

# USER GUIDE FOR **Local Clean Energy Self-Scoring Tool, Version 5.0**

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AN ACEEE TOOLKIT

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# Contents

About the Authors .....	iii
Acknowledgments .....	iii
Quick Start Guide .....	iii
Introduction .....	vi
Instructions .....	1
Introduction Worksheet .....	1
Policy Area Worksheets .....	2
Analysis Worksheet .....	5
Next Steps .....	6
References .....	6
Appendix A .....	7

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ACEEE is solely responsible for the content of this guide and tool.

# Quick Start Guide

The Local Clean Energy Self-Scoring Tool, Version 5.0 lets you assess any community's clean energy efforts by evaluating locally enacted or implemented activities across five areas: local government operations, community-wide initiatives, buildings policies, energy and water utilities, and transportation policies. Through the scoring process, you can compare a community's clean energy efforts with median scores from the 2020 *City Clean Energy Scorecard* (Ribeiro et al. 2020). Comparing performance puts your community's scores in perspective and can introduce you to practices that have proved successful in other communities. You can also use the tool to identify your community's strengths in clean energy policymaking as well as areas needing improvement.

You can download the Self-Scoring Tool at [aceee.org/local-policy/city-scorecard](https://aceee.org/local-policy/city-scorecard).

## LAYOUT OF THE LOCAL ENERGY EFFICIENCY SELF-SCORING TOOL

The tool consists of 10 Excel worksheets.

**Introduction.** This landing page discusses the tool's aims and has brief instructions for using it.

**Metric categorization.** This page describes each metric in the 2020 *City Scorecard* in terms of clean energy policy area, assessment of policy or performance, equity considerations, and inclusion in previous reports.

**GHG per capita data.** This worksheet allows the user to input community and local government greenhouse gas (GHG) emission data, which are used for calculations later in the tool.

**Policy area worksheets.** Five worksheets correspond to the areas in which you evaluate your community's energy efficiency policies: local government operations, community-wide initiatives, buildings, energy and water utilities, and transportation. You answer questions on each of these worksheets to score your community.

**Analysis.** Our analysis displays your community's scores and compares them with median scores from the 2020 *City Scorecard*.

**Utility list.** This sheet lists utilities included in the 2020 *City Scorecard* as a main electric or natural gas utility. Communities that may be served by the same utility can use that utility's data to answer questions in the energy and water utilities section.

The following instructions are a concise guide for using the Self-Scoring Tool. We recommend that you review this entire user guide before engaging with the tool so you fully understand its goals and features.

**STEP 1** Read the information on the Introduction worksheet and enter the community information requested.

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**STEP 2** Proceed to the “GHG per capita data” worksheet and input data for all years your city has available. These data will be used to assess your city’s progress toward its GHG goals, if applicable.

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**STEP 3** Proceed to a policy area worksheet (such as “local government operations”) and glance over the metrics and questions in Columns A and B. You can find comments regarding many of the questions in Column B by moving your cursor over a cell.

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**STEP 4** Return to the top of the worksheet and provide preliminary information. If you do not, scoring errors will occur. Answers provided to preliminary information questions may unlock different questions and scoring paths based on your community’s authority. Other questions may appear as “not applicable” based on these answers.

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**STEP 5** After you provide the preliminary information, respond to the first question posed in Column B by answering it in your own words in the answer column, Column C. Before providing your answer, please note:

- It is important to complete this column fully by recording the pertinent policy or program names, local government ordinances, or other information. These data will allow us to verify that you scored your community correctly.
- We recommend that you review the scoring criteria found on the drop-down menus in Column D before answering questions to understand how the questions relate to the methodology.
- If you do not have the data to answer a question, see Column F for a recommended data source.
- Write your community’s response in cells that are **light blue**. Cells in Column C that are **darker blue** are locked. In these cases, the cell values will be filled in automatically from information you provided previously.

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**STEP 6** After answering a question in Column C, select a scoring criterion from the drop-down menu in Column D that best fits your answer in Column C. Once you select the scoring criterion, Column E will display the score.

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**STEP 7** After working through the questions in one policy area worksheet, go to the next worksheet and complete it in the same way, as outlined in steps 3 through 6. Repeat this until you have completed all policy area worksheets.

*It is important to answer all the questions on each policy area worksheet. This is the only way to get a comprehensive assessment and benchmark energy efficiency efforts.*

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**STEP 8** After you complete your community’s evaluation, go to the analysis worksheet to review the results and see a comparison of your community’s score with median scores from the 2020 City Scorecard.

We provide a more detailed discussion of the tool’s analytical functions in the instructions that follow.

# Introduction

The *2020 City Clean Energy Scorecard* rates 100 large U.S. cities on the basis of their policies and leadership in advancing clean energy (Ribeiro et al. 2020).<sup>1</sup> More than 50 metrics in the *City Scorecard* evaluate efforts across local government operations, community initiatives, building policies, energy and water utilities, and transportation policies. The *City Scorecard* applies these metrics to large cities, but the same metrics can be valuable to other communities trying to increase the use of energy efficiency and renewable energy across operations.

With this in mind, we translated the metrics of the *2020 City Clean Energy Scorecard* into the Excel-based Local Clean Energy Self-Scoring Tool, Version 5.0. This is an updated version of the Local Energy Efficiency Self-Scoring Tool we released in December 2019 (Tanabe, Jarrah, and Ribeiro 2019).

You can use the tool to benchmark your community's current climate and energy efforts across the same policy areas addressed in the *City Scorecard*. The Self-Scoring Tool compares your community's scores with the median scores from the 100 cities in the *City Scorecard*, putting your community's scores into better perspective. You can also measure progress over time by using the tool to reevaluate efforts as the community implements new policies. The analysis in the Self-Scoring Tool outlines your community's scores for specific clean energy actions and also compiles overall scores for energy efficiency, renewable energy, and equity in planning and program development.

Because we have already scored the largest U.S. cities in the *City Scorecard*, we envision small- and medium-size localities to be the primary users of this tool. The tool can inform the climate and energy policy decisions of smaller, more resource-constrained local governments and assist them in prioritizing future investments.

- Sustainability staff can benchmark municipal climate and energy efforts to get a better understanding of their progress and inform future policy decisions.
- Stakeholders, students, and informed citizens can have the opportunity to score a community's clean energy efforts in an easy, transparent manner.
- Nonprofit organizations can learn about new clean energy programs and policies for their community, which they can advocate for or work to implement.
- Citizens can measure and track the clean energy progress of their community and learn about the strengths and weaknesses of current programs to keep local officials accountable for these efforts.

After scoring your community, we encourage you to submit your results to ACEEE by sending the completed Self-Scoring Tool to [cityscorecard@aceee.org](mailto:cityscorecard@aceee.org). Resources permitting, we will publish the results of leading and innovative communities in our State and Local Policy Database.<sup>2</sup> This database lets us publicly recognize municipalities and share information on their activities with other local governments.

When publishing or citing your results from the Self-Scoring Tool, please use the following format:

[User's name]. [Year]. Based on analysis of self-reported data using the ACEEE Local Clean Energy Self-Scoring Tool (2020).

Please do not attribute your results and scores to ACEEE unless you have submitted the data to ACEEE and we have verified the scores.

There are no version requirements for using the Self-Scoring Tool on a PC or Mac computer. The tool should work on all versions of Microsoft Excel. If you encounter any issues while using the tool, please contact us at [cityscorecard@aceee.org](mailto:cityscorecard@aceee.org).

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<sup>1</sup> The *2020 City Clean Energy Scorecard* is available at [www.aceee.org/research-report/u2008](http://www.aceee.org/research-report/u2008).

<sup>2</sup> The State and Local Policy Database is available at [database.aceee.org](http://database.aceee.org).

# Instructions

The Self-Scoring Tool gives you an opportunity to catalog locally enacted climate and energy efforts and benchmark energy efficiency policies. It takes time to learn how to properly use the Self-Scoring Tool, collect the pertinent data, and score the community. The total time it takes depends on the complexity of your community's energy efficiency policies and your familiarity with the community's policy landscape.

## INTRODUCTION WORKSHEET

When opening the Self-Scoring Tool, you will start on the Introduction worksheet, as shown in figure 1.

Figure 1. Introduction worksheet

**ACEEE**  
American Council for an Energy-Efficient Economy

## Local Clean Energy Self-Scoring Tool, Version 5.0

Last Update: 11/19/2020

The 2020 City Clean Energy Scorecard ranks 100 large U.S. cities on the basis of their policies and leadership in advancing clean energy. More than 50 metrics in the City Scorecard evaluate efforts across local government operations, community initiatives, building policies, energy and water utilities, and transportation policies. The City Scorecard applies these metrics to large cities, but the same metrics can be valuable to other communities trying to reduce energy waste or increase renewable energy use.

With these ideas in mind, we translated the metrics of the 2020 City Scorecard into the Excel-based Local Clean Energy Self-Scoring Tool, Version 5.0. You can use the tool to benchmark your community's clean energy efforts across the same policy areas addressed in the City Scorecard. The Self-Scoring Tool also compares your community's scores with the median scores from the 100 cities in the City Scorecard. These comparisons help put your community's scores into better perspective. You can also measure progress over time by using the tool to reevaluate efforts as the community implements new policies.

The tool can inform the energy policy decisions of smaller, more resource-constrained local governments and assist them in prioritizing future investments.

Community name:

**Instructions:** Before using the Self-Scoring Tool, we recommend you reference the *Local Clean Energy Self-Scoring Tool User Guide* available at [aceee.org/local-policy/city-scorecard](http://aceee.org/local-policy/city-scorecard).

The following instructions are a concise guide to the Self-Scoring Tool.

**Step 1.** Read the information on the Introduction worksheet and enter the community information requested.

**Step 1.** Read the information on the Introduction worksheet and enter the community information requested.

**Step 2.** Proceed to the "GHG per capita data" worksheet and input data for all years your city has available. These data will be used to assess your city's progress toward its GHG goals, if applicable.

Before going to other worksheets, please read the introduction and instructions on this worksheet. They give important highlights from this user guide and suggestions for using the tool. After reading those notes, please enter your community's name.

## GHG PER CAPITA DATA

After reading and completing the Introduction worksheet, you will move on to the GHG per capita data worksheet. This section allows communities to enter both local government and community data. If your community has a climate change mitigation or GHG emissions reductions target, input your community's GHG data for all years available in rows 3 (local government operations data) and 4 (community-wide data). These data points are used to assess your city's progress toward its climate change mitigation goals. If you do not enter your community's data, the scores on the following worksheets will not calculate correctly.

## POLICY AREA WORKSHEETS

Once you have completed the GHG per capita data worksheet, you will choose one of the five policy area worksheets (local government operations, community-wide initiatives, buildings policies, energy and water utilities, and transportation policies) to begin scoring. Each worksheet is set up with a series of multiple-choice questions. We give you a set of questions, space to respond to the questions, and multiple-choice options. Figure 2 shows one of the policy area worksheets.

Figure 2. Energy and water utilities worksheet

Energy and water utilities					
<b>Energy and water utilities total</b>		<b>0 of 15 points</b>			
Electric and gas efficiency programs and savings		0 of 4.5			
Low-income and multifamily energy efficiency programs		0 of 2.5			
Energy data provision		0 of 1			
Renewable energy efforts of energy utilities		0 of 3			
Efficiency efforts in water services		0 of 4			

**Note:** You must select the ownership structure of the primary electric and gas utilities before moving on to other questions. If you don't, errors in scoring will occur. Also, some questions may change depending on the responses you provide to the questions in the preliminary information box. If the text in a cell changes to "not applicable," proceed to the next question.

A list of utilities included in *The 2020 City Clean Energy Scorecard* is presented in the final sheet of this workbook. For communities that are served by the same utilities, you can use their data to answer the preliminary information questions, and also throughout this policy area sheet.

Preliminary information		Recommended source
Name of main electric utility		Community research
Name of main natural gas utility		Community research
Ownership type of primary electric utility		Community research
Ownership type of primary natural gas utility		Community research
Electricity sales (MWh) of electric utility in 2018		EIA Form 861 (2018)
Energy savings from efficiency programs (MWh, net meter savings) by electric utility in 2018		EIA Form 861 (2018)
Natural gas sales (Mcf) of utility in 2018		EIA Form 176 (2018)
Natural gas savings from efficiency programs (Mcf, net savings) by utility in 2018		Community research
If the utility offers renewable energy incentives for the construction of new distributed solar or wind systems, please provide the total incentives spent in 2018.		Community research
If the utility offers renewable energy incentives for the construction of new distributed solar or wind systems, please provide the total installed capacity from renewable incentives in 2018.		Community research

Efficiency efforts of energy utilities					
Metric	Question	Answer (Document programs and policies)	Scoring criteria (Select best option from drop-down)	Score	Recommended source
Electric efficiency savings	Not applicable				Values calculated
	Not applicable				Values calculated
Natural gas efficiency savings	What is the natural gas utility's net energy efficiency savings in 2018 as a percentage of sales?				Values calculated

There are questions at the top of each worksheet in a box labeled "Preliminary information." You must answer these before completing the others in the section, or scoring errors will occur.

Questions on these worksheets will change depending on the preliminary information you provide. If the text in a cell changes to "Not applicable," skip that question.

Table 1 lists the column layout for the policy area worksheets.

**Table 1. Column layout for policy area worksheets**

Column	Category	Description
Column A	Metric	This column identifies the metric for the question in Column B.
Column B	Question	This column has a question related to the metric in Column A.
Column C	Answer	Here you key in your reply to the question posed in Column B. It is important to complete this column to record the specific policy or program information for your community. You should record policy or program names, local government ordinances, or other references in these cells. In a few instances, you cannot alter cells in Column C. We have colored these cells darker blue. In these cases, the value in the cell will be automatically filled in from information in previous inputs.
Column D	Scoring criteria	Here you filter your answer in Column C into one of ACEEE’s multiple-choice scoring criteria. Click on the cell to unlock a drop-down menu, then select the option that best fits your description in Column C.
Column E	Score	After you select an option in Column D, Column E automatically updates to reflect the score for a metric.
Column F	Recommended source	This column suggests a data source to help you respond to each question. (Additional information provided below.)

**DATA SOURCE RECOMMENDATIONS**

To complete the Self-Scoring Tool, you will need to collect information from multiple data sources. To help streamline this process, we recommend sources, where possible, so you can locate relevant data quickly. In some cases, central data sources contain the information to address questions in the tool. In these cases, we provide web links in Column F (of each policy area worksheet) that take you directly to the data sources. We have also provided comments in the cells with the web links to explain how to retrieve data once you have clicked through to the website.

For many metrics, we recommend engaging with local government staff to collect information. We signify this by putting the term “Community research” in Column F. This will be necessary when there is no central data source to address those metrics. When conducting community research, you may wish to follow a few guidelines:

- Investigate whether the community has a comprehensive energy or climate plan that addresses clean energy topics.
- Conduct a simple web search or browse your community’s local government website to determine which agency or department administers energy and climate goals or programs.
- If no one agency or department oversees clean energy policy, you may need to ask multiple offices for information. For instance, the office of administrative services may have information on energy efficiency initiatives in local government operations, while the planning department has information on location-efficient zoning codes.
- It may be easier to contact an energy manager or sustainability staff member directly. This person will be able to guide you to the appropriate information or answer your questions.

We also provide a list of recommended resources and the data they may offer in **Appendix A** of this document.

## OTHER NAVIGATIONAL FEATURES

To make the tool intuitive and help you use it accurately, we have embedded features directly in each policy area worksheet. Please keep these in mind as you use the tool.

- We provide comments for many metrics to help you understand each question’s context. You can read comments for a particular metric by holding the cursor over a question, or you can see all comments on a worksheet by selecting the Show All Comments button in the Excel toolbar. Each metric with a comment has a small red triangle in the upper right corner of the cell.
- We have color-coded all scoring cells in the Self-Scoring Tool to distinguish the locked cells from those you need to address. Respond to the **light blue** cells; those in **darker blue** are locked, so you cannot edit them.

## ANALYSIS WORKSHEET

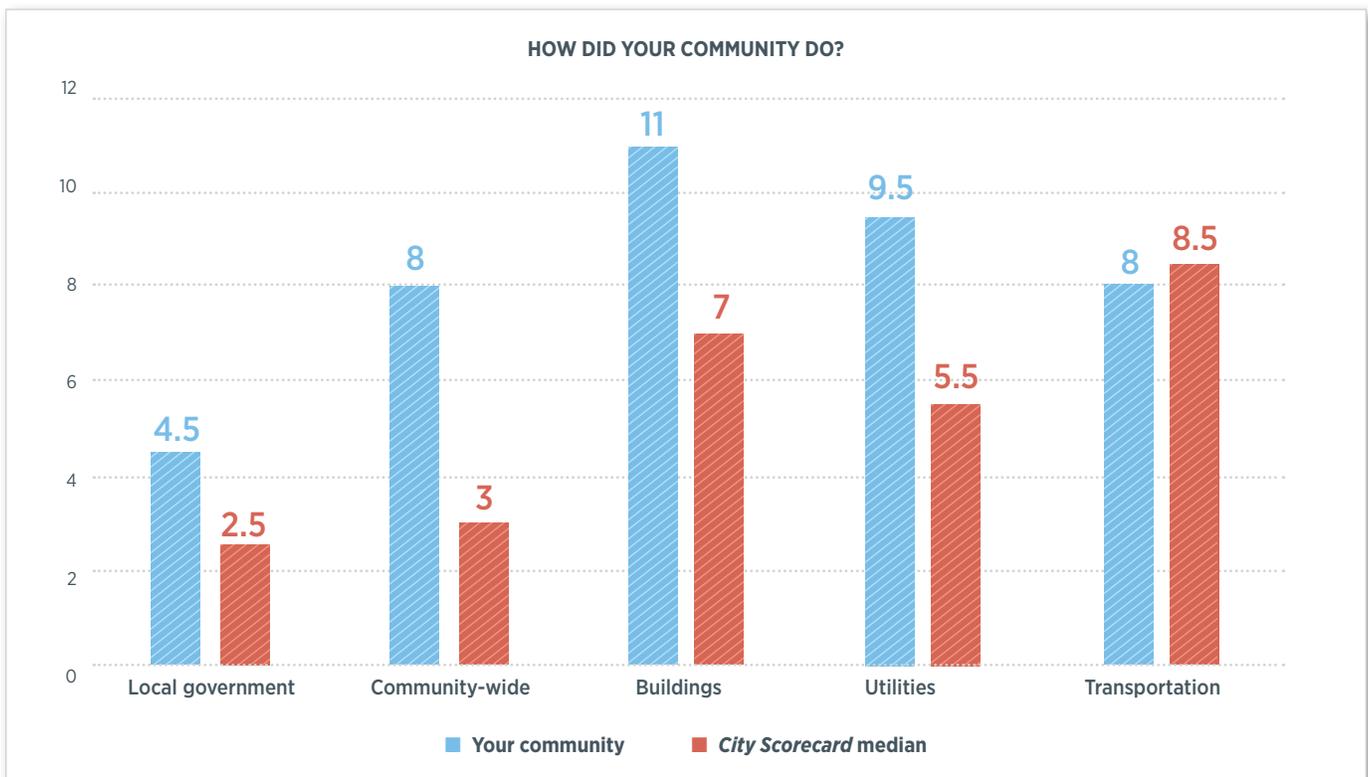
The analysis worksheet analyzes scores as you respond to questions on the policy area worksheets. You can review the analysis worksheet as you respond to each metric to get a snapshot of how your community is performing.

The purpose of the analysis is to put scores in a comparative framework. While a community’s overall score is an objective representation of performance, it is difficult to know if a community is “doing well” without having a means of comparison. For example, if your municipality receives a score of 55, is it failing in its efforts? Or does a 55 indicate a robust approach to clean energy? The analysis tries to answer these questions.

The points we allocate to each policy area and metric are the same as for the 2020 City Scorecard. You can find the maximum score for each policy area and metric on the analysis worksheet. The highest possible total score a community can receive is 100. The 2020 City Scorecard provides more information on each metric and its point allocation (Ribeiro et al. 2020).

The analysis worksheet has two sections: a snapshot of overall results and a detailed breakdown of scores. The snapshot of overall results is a bar graph aggregating your community’s score and comparing it with median scores from the 2020 City Scorecard. Figure 3 displays this bar graph from the tool.

Figure 3. Comparison with City Scorecard median scores, from analysis worksheet



The next section offers a more detailed analysis. Here you can see a table that displays scores associated with each individual metric in the Self-Scoring Tool, listing the maximum score for the metric, the median score in the *City Scorecard* for the metric, and your community’s score for the metric. Please see figure 4 for more detail.

**Figure 4. Detailed results from analysis worksheet**

ACEEE scorecard detailed results			
	Max scores	Median <i>City Scorecard</i> scores	Your community
<b>Grand totals</b>	<b>100</b>	<b>26</b>	<b>0.0</b>
<b>Local government operations</b>	<b>10</b>	<b>2.5</b>	<b>0.0</b>
<b>Local government climate and energy goals</b>	<b>4</b>	<b>0</b>	<b>0</b>
Climate goal stringency	1	0	
Progress toward climate goal	1	0	
Renewable energy goal stringency	1	0	
Energy efficiency goal stringency	1	0	
<b>Procurement and construction policies</b>	<b>3.5</b>	<b>1</b>	
Efficient fleet policies and composition	1	0.5	
Efficient public lighting	1	0.5	
Onsite renewables	1	0	
Inclusive procurement	0.5	0	
<b>Asset management</b>	<b>2.5</b>	<b>1.5</b>	<b>0</b>
Building energy benchmarking	1	0.5	
Municipal building retrofit strategy	1	0.5	
Public workforce commuting	0.5	0	

By reviewing this table, you will see where your community is performing best and where it most needs improvement. Using the results, you can identify particular metrics and prioritize policy actions of interest. You can also use ACEEE’s State and Local Database to learn about other communities’ policy accomplishments. We organize the database by city, and then by topic areas corresponding to the policy areas in the Self-Scoring Tool. We present the policy information for each city in the same order as we do in the tool. Additionally, you can view the complete policy information for each metric in a *list all* format.<sup>3</sup>

The next section pulls out points from specific metrics to highlight your community’s work on different policy areas: energy efficiency, renewable energy, and equity. By reviewing this table, you can see your city’s performance across these categories.

**Figure 5. Results of city score by metric categorization**

City score by metric categorization			
	Max score	Average score	Your community
<i>Energy efficiency</i>	79	24.2	31
<i>Renewable energy</i>	17	4.6	6
<i>Equity</i>	11.5	3.8	4

The final section of the analysis worksheet compares your community to cities with similar scores. This allows you to compare your progress to communities with similar actions. It also gives you a sense of where your community would rank in the *City Scorecard*.

<sup>3</sup> The State and Local Policy Database is available at [database.aceee.org](http://database.aceee.org).

Figure 6. Scoring comparison with similar cities

	Similar cities		
	Your community	Orlando	Hartford
<b>Grand total</b>	42	47.5	44.0
<i>Local government operations</i>	5.5	7	3.0
<i>Community-wide initiatives</i>	8	8.5	5.5
<i>Buildings</i>	11	11	11.5
<i>Energy and water utility policies</i>	9.5	6	9.5
<i>Transportation</i>	8	15	14.5
<b>2020 Rank</b>	N/A	21	23

**NEXT STEPS**

When you have finished scoring your community, we encourage you to return the results to us by emailing the completed Self-Scoring Tool to [cityscorecard@aceee.org](mailto:cityscorecard@aceee.org). Time and resources permitting, we will verify the data and include policy information and scores in our State and Local Policy Database. The database details clean energy program and policy information for more than 100 jurisdictions and provides an opportunity to recognize your community’s efforts.

After you use the tool, there are some next steps to consider:

- To find more detailed information on local government clean energy policies and programs, you can visit our State and Local Policy Database.
- ACEEE resources can help to enable action on low-cost, high-impact policies so communities can achieve energy savings. On our website, we provide technical assistance toolkits related to local energy planning, local government efforts to lead by example, local government–utility partnership strategies, and community resilience planning.
- If you cannot find information on a specific policy or program of interest, let us know. We may be able to develop new toolkits that further address local government needs.

We welcome feedback on the format and functionality of the Self-Scoring Tool and encourage your suggestions on possible improvements. Please send any feedback to [cityscorecard@aceee.org](mailto:cityscorecard@aceee.org).

## References

Ribeiro, D., S. Samarripas, K. Tanabe, A. Jarrah, H. Bastian, A. Drehobl, S. Vaidyanathan, E. Cooper, B. Jennings, and N. Henner. 2020. *The 2020 City Clean Energy Scorecard*. Washington, DC: ACEEE. [www.aceee.org/research-report/u2008](http://www.aceee.org/research-report/u2008).

Tanabe, K., A. Jarrah, and D. Ribeiro. 2019. *Local Clean Energy Self-Scoring Tool, Version 3.0*. Washington, DC: ACEEE. [www.aceee.org/local-clean-energy-self-scoring-tool-version-40](http://www.aceee.org/local-clean-energy-self-scoring-tool-version-40).

# Appendix A: Resources Guide

ACEEE’s Local Clean Energy Self-Scoring Tool pulls information and data from numerous sources. This appendix, while not exhaustive, will help users collect data for metrics marked as “community research.” The following tables outline several of the most common resources, as well as the metrics they can be used for.

## CLIMATE ACTION, CLEAN ENERGY, AND SUSTAINABILITY PLANS

You can use information in climate action, clean energy, and sustainability plans to score your community across several sections of the Self-Scoring Tool. Table A1 lists the relevant data.

**Table A1. Metrics and data related to climate action, clean energy, and sustainability plan resources**

Policy area	Metric category	Metric	Relevant data
Local government operations	Local government climate and energy goals	Existence of energy reduction goal	Your community’s municipal energy reduction goal description, baseline year, and target year
		Existence of renewable energy goal	Your community’s municipal renewable energy goal description and target year
		Existence of climate change mitigation goal	Your community’s municipal climate change mitigation or GHG emissions reduction goal description, including baseline year and target year.
Community-wide initiatives	Community-wide climate and energy goals	Existence and stringency of energy reduction goal	Your community’s energy reduction goal description, baseline year, and target year
		Existence and stringency of renewable energy goal	Your community’s renewable energy goal description and target year
		Stringency and progress toward climate change mitigation goal	Your community’s municipal climate change mitigation or GHG emissions reduction goal description, including baseline year and target year
	Equity-driven approaches to clean energy planning, implementation, and evaluation	Equity-driven community engagement	Your community’s equity-driven strategies. Relevant information includes increased outreach to marginalized communities, formal roles for community members, and climate and energy goals specific to marginalized communities.
		Equity-driven decision making	
		Accountability for social equity	
Transportation policies	Sustainable transportation plans and VMT targets	Vehicles miles traveled (VMT) or GHG emissions reduction targets	Your community’s VMT or GHG emissions reduction goal description, baseline year, and target year
	Mode shift	Existence and progress toward modal share targets	Your community’s modal share targets for all applicable modes, including single-occupancy vehicles, transit, bicycle, or walking

## GREENHOUSE GAS EMISSIONS AND ENERGY DATA INVENTORIES

If your community has completed an inventory, you can use that information to score your community in several sections of the Self-Scoring Tool. Table A2 lists the relevant data that may be found in greenhouse gas emissions and energy data inventories.

**Table A2. Metrics and data related to greenhouse gas emissions and energy data inventories**

Policy area	Metric category	Metric	Relevant data
Local government operations	Local government climate and energy goals	Stringency of energy reduction goal	Your community's municipal energy consumption in the goal's baseline year and municipal energy consumption in the year nearest to the goal's adoption
		Stringency of renewable energy goal	Your community's municipal renewable energy consumption in the year nearest to the goal's adoption year
		Stringency of and progress toward climate change mitigation goal	Your community's municipal GHG emissions in the goal's baseline year, municipal GHG emissions in the year nearest to the goal's adoption year, and municipal GHG emissions in at least one year after the goal's adoption year
Community-wide initiatives	Community-wide climate and energy goals	Stringency of energy reduction goal	Your community's energy consumption in the goal's baseline year and municipal energy consumption in the year nearest to the goal's adoption
		Stringency of renewable energy goal	Your community's renewable energy consumption in the year nearest to the goal's adoption year
		Stringency of and progress toward climate change mitigation goal	Your community's GHG emissions in the goal's baseline year, GHG emissions in the year nearest to the goal's adoption year, and GHG emissions in at least one year after the goal's adoption year
Transportation policies	Sustainable transportation plans and VMT targets	Vehicles miles traveled (VMT) or GHG emissions reduction targets	Your community's VMT or transportation-related GHG emissions in the goal's baseline year and VMT or transportation-related GHG emissions in one year after the goal's adoption year (relevant data are based on type of goal: if the community adopted a VMT reduction goal, then this metric requires VMT data rather than GHG emissions data)

## PERSONNEL MANUAL FOR PUBLIC EMPLOYEES

You can consult your local government’s personnel manual for city employees for information on operations. Table A3 lists the relevant data that may be found.

**Table A3. Metrics and data related to personnel manuals for city employees**

Policy area	Metric category	Metric	Relevant data
Local government operations	Asset management	Public workforce commuting	Your community’s telework or flexible scheduling policy for government employees

## ENGAGEMENT WITH FLEET MANAGER

The city fleet manager will have information on procurement and construction policies, so we recommend engaging the fleet manager for that information. Table A4 lists the relevant data that may be found.

**Table A4. Metrics and data related to city fleet manager engagement**

Policy area	Metric category	Metric	Relevant data
Local government operations	Procurement and construction policies	Fleet procurement policies	Your community’s policies on efficient fleet procurement
		Fleet composition	The composition of your community’s municipal vehicle fleet (i.e., percentage of hybrid, plug-in hybrid, battery electric, compressed natural gas (CNG), diesel- and gasoline-powered vehicles, etc.)

## ENGAGEMENT WITH BUILDINGS DEPARTMENT STAFF

The buildings department will have information on code adoption, compliance, and enforcement, so we recommend engaging the buildings department to acquire that information. Table A5 lists the relevant data that may be found.

**Table A5. Metrics and data related to city buildings department engagement**

Policy area	Metric category	Metric	Relevant data
Buildings policies	Building code adoption	Residential and commercial building energy codes	Your community’s authority to adopt building energy codes; your community’s building energy code and any local amendments
		Low-energy use requirements	Your community’s energy requirements for municipal, commercial, and/or residential buildings, such as above-code standards like Leadership in Energy and Environmental Design (LEED) and ENERGY STAR
	Building code compliance and enforcement	City staffing	The number of regular, full-time employees whose primary duty is energy code compliance
		Free upfront support	Your community’s support for developers, builders, or owners such as workshops, trainings, or application reviews
		Compliance strategies	Your community’s mandatory compliance verification strategies such as plan reviews, field inspections, or performance testing

## ZONING CODES

Zoning codes can provide information on building and transportation policies. Table A6 lists the relevant data that may be found.

**Table A6. Metrics and data related to zoning codes**

Policy area	Metric category	Metric	Relevant data
Community-wide initiatives	Mitigation of urban heat islands	Urban heat island mitigation policies	Your community's requirements or incentives for green infrastructure, permitting requirements for private tree removal, and land conservation policies such as transfer of development rights and cluster housing
Buildings policies	Building energy code adoption	Renewable-ready requirements	Your community's renewable-ready requirements and applicable building types
		Electric vehicle (EV)-ready requirements	Your community's EV-ready requirements and applicable building types
Transportation policies	Location efficiency	Parking requirements	Your community's minimum parking requirements and applicable zones/neighborhoods
		Location-efficient zoning codes	Your community's location-efficient zoning codes that may include requirements like mixed-use zones and increased density in city center or around transit nodes
		Location efficiency incentive programs and disclosure policies	Your community's incentives offered to encourage location-efficient development including density bonuses, expedited permitting, low-interest loans, and tax abatement programs
	Clean, efficient transportation for low-income communities	Low-income housing around transit	Your community's location efficiency policies that include affordable housing requirements or incentives and applicable zones/neighborhoods