



April 29, 2016



M-16-09

MEMORANDUM FOR EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Shaun Donovan, Director
Office of Management and Budget

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Council on Environmental Quality

SUBJECT: Strengthening Climate Adaptation Planning in Fiscal Year 2016 and Beyond

Purpose: This memorandum provides guidance on the process for strategically strengthening agency climate adaptation planning through annual, in-person progress reviews, which will begin in fiscal year 2016. The progress reviews established by this memorandum aim to maintain the Federal Government's focus on planning for the effects of climate change on agency missions, programs, and responsibilities, and continually improving Agency Climate Adaptation Plans as new information, data, tools, and policies are developed.

Background: It is clear that impacts of climate change—including an increase in prolonged periods of excessively high temperatures, more heavy downpours, an increase in wildfires, more severe droughts, permafrost thawing, ocean acidification, and sea-level rise—are already affecting communities, natural resources, ecosystems, economies, and public health across the Nation. Moreover, the Federal Government's broad exposure to escalating costs and lost revenue as a direct or indirect result of a changing climate poses a significant risk. The 2017 Budget estimated that the Federal Government has incurred over \$357 billion in direct costs due to extreme weather and fire alone over the last decade, and in 2015, the U.S. Government Accountability Office (GAO) included the Federal Government's fiscal exposure to climate risk on its High Risk List¹.

In recent years, the Federal Government has made great strides in better understanding, planning for, and adapting to the impacts of climate change. Executive Order (E.O.) 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*, directed agencies to plan for climate change's impacts on agency missions, programs, and operations, resulting in the first agency climate adaptation plans in 2012. Building on that effort, E.O. 13653, *Preparing the*

¹ GAO 15-290. <http://www.gao.gov/assets/670/668415.pdf>

United States for the Impacts of Climate Change, reiterated the requirement for each agency to develop, implement, and update Adaptation Plans and also required agencies to report on progress on those plans through the annual Strategic Sustainability Performance Plan (SSPP) process.

While these efforts have been successful, sustaining progress over time—to safeguard our economy, infrastructure, environment, and natural resources— will require strategic planning based on the best available science and informed by close cooperation and coordination across Federal agencies, as well as with State, local, tribal, private-sector, and nonprofit-sector stakeholders.

To facilitate this strategic planning within and across Federal agencies, this memorandum establishes a focused and flexible, whole-of-government approach to the ongoing implementation and continual improvement of Agency Climate Adaptation Plans. Agency self-assessments and annual, in-person discussions with OMB and CEQ will support the Federal Government’s ability to prioritize and sequence actions that support climate adaptation, integrate new policies and guidance as they are developed, and identify opportunities to more effectively share resources and support joint learning. These discussions will also be an opportunity for agencies to discuss priority issues and get feedback from OMB in advance of annual budget submissions. Note that this does not change the regular cycle of required plan updates or scope established by E.O. 13653, but is intended to reinforce the goals of that directive.

Deliverables and Process: To support this process, OMB and CEQ are requiring that each agency take the following actions:

- **Complete a survey on Climate Adaptation Plans:** Agencies will complete and submit the attached *Survey on Agency Climate Adaptation Plans* with their SSPPs by June 30, 2016.
- **Conduct an in-person Climate Adaptation Plan progress review:** Agencies will meet with representatives from OMB, CEQ, and other components of the Executive Office of the President (EOP), as appropriate, to discuss agency progress on implementing their Climate Adaptation Plans, key priorities for the following year, survey results, continued challenges and barriers, and measures for success on identified priorities. Additional guidance on agency progress reviews will be provided to agencies. All reviews should take place no later than July 31, 2016.
- **Identify Concrete Next Steps:** Based on the progress review, OMB, CEQ and agencies will identify and agree on priority next steps, specific timeframes, and appropriate measures for success. Recognizing the variation among agencies in their missions and current level of maturity in adaptation planning, the next steps should be concrete actions that are tailored to agency needs and achieve target outcomes within the established timeline and/or contribute toward progress on longer-term objectives and goals.
- **Take action on items identified during progress reviews:** Consistent with their missions and authorities, agencies will implement the actions jointly identified by OMB, CEQ and the agency during progress reviews. If additions or changes to the current Climate Adaptation Plan are recommended, such updates should be complete and published with final SSPPs in the fall. Using the lessons learned from this process, EOP components will work with the

interagency working groups of the Council on Climate Preparedness and Resilience established by E.O. 13653 to further develop and refine strategies to address common challenges and barriers identified by agencies.

- **Provide updates on Climate Adaptation Plan implementation progress through the OMB Scorecard process.** Additional guidance on the content and form of such updates will be provided with the January 2017 OMB Scorecard template.

Applicability: This memorandum and the requirements described above apply to all 25 OMB Sustainability/Energy Scorecard Agencies. Progress reviews will be optional for non-scorecard agencies with Climate Adaptation Plans; non-scorecard agencies are encouraged to work with their OMB examiner to determine the proper course of action.

Attachments

Survey on Agency Climate Adaptation Plans

AGENCY:

POINT OF CONTACT: (Name, Phone, Email):

INSTRUCTIONS: To supplement your agency’s 2016 Strategic Sustainability Performance Plan (SSPP) response for Goal 10: Climate Change Resilience, please complete the following survey. Please indicate how your agency has addressed each question in its current Agency Climate Adaptation Plan. If a question is fully addressed, please provide a page reference. If a question is not or is only partially addressed in your plan, please provide a succinct narrative response to the question using the following *Agency Narrative Response Template*.

Element	#	Questions: Has your agency...	Yes/No/Partial	Plan Page Reference
Risks and Vulnerabilities	Q1	Comprehensively assessed and reexamined, as appropriate, the climate change-related impacts on and risks to the agency’s ability to accomplish its missions, operations, and programs?		
Mission and External Programs	Q1	Identified opportunities to support or encourage smarter, more climate-resilient investment through grants, loans or other financial incentives?		
	Q2	Identified opportunities to support or encourage smarter, more climate-resilient investment through program planning requirements?		
	Q3	Identified barriers, prioritized and established timelines for implementing those opportunities?		
Agency Internal Policies	Q1	Identified the internal agency policies that require updating to manage climate risks and build resilience in the short and long term?		
	Q2	Identified the component/office responsible for updating those policies, the level of maturity of the effort (e.g., “initiated” or “ongoing”), and key milestones or timelines for implementation?		
	Q3	Successfully revised policies?		
Agency Facilities and Infrastructure	Q1	Identified which facilities and infrastructure may be impacted by climate change?		
	Q2	Identified the components/offices responsible for addressing those risks, developed a strategy for addressing facilities and infrastructure that are at-risk, and identified barriers and timelines for implementation?		
Data, Information and Tools	Q1	[For Agencies that Develop Climate-Related Data] Established clear goals and timelines to develop and share the latest data, information and tools across Federal agencies at the national, regional, and local levels?		
	Q2	Establish clear goals and timelines to integrate the latest data, information and tools into Federal programs, policies, and operations?		
Climate Literacy, Training and Technical Assistance	Q1	Conducted an assessment of climate literacy, training and technical assistance needs of agency staff and key mission-critical external partners?		
	Q2	Established clear goals and timelines for implementing climate literacy, training and technical assistance programs for key partners (internal and external)?		
Supply Chain	Q1	Identified climate change-related risks to critical supply chains?		
	Q2	Identified and implemented actions to manage supply chain risks?		

Agency Narrative Response Template

INSTRUCTIONS: Please complete one template for each Element that is not or is only partially addressed in your current Agency Climate Adaptation Plan. Agencies may provide one template for multiple questions for each element. This template is intended to facilitate progress review discussions; they are not intended to be a comprehensive response. Please be succinct, and limit responses to one page per element.

Element:	Choose an item.
Question(s) under this Element that are not or only partially addressed:	<input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3
Action or Target Outcome:	
Please provide a narrative response.	
Level of Maturity/Status:	Choose an item.
Major Milestones and Timeline:	
Responsible Component/Office/Individual:	
Challenges or Barriers to Implementation:	