



Long-Range Plan & Joint Plan of Operations

FY2025-FY2029

Identify your District

- **District Director & Employees**

- List the district you serve/work for

- **Partners, Agency Personnel, and Other Attendees**

- List the district you reside in



What do you want your district
to be known for?



What is your WHY?



PLANNING CAN'T BE COMPLETED IN A VACUUM

Everyone must be involved in the process.

Directors

Staff

Partners

Stakeholders

LRP Packet

- Memo with what/why/how and monthly task breakdown
 - Recommended timeline
 - Combined LRP/JPO template
 - Public Meeting process information
 - Definitions list
 - Sample combined LRP/JPO
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What is a Long-Range Plan?

The Long-Range Plan is the district's strategic plan for the next **5** fiscal years.

FY25 – FY29

(July 1, 2024 – June 30, 2029)

The Long-Range Plan tells the reader **WHAT** the district is going to do to achieve the outlined future goals over the next 5 fiscal years.

Acronym: LRP



What is a Joint Plan of Operations?

The Joint Plan of Operations is the district's 18-month action plan and encompasses the district's fiscal year and the federal fiscal year.

July 1, 2024 – September 30, 2025

The Joint Plan of Operations tells the reader **HOW** the district is going to work towards achieving established LRP goals.

Acronym: JPO

***Both an LRP & JPO must be completed this year!**



Why do we plan?

- It's required under Oklahoma Statute 27A
- But it also:
 - Builds teamwork and expertise
 - Creates influence rather than being influenced
 - Sets and outlines achievement steps for goals
 - Provides a roadmap for achieving the future desired state, no matter what changes in personnel or directors may occur
 - Plans for survival and even flourishing
 - Creates a structure for evaluation and improving performance

How do we plan?

- Utilize the memo with monthly tasks breakdown
- Follow the recommended time frame
- Utilize the definitions document
- Make sure due dates are met (or better yet, complete items early!)
 - LRP Draft is due April 30, 2024
 - JPO Draft is due June 14, 2024
- Take time at each board meeting to address the necessary monthly planning needs
 - Include planning items on the agenda
 - Record the discussions and decisions in the minutes
- Engage with other interested stakeholders
- Meet or exceed minimum requirements

How to set goals

- Be **specific** (i.e. the what)
- Provide a quantitative **measurement** (i.e. the how much)
- Include the specific **anticipated completion date** (i.e. by when)

LRP Goal Example:

Before the *end of fiscal year 2029*, the district will have accomplished an *increased land occupancy* by Bigfoots, Abominable Snowmen, Sasquatches, and Yetis by *2000 acres*.

JPO Goal Example:



By *June 30, 2025*, increase land occupancy of BASSYs by *150 acres*.

How to set objectives

- Be **specific** (i.e. the what)
- Provide a quantitative **measurement** (i.e. the how much)
- **Complete the other required information**
 - Identify how much it will cost and who will pay for it (estimated budget and source of funding)
 - Provide the date for implementation (timeline)
 - Who is responsible for completion (responsible parties)

JPO Objective Example:

*An annual needs survey will be developed and distributed to **at least 50 prospective clients** to gather information regarding occupancy needs and concerns.*



What is one goal you would set
for your district?

LRP Requirements

- **Make sure the LRP meets minimum requirements:**
 - **Must utilize the provided template**
 - **All items not indicated as (optional) must be completed**
 - **Use position titles, not specific names**
 - **Minimum number of identified elements must be included**
 - 5 Natural Resource Concerns and associated 5-year and yearly goals
 - 5 Education, Information, and District Operation Concerns and associated 5-year and yearly goals
 - **Make sure the LRP goals are district-driven**

JPO Requirements

- Make sure the JPO meets minimum requirements:
 - Must utilize the provided template
 - All items not indicated as (optional) must be completed
 - Use position titles, not specific names
 - **Minimum number of identified elements must be included**
 - 5 Natural Resource Concerns
 - 5 Education, Information, and District Operation Concerns
 - 1 current year goal for each concern listed and 2 associated objectives
 - i.e. 10 current year goals total; 20 total objectives
 - **The minimum goals & objectives should be district-driven**
 - Engage with NRCS to include their provided information and goals

Public Meeting

- Required
- Held in June, notices published in May
- Notices must be published
 - In one (1) newspaper of general circulation within the district
 - 1st printing must be at least 20 days prior to public meeting date
 - 2nd printing must occur seven (7) days after the 1st printing
- If a quorum of board members will be present at the public meeting, you may need to file a special meeting notice



ADC TIPS AND SUGGESTIONS

Additional information and ideas for making
your LRP and JPO process easier.

Thank You

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