# IIJA & IRA Tracker User Guide
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*Last updated: April 6, 2023*

## Purpose of the Tracker

The IIJA & IRA tracker is a tool that supports local governments, municipal utilities, research institutions, certain tax exempt groups, and/or tribes identify funding opportunities and tax programs that are relevant to Michigan and sustainability from the Infrastructure Investment and Jobs Act (IIJA) and the Inflation Reduction Act (IRA).

> **Audience:** The *primary* audience for the tracker is Local Governments & Tribes and Research Institutions in Michigan. Other users of the tracker may include the State, community organizations, non-profits, miscellaneous tax exempt groups, and professionals working in the sustainability sector.

## Instructions

To use the IIJA & IRA Funding Tracker, visit graham.umich.edu/IIJA-tracker. Within this homepage, click "**Explore the Tracker**" at the center of the page to access the spreadsheet.



When opening the tracker, you will first land on the "**Overview**" tab [pictured above], which provides basic information and guidance on using the spreadsheet. Beyond that, there are **four** major tabs [pictured above outlined in red] at the bottom of the screen. The "**Full Descriptions**" tab contains all information for all opportunities and audiences, two are for specific audiences ("**Govt & Tribes**" tab and "**Research Inst & Community Orgs**" tab) that have pre-sorted

funding opportunities applicable to those narrowed audiences, and one "**Tax Programs**" tab with all relevant direct-pay eligible (i.e., tax credits that are able to be monetized in the form of a refund) IRA tax credit programs. Click the audience tab most relevant to you.

The final "**MI Green Communities Criteria**" tab [pictured above circled in blue] lists the categories, subcategories, objective statements, and action items noted in the Michigan Green Communities Challenge (MGCC). MGCC is an annual program that serves as a guide to help local governments measure their progress towards sustainability. Users of the guide (i.e., local governments in particular) may use this tab while searching for funding opportunities to fulfill criteria of the MGCC to reach different levels (e.g. "Bronze status"). MGCC categories are also included in the "Full Descriptions" and "Local Govt & Tribes" tabs. Users can see which funding opportunities are connected to different MGCC categories to meet the criteria by using the "**Filter View**" function (described in more detail below).

Each funding opportunity corresponds to a single **row**. Use the horizontal scroll bar at the bottom of the screen to scroll to the right, reading each **column** name to see what information is available. Clicking a **row number** on the far left will faintly highlight the entire row for ease of navigation.

Within each tab, there is an instructional box in the top left corner detailing how to create a **personalized** "**filter view**". An example of this tool in use would be if a township supervisor only wanted to view funding opportunities pertaining to the category "Energy." This process requires the following actions:

1. Navigate to the "**Govt & Tribes**" tab.

2. Click the **Funnel icon** in the far top left [pictured below outlined in red].
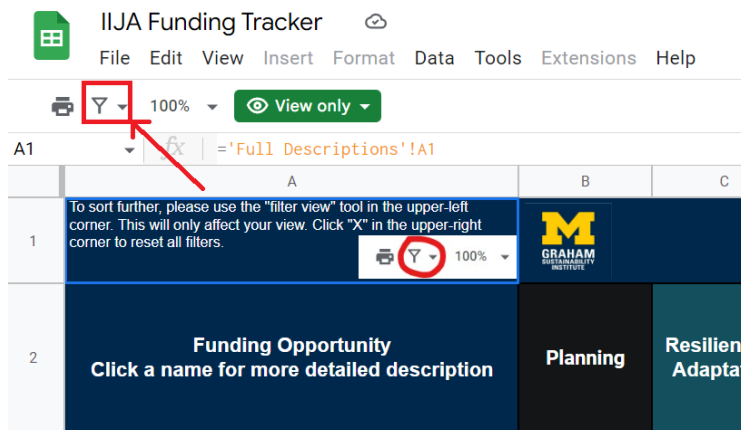


3. Click "**Create new temporary filter view**."
   a. Read and dismiss the informational pop-up if it appears.

4. Small upside down triangles [pictured below outlined in red] will have now appeared in the **first cell of every column**. Find the column you would like to sort by, then click the triangle. In this example, we are sorting by "Energy," so click the triangle corresponding to that column.
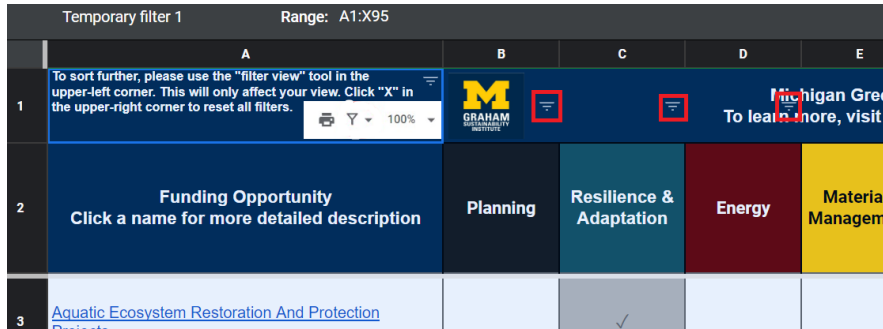


5. In the window that appears, **you may have to scroll down within the window** to find a list beneath the search bar. For *most* columns, there will only be three values here: (**Blanks**), a **check mark**, and the **name of the column** [pictured below outlined in red]. Each of these will have a *separate* check mark to the left denoting that any cell in the column with that value *is* being shown.
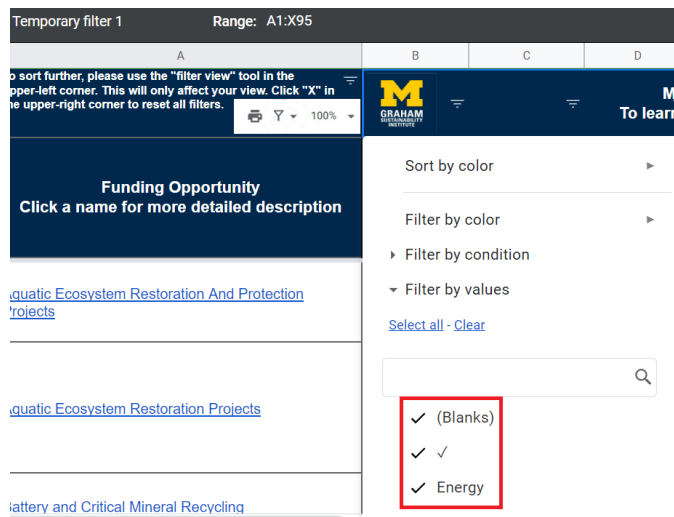


6. Clicking one of these items **filters it out**. The check mark to the left will disappear. This means any cell within the selected column containing that value will disappear
   a. *Note*: The word "Energy" in the list is referring to the column's title cell, so this can be ignored.

**7.** Since we only want to see opportunities with a check mark in the Energy column, we want to **filter out** (Blanks) [pictured below outlined in red]. This makes any funding opportunity that doesn't have a check mark in the energy column disappear. Click (Blanks) and its check mark will disappear.
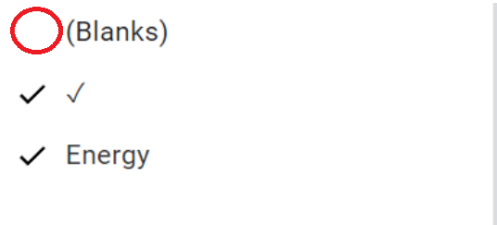


**8.** Scroll down and click "**OK**" for the filter to apply. Any funding opportunity that has a blank in the Energy column will disappear, leaving only those with check marks.

**9.** To filter by multiple columns, repeat this same process. For instance, you could filter by both "Energy" and applications that are open via the "Current Application Open/Closed" column.

**10.** In the top right corner, along the black outline, there is an "X" [pictured below circled in red] which will undo all active filter views and return the tab to its original layout.
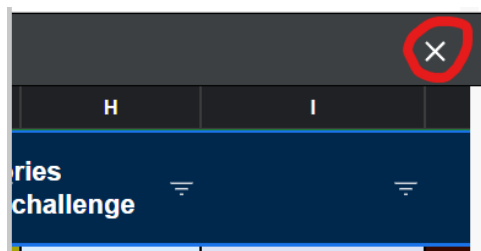


**11.** Any filter views you establish will be automatically saved **for your current session**. These can be accessed by clicking the initial Funnel icon as shown in *step 1*. They will be automatically named "**Temporary filter 1**" [pictured below circled in red] and so on. Nobody else will see these, and they will disappear once you close the Tracker.