

Planning Department  
Post Office Box 54  
80-A East Street - Dunlap Building  
Pittsboro, NC 27312-0054



Phone: 919-542-8204  
Fax: 919-542-2698  
[www.chathamnc.org/planning](http://www.chathamnc.org/planning)

Jason Sullivan, Planning Director

December 4, 2017

Kate Pipkin  
NC Wildlife Resources Commission  
1721 Mail Service Center  
Raleigh, NC 27699-1700

Ms. Pipkin:

**The following was reported in the interim report dated December 1<sup>st</sup> 2017.**

*"From October 1, 2016 to September 15, 2017 the County of Chatham has expended a total of \$15,563.63 for services rendered in support of implementation of the N.C. Wildlife Resources Commission Green Growth Toolbox (GGT) project and Partners for Green Growth. Of the \$15,563.63, \$6,023.63 was provided in non-federal in kind match from Chatham County for work completed to date.*

*Of the \$15,563.63, \$9,540.00 was invoiced for reimbursement by NCWRC, for work completed to date. All work completed to date is described below in the narrative of work performed.*

*The non-federal in-kind match of \$6,023.63, \$3,997.55 consists of hours of county staff time completed to date and \$2,026.08 consists of volunteer time. The in-kind match hours documented for the NCWRC GGT project are not part of the amount of funds to be reimbursed by NCWRC and were not used as non-federal in-kind match for projects conducted by other organizations or NCWRC projects."*

**A final invoice was received from Land Design on October 10th 2017 for \$460.00 for the reimbursement for work completed on document revision. The purpose of this report is to serve as the concluding summary of the project, to update the information in bold as follows:**

From October 1, 2016 to March 1, 2018 the County of Chatham has expended a total of **\$16,023.63** for services rendered in support of implementation of the N.C. Wildlife Resources Commission Green Growth Toolbox (GGT) project and Partners for Green Growth. Of the **\$16,023.63**, **\$6,023.63** was provided in non-federal in kind match from Chatham County for work completed.

Of the **\$16,023.63**, **\$10,000.00** was invoiced for reimbursement by NCWRC, for work completed described below in the narrative of work performed.

The non-federal in-kind match of **\$6,023.63**, **\$3,997.55** consists of hours of county staff time and \$2,026.08 consists of volunteer time. The in-kind match hours documented for the NCWRC GGT project are not part of the amount of funds to be reimbursed by NCWRC and were not used as non-federal in-kind match for projects conducted by other organizations or NCWRC projects.

The project deliverables are enclosed in a CD. This includes the final guidance document which presents justification for and details regarding step by step conservation planning and design process, study area map, and conceptual illustration. The CD also includes materials used at the Chatham County Conservation Partnership meeting such as the base maps used for the charrette, power point, and pictures taken at the meeting.

The final document and concepts are also referenced in the Chatham County Comprehensive Plan adopted November 20<sup>th</sup> 2017. It is also available online in the digital appendix of the Comprehensive Plan final document found at [www.chathamnc.org/comprehensiveplan](http://www.chathamnc.org/comprehensiveplan)

If you have any questions, please contact the Chatham County Planning Department

Sincerely,

A handwritten signature in blue ink, appearing to read "Jason Sullivan", written over a horizontal line.

Jason Sullivan, Director  
Chatham County Planning Department

**Final Financial Report:**

Description	Non Federal Match	The Wildlife Resources Commission	Sub -Total
Payment to Land Design (does not include overhead) <i>Previous report</i> <i>Previous report</i> <b>Invoice dated October 10<sup>th</sup></b>		\$9,000.00 \$540.00 <b>\$460.00</b>	<b>\$10,000.00</b>
Hours (104.25 x pay rates) 1. Jason Sullivan = 37 hrs 2. Cara Coppola = 45 hrs 3. Dylan Paul = 31.25 hrs	\$3,997.55		<b>\$3,997.55</b>
Meeting: \$16.08 x 3 hrs x 42 volunteer attendees	\$2,026.08		\$2,026.08
<b>Subtotal</b>	<b>\$6,023.63</b>		
<b>Total cost of project</b>			<b>\$16,023.63</b>

**Narrative of work performed**

31.25 hours of Chatham County Planning Department staff time in GIS included but not limited to assembling various data sets for distribution to the consultant.

28 hours of Chatham County Planning Department staff time included but not limited to coordination calls, letter preparation, January 19<sup>th</sup>, 2017 workshop preparation, assistance and attendance.

There were 42 volunteer attendees for 3 hours at the January 19<sup>th</sup>, 2017 meeting from 9 AM to 12 PM.

19 hours of Chatham County staff time for phone calls and coordination.

35 hours of Chatham County staff time for document review (proof reading, formatting, background and review of local regulations, summary and recommendations, sources).

Land Design coordinated with Chatham Conservation Partnership to hold a workshop at their standing meeting time on January 19, 2017 with landowners in the Study area. Land Design presented information about the Study Area, Green Growth, and gathered feedback at the meeting.

Land Design incorporated this information into the Comprehensive Plan and created and revised the Big Woods Conservation Design Guide document multiple times after input.

DATE: 12-4-17

INVOICE NO. 1-3.

Contract Number: WM -0314

NC Wildlife Resource Commission  
Division of Wildlife Management  
1721 Mail Service Center  
Raleigh, NC 27699-1700  
POC: Kate Pipkin

## INVOICE

DESCRIPTION OF SERVICE	COST
Land Design, INC – Invoice 1-1 <i>previous interim report dated Sept 1<sup>st</sup> 2017</i>	\$9,000.00
Land Design, INC – Invoice 1-2 <i>previous interim report dated Dec 1<sup>st</sup> 2017</i>	\$540.00
Land Design, INC – Invoice 1-3	\$460.00
Total Due	\$460.00

### REMIT TO:

Payable to Chatham County – Finance Department  
C/O Vicki McConnell  
P.O. Box 608  
Pittsboro, NC 27312

  
\_\_\_\_\_  
Signature