



## Steps 4 & 5 Metrics - Virtual Tour

### Quick Resources

- [Steps 4 and 5 Website](#)
- [Metrics Worksheet](#)
- [Guidance Documents](#)
- Step 4 and 5 Reporting Tool – metrics submittals due April 1
- [Step 4 and 5 Metrics Dashboard](#)
- City or Tribal Nation Metrics File – linked on your [GreenStep page](#)

### What are Steps 4 and 5?

The highest steps of the GreenStep Cities and Tribal Nations program, Steps 4 & 5 focus metrics and trends.

- **Step 4:** Measure and report a minimum number of core and optional metrics for the previous calendar year or the most recent available data.
  - Category A communities: In addition to the CORE metrics, include 5 additional metrics of choice.
  - Category B communities: In addition to the CORE metrics, include 3 additional metrics of choice.
  - Category C communities: In addition to the CORE metrics, no additional metrics are necessary.
- **Step 5:** Demonstrate improvement three eligible metrics measured in Step 4, from one data year to the next.
  - Category A, B, and C communities: Improve upon 3 eligible metric elements.

### What are the Metrics?

Metrics – or data – are useful for a local or Tribal government to understand the outcomes that taking sustainable actions have had overtime. The idea is to compare results with yourself year-over-year and set your own goals. The metrics used for Steps 4 and 5 were identified over the years with help from program partners, city staff, and consultants. See all of the metrics using the [Step 4 & 5 Metrics Worksheet](#).

There are around 115 metrics to choose from in order to achieve Steps 4 and 5. However, no participant reports on every metric! The GreenStep program has identified 8 CORE metric categories (city/Tribal government buildings & lighting, government fleets, transportation modes & miles, open space/parks/trees, stormwater, wastewater, renewable energy, and climate) that communities should report on. The remainder are optional

and can be used to meet the 'additional metrics of choice' requirements for Step 4, depending on your GreenStep category (A, B, or C).

## Recording and Reporting Step 4 & 5 Metrics

1. **Get to know the metrics:** Use the [Guidance Documents](#) to learn more about the metrics. Guidance includes:
  - a. **List of metrics** – A list of metrics by categories and their associated metric numbers. Note that the green metrics are Step 5-eligible metrics.
  - b. **Metric definitions** – Key terms and definitions to better understand the metrics.
  - c. **Data sources** – This is where you will spend most of your time. Find resources and tips for tracking down data.
  - d. **Metric calculations and public reporting** – Most metrics won't require any calculating, but you will find information here if they do or tips on how to report consistently.
  - e. **Metric rationale** – Learn why reporting these metrics is important to your community.
  - f. **Step 5 metric targets** – Ideally, you will set your own targets over time. If there are state or national targets related to these metrics, they are shared here as guidance.
  - g. **Contacts** – Need help? Contact the technical experts who can help you locate data, answer questions and find errors, and connect you to resources that can assist with actions related to this metric.
  
2. **Identify and make note of metrics:** Use the [Metrics Worksheet](#) to identify the metrics you will be reporting.
  - a. There is no need to send us your worksheet - take all the notes you need!
  - b. Use the "Notes" column to keep notes for next year. Include notes such as who you talked to to gather data, any calculations used, etc.
  - c. Use the "justification" box for notes that you want to share with us. Include the metric number/letter and explain if you are using a different unit, calculation, etc.
  - d. Need to change a metric that was reported in a previous year? No problem! Just leave a note in the justification box for us.

Buildings and Lighting						Guidance	NOTES
#1 City Buildings and Lighting	CORE	Units	Previous Year Values (edit)	Current Year Values (edit)	Annual Change	Guidance Document	
For City buildings, use B3 or a similar benchmarking tool to:							
1.1	kBTU per square foot, per year:	kBTU/ft <sup>2</sup> -year				B3	
1.2	Dollars spent on energy per square foot, per year:	\$/ft <sup>2</sup> -year					
1.3	Ratio of actual energy use to predicted energy use:	Actual/Predicted					
A. CO <sub>2</sub> e	Electricity consumption for all buildings	kWh/Year				CO <sub>2</sub> e guidance document	
B. CO <sub>2</sub> e	Natural gas consumption for all buildings	Therms/Year					

This is Metric #1 – anything below that starts with a ‘1’ is part of this metric

See if the metric is CORE or OPTIONAL

Access guidance documents and data sources

Enter in past year’s data to see the annual change

### 3. Find help:

- Contacts for the experts are listed at the bottom of each [Guidance Document](#).
- Contact [Kristin Mroz](#) with general questions or if you aren’t sure who to reach out to.
- Consider if there are metrics that volunteers can help gather OR if there are metrics that can be combined with neighboring communities to reduce work load. See the [Volunteer and Neighboring Communities Guidance](#) document.
- Still stuck? Let us know! We may be able to assist in data collection or connecting you with other support. If it isn’t working for you, it’s probably not working for someone else – and we want to know about it so that we can fix it!

- Submit your metrics:** To submit your data, use the Step 4/5 Reporting Tool that was emailed to GreenStep Coordinators. If you have any questions about reporting your metrics, contact [Kristin Mroz](#).
  - April 1** is the deadline for Step 4 & 5 metrics submissions in order to be included in recognition at the annual League of Minnesota Cities conference in June.
  - If you are having difficulty meeting this deadline, please reach out to us! We may be able to assist or provide an extended deadline.

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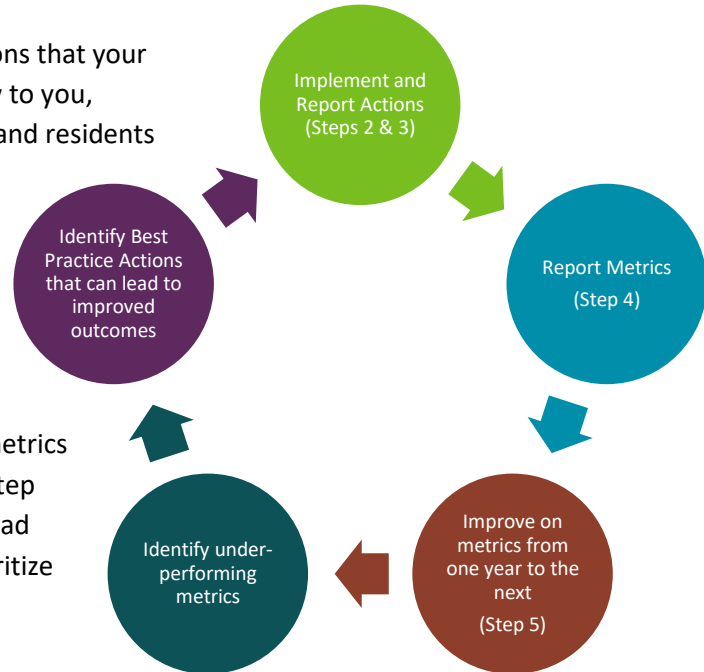
*“If you don’t measure results, you can’t tell success from failure. If you can’t see success, you can’t reward it. If you can’t see failure, you can’t correct it.” David Osborne and Ted Gaebler*

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## What are the Metrics used for?

Metrics are important to understand the outcomes of the actions that your community has taken over the years. Metrics shouldn't be new to you, and you are probably reporting things regularly to the Council and residents – drinking water quality, miles of new road constructed, or the increase in population, for example.

However, metrics are only valuable if they are reported regularly and consistently over a period of time. Not only that, but they need to be analyzed and evaluated for trends. That is what Step 5 tries to do – recognize the metrics that are trending positively. On the flip side, you can also identify the metrics that are not improving over time. This helps 'close' the GreenStep 'circle.' The metrics that are under performing each year can lead you back to GreenStep [Best Practice Actions](#) and help you prioritize actions that can help improve outcomes.



## Step 5 Metrics

In order for participants to reach Step 5, the city or Tribal nation must show improvement between two years in at least three Step 5-eligible metrics (shown in green on the Metric Worksheet). There are a total of 32 Step 5-eligible metrics (out of 115+ total metrics). Metrics chosen for Step 5-eligibility are key indicators of a community's sustainability performance.

Your *Metrics File*, linked on your GreenStep webpage, highlights all of the Step 5-eligible metrics.

ID	Step Achievement	City	Submission Year	Date Data Submitted	#1: City Buildings and Lighting										#2: Green Buildings	
					1.1	1.2	1.3	1.co2e.a	1.co2e.b	1.4	1.5	1.6	1.co2e.c	1.j	2.1	2.2
					kBTU per sq ft	Dollars spent	Ratio of area	Electricity	Natural Gas	Street lighting	Traffic Signage	City buildings	Electricity	Justification	Number of buildings	Number of buildings

KEY		Completed in most recent year:		
Text/#S	Needs clarification	CORE Metrics	Additional Metrics	Step 5-eligible Metrics Improved
Text/#S	Improvement year over year	1		
Text/#S	Notable Metric	3		
Text/#S	Metric has changed and previous reported info cannot be used	6		
Metric	Step 5-eligible Metric (Need at least 3 improvements)	8		
co2e	Used to calculate City Operations GHG Assessment (last tab)	9		
Justification	Notes and justifications	11		
Metrics	CORE Metrics for all cities to report	14		
		17		

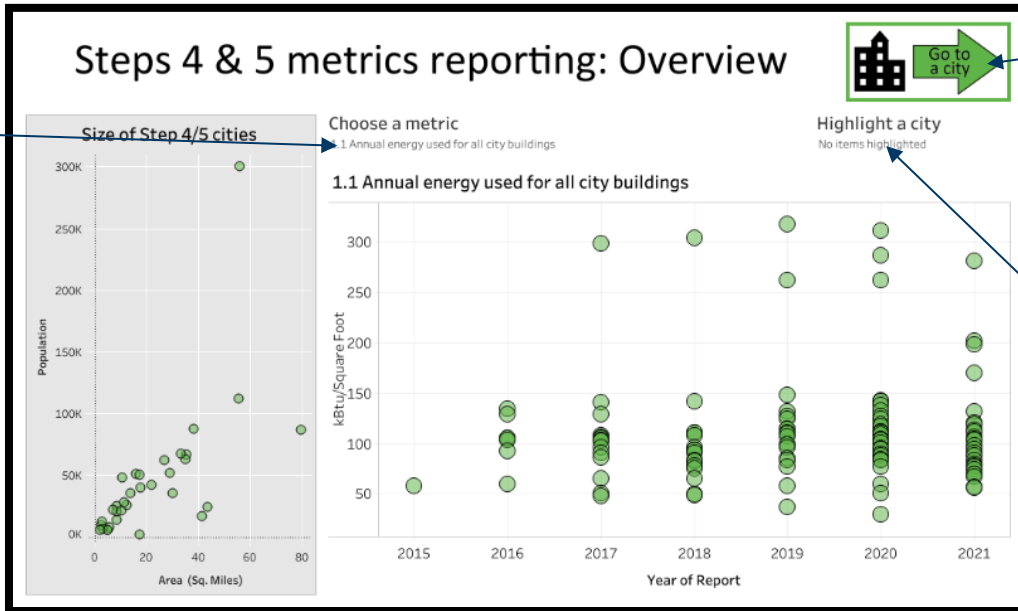
<b>Step 4 Requirements:</b>	- All CORE Metrics - 3 additional Metrics of choice
<b>Step 5 Requirements:</b>	Improve upon at least 3 Step 5-eligible Metrics

A sample screenshot of the Metrics File template provided back to Step 4/5 participants with their data, tracking the submission of CORE and Additional Metrics and the Step 5-eligible metrics that have improved from previous years.

## Step 4 & 5 Metric Dashboard

One tool to help your community track trends over time is the [Step 4 & 5 Metric Dashboard](#). The Dashboard includes data submitted by Step 4 & 5 participants starting in 2015. Twenty-one key metrics were identified as useful to compare and analyze trends over time. Please share any feedback on how we can improve this and other tools that can help you analyze and use the Step 4 & 5 metrics!

Select from 21 key metrics

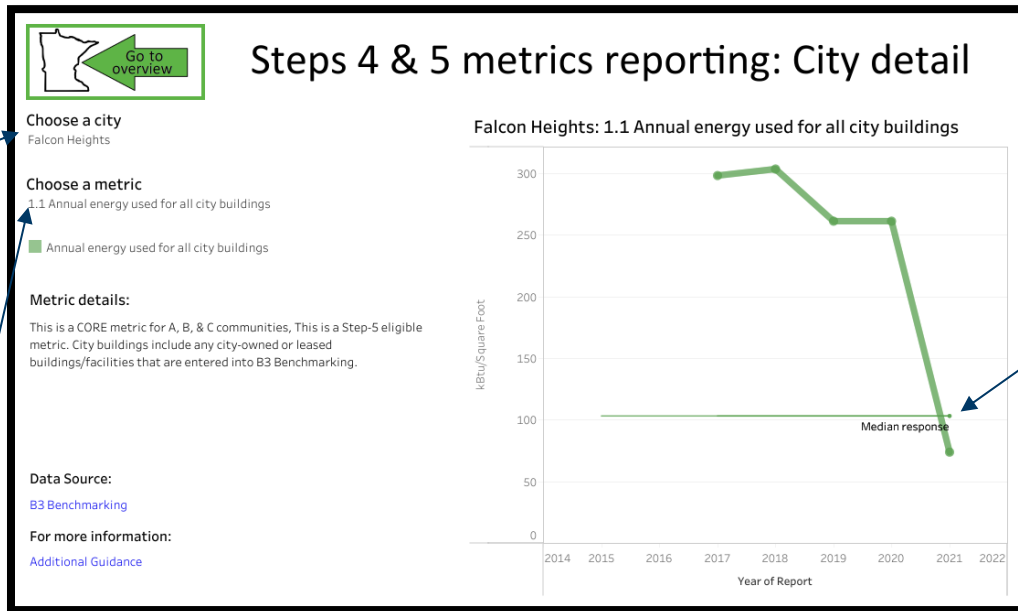


Click here to see your community's details

Highlight your community to see trends over time

Choose your community

Select from 21 key metrics

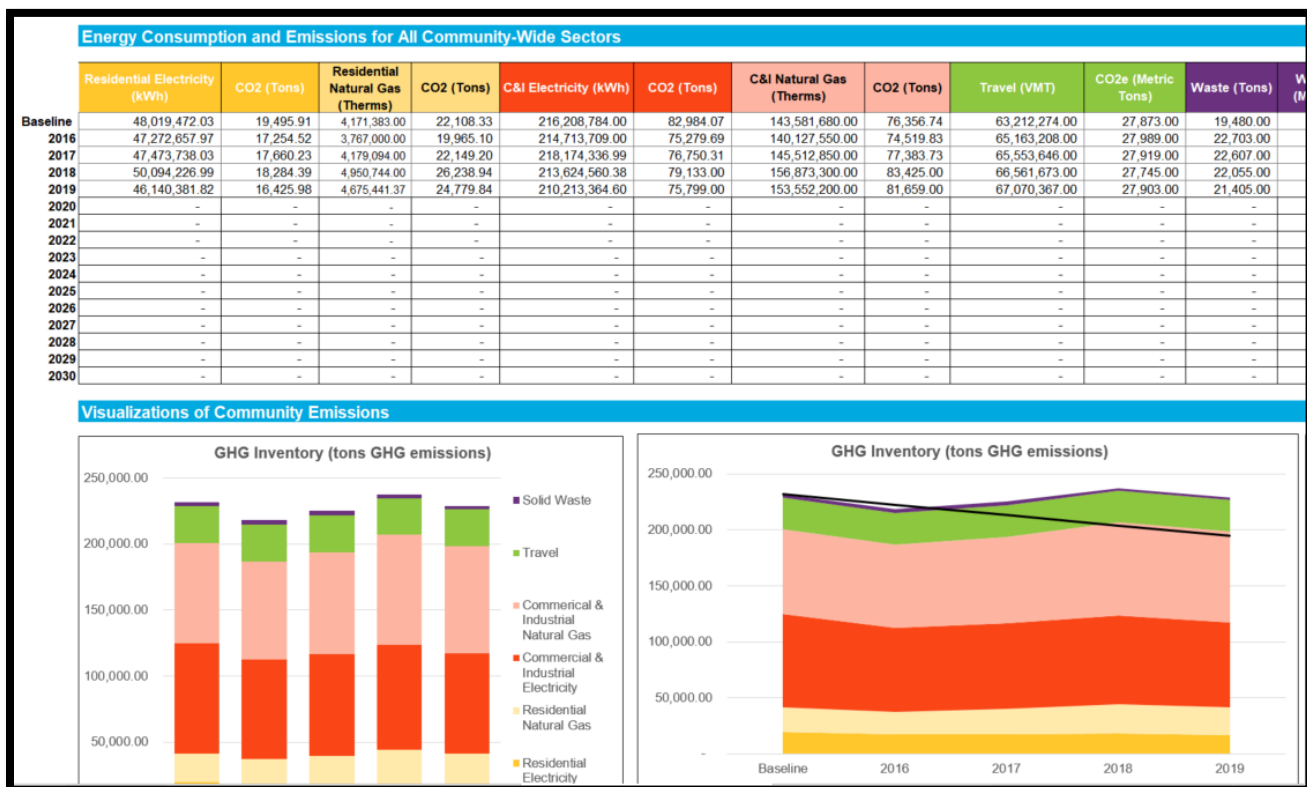


See how your community compares to other Step 4 & 5 participants

## Climate Metric Tracker

The purpose of the [Climate Metric Tracker spreadsheet](#) is to provide a place for communities engaging in climate action to track additional, deeper climate metrics over time. The spreadsheet also serves as a place to house information, and it generates graphic visualizations for some of the metrics. Data used to populate the spreadsheet is pulled from Step 4 & 5 metric reporting.

This worksheet is intended to be used by Minnesota communities to establish a data and metric tracking system for climate and emissions trends in their community. The worksheet outlines a suite of climate metrics that follow the traditional sectors - commercial and industrial, residential, transportation, and waste - as well as two additional sectors: renewable energy and resilience. Communities can set their baseline data year, and establish a workflow for measuring progress across sectors over time. There is also opportunity to input community goals for metrics like emissions or energy use reduction, as well as others, against which communities can benchmark.



A sample screenshot of the Climate Action Tracker populated with Step 4&5 metrics.

## Recognition

Step 4 & 5 participants are recognized at the annual League of Minnesota Cities conference in June. See past [recognition information and highlights](#).

Not sure how to display your award blocks? Check out this video on [How to assemble your GreenStep award](#).

## Contact

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