## Self-Assessment: 19.0 Putting It All Together

This self-assessment worksheet is intended to assist State DOT staff, especially in the Executive functional area (but also others with responsibility for leading GHG initiatives), in determining where their agency falls on the GHG engagement spectrum and what additional actions they may wish to take to measure and reduce GHG emissions.

#### Primary GHG Interests and Responsibilities

* Agency leadership, coordination across department leadership, resourcing, prioritization, setting targets, advising on policy.

#### Staff Responsibilities

List the staff position(s) and/or person(s) responsible for ensuring the agency takes a comprehensive approach to addressing GHG emissions. 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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#### Agency Level of Engagement

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

| Now | Within 3 Years? | Has Your Agency Defined Institutional Roles and Responsibilities Related to GHG Emissions Reduction? | Level |
| --- | --- | --- | --- |
| \_\_\_\_\_ | \_\_\_\_\_ | No explicit policy. No roles defined. No internal coordination. | 1 |
| \_\_\_\_\_ | \_\_\_\_\_ | Assigned leadership/lead role for GHG activities, but not a comprehensive set of roles and coordination mechanisms. Primary focus on agency emissions. | 2 |
| \_\_\_\_\_ | \_\_\_\_\_ | Designated leadership and some assigned roles for GHG activities, but limited/‌incomplete coordination, delivery, and reporting mechanisms. Focus includes system emissions. | 3 |
| \_\_\_\_\_ | \_\_\_\_\_ | Assigned complete set of leadership and supporting roles for GHG activities, covering virtually all functional areas, with comprehensive coordination mechanisms, including internal and external coordination. Focus is mainly on system emissions and includes agency purchases, specifications, procedures, operations, and reporting. | 4 |

Functional area self-assessment materials for unit-based performance may be found in the unit chapters. An agency-level assessment is presented at the end of Section 6.0.

#### DOT Functional Unit GHG Benchmarking Worksheet

For each of the cells indicate actual versus desired (actual/desired) involvement by each of your functional areas in each of the relevant GHG steps—as appropriate for your agency, using a 1 to 4 scale.

Blank cells suggest limited involvement per material presented in the institutional alignment and unit functional area sections of this guide. Reference to these sections is encouraged as step 1 of this benchmarking exercise.

Low actual versus desired value entries may suggest gaps worthy of further internal discussion as your agency strives to “put it all together” based on this “granular” picture of where you are versus where you want to be.