

# Joint Plan of Operations

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May 2022

# By Any Other Name

## Aliases

- + Joint Annual Plan of Operations (JAPO)
- + Annual Plan of Operations (APO)
- + Annual Work Plan (AWP)
- + **Joint Plan of Operations (JPO)**

## Conservation District Act Language

- + “§27A-3-3-108. Long-range program and **annual work plan** - Annual report - Dissemination of works and activities information.”

## Why JPO?

- + Clearly relays what the plan contains and reinforces that it is assembled with our NRCS partners



# Why?

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The short answer:

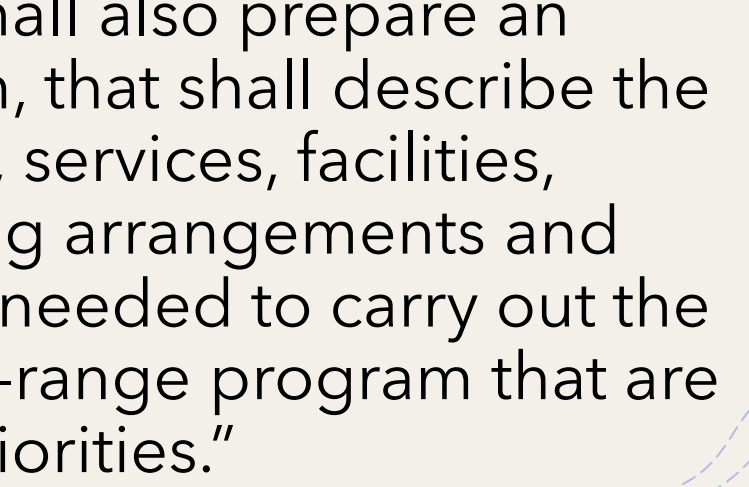
The Conservation District Act requires it. It is written into our statute.

## **§27A-3-3-108**

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Conservation District Act language:

“B. The district shall also prepare an annual work plan, that shall describe the action programs, services, facilities, materials, working arrangements and estimated funds needed to carry out the parts of the long-range program that are of the highest priorities.”



# Why?

Serves as a roadmap  
each year for:

- Setting priorities
- Focusing objectives

Helps focus and  
guide decision  
making

Communicates the  
mission of the district

Serves as a  
measuring stick to  
identify:

- Obtained objectives
- Needed improvements

# Required Elements

Conservation District Act sets out certain required elements of the JPO.

So, OCC provides specific guidance on what must be included in the JPO each year.

- + Highest priority long range program
- + Action programs
- + Services
- + Facilities
- + Materials
- + Working arrangements
- + Funding needs

# Required Elements

Finding the most useful and efficient way to address the required elements is always an ongoing process.

Priority concerns + goals from LRP = highest LRP priorities

Objectives = action programs + services

Title page + personnel listing = facilities

“How” and “What” of objectives = materials

“Who” and “When” portion of the objective = working arrangements

Estimated cost and source of funds = funding needs

\*Same process is utilized with LRP planning, annual reports, etc. - we must include what the act requires first then can include additional items to further planning and reporting.

# Timing

- + Updated annually
  - + Process begins in March/April with guidance from OCC
  - + Due to OCC for review by **June 15**
  - + Final version due June 30; goes into effect July 1
- + Encompasses state/district **and** federal fiscal years
  - + State/District Fiscal Year (July 1 - June 30)
  - + Federal Fiscal Year (October 1 - September 30)
  - + Timeframe example: July 1, 2022 - September 30, 2023

# How is NRCS really involved?

- + Conservation District Act language reads “program shall include...provisions for coordination with other resource programs”
- + **JOINT** Plan of Operations
  - + Talk to your NRCS partners
  - + Involve them in updates each year
- + Objectives may be
  - + Solely district focused
  - + Solely NRCS focused
  - + A joint effort between the district and NRCS
- + Objectives should tie directly to the LRP
- + Plans that are all or nearly all NRCS objectives will not pass review



# No template?

## **Past Approach**

- + Resulted in the same basic plan with the same basic information
- + Tiny details took up too much space and time
- + Plan was not useful; updated once a year then into the drawer it went

## **Current Approach**

- + Provide bigger/higher level ideas and projects initially
- + Report details on accomplishments with the Annual Report
- + Plan should be dynamic and reviewed regularly

# No template?

Every district is individual with its own plan and programs.

Asking OCC or another district what should be in your plan will likely yield an unsatisfactory answer - you are the expert on your district.

- +Ask your directors
- +Consider what the district is already doing
- +Consider what the district wants to do in the future
- +Talk to NRCS about their goals
- +Review the current JPO
- +Review the long range plan

# A Few Tips

- + Make sure goals are measurable
- + Make sure objectives are measurable
- + Make sure objectives have a completion date
- + Make sure objectives are different
- + Include a variety of “who”s
- + Provide estimated dollars for objective and the source of the funds
  - + If the cost is already accounted for explain how and from where (i.e. salaries from OCC funds)

# Goals, Objectives, Actions

## Goals

Achievable, measurable outcomes

Typically broad and long-term; the big results over time

Long Range Plan perspective

## Objectives

Shorter, specific, measurable, and observable items

Related to the goal

Keep achievement of the goal on track

Shorter, "this year" items

## Actions

What we do or have done to achieve the objectives this year, and over time, the goal.

# Major Projects



- + No longer required
  - + Don't forget to submit your final FY22 project report due 01/31/2023
- + This element highlighted how much good work districts are doing
- + Use the new format to continue sharing projects

# Reporting Progress

- + New to the JPO this year – space for reporting actions and progress on the objectives
  - + Information should be added as objectives are worked on and completed
- + JPO with progress notes will become part of the Annual Report beginning September 1, 2023 (FY23 Annual Report)
  - + Will provide accountability
  - + Clearer picture of successes and where improvements are needed

# Approval Process

"Each district shall submit to the Commission its proposed long-range program and annual work plans for adoption, rejection, modification or revision."

- +OCC will review all JPOs for completion
  - + Submitting drafts is encouraged!
  - + Due for review by **June 15**
- + Plan must pass OCC review and be district board approved
- + Will then be placed on the OCC agenda for final review and approval by the Commissioners
  - + Plan is effective July 1 or following Commissioner approval

No idea what any of this is about?

Review the JPO guidance email that was sent out on March 17.



# June Trainings

June 14 & 15 from 1:30 p – 2:30 p

Topic: Longevity







Questions?