

Program Year _____
Report Month _____
_____ Conservation District

**STATE OF OKLAHOMA
CONSERVATION COST-SHARE PROGRAM
MONTHLY REPORT**

Please summarize monthly, the district support hours for the Locally Led Cost-Share Program including time spent in the field, office, and meetings for all district employees and directors. Document these hours daily by individual. Report only a monthly total for each individual.

Employee #1	Hours	Employee #2	Hours	Director Hours

Participant name and agreement # <small>(SIGNED AGREEMENTS)</small>	Effective Date of the Agreement	Conservation Practice #	Obligated Amount <small>(If the participant is complete this amount will equal the amount in the actual state cost- share payment column.)</small>	Actual Total Cost of Installing the Conservation Practice <small>(total of all invoices)</small>	Actual State Cost- Share Payment <small>(state warrant amount)</small>	Participant's Cost <u>after</u> Actual State Cost-Share Payment

Total Allocation Received from OCC		Total Obligated Amount		Unobligated Amount	
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NOTE: The report should reflect amounts at the close of the last business day of each month. The report is due in the Commission office on the 5th day of each month.