

# Adapt-CA Checklist

## Leadership & Organizational Culture

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