SPADE

Strategic Plan Aligned District Endeavor



Program Implementation

1. Receive notification of your district's selected JPO goal/objective.

2. Discuss the SPADE project with your district board during a regular board meeting

3. Take action to participate or not; return the participation form to Clancy Green at clancy.green@conservation.ok.gov. Participation forms must be returned by **January 29, 2027**.

4. Implement the project. Be sure to track expenses and progress and take photos. (Use the provided project completion report form for expense and progress tracking.)

5. Submit the project completion report to Clancy Green at clancy.green@conservation.ok.gov. Project completion reports must be submitted **May 31, 2027**.

6. OCC will review the project report to ensure the project has been implemented and expenses are allowable. The district will be notified of the approved project amount. All approvals will be processed by **June 15, 2027**.

7. After notification of approval, the district will prepare an OSF-3 form, using code 99 with the item description of "SPADE Implementation." The backup documentation will be the approval email from OCC. Claim forms must be received in the OCC office no later than **July 15, 2027**.

8. OCC will process the claim; the district will then receive the funds. All project fund claims must be paid by **August 25, 2027**.

***What if the project selected by OCC has already been completed?**

Great! You've already completed step 4. Return the participation form, then complete the project completion report and submit it for approval.

Have questions? Contact the District Services Division