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## GRANT SUMMARY SHEET

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**Grant Name:** FOWP Warner Park HQ 2024

**Department:** PARKS & RECREATION

**Grantor:** Friends of Warner Parks

**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:**

FOWP Warner HQ 2024 grant. This in-kind grant from the Friends of Warner Parks provides for the renovation and expansion of the Warner Parks Headquarters. The total in-kind grant is valued at \$3,000,000.00. There is no match or other obligation to Metro Parks or Metro Government associated with this in-kind grant. No money will be coming to Parks.

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

N/A.

### Grants Tracking Form

Part One

<input type="radio"/> Pre-Application <input type="radio"/> Application <input checked="" type="radio"/> Award Acceptance <input type="radio"/> Contract Amendment				
Department	Dept. No.	Contact	Phone	Fax
PARKS & RECREATION	040	Alan Enzo	862-8400	862-8414
<b>Grant Name:</b>	FOWP Warner Park HQ 2024			
<b>Grantor:</b>	Friends of Warner Parks	<b>Other:</b>		
<b>Grant Period From:</b>	03/19/24	<small>(applications only)</small> Anticipated Application Date:		
<b>Grant Period To:</b>		<small>(applications only)</small> Application Deadline:		
<b>Funding Type:</b>	FOUNDATION	<input type="checkbox"/> Multi-Department Grant <span style="float: right;">→ If yes, list below.</span>		
<b>Pass-Thru:</b>		<input type="checkbox"/> Outside Consultant Project:		
<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>		<input checked="" type="checkbox"/> Is Council approval required?		
<b>Project Description:</b>	<input type="checkbox"/> Applic. Submitted Electronically?			
FOWP Warner HQ 2024 grant. This in-kind grant from the Friends of Warner Parks provides for the renovation and expansion of the Warner Parks Headquarters. The total in-kind grant is valued at \$3,000,000.00. There is no match or other obligation to Metro Parks or Metro Government associated with this in-kind grant. No money will be coming to Parks.				
<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	or	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>	<b>Business Unit</b>	
<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>	20.51%	<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>
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)				
<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	FY24	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Date Awarded:</b>		02/13/24		<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*



## 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

February 6, 2024

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

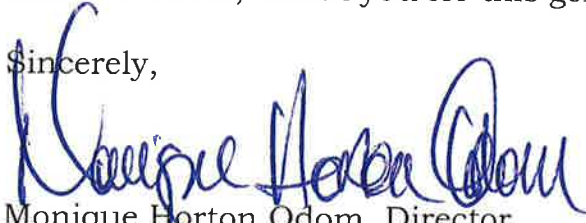
Dear Ms. Hannon:

The Parks Board, at its meeting held February, February 6, 2024, accepted an in-kind grant not to exceed \$3,000,000 from the Friends of Warner Parks, to fund the renovation and expansion of the Warner Park Headquarters.

Please note there is no required match or other obligation by Parks associated with this grant. The project will be paid for directly by the Friends of Warner Parks. The Friends of Warner Parks will coordinate with Metro Parks staff on the planning/details of the renovation and will not proceed with the project until final written approval is provided by appropriate Parks staff.

If further information is needed regarding the donation process, please contact Ms. Chinita White of my staff; she may be reached at 615 862-8400. On behalf of Metro Parks, thank you for this generous contribution.

Sincerely,



Monique Horton Odom, Director  
and Secretary to the Board

c: Chinita White  
Alan Enzo  
Jim Hester





January 18, 2024

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

Re: Friends of Warner Parks improvement project grant

Dear Parks Board Members,

Jenny Hannon, President of Friends of Warner Parks, requests the Metropolitan Board of Parks and Recreation (Metro Parks) to accept an in-kind grant not to exceed \$3,000,000 from Friends of Warner Parks to fund the renovation and expansion of the Warner Park Headquarters.

This grant requires no match for Metro Parks. No money will be sent to Metro Parks. The project will be paid for directly by Friends of Warner Parks.

We are in communication with Metro Parks staff on the proposed project and will continue to work with them on the details of plans, materials, and schedule as the project moves forward. Friends of Warner Parks will not proceed with the project until final written approval is provided by appropriate Parks staff.

Thank you once again for the opportunity to work in partnership with Metro Parks 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, Friends of Warner Parks  
50 Vaughn Rd.  
Nashville, TN 37221  
615-370-8053  
jhannon@warnerparks.org

# Warner Parks Headquarters Renovation and Expansion





# A CASE FOR EXPANSION

**GOAL:** To renovate Warner Parks Headquarters, investing in the potential of this organization to maintain and protect Warner Parks for the benefit of its users and the landscape itself.

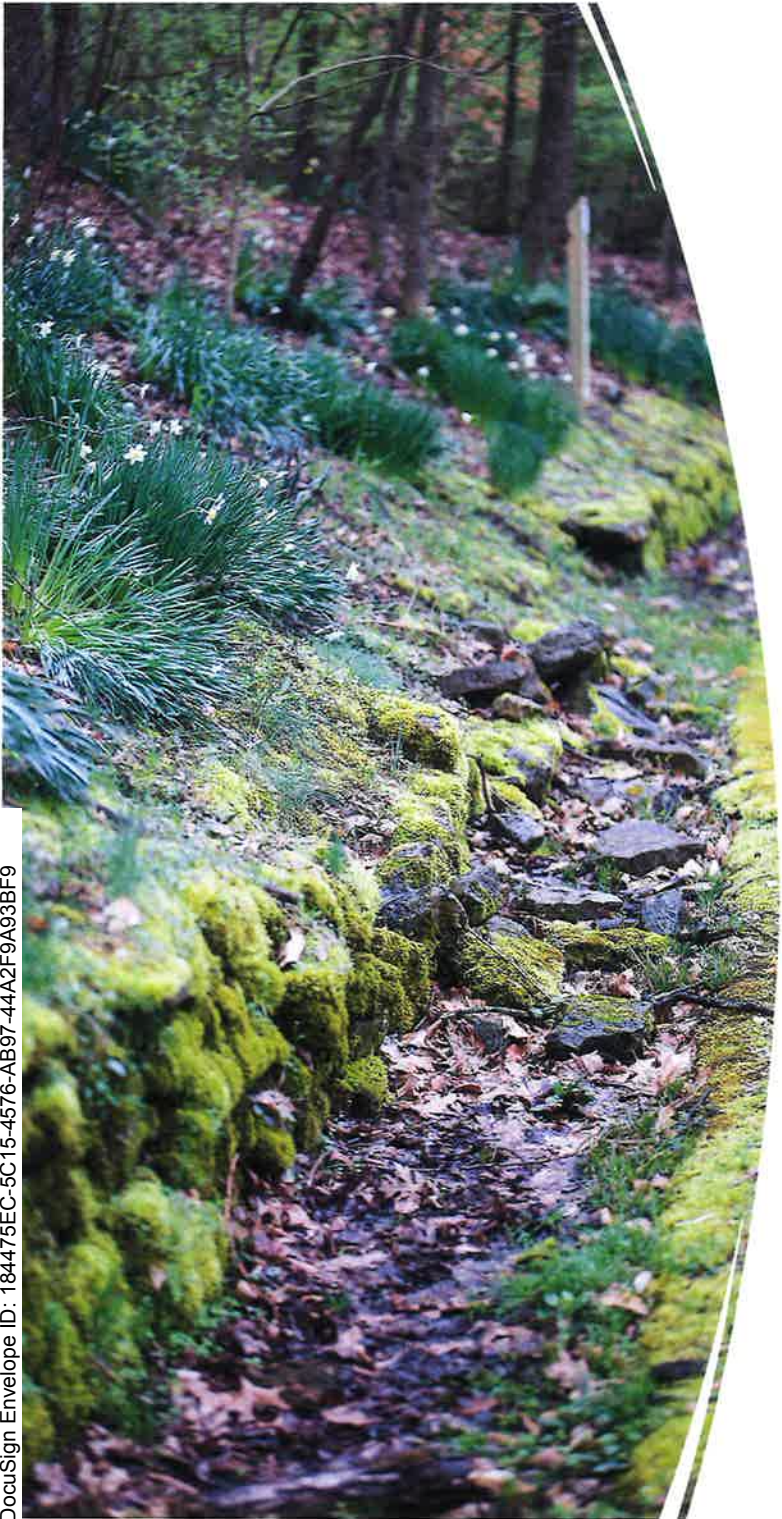
**WHY:** Friends of Warner Parks moved into the office in 1987 as a new organization with a much smaller staff. Capacity issues, a crowded work environment, a lack of privacy, and safety concerns create challenges as the organization continues to grow and expand. Reservations and special events are coordinated through a Metro employee in this office.

**HOW:** \$3,000,000 is the budget needed to renovate and expand the building to create a new, modern, and welcoming space.

**WHEN:** “Break ground” in the summer of 2024

## GROWTH OF FRIENDS OF WARNER PARKS

STAFF EXPANSION	
2019	2023
5 Full-time employees	10 Full-time employees
3 Part-time employees	3 Part-time employees



# Warner Parks HQ Priorities

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- Capacity
- Community Events and Programming
- Work Environment
- Privacy
- Safety



# Capacity

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Each workspace is shared by 2-3 people. The lobby is also used as a conference room.

The maximum size for a meeting with tablespace is 4-6 people.

Merchandise is stored temporarily in three separate locations. Merchandise and online storefront cannot expand without a storage solution.

Storage for financial information, historical documents, marketing materials, event materials is inadequate, often overflowing into employee desk space.

There is no space for an intern or staff expansion.





# Community Events and Programming

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This project allows for the expansion of Metro services and Warner Parks activities:

- Reservable community meeting space
- Shelter reservations
- Special event management
- Permitting and special requests

FOWP would benefit from hosting volunteer and member programming at our Headquarters.

Programming and events might include:

- Member nights and hikes
- Volunteer orientations
- Volunteer appreciation event
- Board meetings and activities
- Committee meetings







## Work Environment

Due to the nature of our work and the benefits of collaboration, all full-time staff are in the office a minimum of 4 days/week.

Current environment allows for no additional staff.

### REQUESTS

Break room

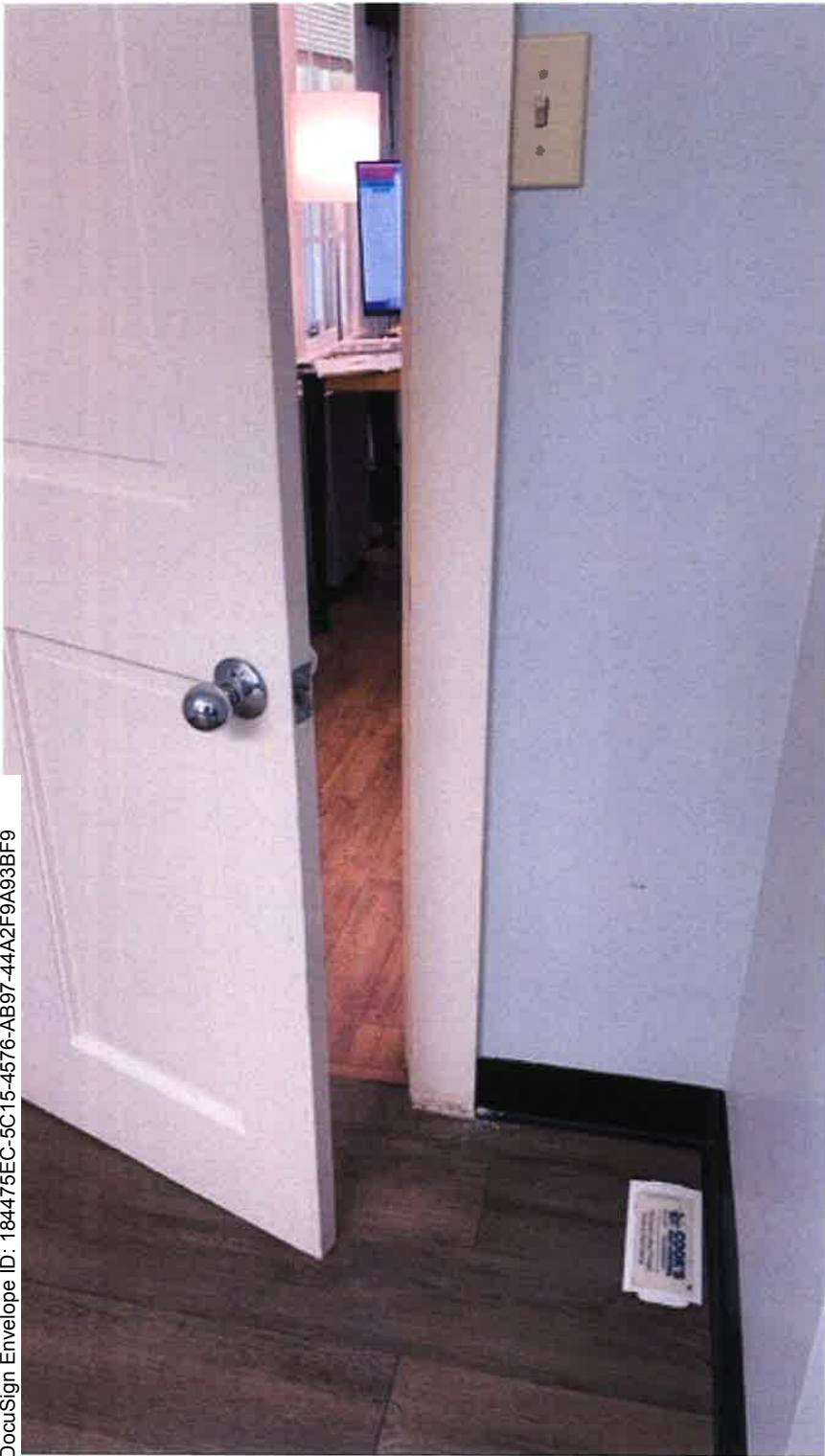
Expanded kitchen area

Volunteer workspace

Event prep space

Outdoor meeting space

Conference room with screen and projector



## Privacy

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Doors do not shut properly as a result of floor warping. There is no space for confidential meetings or conversations.

One restroom serves **8 people**; staff often drive to the Equestrian Center for additional facilities.



# Safety

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Kitchen appliances would not pass code.

Climate control is poor.

Mice and brown recluse spiders are particularly difficult to control, even with a new contract with Cook's Pest Control.

Outside lighting is poor making it dangerous for employees to work alone in the office when it is dark outside.



# STRATEGIC STUDY AND SITE SELECTION

## SUMMARY

In May 2023, the Friends of Warner Parks Executive Committee approved an investment of \$50,000 for the Strategic Study and Site Selection of a new Headquarters. Hastings Architecture was engaged to assist in the creation of concept plans.

## STUDY GROUP

Bond Oman, FOWP Historic Structures Committee Chair  
Bo Tyler, FOWP Vice Chair  
William Hastings, Principal, Hastings Architecture  
Emilee Wilson Hamm, AIA, LFA, NCARB, LEED Green Associate,  
Hastings Architecture  
Jay Fulmer, President, Fulmer Lucas Engineering, LLC  
John Wimberly, President & CEO, I.C. Thomasson Associates, Inc.  
Matt Campbell, VP of Operations, Collier Engineering Co., Inc.  
Jenny Hannon, FOWP President  
Jane Avinger, FOWP COO

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**The current location at Vaughn Road was determined to be the most desirable location for the headquarters for several reasons:**

1. **Existing parking lot** - provides significant cost savings versus constructing new spaces which also require additional stormwater management costs; provides an opportunity for parking and laydown during construction
2. **Favorable topography** - the topography slopes from the proposed finish floor down to the parking lot; elevating the structure above the slope prevents the need for costly retaining walls
3. **Timeline for completion** – the project could begin as soon as plans are approved by Metro and funds are raised
4. **Scope** – a simple building constructed on the current ‘campus’ feels appropriate given the size and scope of other capital projects
5. **Existing tree canopy** - the project location is surrounded by significant tree canopy which helps provide shade and reduce cooling needs (increases opportunity to operate with open windows during hotter periods)
6. **Proximity to existing building** - promotes the continued synergy with the members of the Parks Department using the existing structure as an office



# CURRENT HEADQUARTERS



|| EXISTING

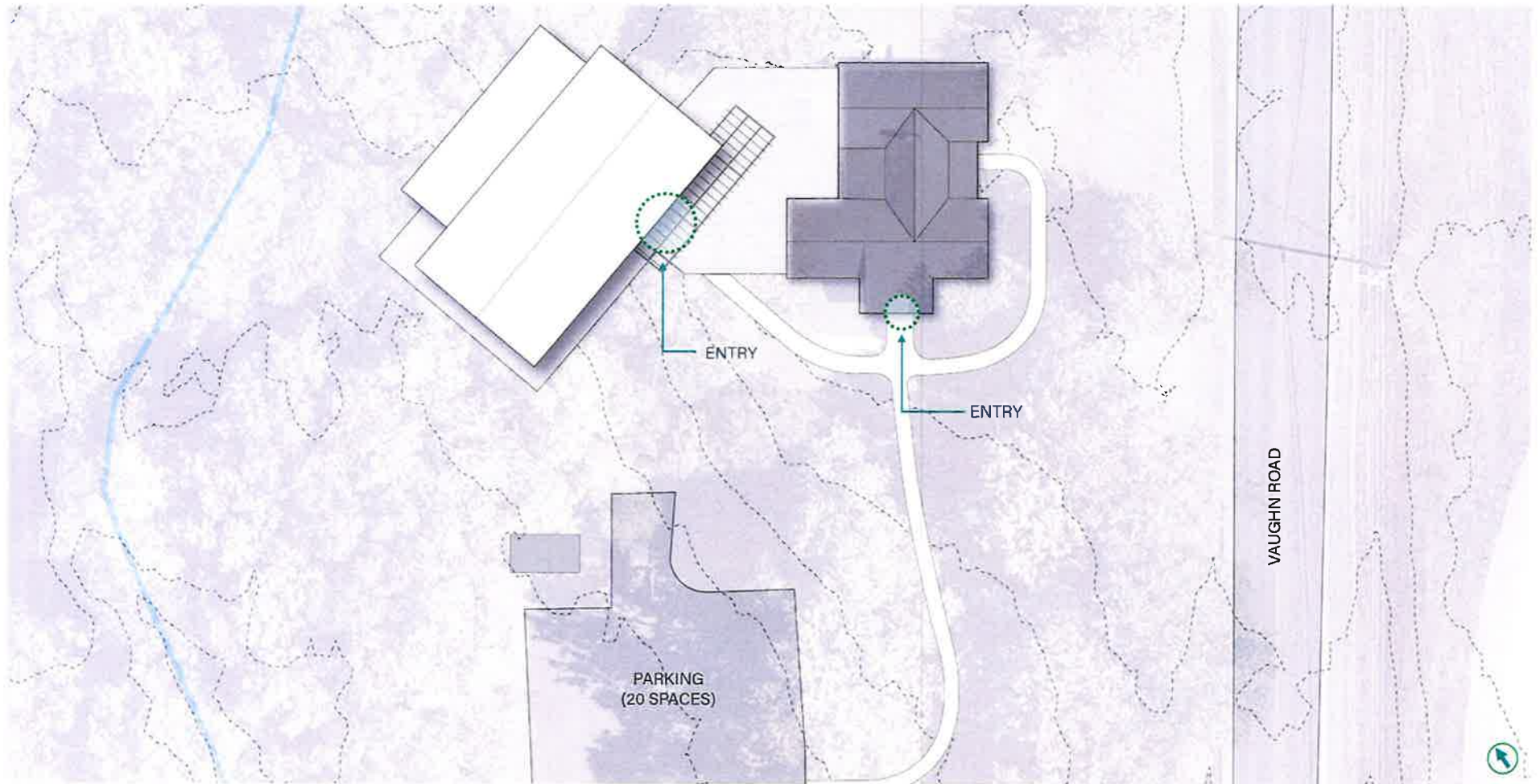


# HEADQUARTERS ADDITION



Conceptual drawing with current Headquarters on the righthand side and new building on the left.

# HEADQUARTERS ADDITION



## || SITE PLAN

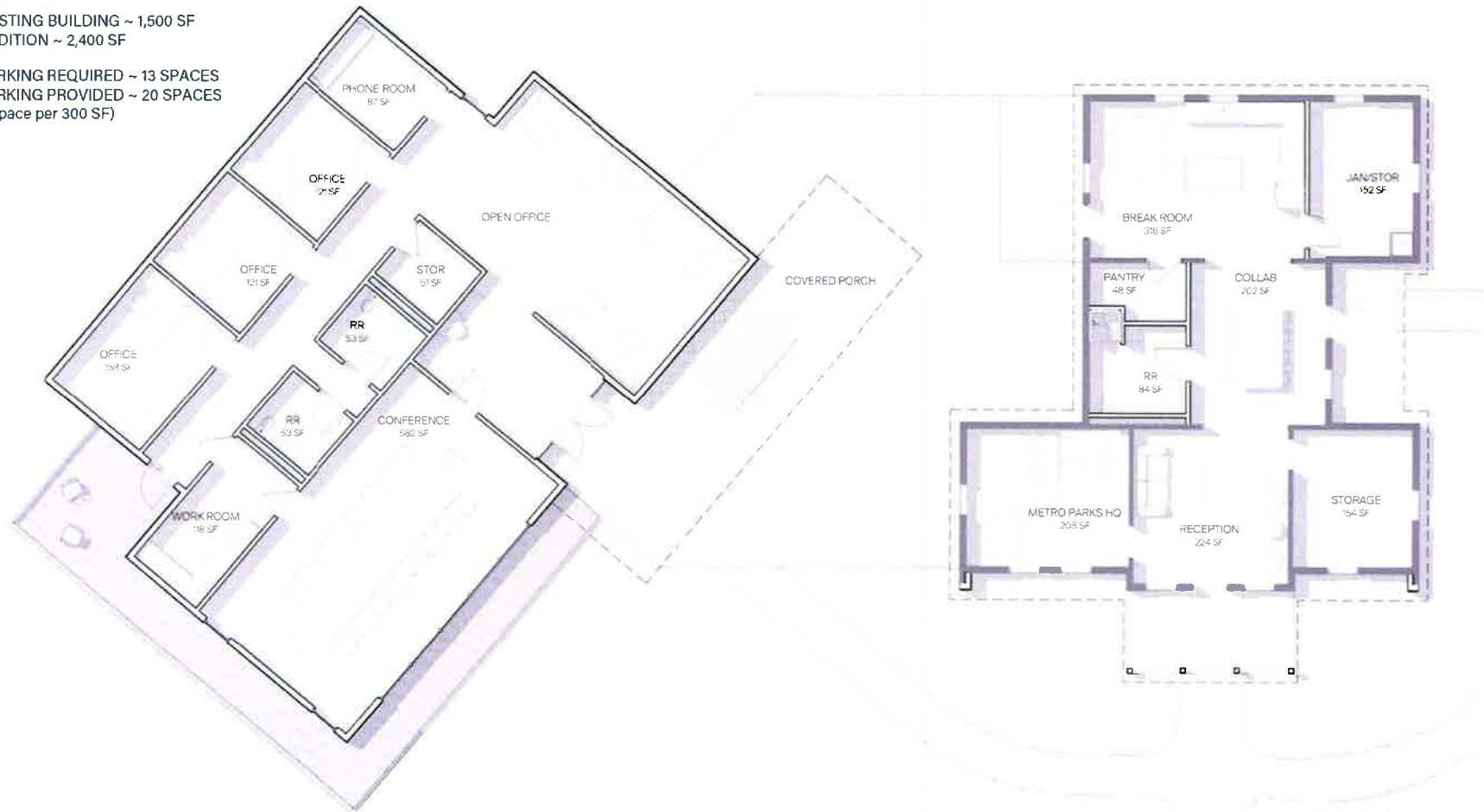
Current Headquarters is represented on the righthand side and new building is on the left.



# HEADQUARTERS ADDITION

EXISTING BUILDING ~ 1,500 SF  
ADDITION ~ 2,400 SF

PARKING REQUIRED ~ 13 SPACES  
PARKING PROVIDED ~ 20 SPACES  
(1 space per 300 SF)



|| FLOOR PLAN - UPDATED

Current Headquarters is represented on the righthand side and new building is on the left.





# HEADQUARTERS ADDITION




|| VIEW OF ENTRY

**SIGNATURE PAGE  
FOR**

**GRANT NO. FOWP Warner HQ 2024**


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

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

  
\_\_\_\_\_  
Department

4/13/24  
\_\_\_\_\_  
Date

**APPROVED AS TO AVAILABILITY  
OF FUNDS:**

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

3/5/2024 | 5:39 PM CST  
\_\_\_\_\_  
Date

**APPROVED AS TO RISK AND INSURANCE:**

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

3/6/2024 | 8:21 AM CST  
\_\_\_\_\_  
Date

**APPROVED AS TO FORM AND  
LEGALITY:**

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

3/5/2024 | 6:06 PM CST  
\_\_\_\_\_  
Date

**FILED:**

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

\_\_\_\_\_  
Date




**Certificate Of Completion**

Envelope Id: 184475EC5C154576AB9744A2F9A93BF9	Status: Completed	
Subject: Complete with DocuSign: Parks: FOWP Warner Park HQ 2024 Ready for Council Meeting 03/19/24		
Source Envelope:		
Document Pages: 21	Signatures: 6	Envelope Originator:
Certificate Pages: 15	Initials: 1	Vaughn Wislon
AutoNav: Enabled		730 2nd Ave. South 1st Floor
Envelope Stamping: Enabled		Nashville, TN 37219
Time Zone: (UTC-06:00) Central Time (US & Canada)		Vaughn.wilson@nashville.gov
		IP Address: 170.190.198.185


**Record Tracking**

Status: Original 2/29/2024 6:50:49 PM	Holder: Vaughn Wislon Vaughn.wilson@nashville.gov	Location: DocuSign
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 brittany.bryant@nashville.gov Security Level: Email, Account Authentication (None)		Sent: 2/29/2024 6:56:45 PM Viewed: 3/1/2024 7:57:41 AM Signed: 3/1/2024 8:18:45 AM
	Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	

**Electronic Record and Signature Disclosure:**  
Accepted: 3/1/2024 7:57:41 AM  
ID: 7a03dc5a-a08b-42f4-8c61-9656de912039

Aaron Pratt aaron.pratt@nashville.gov Security Level: Email, Account Authentication (None)		Sent: 3/1/2024 8:18:46 AM Viewed: 3/1/2024 10:41:16 AM Signed: 3/1/2024 10:41:27 AM
	Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	

**Electronic Record and Signature Disclosure:**  
Accepted: 3/1/2024 10:41:16 AM  
ID: cc5e49d1-13a3-474a-84f4-15ef49a79e6e

Kevin Crumbo/mjw maryjo.wiggins@nashville.gov Security Level: Email, Account Authentication (None)		Sent: 3/1/2024 10:41:29 AM Resent: 3/4/2024 9:17:20 AM Viewed: 3/5/2024 5:37:28 PM Signed: 3/5/2024 5:39:11 PM
	Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.100	

**Electronic Record and Signature Disclosure:**  
Accepted: 3/5/2024 5:37:28 PM  
ID: 6186b4c4-db75-42e7-9ed5-350c11e6a739

Courtney Mohan courtney.mohan@nashville.gov Security Level: Email, Account Authentication (None)		Sent: 3/5/2024 5:39:13 PM Viewed: 3/5/2024 6:00:12 PM Signed: 3/5/2024 6:06:57 PM
	Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	

Signer Events	Signature	Timestamp
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**Electronic Record and Signature Disclosure:**  
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ID: 8c63b78b-b909-459c-9e08-a3034bd01838

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



Sent: 3/5/2024 6:06:59 PM  
Viewed: 3/6/2024 8:21:11 AM  
Signed: 3/6/2024 8:21:20 AM

Signature Adoption: Pre-selected Style  
Using IP Address: 170.190.198.185

**Electronic Record and Signature Disclosure:**  
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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: 3/6/2024 8:21:21 AM  
Viewed: 3/6/2024 10:35:48 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

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

**COPIED**

Sent: 3/6/2024 8:21:22 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 3/6/2024 8:59:22 AM  
ID: 2e39f969-713f-45fd-8392-24900d9e4c56

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	2/29/2024 6:56:45 PM
Envelope Updated	Security Checked	2/29/2024 7:20:58 PM
Envelope Updated	Security Checked	2/29/2024 7:20:59 PM
Certified Delivered	Security Checked	3/6/2024 8:21:11 AM
Signing Complete	Security Checked	3/6/2024 8:21:20 AM
Completed	Security Checked	3/6/2024 8:21:22 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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