
GRANT SUMMARY SHEET

Grant Name: Friends of Warner Parks Staffing 24

Department: PARKS & RECREATION

Grantor: Friends of Warner Parks

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

Total Award this Action: \$50,600.69

Cash Match Amount \$0.00

Department Contact: Alan Enzo
862-8400

Status: CONTINUATION

Program Description:

This grant provides reimbursement for staffing and copier rental for the Warner Parks HQ. The FY24 grant period begins July 1, 2023 and ends June 30, 2024.

Plan for continuation of services upon grant expiration:

This grant is recurring and is expected to continue indefinitely. Should funds become unavailable the Parks Department will evaluate the availability of other resources for funding.

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 Warner Parks Staffing 24					
Grantor:		Friends of Warner Parks ▼			Other:		
Grant Period From:		07/01/23	(applications only) Anticipated Application Date:				
Grant Period To:		06/30/24	(applications only) Application Deadline:				
Funding Type:		FOUNDATION ▼	Multi-Department Grant		<input type="checkbox"/>	If yes, list below.	
Pass-Thru:		▼	Outside Consultant Project:		<input type="checkbox"/>		
Award Type:		OTHER ▼	Total Award:		\$50,600.69		
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>This grant provides reimbursement for staffing and copier rental for the Warner Parks HQ. The FY24 grant period begins July 1, 2023 and ends June 30, 2024.</p>							
Plan for continuation of service after expiration of grant/Budgetary Impact:							
<p>This grant is recurring and is expected to continue indefinitely. Should funds become unavailable the Parks Department will evaluate the availability of other resources for funding.</p>							
How is Match Determined?							
Fixed Amount of \$			or	% of Grant			Other: <input type="checkbox"/>
Explanation for "Other" means of determining match:							
N/A							
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?				Proposed Source of Match:			
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)							
Other:							
Number of FTEs the grant will fund:		1.74	Actual number of positions added:		0.00		
Departmental Indirect Cost Rate		20.51%	Indirect Cost of Grant to Metro:		\$10,378.20		
*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	FY24	\$0.00	\$0.00	\$50,600.69	\$0.00		\$0.00	\$50,600.69	\$10,378.20	\$0.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
Total		\$0.00	\$0.00	\$50,600.69	\$0.00		\$0.00	\$50,600.69	\$10,378.20	\$0.00
Date Awarded:		04/13/23			Tot. Awarded:		\$50,600.69	Contract#:		Letter
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					



April 13, 2023

Metropolitan Board of Parks and Recreation
511 Oman St.
Nashville, TN 37203

RE: Friends of Warner Parks – FOWP Staffing FY24 grant

Dear Parks Board Members,

I am writing to request that the Metropolitan Board of Parks and Recreation accept a **Staffing grant** from Friends of Warner Parks to be included on the agenda of the May 2023 board meeting.

GRANT TO BE DISTRIBUTED VIA QUARTERLY REIMBURSEMENT TO METRO PARKS

Naturalist 1 – part-time – Step 5 – 7/1/22	Jessa Tremblay	\$ 19,506.09
Naturalist 1 – part-time – Step 5 – 7/1/22	Will Chamberlain	\$ 19,506.09
Seasonal Worker 7 – Step 1	Nature Center Aide	\$ 4,844.25
Seasonal Worker 7 – Step 1	Nature Center Aide	\$ 4,844.25
Copier – Ricoh		<u>\$ 1,900.00</u>
FOWP Staffing Grant Total – All FY24:		\$ 50,600.69

Please see calculations attached. Note that Quarterly Grant Reimbursements will reflect actual salaries and hours worked. If the grant total stated above is exceeded due to hourly wage changes or COLA, etc., it is understood that Friends of Warner Parks will reimburse these amounts.

Thank you once again for the opportunity to work in partnership with the Board of Parks and Recreation for the benefit of Warner Parks. If you have any questions about this request, please do not hesitate to call me at 615-370-8053.

Sincerely,

Jenny Hannon
President

FOWP FY24 STAFFING GRANT CALCULATIONS

Rates effective 7/1/22

ID Description	Functional Title	Name	Description	Calculated hours	FTE	Hourly (Annual/2080)	Regular Pay Position budget calculated from total hourly rate	OASDI Social Security tax (6.2%)	SSN Med Medicare tax (1.45%)	Total FY24 Grant Budget
FOWP STAFFING GRANT - ALL FY24										
Naturalist 1 - part-time - Step 5 - 7/1/22	Naturalist 1	Jessa Tremblay	19 hours per week X 52 weeks	988	0.48	\$ 18.34	\$ 18,119.92	\$ 1,123.44	\$ 262.74	\$ 19,506.09
Naturalist 1 - part-time - Step 5 - 7/1/22	Naturalist 1	Will Chamberlain	19 hours per week X 52 weeks	988	0.48	\$ 18.34	\$ 18,119.92	\$ 1,123.44	\$ 262.74	\$ 19,506.09
Seasonal Worker 7 - Step 1	Nature Center Aide	Vacant	30 hours per week end of May for 10 weeks	300	0.15	15.00	\$ 4,500.00	\$ 279.00	\$ 65.25	\$ 4,844.25
Seasonal Worker 7 - Step 1	Nature Center Aide	Vacant	30 hours per week end of May for 10 weeks	300	0.15	15.00	\$ 4,500.00	\$ 279.00	\$ 65.25	\$ 4,844.25
TOTAL:					1.26					\$ 48,700.69
Copier - Ricoh										\$ 1,900.00
FOWP STAFFING GRANT TOTAL - ALL										\$ 50,600.69

*Naturalist 1 positions all moved to minimum Step 5 (7/1/22 Pay Plan = \$38,142.96/2080=18.34/hr.) per Civil Service Commission 7/1/22. Step 5 will be minimum in next Pay Plan (Step 1).

*Seasonal Worker IV position no longer being used as of Parks Board meeting December 2022. Now using Seasonal Worker 7, with minimum Step 1 pay of \$15.00/hr.

*Rates are from new Seasonal and Part-Time Worker Classifications and Steps approved by Parks Board in December 2022. See Pam email 4/4/23.

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

Monique Horton Odom, Director

May 9, 2023

Ms. Jenny Hannon, Executive Director
Friends of Warner Parks
50 Vaughn Road
Nashville, TN 37221

Dear Ms. Hannon:

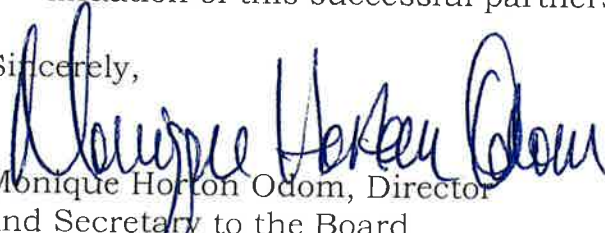
The Parks Board, at its meeting held Tuesday, May 9, 2023, accepted a Staffing grant for fiscal year 2024 totaling \$50,600.69 from the Friends of Warner Parks for the purpose of the continuation of the funding of staff positions, as itemized below:

- FOWP Staffing salaries in the amount of \$48,700.69
- Copier - Rioch in the amount of \$1,900.00

As per your letter the Friends of Warner Parks will reimburse grant total amounts exceeded due to hourly wage changes or COLA, etc. This grant does not require a match nor any type of further fulfillment by Metro Parks.

If further information is needed regarding the grant process, please contact Mr. Alan Enzo of my staff; he may be reached at 615 862-8400. On behalf of Metro Parks, thank you for this generous contribution and we look forward to the continuation of this successful partnership.

Sincerely,


Monique Horton Odom, Director
and Secretary to the Board

c: Chinita White
Alan Enzo
Jim Hester

"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"



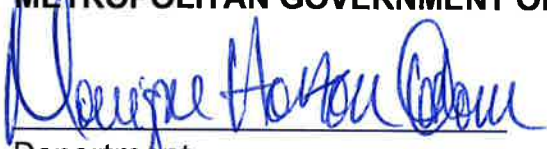
FOR ADA ACCOMMODATIONS, PLEASE CONTACT 615-862-8400
WE ARE AN EQUAL OPPORTUNITY EMPLOYER

**SIGNATURE PAGE
FOR**

GRANT NO. FOWP Staffing FY24

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

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



Department

5/16/23

Date

**APPROVED AS TO AVAILABILITY
OF FUNDS:**

Kelly Flannery

Director of Finance

6/5/2023 | 7:50 AM CDT

Date

APPROVED AS TO RISK AND INSURANCE:

Balogun Cobb

Director of Insurance

6/5/2023 | 11:26 AM CDT

Date

**APPROVED AS TO FORM AND
LEGALITY:**

Courtney Mohan

Metropolitan Attorney

6/5/2023 | 10:52 AM CDT

Date

FILED:

Metropolitan Clerk

Date


Certificate Of Completion

Envelope Id: 292B42389D7D40C89F946017E659BF22	Status: Completed
Subject: Complete with DocuSign: Parks- Friends of Warner Parks Staffing 24 Ready.pdf	
Source Envelope:	
Document Pages: 8	Signatures: 6
Certificate Pages: 15	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Juanita Paulson
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	Juanita.Paulsen@nashville.gov
	IP Address: 170.190.198.185


Record Tracking

Status: Original	Holder: Juanita Paulson	Location: DocuSign
6/2/2023 8:13:59 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

Signer Events	Signature	Timestamp
Brittany Bryant		Sent: 6/2/2023 8:22:03 AM
brittany.bryant@nashville.gov		Viewed: 6/2/2023 3:23:54 PM
Security Level: Email, Account Authentication (None)		Signed: 6/2/2023 3:25:12 PM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 170.190.198.185	

Electronic Record and Signature Disclosure:
 Accepted: 6/2/2023 3:23:54 PM
 ID: e78f2403-d12a-41b9-b61a-a7bcd7af0188

Aaron Pratt		Sent: 6/2/2023 3:25:14 PM
Aaron.Pratt@nashville.gov		Viewed: 6/5/2023 6:42:40 AM
Security Level: Email, Account Authentication (None)		Signed: 6/5/2023 6:42:44 AM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 170.190.198.185	

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Kelly Flannery		Sent: 6/5/2023 6:42:45 AM
Kelly.Flannery@nashville.gov		Viewed: 6/5/2023 7:50:14 AM
Security Level: Email, Account Authentication (None)		Signed: 6/5/2023 7:50:28 AM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 174.238.168.115	
	Signed using mobile	

Electronic Record and Signature Disclosure:
 Accepted: 6/5/2023 7:50:14 AM
 ID: 643424ab-42c0-4b45-b388-6ca0e3be2694

Courtney Mohan		Sent: 6/5/2023 7:50:30 AM
Courtney.Mohan@nashville.gov		Viewed: 6/5/2023 10:39:05 AM
Security Level: Email, Account Authentication (None)		Signed: 6/5/2023 10:52:36 AM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 170.190.198.144	

Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
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Accepted: 6/5/2023 10:39:04 AM
ID: 7c68288b-df48-4637-a44b-cc8a282e3c2a

Balogun Cobb
balogun.cobb@nashville.gov
Security Level: Email, Account Authentication (None)

Balogun Cobb

Sent: 6/5/2023 10:52:37 AM
Viewed: 6/5/2023 11:25:52 AM
Signed: 6/5/2023 11:26:03 AM

Signature Adoption: Pre-selected Style
Using IP Address: 170.190.198.144

Electronic Record and Signature Disclosure:

Accepted: 6/5/2023 11:25:52 AM
ID: 20792de8-244c-4eb1-9911-3cb64eed84f1

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Danielle Godin
Danielle.Godin@nashville.gov
Security Level: Email, Account Authentication (None)

COPIED

Sent: 6/5/2023 11:26:04 AM
Viewed: 6/5/2023 4:48:23 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Sally Palmer
sally.palmer@nashville.gov
Security Level: Email, Account Authentication (None)

COPIED

Sent: 6/5/2023 11:26:05 AM
Viewed: 6/5/2023 11:55:18 AM

Electronic Record and Signature Disclosure:

Accepted: 6/1/2023 7:45:53 AM
ID: e918c1e7-ab7f-4e13-90c0-792eb69e6d08

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	6/2/2023 8:22:03 AM
Certified Delivered	Security Checked	6/5/2023 11:25:52 AM
Signing Complete	Security Checked	6/5/2023 11:26:03 AM
Completed	Security Checked	6/5/2023 11:26:05 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure