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## GRANT SUMMARY SHEET

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**Grant Name:** Sylvan Park Sign 2025

**Department:** PARKS & RECREATION

**Grantor:** Sylvan Park Neighborhood Association

**Pass-Through Grantor  
(If applicable):**

**Total Award this Action:** \$0.00

**Cash Match Amount** \$0.00

**Department Contact:** Alan Enzo  
862-8400

**Status:** NEW

**Program Description:**

Sylvan Park Sign 2025 grant. This in-kind grant from The Sylvan Park Neighborhood Association provides for replacement of the existing Sylvan Park neighborhood sign in Richland Park. The value of the in-kind grant is \$16,575.00. No match or obligations to Metro government or Metro Parks. No money will be coming to Parks.

**Plan for continuation of services upon grant expiration:**

N/A.

## Grants Tracking Form

### Part One

<b>Pre-Application</b> <input type="radio"/>		<b>Application</b> <input type="radio"/>		<b>Award Acceptance</b> <input checked="" type="radio"/>		<b>Contract Amendment</b> <input type="radio"/>	
<b>Department</b>	<b>Dept. No.</b>	<b>Contact</b>				<b>Phone</b>	<b>Fax</b>
PARKS & RECREATION ▼	040	Alan Enzo				862-8400	862-8414
<b>Grant Name:</b>		Sylvan Park Sign 2025					
<b>Grantor:</b>		Sylvan Park Neighborhood Association ▼				<b>Other:</b>	
<b>Grant Period From:</b>		03/04/25		<small>(applications only)</small> <b>Anticipated Application Date:</b>			
<b>Grant Period To:</b>				<small>(applications only)</small> <b>Application Deadline:</b>			
<b>Funding Type:</b>	OTHER ▼			<b>Multi-Department Grant</b> <input type="checkbox"/>		If yes, list below.	
<b>Pass-Thru:</b>	▼			<b>Outside Consultant Project:</b> <input type="checkbox"/>			
<b>Award Type:</b>	OTHER ▼			<b>Total Award:</b>		\$0.00	
<b>Status:</b>	NEW ▼			<b>Metro Cash Match:</b>		\$0.00	
<b>Metro Category:</b>	New Initiative ▼			<b>Metro In-Kind Match:</b>		\$0.00	
<b>CFDA #</b>	N/A			<b>Is Council approval required?</b> <input checked="" type="checkbox"/>			
<b>Project Description:</b>				<b>Applic. Submitted Electronically?</b> <input type="checkbox"/>			
<p>Sylvan Park Sign 2025 grant. This in-kind grant from The Sylvan Park Neighborhood Association provides for replacement of the existing Sylvan Park neighborhood sign in Richland Park. The value of the in-kind grant is \$16,575.00. No match or obligations to Metro government or Metro Parks. No money will be coming to Parks.</p>							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
N/A.							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>		\$0.00		<b>or</b>		0.0% <b>% of Grant</b>	
						<b>Other:</b> <input type="checkbox"/>	
<b>Explanation for "Other" means of determining match:</b>							
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>		N/A		<b>Fund</b> N/A		<b>Business Unit</b> N/A	
<b>Is not budgeted?</b>		\$0.00		<b>Proposed Source of Match:</b>		N/A	
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>				<b>Requested from Cont. Match Fund:</b> N/A			
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>		0.00		<b>Actual number of positions added:</b>		0.00	
<b>Departmental Indirect Cost Rate</b>		17.91%		<b>Indirect Cost of Grant to Metro:</b>		\$0.00	
<b>*Indirect Costs allowed?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No		<b>% Allow.</b> 0.00%		<b>Ind. Cost Requested from Grantor:</b>		\$0.00	
						<b>in budget</b>	
<b>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</b>							
<b>Draw down allowable?</b> <input type="checkbox"/>							
<b>Metro or Community-based Partners:</b>							

### 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	FY25			\$0.00				\$0.00	\$0.00	\$0.00
Yr 2	FY26									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
<b>Date Awarded:</b>				01/29/25	<b>Tot. Awarded:</b> \$0.00		<b>Contract#:</b>		LETTER	
<b>(or) Date Denied:</b>					<b>Reason:</b>					
<b>(or) Date Withdrawn:</b>					<b>Reason:</b>					

JP



December 19, 2024

Metro Board of Parks and Recreation  
Metro Parks Department  
2565 Park Plaza  
Nashville, TN 37203

Re: Request for acceptance of in-kind grant - Replacement Sylvan Park Neighborhood Sign in Richland Park

This letter is a request for Metro Parks Department approval of a project organized by the Sylvan Park Neighborhood Association. Our neighborhood association is requesting approval to replace the Sylvan Park Neighborhood sign that sits at the corner of 46<sup>th</sup> Avenue N and Park Avenue in Richland Park. The value of this in-kind grant is \$16,575.

The current Sylvan Park Neighborhood sign, that was installed many years ago, is now deteriorated and unreadable. The Sylvan Park Neighborhood Association has worked with a local designer and fabrication company to develop a new sign design that would replace the existing sign. The design of the new sign is consistent with the style of other signage in the Sylvan Park neighborhood, and would be a significant improvement over the current neighborhood sign. Images illustrating the design and specifications for the new sign are enclosed with this letter.

This project would be funded by the Sylvan Park Neighborhood Association and would require no funding or maintenance requirements, now or in the future, from Metro Parks.

Approval of this project would allow us to replace a worn-out old structure with a fresh, welcoming symbol of our Sylvan Park neighborhood. We would appreciate the Parks Board approving this request at your next monthly meeting.

Sincerely,

A handwritten signature in black ink that reads "Jenny Komoll". The signature is fluid and cursive, with the first name "Jenny" and last name "Komoll" clearly distinguishable.

Jenny Komoll  
Sylvan Park Neighborhood Association, President  
[www.sylvanpark.org](http://www.sylvanpark.org)  
847-530-9299

## Proposal for New Sylvan Park Sign at 46<sup>th</sup> & Park

Proposal from Image Life (coordinated by Chris Veit)

|



STONE EXAMPLE



1 D/F MONUMENT SIGN - 70" X 103" | WHITE ALUMINUM LETTERS ON RUST ALUMINUM SIGN  
QTY. 1

- Rusted aluminum sign, double sided
- Raised white aluminum letters
- Black beam and stone column designed to look similar to other neighborhood signage
- Quote includes procuring permit, removal of existing sign, stone veneer build, installation of sign
- Estimated timing 8-10 weeks (including permitting, sign fabrication, installation)



## 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](http://www.nashville.gov/parks)

Monique Horton Odom, Director

January 7, 2025

Ms. Jenny Komoll  
Sylvan Park Neighborhood Association  
P.O. Box 92324  
Nashville, Tennessee 37209

Dear Ms. Komoll:

The Parks Board, at its meeting held Tuesday, January 7, 2025, approved an in-kind grant in the amount of \$16,575 from The Sylvan Park Neighborhood Association for replacement of the existing Sylvan Park neighborhood sign in Richland Park.

Please note there is no required match or other obligation by Metro Parks associated with this grant. No money will be sent to Metro Parks. The project will be paid for directly by the Sylvan Park Neighborhood Association (SPNA). SPNA will coordinate this project with Metro Parks staff and will not proceed with the projects until final approval is provided by the appropriate Parks staff.

If further information is needed regarding the donation, please contact Mr. Joe Stovall of my staff; he may be reached at 615 862-8400. On behalf of Metro Parks, thank you for your service to the community.

Sincerely,

Monique Horton Odom, Director  
and Secretary to the Board

c: Chinita White  
Alan Enzo  
Phil Luckett  
Joe Stovall

*"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



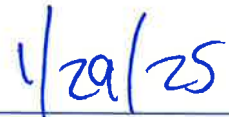
**SIGNATURE PAGE  
FOR**

**GRANT NO. Sylvan Park Sign 2025**

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:

  
\_\_\_\_\_  
Director of Finance

2/12/2025 | 9:54 AM CST  
\_\_\_\_\_  
Date

APPROVED AS TO RISK AND INSURANCE:

  
\_\_\_\_\_  
Director of Insurance

2/12/2025 | 11:14 AM CST  
\_\_\_\_\_  
Date

APPROVED AS TO FORM AND  
LEGALITY:

  
\_\_\_\_\_  
Metropolitan Attorney

2/12/2025 | 11:11 AM CST  
\_\_\_\_\_  
Date

FILED:

\_\_\_\_\_  
Metropolitan Clerk

\_\_\_\_\_  
Date

## Certificate Of Completion

Envelope Id: 9E90B0AD-622A-4676-A3ED-EBA73D1F1A7B

Status: Completed

Subject: Complete with Docusign: Parks Sylvan Park Sign 2025 Ready.pdf

Source Envelope:

Document Pages: 8

Signatures: 6

Envelope Originator:

Certificate Pages: 15

Initials: 1

Juanita Paulson

AutoNav: Enabled

730 2nd Ave. South 1st Floor

Envelopeld Stamping: Enabled

Nashville, TN 37219

Time Zone: (UTC-06:00) Central Time (US & Canada)

Juanita.Paulsen@nashville.gov

IP Address: 170.190.198.185

## Record Tracking

Status: Original

Holder: Juanita Paulson

Location: DocuSign

2/12/2025 9:00:10 AM

Juanita.Paulsen@nashville.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Metropolitan Government of Nashville and  
Davidson County

Location: Docusign

## Signer Events

### Signature

### Timestamp

Daniel Harden

*DH*

Sent: 2/12/2025 9:06:01 AM

Daniel.Harden@nashville.gov

Viewed: 2/12/2025 9:16:09 AM

Security Level: Email, Account Authentication  
(None)

Signed: 2/12/2025 9:16:16 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Aaron Pratt

*Aaron Pratt*

Sent: 2/12/2025 9:16:17 AM

Aaron.Pratt@nashville.gov

Viewed: 2/12/2025 9:34:32 AM

Security Level: Email, Account Authentication  
(None)

Signed: 2/12/2025 9:34:43 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

### Electronic Record and Signature Disclosure:

Accepted: 2/12/2025 9:34:32 AM

ID: c1010806-b2c0-4d46-9956-2e3437219147

Jenneen Reed/mjw

*Jenneen Reed/mjw*

Sent: 2/12/2025 9:34:45 AM

MaryJo.Wiggins@nashville.gov

Viewed: 2/12/2025 9:50:37 AM

Security Level: Email, Account Authentication  
(None)

Signed: 2/12/2025 9:54:10 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.100

### Electronic Record and Signature Disclosure:

Accepted: 2/12/2025 9:50:37 AM

ID: 1adcce2f-c375-4135-8ff1-d8a758db2ed1

Courtney Mohan

*Courtney Mohan*

Sent: 2/12/2025 9:54:12 AM

Courtney.Mohan@nashville.gov

Viewed: 2/12/2025 10:56:19 AM

Security Level: Email, Account Authentication  
(None)

Signed: 2/12/2025 11:11:05 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

### Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
Accepted: 2/12/2025 10:56:19 AM ID: b79e6902-c171-49a4-ba52-0abc10f33412		
Balogun Cobb balogun.cobb@nashville.gov Insurance Division Manager Security Level: Email, Account Authentication (None)	<i>Balogun Cobb</i>  Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 2/12/2025 11:11:07 AM Viewed: 2/12/2025 11:13:57 AM Signed: 2/12/2025 11:14:19 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 2/12/2025 11:13:57 AM ID: 1aa97fd3-44da-4361-a739-03d257c30f43		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Danielle Godin Danielle.Godin@nashville.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 2/12/2025 11:14:22 AM Viewed: 2/12/2025 5:07:56 PM
Sally Palmer sally.palmer@nashville.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 2/12/2025 1:47:48 PM ID: 8ac79505-9d98-4ecc-a55e-af3f1a0ee5ea	<b>COPIED</b>	Sent: 2/12/2025 11:14:23 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/12/2025 9:06:01 AM
Certified Delivered	Security Checked	2/12/2025 11:13:57 AM
Signing Complete	Security Checked	2/12/2025 11:14:19 AM
Completed	Security Checked	2/12/2025 11:14:23 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		