

# Adapt-CA Checklist

## Leadership & Organizational Culture

Maturity Level	Agency Attributes	Value Added
Level 1: Initiation	<ul style="list-style-type: none"> <li><input type="checkbox"/> Executives are identified and informally engaged on climate change risks</li> <li><input type="checkbox"/> Priorities and interests of elected officials are identified and linked to climate change</li> <li><input type="checkbox"/> Models of strategic plans and goals related to adaptation are identified</li> <li><input type="checkbox"/> Internal adaptation champions undertake informal efforts on coordination and collaboration</li> <li><input type="checkbox"/> Ad hoc 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> </ul>
Level 2: Development	<ul style="list-style-type: none"> <li><input type="checkbox"/> Some executive support for adaptation program</li> <li><input type="checkbox"/> Areas within existing agency priorities and strategic goals where adaptation should be incorporated are identified</li> <li><input type="checkbox"/> Occasional intra-agency coordination with roles of collaborators in adaptation program defined</li> <li><input type="checkbox"/> Opportunities to build internal awareness around climate change and resilience are implemented in collaboration with leadership</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>
Level 3: Standardization	<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"/> Roles of collaborators institutionalized</li> <li><input type="checkbox"/> Goals, objectives, and best practices for collaboration established</li> <li><input type="checkbox"/> Identified voluntary climate change measures that staff can take in the office and at home</li> </ul>	<ul style="list-style-type: none"> <li>✓ Adaptation is an agency priority and 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> <li>✓ Agency staff feel empowered to undertake adaptation efforts</li> </ul>
Level 4: Optimization	<ul style="list-style-type: none"> <li><input type="checkbox"/> Formalized executive support and agency prioritization of adaptation</li> <li><input type="checkbox"/> Elected officials are adaptation champions who provide strong leadership for climate resilience</li> <li><input type="checkbox"/> Institutionalized coordination and information sharing systems, and staff responsibilities and relationships in adaptation program</li> <li><input type="checkbox"/> Climate change 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>