

2025 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_{2e} - 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	kBTU per square foot, per year:	kBTU/ft2-year
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
A. CO2e	Electricity consumption for all buildings	kWh/Year
B. CO2e	Natural gas consumption for all buildings	Therms/Year
1.4	Street lights owned by the city/tribal government & utility	% LEDs
1.5	Traffic Signals:	% LEDs
1.6	City/tribal government buildings and property:	% LEDs
C. CO2e	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	Number of city/tribal government-owned green certified buildings:	Number of buildings
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	Number of private green certified public buildings:	Number of buildings
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

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

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

Volunteer Supported	Neighboring Community
	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

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

Volunteer Supported	Neighboring Community
	No
	Yes – if combined
Yes	No
Yes	No
Yes	No

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

5.1	Number of public electric vehicle charging stations:	Number of stations
5.2	Number of public alternative fueling stations (e.g. e85, CNG):	Number of stations

Volunteer Supported	Neighboring Community
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	All users: Vehicle miles traveled/person, per day:	Miles/person/day
6.2	Government employees in single occupancy vehicles: Vehicle miles traveled per person, per day – round trip:	Miles/person/day
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	New affordable housing units added as a percent of all new housing units	%

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	Net number of new trees planted:	Number of trees
8.6a	% of 8.6 # 'likely to thrive'	%

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	Assessment score from the GreenStep Municipal Stormwater Management Assessment	%
9.2	Climate Adaptation Stormwater Score	%

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

Metric #10: Drinking Water OPTIONAL METRIC

10.1	Residential gallons used per person per day	Gallons/person/day
10.2	Business gallons used per job per day	Gallons/job/day
10.3a	Annual government operations gallons: summer (June-October)	Gallons/year
10.3b	Annual government operations gallons: non-summer (Nov-May)	Gallons/year
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	Percent of annual losses in drinking water system	%
10.8	Trend of source water levels: falling, stable, or rising	
G. CO2e	Annual electricity used to treat and distribute water	MWh/Year

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

H. CO2e	Annual Natural gas used to treat and distribute water	Therms/Year
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Metric #11: Wastewater CORE METRIC for Cities with wastewater collection system

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

Maybe – if access to B3 provided	No
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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

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

Volunteer Supported **Neighboring Community**

	Yes – if combined
Yes	Yes – if combined
Yes	Yes
Yes	Yes

Metric #13: Solid Waste OPTIONAL METRIC

13.1	Residential solid waste generated/city resident per day:	Lbs
13.2	Commercial solid waste generated per job, per day:	Lbs
13.3	Percent of residential solid waste recycled	%
13.4	Percent of residential solid waste composted	%
13.5	Government operations solid waste generated per year	Tons per year
13.6	Government operations construction & demolition waste per year	Tons per year
13.6a	What percent of government operations construction and demolition waste is reused?	%
13.6b	What percent is recycled?	%
13.6c	What percent is landfilled?	%
K. CO2e	Government operations landfilled each year	Tons per year
L. CO2e	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
	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 CO₂e
17.2	Greenhouse gas emissions from waste	Tonnes CO₂e
17.3	Greenhouse gas emissions from (non-transportation) energy	Tonnes CO₂e
17.4	Total community-wide GHG emissions	Tonnes CO ₂ e
17.5 CO ₂ e	Total city/tribal government operations GHG emissions [calculated by GreenStep Staff]	Tonnes CO ₂ 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