



Updated: Oct. 22, 2021

## Steps 4 & 5 Metrics Worksheet

To be considered for Step 4 or 5, please complete the following metric information into the Step 4/5 Metric Reporting Tool that was emailed to the GreenStep Coordinator.  
**This is a WORKSHEET only.**

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.

### Tips to keep in mind:

- 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.
- There is no need to send us your worksheet - take all the notes you need!
- 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.
- 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.
- Need to change a metric that was reported in a previous year? No problem! Just leave a note in the justification box for us.

### How to use Step 4 & 5 metrics:

- Ask GreenStep staff for your data evaluation and see which Step 5-eligible metrics you improved in.
- Share 21 of the key metrics with your commissions, council, and other staff using the Step 4 & 5 Metric Dashboard.
- Use the Climate Metric Tracker which integrates Step 4 & 5 metrics and other goals into a long-term tracking

- [See all Step 4&5 Guidance](#)
- [See the Data Collection Process Guide](#)
- [See CO2e City Operations Guidance](#)

[See the Volunteer & Neighboring Communities Guidance](#)

[See the Steps 4&5 Metric Dashboard](#)

[See the Climate Metric Tracker](#)