

## 2024 GreenStep Step 4 & 5 Performance Metrics

In order to receive Step 4 recognition for a given year, communities report, by April 1 via a Snap Survey link emailed to them, all the data elements in all of the **CORE** metrics listed in the table below, along with additional metrics chosen by the city or tribal nation depending on their GreenStep Category. Category A, B and C communities, respectively, report an additional 5, 3, or no metrics. Metric elements marked in **green** below are considered “eligible metric elements” for Step 5 recognition. Communities that report, by April 1, improvement in any three of these eligible metric elements receive recognition for Step 5. Communities that report all data for all the metric elements in blue will have their city operational greenhouse gas number automatically calculated. Learn more about Step 4 and Step 5, find guidance specific to each metric, and access the Metric Dashboard at <https://greenstep.pca.state.mn.us/page/steps-4-and-5>.

The green boxes indicate metrics that are **eligible for Step 5** recognition if a city shows improvement between year 1 and year 2. Category A, B, and C communities should improve upon 3 eligible metrics.

The blue boxes indicate metrics that are used to calculate your **city operations greenhouse gas** inventory. Data entered into these boxes are automatically filled in the last tab of this workbook. The "Total City Operations" number is used for metric 17.5.

**CORE metrics** are identified in yellow. All metrics listed under a CORE section should be reported by all Step 4 & 5 communities, regardless of Category.

**Optional metrics** are not considered core and communities may choose to include information under these sections. Category A cities include 5 optional metrics of choice; Category B include 3; Category C do not need to include any additional metrics.

### Additional Information:

Volunteer Supported: Metrics identified as “volunteer supported” indicate certain metrics that may be accessible and understandable for community volunteers, public officials, or other staff who may not be as familiar with the city’s sustainability metrics. These include metrics that can be accessed through websites....

Neighboring Community: Metrics identified as “neighboring community” indicate certain metrics that may be available or of interest to report jointly with a neighboring community. These include metrics that are unlikely to differ across community boundaries.

See Step 4/5 Guidance by [metric category](#), [CO<sub>2</sub>e - City Operations](#) (for blue metrics A-M), and the [Step 4/5 Worksheet](#) for additional information.

Steps 4 & 5 Website: <https://greenstep.pca.state.mn.us/page/steps-4-and-5>

**Metric #1: City or Tribal Nation Building & Lighting** CORE METRIC

|                |  |                      |
|----------------|--|----------------------|
| 1.1            | <b>kBTU per square foot, per year:</b>                                 | <b>kBTU/ft2-year</b> |
| 1.2            | Dollars spent on energy per square foot, per year:                     | \$/ft2-year          |
| 1.3            | Ratio of actual energy use to predicted energy use:                    | Actual:Predicted     |
| <b>A. CO2e</b> | Electricity consumption for all buildings                              | kWh/Year             |
| <b>B. CO2e</b> | Natural gas consumption for all buildings                              | Therms/Year          |
| 1.4            | <b>Street lights owned by the city/tribal government &amp; utility</b> | <b>% LEDs</b>        |
| 1.5            | Traffic Signals:   | % LEDs               |
| 1.6            | City/tribal government buildings and property:                         | % LEDs               |
| <b>C. CO2e</b> | Electricity consumption for streetlights and traffic signals           | kWh/Year             |

|                                  |                       |
|----------------------------------|-----------------------|
| Volunteer Supported              | Neighboring Community |
| Maybe – if access to B3 provided | No                    |
| Maybe – if access to B3 provided | No                    |
| Maybe – if access to B3 provided | No                    |
| Maybe – if access to B3 provided | No                    |
| Maybe – if access to B3 provided | No                    |
|                                  | No                    |
|                                  | No                    |
|                                  | No                    |
|                                  | No                    |

**Metric #2: Green Buildings** OPTIONAL METRIC

Public Buildings:

|      |   |                            |
|------|---|----------------------------|
| 2.1  | <b>Number of city/tribal government-owned green certified buildings:</b>  | <b>Number of buildings</b> |
| 2.2  | Identify specific green building frameworks that have been used for city/tribal government-owned buildings (e.g. LEED, ENERGY STAR®, etc.): | Program                    |
| 2.2a | How many buildings were rated under this program?   | Number of buildings        |
| 2.2b | If second rating program was used, enter its name here:   | Program                    |
| 2.2c | How many buildings were rated under this program?   | Number of buildings        |
| 2.2d | List any other green energy building programs that were used and how many buildings were rated under each:                                  | Program                    |
| 2.3  | Municipal green square footage completed last year:   | Square Feet                |
| 2.4  | Percent of new city/tribal government-owned square footage that was green building certified in the last year:                              | %                          |

|                     |                       |
|---------------------|-----------------------|
| Volunteer Supported | Neighboring Community |
|                     | No                    |
|                     | No                    |
|                     | No                    |
|                     | No                    |
|                     | No                    |
|                     | No                    |
|                     | No                    |
|                     | No                    |

Private Buildings:

|      |   |                            |
|------|---|----------------------------|
| 2.5  | <b>Number of private green certified public buildings:</b>  | <b>Number of buildings</b> |
| 2.6  | Identify specific green building frameworks that have been used for private buildings (e.g. LEED, ENERGY STAR, etc.): | Program                    |
| 2.6a | How many buildings were rated under this program?   | Number of buildings        |

|                     |    |
|---------------------|----|
| Some – see guidance | No |
| Some – see guidance | No |
| Some – see guidance | No |

|             |  |                     |
|-------------|--|---------------------|
| <b>2.6b</b> | If second rating program was used, enter its name here:  | Program             |
| <b>2.6c</b> | How many buildings were rated under this program?  | Number of buildings |
| <b>2.6d</b> | List any other green energy building programs that were used and how many buildings were rated under each: | Program             |
| <b>2.7</b>  | Private green square footage completed last year:  | Square Feet         |
| <b>2.8</b>  | Percent of new private square footage that was green building certified in the last year:                  | %                   |

|  |    |
|--|----|
|  | No |
|  | No |
|  | No |
|  | No |
|  | No |

**Metric #3: Government Fleets** CORE METRIC

|                |  |                         |
|----------------|--|-------------------------|
| <b>3.1</b>     | Annual vehicle miles traveled (VMT) for <b>gasoline</b> fleet:                       | Miles per year          |
| <b>3.2</b>     | <b>Average MPG for gasoline fleet</b>  | <b>Miles per gallon</b> |
| <b>3.3</b>     | Annual vehicle miles traveled for <b>diesel</b> fleet                                | Miles per year          |
| <b>3.4</b>     | <b>Average MPG for diesel fleet</b>  | <b>Miles per gallon</b> |
| <b>3.5</b>     | Number of city/tribal government-owned/leased full <b>electric vehicles</b> in fleet | Number of EVs           |
| <b>D. CO2e</b> | Gallons of diesel consumed   | Gallons/Year            |
| <b>E. CO2e</b> | Gallons of gasoline consumed   | Gallons/Year            |
| <b>F. CO2e</b> | Gallons of e85 consumed  | Gallons/Year            |

|                            |                              |
|----------------------------|------------------------------|
| <b>Volunteer Supported</b> | <b>Neighboring Community</b> |
|                            | Maybe – if fleet is shared   |
|                            | Maybe – if fleet is shared   |
|                            | Maybe – if fleet is shared   |
|                            | Maybe – if fleet is shared   |
|                            | Maybe – if fleet is shared   |
|                            | Maybe – if fleet is shared   |
|                            | Maybe – if fleet is shared   |
|                            | Maybe – if fleet is shared   |

**Metric #4: Infrastructure for Walking and Biking** OPTIONAL METRIC

|             |   |                            |
|-------------|---|----------------------------|
| <b>4.1</b>  | Miles of new or reconstructed sidewalks & trails completed in the past year | Miles of sidewalk & trails |
| <b>4.2</b>  | <b>Percentage of housing within 1 mile of a bicycle route</b>               | <b>%</b>                   |
| <b>4.3a</b> | Walk Score for your city or downtown  | Walk score                 |
| <b>4.3b</b> | Transit Score for your city or downtown                                     | Transit score              |
| <b>4.3c</b> | Bike Score for your city or downtown  | Bike score                 |

|                            |                              |
|----------------------------|------------------------------|
| <b>Volunteer Supported</b> | <b>Neighboring Community</b> |
|                            | No                           |
|                            | Yes – if combined            |
| Yes                        | No                           |
| Yes                        | No                           |
| Yes                        | No                           |

**Metric #5: Car, Transit and Bike Options** OPTIONAL METRIC

|            |  |                           |
|------------|--|---------------------------|
| <b>5.1</b> | <b>Number of public electric vehicle charging stations:</b>    | <b>Number of stations</b> |
| <b>5.2</b> | Number of public alternative fueling stations (e.g. e85, CNG): | Number of stations        |

|                            |                              |
|----------------------------|------------------------------|
| <b>Volunteer Supported</b> | <b>Neighboring Community</b> |
| Yes                        | No                           |
| Yes                        | No                           |

Shared Services:

|     |   |           |
|-----|---|-----------|
| 5.3 | Does your community have a bike sharing service? Enter yes or no:         | Yes or No |
| 5.4 | Does your community enable car or ride-sharing services? Enter yes or no: | Yes or No |
| 5.5 | Broadband availability at 100 Mbps download/ 20 Mbps upload               | %         |
| 5.6 | Is the community served by weekday transit? Enter yes or no:              | Yes or No |
| 5.7 | Does the community have structured transit routes? Enter yes or no:       | Yes or No |
| 5.8 | Percent of housing units within 3/4 miles of transit routes:              | %         |

|     |                   |
|-----|-------------------|
| Yes | No                |
| Yes | No                |
| Yes | Yes               |
| Yes | Yes               |
| Yes | No                |
|     | Yes – if combined |

**Metric #6: Transportation Miles & Modes** CORE for Cat. A & B Communities; OPTIONAL for Cat. C Communities

Vehicle Miles Traveled:

|     |  |                         |
|-----|--|-------------------------|
| 6.1 | <b>All users: Vehicle miles traveled/person, per day:</b>  | <b>Miles/person/day</b> |
| 6.2 | <b>Government employees in single occupancy vehicles: Vehicle miles traveled per person, per day – round trip:</b> | <b>Miles/person/day</b> |
| 6.3 | All users: mean travel time to work (one-way)  | %                       |
| 6.4 | Percent of city or tribal government employees commuting fewer than 20 minutes:                                    | %                       |

| Volunteer Supported | Neighboring Community |
|---------------------|-----------------------|
| Yes                 | Yes                   |
|                     | No                    |
| Yes                 | Yes                   |
|                     | No                    |

Transportation Mode of Commuters:

|      |  |   |
|------|--|---|
| 6.5  | Percent who “drove alone”:             | % |
| 6.6  | Percent using a “carpool”:             | % |
| 6.7  | Percent using “public transportation”: | % |
| 6.8  | Percent who “walk”:                    | % |
| 6.8a | Percent “bicycling”:                   | % |
| 6.9  | Percent who “worked at home”:          | % |

|     |     |
|-----|-----|
| Yes | Yes |
| Yes | Yes |
| Yes | Yes |
| Yes | Yes |
| Yes | Yes |
| Yes | Yes |

**Metric #7: Land use** OPTIONAL METRIC

|      |  |                  |
|------|--|------------------|
| 7.1  | Percent of land within commercial/mixed zoning districts built with a FAR at/above 1.0                 | %                |
| 7.2  | Percent of land within residential or mixed zoning districts with dwelling units per acre at/above 7.0 | %                |
| 7.3  | Market value per acre  | Dollars per acre |
| 7.4a | Location affordability index number: housing + transportation  | Index number     |
| 7.4b | Location affordability index number: housing   | Index number     |
| 7.5  | Acres of new development on previously developed land  | Acres            |
| 7.6  | <b>New affordable housing units added as a percent of all new housing units</b>                        | <b>%</b>         |

| Volunteer Supported | Neighboring Community |
|---------------------|-----------------------|
|                     | No                    |
|                     | No                    |
| Yes                 | No                    |
| Yes                 | No                    |
| Yes                 | No                    |
|                     | No                    |
|                     | No                    |

**Metric #8: Open Space, Parks, Trees** CORE METRIC

|      |  |                        |
|------|--|------------------------|
| 8.1  | Percent of total city reservation acres in open space:                         | %                      |
| 8.2  | Acres of parkland:   | Acres                  |
| 8.3  | Percent of housing within 1/2 mile (a 10 minute walk) of parkland:             | %                      |
| 8.4  | Percent of canopy coverage:  | %                      |
| 8.5  | Three most prevalent tree species (by percent genus):                          | Genus                  |
| 8.5a | What percent of canopy coverage is made up by the most prevalent genus?        | %                      |
| 8.5b | What percent of canopy coverage is made up by the second most prevalent genus? | %                      |
| 8.5c | What percent of canopy coverage is made up by the third most prevalent genus?  | %                      |
| 8.6  | <b>Net number of new trees planted:</b>  | <b>Number of trees</b> |
| 8.6a | <b>% of 8.6 # 'likely to thrive'</b>   | <b>%</b>               |

| Volunteer Supported                 | Neighboring Community     |
|-------------------------------------|---------------------------|
|                                     | Yes – if combined         |
|                                     | No                        |
|                                     | Yes – if combined         |
| Maybe – if tree inventory is public | Maybe – if similar enough |
| Maybe – if tree inventory is public | Maybe – if similar enough |
| Maybe – if tree inventory is public | Maybe – if similar enough |
| Maybe – if tree inventory is public | Maybe – if similar enough |
| Maybe – if tree inventory is public | Maybe – if similar enough |
|                                     | No                        |
| Maybe – if list provided            | No                        |

**Metric #9: Storm Water** CORE METRIC

|     |   |   |
|-----|---|---|
| 9.1 | <b>Assessment score from the GreenStep Municipal Stormwater Management Assessment</b> | % |
| 9.2 | <b>Climate Adaptation Stormwater Score</b>  | % |

| Volunteer Supported                         | Neighboring Community |
|---|-----------------------|
| Maybe – can interview city/ watershed/ etc. | No                    |
|   | No                    |

**Metric #10: Drinking Water** OPTIONAL METRIC

|                |  |                           |
|----------------|--|---------------------------|
| 10.1           | <b>Residential gallons used per person per day</b>                 | <b>Gallons/person/day</b> |
| 10.2           | <b>Business gallons used per job per day</b>                       | <b>Gallons/job/day</b>    |
| 10.3a          | <b>Annual government operations gallons: summer (June-October)</b> | <b>Gallons/year</b>       |
| 10.3b          | <b>Annual government operations gallons: non-summer (Nov-May)</b>  | <b>Gallons/year</b>       |
| 10.4           | Ratio of maximum day use to average daily use                      | Peak:Average              |
| 10.5           | Annual energy used per million gallons of water distributed        | MMBtus                    |
| 10.6           | Annual cost in \$ spent per million gallons of water distributed   | \$/million gallons        |
| 10.7           | <b>Percent of annual losses in drinking water system</b>           | <b>%</b>                  |
| 10.8           | Trend of source water levels: falling, stable, or rising           |                           |
| <b>G. CO2e</b> | <b>Annual electricity used to treat and distribute water</b>       | <b>MWh/Year</b>           |

| Volunteer Supported              | Neighboring Community |
|----------------------------------|-----------------------|
|                                  | No                    |
|                                  | No                    |
|                                  | No                    |
|                                  | No                    |
|                                  | No                    |
|                                  | No                    |
|                                  | No                    |
|                                  | No                    |
|                                  | No                    |
| Maybe – if access to B3 provided | No                    |

|                |   |             |
|----------------|---|-------------|
| <b>H. CO2e</b> | Annual Natural gas used to treat and distribute water | Therms/Year |
|----------------|---|-------------|

**Metric #11: Wastewater** CORE METRIC for Cities with wastewater collection system

|                |   |                             |
|----------------|---|-----------------------------|
| <b>11.1</b>    | Residential gallons of wastewater produced/person per day   | Gallons/person/day          |
| <b>11.2</b>    | Business gallons of wastewater produced per job, per day  | Gallons/ job/day            |
| <b>11.3</b>    | Annual energy used per million gallons treated ( <u>report only if you own a treatment facility</u> )               | MMBtu/million gallons       |
| <b>11.4</b>    | Annual operating cost in dollars per million gallons treated ( <u>report only if you own a treatment facility</u> ) | \$/Million gallons          |
| <b>11.5</b>    | <b>Ratio of Inflow and Infiltration volume to total volume entering the wastewater collection system</b>            | <b>I&amp;I:total volume</b> |
| <b>I. CO2e</b> | Annual electricity used to treat wastewater   | MWh/Year                    |
| <b>J. CO2e</b> | Annual natural gas used to treat wastewater   | Therms/Year                 |

|                                  |    |
|----------------------------------|----|
| Maybe – if access to B3 provided | No |
|----------------------------------|----|

**Volunteer Supported** **Neighboring Community**

|                                  |    |
|----------------------------------|----|
|                                  | No |
|                                  | No |
|                                  | No |
|                                  | No |
|                                  | No |
| Maybe – if access to B3 provided | No |
| Maybe – if access to B3 provided | No |

**Metric #12: Surface Water** OPTIONAL METRIC

|              |  |                    |
|--------------|--|--------------------|
| <b>12.1</b>  | Percent of lake, river, and wetland shoreline with at least 50' vegetation buffer                              | %                  |
| <b>12.2a</b> | Percent of water bodies in the community showing at least good clarity readings OR                             | %                  |
| <b>12.2b</b> | Number of community volunteer lake/river monitors  | Number of monitors |
| <b>12.3</b>  | <b>One community-defined metric or index number concerning surface water (ex. % impaired waters, or other)</b> |                    |

**Volunteer Supported** **Neighboring Community**

|     |                   |
|-----|-------------------|
|     | Yes – if combined |
| Yes | Yes – if combined |
| Yes | Yes               |
| Yes | Yes               |

**Metric #13: Solid Waste** OPTIONAL METRIC

|                |  |               |
|----------------|--|---------------|
| <b>13.1</b>    | <b>Residential solid waste generated/city resident per day:</b>                    | <b>Lbs</b>    |
| <b>13.2</b>    | <b>Commercial solid waste generated per job, per day:</b>                          | <b>Lbs</b>    |
| <b>13.3</b>    | <b>Percent of residential solid waste recycled</b>                                 | <b>%</b>      |
| <b>13.4</b>    | <b>Percent of residential solid waste composted</b>                                | <b>%</b>      |
| <b>13.5</b>    | Government operations solid waste generated per year                               | Tons per year |
| <b>13.6</b>    | Government operations construction & demolition waste per year                     | Tons per year |
| <b>13.6a</b>   | What percent of government operations construction and demolition waste is reused? | %             |
| <b>13.6b</b>   | What percent is recycled?  | %             |
| <b>13.6c</b>   | What percent is landfilled?  | %             |
| <b>K. CO2e</b> | Government operations landfilled each year   | Tons per year |
| <b>L. CO2e</b> | Government operations incinerated each year  | Tons per year |

**Volunteer Supported** **Neighboring Community**

|  |  |
|--|--|
| Maybe – if ok to contact hauler/county | Yes – especially if located in same county |
| Maybe – if ok to contact hauler        | No   |
|  | No   |
|  | No   |
|  | No   |
|  | No   |

**Metric #14: Renewable Energy** CORE METRIC

|         |   |                    |
|---------|---|--------------------|
| 14.1    | Number of government-owned and private renewable energy generation sites  | Number of sites    |
| 14.2    | Generation capacity of government-owned and private renewable energy sites  | kW                 |
| 14.2a   | Storage and off-grid capacity of renewable energy, generated by government-owned and private renewable energy sites | kW                 |
| M. CO2e | Annual production at city/tribal government-owned renewable energy generation sites                                 | MWhr/year          |
| 14.4    | Annual renewable energy purchases for local/tribal government operations  | MWhr/year          |
| 14.5    | Number of non-government entities participating in renewable energy purchasing/green power programs                 | Number of entities |
| 14.6    | Percent of total local/tribal government operations energy use that is generated and purchased renewable energy     | %                  |
| 14.7    | Percent of total local/tribal government operations energy use that is purchased from a community solar garden      | %                  |

| Volunteer Supported                       | Neighboring Community |
|---|-----------------------|
| Maybe – if ok to contact utility provider | No                    |
|   | No                    |
|   | No                    |
|   | No                    |
|   | No                    |
|   | No                    |
|   | No                    |

**Metric #15: Local Food** OPTIONAL METRIC

|      |   |                  |
|------|---|------------------|
| 15.1 | Number of local food venues                                     | Number of venues |
| 15.2 | Percent of housing within 1 mile of a local food venue          | %                |
| 15.3 | Percent of housing within 1 mile of fresh fruits and vegetables | %                |

| Volunteer Supported | Neighboring Community |
|---------------------|-----------------------|
| Yes                 | Yes                   |
|                     | Yes                   |
|                     | Yes                   |

**Metric #16: Jobs & Employment** OPTIONAL METRIC

|      |            |  |
|------|------------|--|
| 16.1 | Jobs       |  |
| 16.2 | Employment |  |
| 16.3 | Income     |  |
| 16.4 | Poverty    |  |

| Volunteer Supported | Neighboring Community |
|---------------------|-----------------------|
| Yes                 | Yes                   |
| Yes                 | Yes                   |
| Yes                 | Yes                   |
| Yes                 | Yes                   |

**Metric #17: Climate** CORE METRIC for Regional Indicator Cities

|                        |   |                          |
|------------------------|---|--------------------------|
| 17.1                   | Greenhouse gas emissions from travel  | Tonnes CO <sub>2</sub> e |
| 17.2                   | Greenhouse gas emissions from waste   | Tonnes CO <sub>2</sub> e |
| 17.3                   | Greenhouse gas emissions from (non-transportation) energy                             | Tonnes CO <sub>2</sub> e |
| 17.4                   | Total community-wide GHG emissions  | Tonnes CO <sub>2</sub> e |
| 17.5 CO <sub>2</sub> e | Total city/tribal government operations GHG emissions [calculated by GreenStep Staff] | Tonnes CO <sub>2</sub> e |

| Volunteer Supported   | Neighboring Community |
|-----------------------|-----------------------|
| Yes – if on RII or MC | No                    |
| Yes – if on RII or MC | No                    |
| Yes – if on RII or MC | No                    |
| Yes – if on RII or MC | No                    |
|                       | No                    |

**Metric #18: Social Vitality/Additional Metrics**    **OPTIONAL METRIC**

|      |                                    |  |
|------|------------------------------------|--|
| 18.1 | Social vulnerability               |  |
| 18.2 | Livability Score                   |  |
| 18.3 | Civic Participation/ Civic Capital |  |
| 18.4 |                                    |  |
| 18.5 |                                    |  |

| Volunteer Supported | Neighboring Community |
|---------------------|-----------------------|
| Yes                 | Yes                   |
| Yes                 | Yes                   |
| Yes                 | Yes                   |
| Yes                 | Yes                   |
| Yes                 | Yes                   |