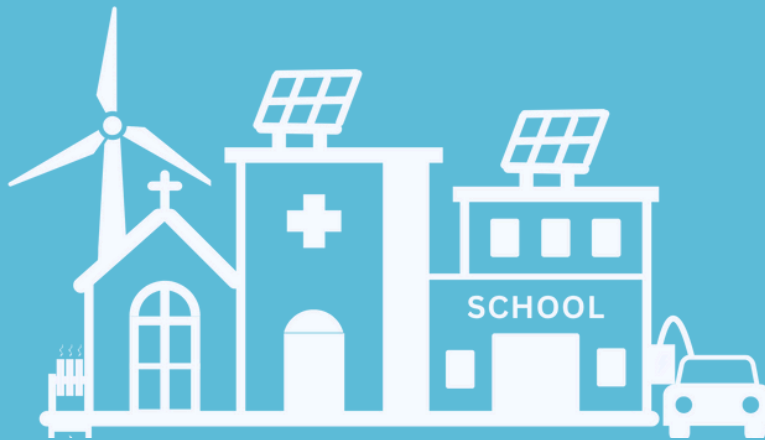


Elective Pay Ambassador Program (EPAP)

Program Overview



**MICHIGAN
INFRASTRUCTURE
OFFICE**



**Michigan
Infrastructure
Council**



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

Elective Pay Ambassador Program Overview

Table of Contents

- Introduction
- About the Michigan Infrastructure Office and Technical Assistance Center
- Eligibility for the Elective Pay Ambassador Program
- What is the Elective Pay Ambassador Program?
- How to Apply for the Elective Pay Ambassador Program
- Criteria for Application Evaluation
- Frequently Asked Questions
- Key Contacts
- Guide to Online Application

Introduction

This document provides guidance for organizations seeking to apply for the Elective Pay Ambassador Program (EPAP). This document explains the EPAP in detail – please read it in full. The frequently asked questions answer a range of relevant questions. Please join the August 13 webinar, then reach out via the contact information provided in the Key Contacts section if you still have questions.

This program is administered by the Michigan Infrastructure Office (MIO) in partnership with the Michigan Infrastructure Council and the Michigan Department of Environment, Great Lakes, and Energy.

About the Michigan Infrastructure Office and Technical Assistance Center

In 2022, Governor Whitmer signed P.A. 166 of 2022 to establish a technical assistance program within MIO. The purpose of the MIO Technical Assistance Center (TAC) is to provide technical assistance, planning, and matching grants to local units of government, planning organizations, and federally recognized Tribal nations to help draw federal infrastructure money to Michigan's communities.

MIO is responsible for organizing and executing Governor Whitmer's vision for infrastructure, coordinating across state government, marshaling resources,

and partnering with local officials, federal partners, and outside stakeholders to ensure resources sent to Michigan through the Inflation Reduction Act (IRA) and Bipartisan Infrastructure Law (BIL), also known as the Infrastructure Investment and Jobs Act (IIJA), are used efficiently and effectively.

The TAC provides a suite of resources to support Michigan communities in applying for federal grant funding and filing for federal tax credits. The TAC offers key support services: grant identification, grant readiness assessment, grant writing, grant match funding, and Elective Pay support. This application relates to Elective Pay support. All TAC support services are available by application to TAC in specified application windows.

Eligibility for Elective Pay Ambassador Program

Eligible applicants for the EPAP include:

- Municipalities and local governments, including divisions thereof.
- Federally recognized Tribal nations
- Non-profit organizations
- Other community-based organizations

What is the Elective Pay Ambassador Program (EPAP)?

Communities and non-profits that invest in solar, energy storage, geothermal and similar improvements can receive thousands of dollars in funding back from the IRS. Eligible entities in Michigan have already received hundreds of thousands of dollars through an IRS program called Elective Pay after investing in clean energy projects. The Michigan Infrastructure Office (MIO), the Michigan Infrastructure council, and the Department of Environment, Great Lakes, and Energy (EGLE) want to ensure that every eligible Michigan-based organization and municipality doing their part to help us achieve the goals outlined in the MI Healthy Climate Plan receives the funds they are entitled to.

Elective Pay allows entities that do not have a federal tax liability -- and therefore are not obligated to file a federal tax return -- to claim tax credits in the form of cash payments for investments made in technologies such as solar and geothermal energy, energy storage, EVs, and EV chargers. Entities such as municipalities, Tribes, nonprofits, public school districts, higher

education institutions, houses of worship, and others are eligible to use Elective Pay to claim these federal tax credits.

The Michigan Infrastructure Office Technical Assistance Center (MIO TAC) conducted an awareness campaign which provided hundreds of communities with information on Elective Pay. MIO TAC also launched a free accounting program for entities preparing eligible projects and/or filing tax returns to claim the tax credits through Elective Pay. The EPAP seeks to greatly expand the MIO TAC's outreach by placing an Elective Pay Ambassador within a host organization in each [Prosperity Region of Michigan](#) for one year.

MIO TAC's role

MIO TAC will provide training for Ambassadors and host organizations on Elective Pay, as well as administer the award to the host organization. MIO TAC will receive, review, and select applications from municipalities, federally recognized Tribes, and non-profits ("host organizations") who seek to host an Elective Pay Ambassador for a one-year period. MIO TAC will provide organizations with an award of up to \$70,000. For each region, MIO TAC will work with host organizations and ambassadors to develop performance metrics specifically for their area of service and/or specialty.

Objectives

MIO TAC will be managing the EPAP with the following goals and outcomes in mind:

- An increased awareness of Elective Pay throughout the state, as a result of each Ambassador conducting multiple community training sessions over the course of the one-year program.
- An increase in the number of Michigan entities the TAC helps use Elective Pay after Ambassadors bring forward applications for TAC support.
- An increase in federal dollars coming back to Michigan via Elective Pay, after Ambassadors identify projects that will now include EP as a result of their engagement and outreach.
- Deeper ties between the MIO TAC and communities across the state after engaging with Ambassadors and MIO TAC as a result of the above actions.

Host organization requirements

Host organizations will house an Elective Pay Ambassador for a one-year period and will be responsible for filling the Ambassador position with a new hire or by shifting responsibilities of an existing staff member. Host organizations will be municipal governments, federally recognized Tribes, nonprofit organizations, or other community-based organizations that:

- Have hands-on experience working with clean energy projects, including but not limited to solar or wind energy, geothermal systems, energy storage, electric vehicles and associated infrastructure,
- Have experience with, and knowledge of, financing for clean energy projects, and project planning (e.g., permitting, construction, interconnection, etc.),
- Can demonstrate existing relationships – and the desire to build new ones – across its Prosperity Region with Elective Pay eligible entities, such as other municipalities, Federally-recognized Tribes, and nonprofits; houses of worship; rural electric co-operatives; public school districts, transportation authorities; housing authorities; water authorities; among others,
- Can provide office space, phone access, email, computer access, and supplies needed to successfully complete tasks.
- Can cover costs of local travel of the Ambassador within the Prosperity Region.
- Identify one host organization supervisor who:
 - Is a full-time staff member at the host organization
 - Will meet with the member weekly
 - Demonstrates a commitment to helping the Ambassador successfully reach their performance metrics
 - Will participate in at least the first virtual Ambassador training provided by MIO TAC.

Ambassador requirements

Ambassadors will be expected to:

- Identify and regularly report to the TAC on Elective Pay-eligible projects in their Prosperity Region that have been, or will be, placed in service in 2025,
- Attend ongoing virtual MIO TAC training sessions on Elective Pay,

- Become well-versed in the MIO TAC and third-party resources on Elective Pay,
- Be able to answer introductory questions on Elective Pay and refer more complicated questions to MIO TAC,
- Host at least 4 community gatherings where information on Elective Pay (and MIO TAC materials) can be shared throughout the year,
- Track outreach (i.e., questions and information sharing) on Elective Pay and report back to MIO TAC regularly,
- Refer communities to MIO TAC technical assistance and support communities in completing applications for this assistance.

Ideal Ambassador candidates that host organizations will house include mid-career level professionals with:

- Experience working with clean energy projects, specifically with regard to financing, procurement, planning, construction, and/or compliance,
- Strong networks of contacts involved in all aspects of clean energy projects across their Prosperity Region,
- Experience providing technical assistance to communities,
- Strong communication skills that enable them to explain complex concepts to audiences with a range of knowledge levels,
- Demonstrated organizational skills and the ability to report on project details and Ambassador performance metrics regularly,
- The ability to travel across the Prosperity Region to attend in-person meetings and conduct in-person trainings,
- The ability to travel to one in-person training with MIO TAC at a to-be-determined central location in Michigan (at MIO TAC expense)
- A willingness to become involved in the technical details of clean energy projects across their region and collect best practices, An interest in participating in MIO TAC trainings and serving as a liaison between the MIO TAC and local communities,
- Strong verbal and written communication skills, excellent attention to detail, the ability to work within a team or as an individual
- Familiarity with the Microsoft Office suite and Google Applications,
- Ability to work the standard office hours of their host organization, and willingness to potentially conduct in-person outreach initiatives after hours or on weekends when appropriate (e.g., attending an

- evening school committee meeting about a potential solar project at a school),
- An existing residency within the assigned Prosperity Region.
- Ability to meet all of the host organization's requirements around background check(s), citizenship or permanent residency requirements, etc.

How to Apply for the Elective Pay Ambassador Program

Eligible applicants seeking TAC services need to fill out a TAC support application for the support they are requesting. After the application window closes, TAC will review the applications and select host organization awardees. The next sections of this document, **TAC Elective Pay Ambassador Program Announcement and Key Dates** provides details on the application window.

TAC Elective Pay Ambassador Program Announcement

TAC will be accepting applications for the Elective Pay Ambassador Program until 8/31/2025.

The EPAP application is available online at this link:

<https://webportalapp.com/sp/home/epap1-apps>

Please see the **Guide to Online Application** section below for more information on how the online application works.

In this application, TAC expects to select up to 10 host organizations to host Elective Pay Ambassadors.

Please see the **Criteria** section for an overview of what TAC is looking for in the host organizations it selects.

TAC Elective Pay Ambassador Program Application Key Dates

- **The EPAP application closes on 8/31/2025 at 11:59pm.**
- **Webinar on 8/13/2025 at 1:00p.m. – 2:00p.m. ET**

- The webinar will provide an overview of updated TAC support services and the EPAP application process. We plan to record the webinar and post it on the MIO TAC Elective Pay website for those that cannot attend one of the sessions.
- Sign up for the webinar here:
https://us06web.zoom.us/webinar/register/WN_DMG_ryVSR4mnmQy-bdnKDA#/registration

Criteria for Application Evaluation

TAC will weigh several criteria when deciding on its awards. The application includes questions that provide an opportunity for applicants to demonstrate their alignment with the criteria.

EPAP support evaluation criteria

1. **Experience:** The applicant is a municipal government, Federally Recognized Tribe, non-profit organization, or other type of community organization located in Michigan, that has demonstrable experience working with clean energy projects, including but not limited to solar or wind energy, geothermal systems, energy storage, electric vehicles and associated infrastructure. The selected host organizations may also have experience advocating for increased inclusion of clean energy technologies in their community either with new infrastructure or transitioning to energy independence. (For example: adding solar to municipal buildings, introducing community solar arrays to the local electric grid, including electric vehicle chargers in downtown improvements, etc.) Host organizations with experience or knowledge of financing for clean energy projects, and/or project planning (e.g., permitting, construction, interconnection, etc.) are preferred but not required. The strongest candidates demonstrate knowledge of Elective Pay as it relates to these projects.
2. **Relationships in the community:** The applicant demonstrates strong existing relationships – and the desire to build new ones – across its Prosperity Region with Elective Pay eligible entities, including municipalities, Tribal Nations, nonprofits, houses of worship, rural electric co-operatives, public school districts, transportation authorities, housing authorities, water authorities,

among others. The applicant has engaged with these entities as part of its mission advocating for clean energy transition or related climate change mitigation work. The applicant demonstrates involvement at some level in the community planning process within their stated service region as relates to their climate change mitigation work.

3. **Capacity and timeliness:** The applicant can provide office space, phone access, email, computer access, and supplies needed for the Ambassador to successfully complete tasks and will cover costs of the Ambassador's local travel within the Prosperity Region. The applicant has also identified a supervisor at the organization who is a full-time staff member, will meet with the member weekly, demonstrates a commitment to helping the Ambassador successfully reach their performance metrics, and will participate in virtual meetings and Ambassador training provided by MIO TAC.

Frequently Asked Questions

1. Q: Can I apply for TAC support for grant writing, grant identification, and matching funds through this application?
 - a. No. This application is only for host organizations seeking to host an Elective Pay Ambassador through the Elective Pay Ambassador Program. For other types of support from the TAC, apply for TAC support through an open application Window listed on the TAC website.
2. Q: I believe this type of knowledge and individual could help my organization but I don't know much about Elective Pay, what should I do?
 - a. Apply to become a host organization! Host organizations do not need to have expertise in Elective Pay. TAC will provide training on Elective Pay. However, those organizations with existing knowledge and experience on Elective Pay will receive preference.
3. Q: How much funding will I receive as a host organization?
 - a. Host organizations will receive a stipend of up to \$70,000 for the one-year program period.
4. Q: I want to be an Elective Pay Ambassador, what should I do?

- a. This application is for host organizations (e.g., nonprofits, municipalities, and other community organizations) who will then hire Elective Pay Ambassadors. As an individual, you can share this application with potential host organizations and encourage them to apply.
- 5. Q: Is reporting required if I receive TAC support and become a host organization?
 - a. Yes. TAC will require regular reporting on the part of the Ambassador and periodic reporting on the part of the host organization.
 - b. Each recipient will be asked to complete a feedback form at the completion of EPAP.

Key Contacts

Kristin Brady, Director
Technical Assistance Center
Michigan Infrastructure Office
BradyK4@michigan.gov

Cassie Rowlands
Elective Pay Program Manager
Technical Assistance Center
Michigan Infrastructure Office
RowlandsC1@michigan.gov

Guide to Online Application

WizeHive Online Application Portal

1. Go to the WizeHive MIO TAC web portal to log in using this link:
<https://webportalapp.com/sp/home/epap1-apps>

Sign In

Email

Password

[Log In](#) [Forgot your password?](#)

Need an Account?

[Sign Up](#)

2. Create your profile. You can edit your profile at any time.
3. Your dashboard is where you can edit your profile and find all of your applications. In the example below, the applicant has 3 applications. Start an application.

Profile Complete [Edit](#)

Now that you have created your profile, you can begin the submission process. Click the submission card below to get started. At any point in the process, you can return to the homepage to view the status of your submission and actions required.

- Status bar is **blue**, there is an action required. Click on the Card to complete.
- Status bar is **red**, there is an error. Please reach out to the Administrator of this program.
- Status bar is **gray**, your submission is under review or completed and no action is needed.

+	- - Project 3	- - Project 2	- - Project 1
Add Another	Created on 12/14/2023	Created on 12/14/2023	Created on 12/14/2023
	Application In Progress	Application In Progress	Submitted for Review

Keep in mind:

- Mandatory fields are marked with a red asterisk
- Fill out the application completely before submitting.
- You can save draft at any time using the “Save Draft” button; the application will not automatically save without clicking the button. We recommend you save your draft frequently.

If at any time you wish to return to your home dashboard, click the link at the top of the application page. The home dashboard is also where you can create a new application.

The Michigan Infrastructure Office (MIO) Technical Assistance Center (TAC) > -- Project 3 > MIO TAC Grant Application **Draft**

Welcome,

MIO TAC Grant Application ▾

Save Draft Mark Complete Close

IMPORTANT - PLEASE READ:

- To submit the application, you **must** click "Mark Complete" on this page, and then click "Submit" on the following page. This is a required action to ensure your process is finalized.
- You can save this form as a draft at any time by clicking "Save Draft".

1. Project names *

Project 3

To submit the application, you must click the “mark complete” button at the top or bottom of the application page and then submit on the next page.

Save Draft Mark Complete Close

Application in Progress

There are 25 days remaining to submit this.

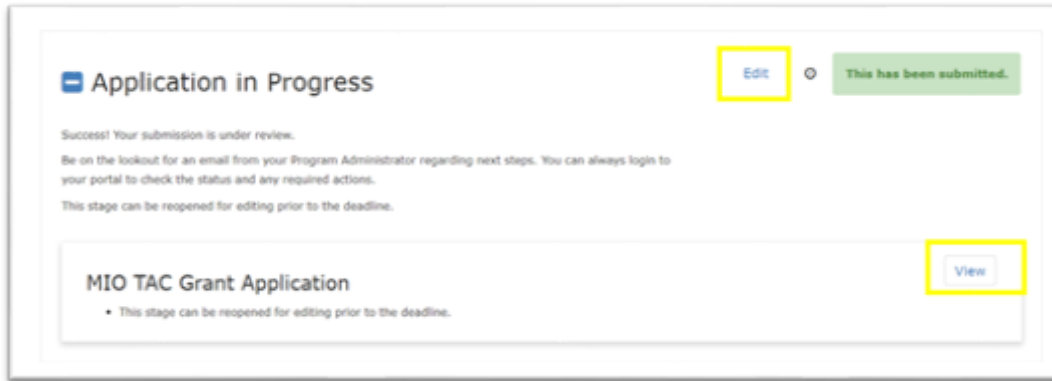
Submit

Below you will find a section that needs to be completed for you to submit your information.
If action is required, click "Open" to complete the section.

IMPORTANT - PLEASE READ:

- To submit the application, you **must** click "Submit" at the top-right of this page. This is a required action to ensure your process is finalized.
- You can save this form as a draft at any time by clicking "Save Draft".

You will receive confirmation of submission. You can edit your application up until the application deadline, even after submitting. You can also view your completed application.



You can see the applications you have submitted and the application in progress on your dashboard. We currently do not have the functionality to delete applications, but you can begin an “in progress” application anew by deleting all the fields you have filled in. Applications not submitted will not be reviewed.

