

Adapt-CA Checklist

Leadership & Organizational Culture

Maturity Level	Agency Attributes	Value Added
Level 1: Initiation	<ul style="list-style-type: none"> <input type="checkbox"/> Executives are identified and informally engaged on climate change risks and the value of investing in adaptation activities <input type="checkbox"/> Priorities and interests of elected officials are identified and linked to constituency climate change risks and adaptation concerns <input type="checkbox"/> Existing models of strategic plans and goals in use by other jurisdictions are identified <input type="checkbox"/> Internal adaptation champions undertake informal efforts on coordination and collaboration across departments <input type="checkbox"/> Ad hoc programs and organizational opportunities to build internal awareness about climate change and resilience are identified 	<ul style="list-style-type: none"> ✓ Increased awareness of climate risks and adaptation among leadership and staff ✓ Increased understanding of options for incorporating adaptation into agency plans and goals ✓ Increase long-term buy-in of leadership for adaptation and climate resilience strategies and goals
Level 2: Development	<ul style="list-style-type: none"> <input type="checkbox"/> Relationships and lines of communication with executives and adaptation champions are developed to deepen executives' understanding of climate adaptation and support for adaptation program <input type="checkbox"/> Elected officials are engaged to demonstrate the need and value of addressing climate vulnerabilities and to share updates on adaptation activities. <input type="checkbox"/> Areas are identified within existing agency priorities and strategic goals where adaptation should be incorporated <input type="checkbox"/> Occasional intra-agency coordination with roles of collaborators in adaptation program is defined <input type="checkbox"/> Opportunities to build internal awareness around climate change and resilience are implemented in collaboration with leadership <input type="checkbox"/> Voluntary climate change measures that all staff can take to engage and lead by example in the office and at home are identified 	<ul style="list-style-type: none"> ✓ Leadership is willing to help advance adaptation efforts ✓ Opportunities to incorporate adaptation into agency priorities and goals ✓ Interdepartmental relationships are established ✓ Increased awareness within agency about climate change and resilience
Level 3: Standardization	<ul style="list-style-type: none"> <input type="checkbox"/> Executives are adaptation champions who provide strong leadership and institutional support for climate resilience <input type="checkbox"/> Elected officials actively participate in adaptation-related activities <input type="checkbox"/> High-level set of adaptation goals or principles developed for adoption as agency priorities <input type="checkbox"/> Adaptation goals are integrated into agency projects and programs where possible as starting place for longer term integration <input type="checkbox"/> Roles of collaborators across agency departments institutionalized <input type="checkbox"/> Goals, objectives, and best practices for internal collaboration are established through guidance and expectations 	<ul style="list-style-type: none"> ✓ Adaptation is an agency priority; agency leaders and elected officials promote that notion ✓ Interdepartmental coordination and information sharing occurs consistently and occurs in a goal-oriented manner
Level 4: Optimization	<ul style="list-style-type: none"> <input type="checkbox"/> Executive support and agency prioritization of adaptation are formalized by embedding adaptation initiatives within agency policies, existing processes, and department-level goals <input type="checkbox"/> Elected officials are continually engaged and encouraged to become adaptation champions who provide strong leadership for climate resilience <input type="checkbox"/> Coordination and information sharing systems, and staff responsibilities and relationships in adaptation program are institutionalized <input type="checkbox"/> Climate change resilience is built into overall employee empowerment and recognition efforts 	<ul style="list-style-type: none"> ✓ Executives and elected officials consistently advance climate resilience and motivate the rest of the agency to do so as well ✓ Ability to influence internal policy to facilitate adaptation ✓ Consistent and effective intra-agency coordination that is resilient to staffing changes ✓ Employees throughout the agency feel empowered to undertake adaptation efforts