

TER Grant Writing Overview

I. Information

What: PSE is offering Transportation Emission Reduction (TER) Grant Writing assistance to help organizations prepare and submit applications for non-PSE Grants that advance transportation electrification (TE) projects in PSE's electric service area and primarily benefit residential customers and Designated Communities¹. Grant Writing assistance is meant to help cover the costs associated with external Grant Writing services for under resourced organizations.

Who: Eligible entities must be non-residential PSE customers (e.g. non-profit organizations, municipalities, tribes, etc.) or be actively² partnered with a non-residential PSE customer.

When: Applications accepted year-round, subject to funding availability. Partners must clearly define their role(s) and task(s) within the project scope of work through a formal partnership letter. Both partners must sign the TER Grants Terms and Conditions before their application can be submitted.

II. Definitions

Identified Grant writer: The professional Grant Writing service provider that the applicant intends to work with and whose costs will be offset by PSE Grant Writing support if Awarded.

Intended Grant: The non-PSE Grant that has been identified that the Grant writer will help the applicant pursue.

Intended project: The transportation electrification-related project that would result if funding from the intended Grant is secured and would serve PSE customers.

III. Eligibility

1. Non-residential PSE customers, such as multi-unit dwellings on non-residential rates, community-based organizations, educational institutions, non-profit organizations, government agencies or Tribal entities are eligible for funding.
2. Applicants must have identified a Grant writer whose services will be utilized to apply for a non-PSE Grant that will fund a Transportation Electrification Project that serves PSE electric residential customers.
3. Non-residential entities who are not PSE customers are eligible to apply as long as:
 - a. The intended project will primarily serve PSE customers,
 - b. Be located in PSE's electric service area,
 - c. Be actively partnered with a non-residential PSE customer.

IV. Project requirements

Grant Writing Recipients must remain in contact with PSE until their identified Grant writer submits their intended Grant Application and they are notified of final Award status.

Please note that if selected for TER Grant Writing:

1. Awardees must be prepared to provide brief status updates regarding the progress their identified Grant writer has made toward submitting an application for their intended Grant.
2. Awardees will receive 75% of the Grant Writing funding upon approval and delivery of their organization's W-9 and signed funding Agreement.
3. The remaining 25% Award amount will be remitted once the Recipient has provided proof of submission to their intended Grant and an invoice for Grant Writing services.
4. Recipients must notify PSE within 30 days of receiving communication about the status of their intended Grant Award (accepted or denied).
5. PSE reserves the right to make contact with any parties who are listed or who have signed the application form and acquire information related to the project defined in the application form.

V. How will applications be evaluated?

Funding is distributed at the sole discretion of PSE. To be considered for funding, the application should convey:

1. The organization has a need for Grant Writing funding.
2. The organization has identified a Grant writer to help them pursue an intended Grant.
3. The intended Grant, if Awarded, will fund a Transportation Electrification Project that will benefit PSE residential customers.
4. Higher priority will be given to applicant teams whose intended projects will provide direct benefits to Designated Communities¹ in PSE's service area.
5. Higher priority will also be given to organizations that have not received PSE TER Grants funding within the last 3 years.

VI. Steps to apply

1. **Review requirements:** Review all requirements and eligibility details, including the [Terms and Conditions](#) and [Funding Agreement](#), before completing your application form
2. **Gather supporting documents:** Collect the necessary information and supporting documents for your application.
 - a. **Required supporting documents include:**
 - i. A copy or link of the non-PSE Grant you intend to pursue with the identified Grant writer's support
 - b. **Optional documents include:**
 - i. A quote or estimate detailing the hours and cost to write and submit the identified Grant Application
 - ii. Identified Grant writer's resume or bio
 - iii. [Partnership Letter \(if applicable\)](#)
3. **Complete and submit application:** Fill out the [application form](#) and provide supporting documents.
 - a. You must complete all required fields in the application form for your project to be considered for funding.
 - b. If you encounter issues completing and submitting your application and supporting documents, please contact TERGrants@PSE.com.
 - c. Any relevant documentation related to the grant you intend to pursue with the identified Grant writer's support²

Endnotes

1. Designated Communities are comprised of multiple groups:

Vulnerable populations: Those who experience a disproportionate cumulative risk from environmental burdens due to: (a) adverse socioeconomic factors, including unemployment, high housing and transportation costs relative to income, access to food and health care, and linguistic isolation; and (b) sensitivity factors, such as low birth weight and higher rates of hospitalization

Limited income populations: Household incomes that do not exceed the higher of eighty percent of area median income or two hundred percent of federal poverty level, adjusted for household size (WAC 194-40-030).

Communities specifically designated by the Environmental Protection Agency (EPA) or Washington State Department of Health (DOH): Census tracts designated by the EPA as nonattainment or maintenance areas; or identified by the DOH as a 9 or 10 on the Environmental Health Disparities Map.

Location alone does not qualify a project as benefiting Designated Communities. For more details, please see the [Designated Communities Map](#) and grant Overview documents.
2. An active partnership is one in which an applicant teams up with a PSE non-residential customer, The PSE non-residential customer who plays an active role in delivering the project, rather than serving in an advisory or endorsement-only capacity. The partner contributes essential time, expertise, resources, access, or community relationships and has decision-making authority through shared milestones, regular coordination or co-led responsibilities. The partner must be responsible for at least one major project activity or workstream.