

Maryland Clean Energy Resilience Toolkit

Executive Decision-Maker Checklist

A one-page guide for elected officials, executives, and project sponsors

HOW TO USE THIS CHECKLIST

Before approving a resilience, reliability, affordability, clean energy, or infrastructure initiative, confirm that the following questions can be answered “Yes.”

STORY – Do we understand the problem and why it matters?

- ☐ The issue is clearly defined in plain language and supported by compelling evidence.
- ☐ We understand which conditions of concern are changing, the causes, and how they are expected to change.
- ☐ Potential impacts on households, businesses, critical facilities, infrastructure, and environment have been identified.
- ☐ We know which human and natural populations and geographic locations are most affected, including overburdened and underserved communities and sensitive ecosystems.
- ☐ We understand who has authority and ability to act (such as local, regional, state, federal or private organizations).
- ☐ There is a meaningful opportunity to improve outcomes through planning, policy, investment, partnerships, or operational changes.
- ☐ Key stakeholders and segments of the public recognize the problem statement as accurate and relevant and want to be involved.
- ☐ **Decision Point: Approve movement to planning and assessment strategy development.**

STRATEGY – Do we have confidence in the analysis and planning process?

- ☐ A structured planning process is established with clear roles, responsibilities, schedule, and decision points.
- ☐ Stakeholders and affected and interested audiences have been identified and appropriately included in decision making.
- ☐ Current conditions and future scenarios have been identified, described, and evaluated.
- ☐ Risks have been assessed based on likely exposure and sensitivity to hazard and consequence.
- ☐ Vulnerabilities have been identified by examining adaptive capacity and gaps in response capacity.
- ☐ Priority issues have been ranked and documented using both technical analysis and stakeholder input.
- ☐ Potential response options have been evaluated against key decision criteria such as resilience, reliability, affordability, health, economic, and clean energy objectives.
- ☐ Funding, implementation, and partnership opportunities have been identified.
- ☐ **Decision Point: Approve movement to solution design and implementation planning.**

SOLUTIONS – Are we ready to act, learn, and adapt?

- ☐ Proposed actions are identified to directly address identified risks and vulnerabilities through targeted selection and expert implementation design.
- ☐ Expected benefits, costs, trade-offs, and implementation requirements are clearly evaluated and documented including energy, economic, and environmental impacts and opportunities.
- ☐ Responsible organizations and implementation partners have been identified and involved.
- ☐ Implementation mechanisms have been identified, including financing pathways and policy or management changes.
- ☐ Disproportionate community and environmental impacts have been considered.
- ☐ Performance measures and success indicators have been established.
- ☐ Monitoring, evaluation, reporting, and updating procedures are in place.
- ☐ Review triggers have been identified so plans can adapt as conditions change.

Definition of Success:

- ☐ Improved resilience
- ☐ Improved reliability
- ☐ Improved affordability
- ☐ Improved health outcomes
- ☐ Increased economic opportunity
- ☐ Expanded clean energy benefits

Final Decision:

- ☐ Ready for implementation
- ☐ Requires additional analysis
- ☐ Requires stakeholder review
- ☐ Reassess problem definition