## Self-Assessment: 18.0 Performance Monitoring, Evaluation, and Reporting

This self-assessment worksheet is intended to assist State DOT staff in determining where their agency falls on the GHG engagement spectrum for monitoring, evaluation, and reporting and what additional actions they may wish to take to improve these practices as they relate to GHG emissions estimation and reduction activities.

#### Primary GHG Interests and Responsibilities

* Estimating GHG emissions from agency activities (buildings, fleets, construction, and maintenance activities) on an ongoing basis.
* Estimating GHG emissions from transportation system users on an ongoing basis.
* Reporting on emission reduction efforts to internal staff, decision-makers, and the public, and tracking against any performance targets.
* Conducting before-and-after evaluations of implemented GHG reduction strategies.

#### Staff Responsibilities

List the staff position(s) and/or person(s) responsible for ensuring GHG monitoring, evaluation, and reporting tasks are completed. Role: **Lead** = program coordination, management, and oversight; **Support** = technical or procedural support (e.g., emissions calculations).

| Unit | Title/Position/Topic | Name | Role (Lead/Support) |
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#### Level of Engagement

Select the level that best describes how engaged your agency, as a whole, is now on monitoring, evaluating, and reporting GHG emissions and how engaged you might want to be within the next few years.

| Now | Within 3 Years? | Has Your Agency Undertaken Activities to Monitor and Report on GHG Emissions Reduction? | Level |
| --- | --- | --- | --- |
| \_\_\_\_\_ | \_\_\_\_\_ | No estimation or monitoring of GHG emissions. | 1 |
| \_\_\_\_\_ | \_\_\_\_\_ | Monitoring and reporting agency-generated emissions on a regular basis (every 5 years or less). | 2 |
| \_\_\_\_\_ | \_\_\_\_\_ | Monitoring and reporting agency-generated and transportation system user emissions on a regular basis (every 5 years or less). | 3 |
| \_\_\_\_\_ | \_\_\_\_\_ | Systematically monitoring and reporting both agency-generated and transportation system user emissions and tracking and reporting against performance targets annually. Periodically evaluating the effects of individual GHG reduction strategies that were implemented. | 4 |

#### Strategies to Monitor, Evaluate, and Report on GHG Estimation and Reduction Measures

Identify specific strategies your agency is undertaking now and which ones you might want to be undertaking in a few years. The table indicates what “level of engagement” (1-4) the strategy may be associated with. More advanced strategies indicate higher levels of engagement that also require more effort.

| Doing Now? | Within 3 Years? | Selected Monitoring, Evaluation, and Reporting Strategies | Level of Engagement |
| --- | --- | --- | --- |
| \_\_\_\_\_ | \_\_\_\_\_ | Updating an agency GHG inventory on a regular basis. | 2 |
| \_\_\_\_\_ | \_\_\_\_\_ | Providing an internal report or dashboard tracking emissions and status of reduction activities. | 2 |
| \_\_\_\_\_ | \_\_\_\_\_ | Updating a transportation system GHG inventory on a regular basis1 | 3 |
| \_\_\_\_\_ | \_\_\_\_\_ | Providing an external/public-facing report or dashboard tracking emissions and status of reduction activities. | 3 |
| \_\_\_\_\_ | \_\_\_\_\_ | Comparing status of GHG emissions and reductions against performance targets, on an annual basis. | 4 |
| \_\_\_\_\_ | \_\_\_\_\_ | Periodically selecting projects for before-and-after evaluation. | 4 |

1 May be the role of the State energy agency.

#### Action Plan

What actions will you take to implement the strategies you identified above to increase your agency’s engagement?

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| Action | Timeframe | Lead Responsibility |
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