position. Seasonal:(\$3,042.96) The grant funds two part time workers. Two 12-hour per week positions for 12 weeks to provide tours at Two Rivers Mansion in June, July, and August. Hourly rate of pay is \$9.75/hr. Christmas: (\$508.84) This grant funds two part-time workers to provide tours at Two Rivers Mansion during the Christmas season. Two 12-hour per week positions for 2 weeks. Hourly rate of pay is \$9.75/hr. Total funds of \$24,793.98</p>								
Plan for continuation of service after expiration of grant/Budgetary Impact:								
In the event the grant is terminated the employee's work assignment will be re-evaluated and possibly revised.								
How is Match Determined?								
Fixed Amount of \$	\$0.00	or	0.0%	% of Grant	Other: <input checked="" type="checkbox"/>			
Explanation for "Other" means of determining match:								
For this Metro FY, how much of the required local Metro cash match:								
Is already in department budget?	N/A	Fund	Business Unit					
Is not budgeted?	\$0.00	Proposed Source of Match:		N/A				
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)				Requested from Cont. Match Fund:				
				N/A				
Other:								
Number of FTEs the grant will fund:	0.64		Actual number of positions added:		0.00			
Departmental Indirect Cost Rate	15.91%		Indirect Cost of Grant to Metro:		\$3,944.72			
*Indirect Costs allowed?	<input type="radio"/> Yes <input checked="" type="radio"/> No		% Allow.	0.00%		Ind. Cost Requested from Grantor:	\$0.00	in budget
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)								
Draw down allowable?	<input type="checkbox"/>							
Metro or Community-based Partners:								

Part Two

Grant Budget										
Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY22			\$24,793.98	\$0.00		\$0.00	\$24,793.98	\$3,944.72	\$0.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
Total		\$0.00	\$0.00	\$24,793.98	\$0.00		\$0.00	\$24,793.98	\$3,944.72	\$0.00
Date Awarded:				04/16/21	Tot. Awarded:		\$24,793.98	Contract#: LETTER		
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					

Contact: trinity.weathersby@nashville.gov
vaughn.wilson@nashville.gov

VW

JOHN COOPER, MAYOR



METROPOLITAN BOARD OF PARKS AND RECREATION

Centennial Park Office
Park Plaza at Oman Street
Nashville, TN 37201

(615) 862-8400
Fax (615) 862-8414
www.nashville.gov/parks

April 6, 2021

Monique Horton Odom, Director

Friends of Two Rivers
Mr. Phil Claiborne, Founder
3130 McGavock Pike
Nashville, TN 37214

Dear Mr. Claiborne:

As you are aware our Parks' Board, at its meeting held Tuesday, April 6, 2021, accepted a package of grants from the Friends of Two Rivers for the purpose of the continuation of the funding of staff positions, as itemized below:

- \$21,242.18 to cover 7/1/2021 thru 6/30/22 for Laura Carrillo (19 hours).
- \$3,042.96 to represent two docent salaries (12 hours each) to cover 6/1/2021 to 8/30/2021.
- \$508.84 to represent two docent salaries (12 hours each) to cover 12/6/2021 to 12/12/2021.

We are happy to assist you in this request and look forward to the continuation of this successful partnership.

Sincerely,

Monique Horton Odom, Director
and Secretary to the Board

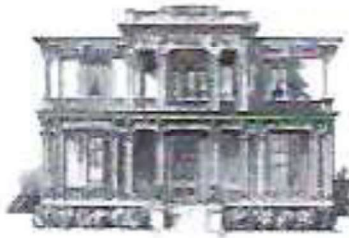
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"It is the mission of Metro Parks and Recreation to sustainably and equitably provide everyone in Nashville with an inviting network of parks and greenways that offer health, wellness and quality of life through recreation, conservation and community."



FOR ADA ACCOMMODATIONS, PLEASE CONTACT 615-862-8400

WE ARE AN EQUAL OPPORTUNITY EMPLOYER



THE FRIENDS OF
TWO RIVERS
MANSION

3130 McGavock Pike, Nashville, Tennessee 37214

March 9, 2021

Monique Odom, Director
Metropolitan Board of Parks and Recreation
511 Oman Street
Nashville, Tennessee 37203

Director Odom,

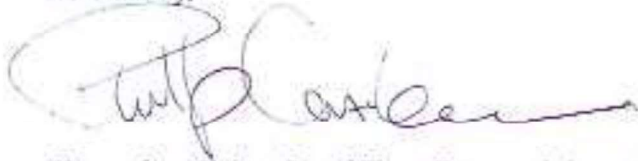
As we look forward to the remainder of 2021 the Friends Board is making tentative plans for our summer and holiday tours of the Mansion in hopes that the Covid environment will continue to decline. Based on that hope the Board has approved three grants to Parks and this letter is to request placement on the Park Board agenda for the April 6th meeting for the acceptance the following three grants:

1. \$21,242.18 representing 19 hours of salary for Laura Carrillo for the next fiscal year - 7/1/2021 thru 6/30/2022, or until her retirement.
 2. \$3,042.96 representing two docent salaries for 12 hours each during the months of June, July and August, 2021
 3. \$508.84 representing 2 docent salaries for 12 hours each December 6 - 12, 2021
- These numbers have been provided by Alan Enzo and include a 1% COLA in addition to a step increase for Mrs Carrillo effective December 1, 2021.

In the event that Laura Carrillo retires before 6/30/2022, this grant will expire and no further staffing reimbursement payments will be expected until a new grant is presented and approved. Friends of Two Rivers Mansion is currently working with Parks on plans to cover the position after Laura Carrillo's retirement and will share those details with Parks as soon as a decision is reached."

Considering the unknowns related to the COVID 19 virus this request would be for placement on the Board agenda at the next meeting after April 6th if that meeting does not take place for some reason.

Sincerely,

A handwritten signature in black ink, appearing to read "W. P. Carter", written over a light blue circular stamp.

Founder, Friends of Two Rivers Mansion
a 501(c)(3) Tax Exempt Organization

FO2R Staffing FY22

Staffing grant is on Fiscal Year. Calc. below is for FY21 - 7/1/21 - 6/30/22

Staffing - Laura Carrillo - Office Support Rep Sr. - Current Pay Grade ST-06-09 (Step 9). Current Pay Rate \$20.97/hr. as of 2/4/21. 19 hrs/week x 52 weeks/yr=988hrs. Next Scheduled Performance Review 11/30/21. Next Step Pay Increase Due: December 1, 2021. Step 10 Office Support Rep Sr. = \$44,762.35/2080hrs./year=\$21.52/hr. - GRANT PAYS 19 HRS/WEEK & PARKS IS PAYING 21 HRS/WEEK x 52 WEEKS/YR. (19+21=40 hrs/wk) - Calc ALL Benefit categories for Parks portion of the grant match.

FY22 BX:

FO2R STAFFING	COLA	Regular Rate	Rate with COLA	# of employees	hours	# of weeks	Regular Pay 501101	OASDI 501172 6.20%	SSMed 501173 1.45%	Health 501174 \$11,900	Dental 501175 \$500	Life 501176 \$200	Pension 501177 12.34%	Total	
GRANT															
7/1/21-11/30/21	1.00%	20.97	21.18	1	19	22	8,853.11	N/A	N/A	N/A	N/A	N/A	N/A	8,853.11	GRANT
12/1/21-6/30/22	1.00%	21.52	21.74	1	19	30	12,389.06	N/A	N/A	N/A	N/A	N/A	N/A	12,389.06	GRANT
						52	21,242.18							21,242.18	GRANT TOTAL

FO2R Seasonal 2021 - Grant is from 6/1/xx - 8/31/xx every year.

Seasonal grant is for 12 weeks total in Summer - 4 weeks each month (June, July, Aug). 12 hours per week each X 2 people.

PT Worker 3, Step 1 = \$9.75/hr. (Rates Effective 7/1/2020)

Calc only 2 Benefit categories (Payroll taxes - OASDI and SS Med) paid by grant.

COLA - Waiting to see if any approved for FY22. Do First FY21 BX for June without COLA.

2 BXs:

BX1: June Just take June for FY21 BX.

BX2: July & August FY22 FY22 BXs to be sent in July-Aug - hold until July-Aug before sending in since it is for FY22.

FO2R Seasonal 2021	COLA	Regular Rate	Rate with COLA	# of employees	hours	# of weeks	Regular Pay 501101	OASDI 501172 6.20%	SSMed 501173 1.45%	Health 501174 \$11,900	Dental 501175 \$500	Life 501176 \$200	Pension 501177 12.34%	Total	
FY21 - June	0.00%	9.75	9.75	2	12	4	936.00	58.03	13.57	N/A	N/A	N/A	N/A	1,007.60	Grant
FY22-Jul+Aug	1.00%	9.75	9.85	2	12	8	1,890.72	117.22	27.42	N/A	N/A	N/A	N/A	2,035.36	Grant
							2,826.72	175.26	40.99					3,042.96	Grant Total

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**SIGNATURE PAGE
FOR**

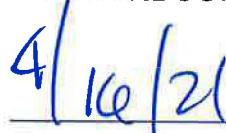
GRANT NO. Friends of Two Rivers Mansion- Staffing FY22

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



Department



Date

**APPROVED AS TO AVAILABILITY
OF FUNDS:**

DocuSigned by:



Director of Finance

5/3/2021

Date

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:



Director of Insurance

5/4/2021

Date

**APPROVED AS TO FORM AND
LEGALITY:**

DocuSigned by:



Metropolitan Attorney

5/4/2021

Date

FILED:

Metropolitan Clerk

Date