TRAFFIC SAFETY COMMISSION

School Zone Mini Grants Manual

This manual is to aid school and law enforcement personnel in the application, award, and reimbursement phases of school zone mini grants.

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About the School Zone Mini Grants

The Washington Traffic Safety Commission (WTSC) provides annual mini grants to schools and law enforcement agencies to help with traffic safety in their communities.

WTSC offers two grant types:

1. School Zone Crossing Guard Grants
2. School Zone Law Enforcement Grants

Important Dates

- **August 30**: Mini grants open annually.
- **March 31**: Mini grants close annually.
- **July 15**: All mini grant reimbursement requests must be submitted via WEMS.

Helpful Tips

Below are some helpful tips to consider throughout the school zone mini grant process.

- **Add Additional Organization Contacts:** If your organization requires someone else to review or process the reimbursement request (invoice), they will also need to create a WEMS account. Some examples of organization personnel that may need access include school district finance staff, school site administrative staff, or law enforcement fiscal staff. This is not mandatory and will vary depending on your organization's requirements.
- **Utilize this Manual:** This manual is to aid school and law enforcement personnel in the application, award, and reimbursement phases of school zone mini grants. It is intended to be comprehensive and be a one-stop resource for all things related to school zone mini grants.
- **Communicate with WTSC:** If you encounter any difficulties or delays in the mini grant process, let us know. WTSC staff are here to support you through the grant phases.

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School Zone Crossing Guard Mini Grant

The Washington Traffic Safety Commission (WTSC) assists schools with traffic safety by offering reimbursement grants for crossing guard / safety patrol equipment. The equipment purchased with these funds is intended to help children walk and bike to school safely.

Eligibility

Any public, private, or tribal elementary or middle school with an established or new safety patrol crossing guard is eligible to apply for crossing guard equipment funds through the School Zone Crossing Guard mini grant.

- **Existing patrols** are eligible for up to **$300**. These funds may be used to help provide training materials, equipment, and supplies for school zone crossing guards / safety patrols.
- **New patrols** are eligible for a one-time award up to **$500**. The funds may be used to aid in establishing a school crossing guard program.

Allowable Equipment

Equipment that can be purchased with this grant includes:

- Badges
- Barricades
- Batteries – first set
- Captain's Book
- Certificates
- Cone Cart
- Cone Topper
- Cones (with or without lights)
- Crossing Turtle
- Flag Poles
- Flashlight Arm Lights
- Flashlight Wands
- Flashlights
- Gloves
- Hats
- Helmets
- Kid Alert
- Lanyard/Whistle Together
- Lanyards

- Membership Cards
- Merit/Lapel Pins
- Mini-Cade
- Patrol Jackets
- Radios
- Rain Ponchos
- Reflective Patrol Baseball Caps
- Reflective Umbrella
- Signs (with or without lights)
- Stanchions
- Stop Flags
- STOP Paddle
- High Visibility Vests
- Walkie Talkie
- Whistles
- Total Tax
- Total Shipping & Handling
- Other

If your organization has questions about equipment not shown on this list, please contact WTSC at schoolzone@wtsc.wa.gov.

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School Zone Law Enforcement Mini Grant

The Washington Traffic Safety Commission assists law enforcement agencies throughout Washington by providing funds for traffic safety law enforcement equipment purchases to keep kids safe on their way to and from school.

Eligibility

State, county, city, and tribal law enforcement agencies qualify for law enforcement equipment grants. Law enforcement agencies who actively conduct in-person enforcement for speed management in active school zones are eligible to apply for enforcement equipment funds through the School Zone Law Enforcement mini grant.

Citations

The funding for school zone law enforcement mini grants comes from citations issued in school zones. There are specific types of tickets eligible for school zone enforcement grants. Those eligible tickets are:

- speeding (RCW 46.63.110)
- failure to yield at crosswalks (or for the driver of any other vehicle approaching from the rear shall not overtake and pass such stopped vehicle yielding to the crosswalk RCW 46.62.235)
- failure to exercise due care (RCW 46.61.245)
- failure to yield the right-of-way to any pedestrian, bicycle, or personal delivery device on a sidewalk or in a cross walk (RCW 46.61.261)

Refer to section Phase One: Application - Eligible Citations for additional details on eligible citations and SECTOR reports.

School Zones

For additional information about school zones as they relate to eligible citations, the following resources may be helpful.

- “School walk zone” definition: RCW 46.63.210
- “School speed zone” definition: RCW 46.63.210
- School speed zone additional information: RCW 46.61.440 (1) and (2)

Allowable Equipment

Equipment purchased by law enforcement organizations through this grant includes:

- Radars
- LIDARs
- Heavy Weather Gear for Motorcycle Equipment
- Total Tax
- Total Shipping & Handling

If your organization has questions about equipment not shown on this list, please contact WTSC at schoolzone@wtsc.wa.gov.

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Phase One: Application

Register as a User in WEMS

Purpose

All mini grants are processed through WEMS, WTSC's Enterprise Management System. Applicants must have an active WEMS account to complete the steps associated with these mini grants. If you already have an active WEMS account associated with your current email address, you do not need to register for another account.

If you are a Law Enforcement Officer and have previously only used WEMS to submit Activity Logs, email schoolzone@wtsc.wa.gov and ask for your profile to be updated to be allowed to apply for SZ grants.

Process

1. Go to WEMS at https://wtsc.smartsimple.com/s_Login.jsp.
2. Select the blue **Register** button.
3. Select your user type: *Law enforcement users* or *School employees*
4. Complete the account registration steps shown on-screen.
    a. If your organization has applied to a mini grant in the past, it will auto-populate in the "Organization" box when you begin typing in the name.
    b. If this is your organization's first time applying to a mini grant, you will need to contact the email address listed (law enforcement agencies) or register your organization (schools). WTSC will receive an automatic request and must approve new organizations before you may proceed with the next steps.

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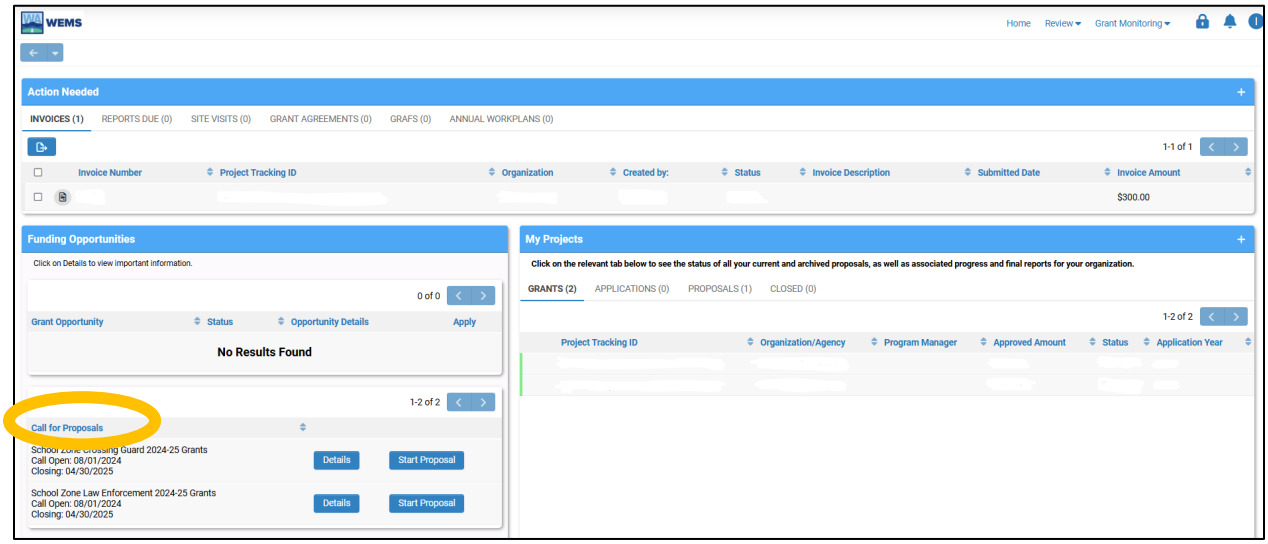
Apply for the Grant

Purpose

Organizations must apply for a mini grant each year they wish to receive funds for equipment. Applicants should not make any purchases until their application is reviewed and an approval/award email has been received and grant funds are awarded.

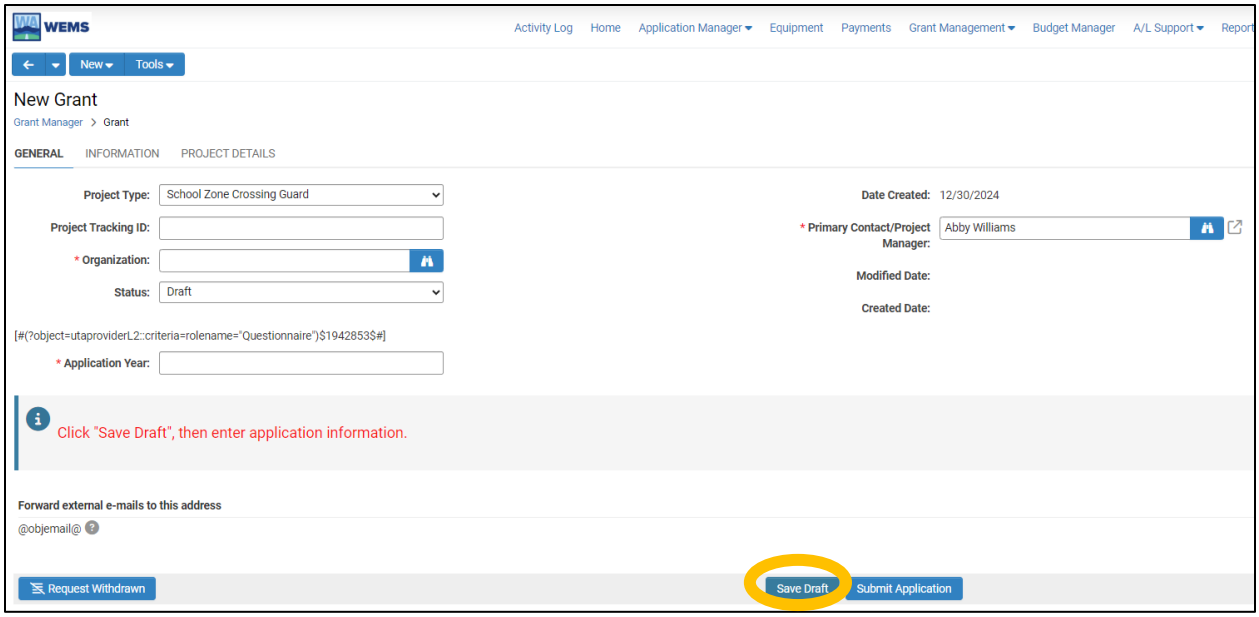
Process

1. Log in to WEMS.
2. Locate the **Call for Proposals** section on your dashboard.

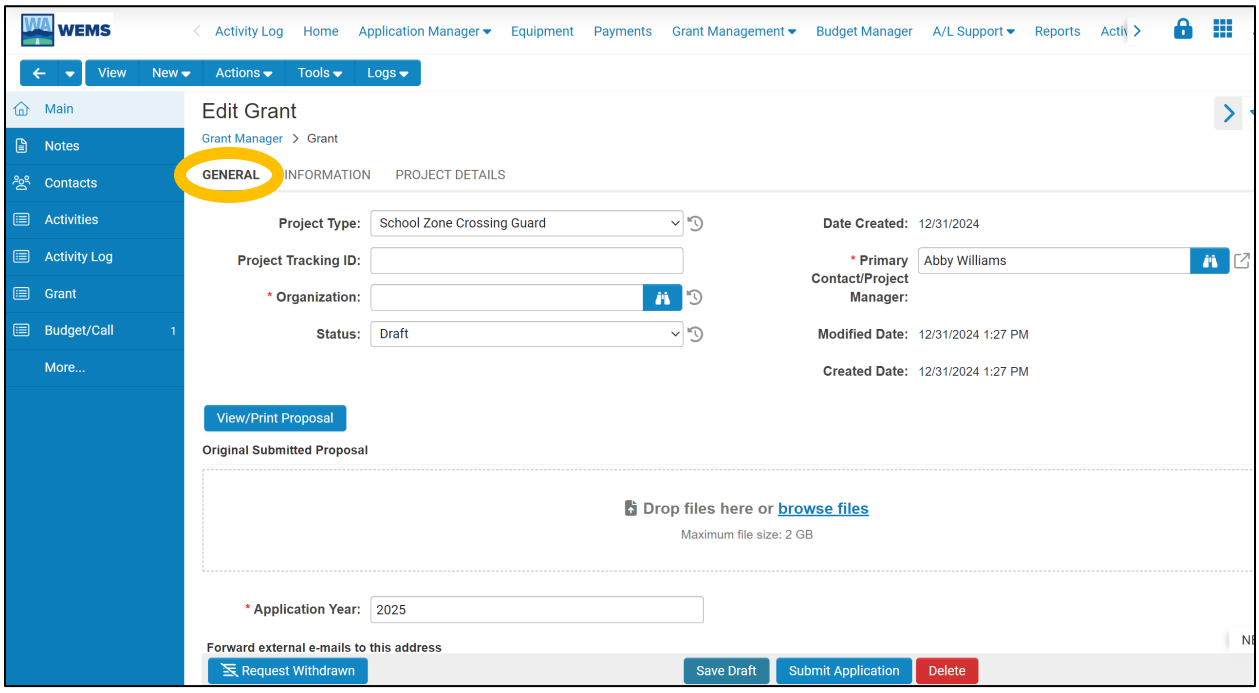


3. Select the **Start Proposal** button for your organization's mini grant type.

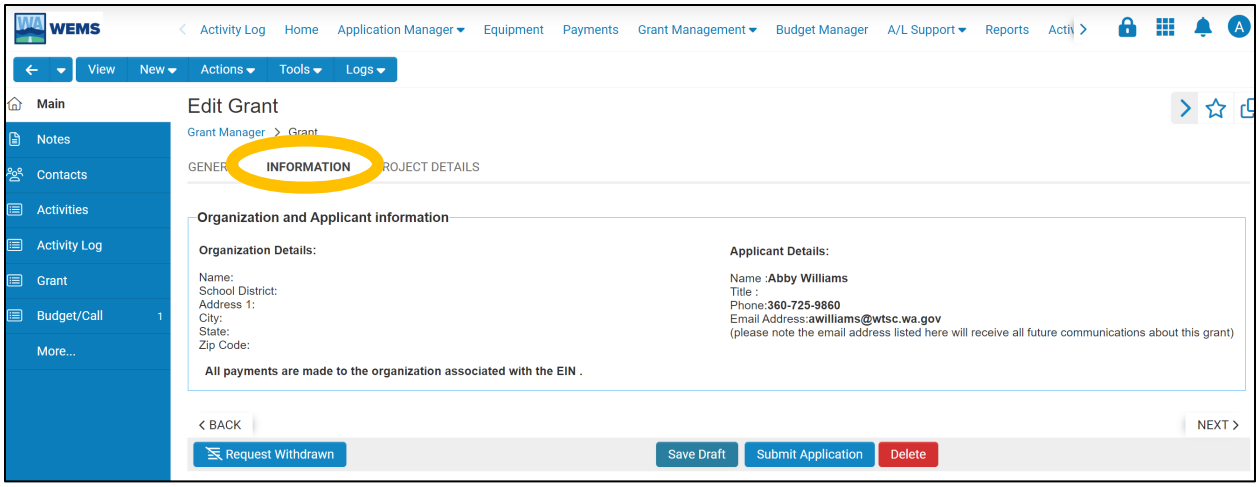
4. The application window will open. Select the **Save Draft** button to auto-populate additional information.



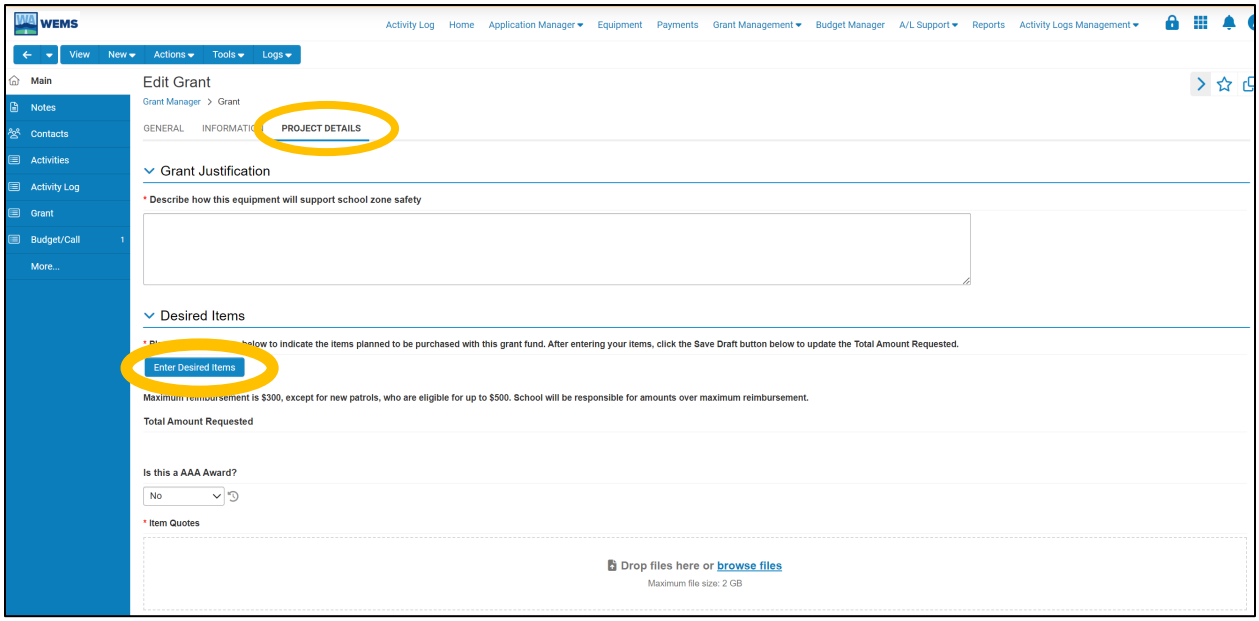
5. Input information into the empty fields on the **General** tab of the application. Select the **Save Draft** button. *Note: If at any time you need to close the application and resume work later, select Save Draft and your progress will be saved.*



6. Navigate to the **Information** tab of the application. It will show organization and applicant details.



7. Navigate to the **Project Details** tab at the top of the application. Input information into the empty fields on the **Project Details** tab of the application. Select **Save Draft**.
    a. *Grant Justification*: How will organization benefit from this mini grant? Describe how the equipment will support school zone safety.
    b. *Desired Items*: Select the blue **Enter Desired Items** button. Enter the items you wish to purchase. Each item type should be represented as its own line item. Prices must be exact and should match the purchase quote. If you select "other" you must provide specific details as to what you wish to purchase in the text box.
    c. *Item Quotes*: Upload a purchase quote PDF or screenshots of online shopping carts to show the cost of each item listed in the desired items section.



8. Select the blue **Save Draft** button.
9. Select the blue **Submit Application** button at the bottom of the application once the application is finalized and ready for submission.

APPLICANTS SHOULD NOT MAKE ANY PURCHASES UNTIL THEIR APPLICATION IS REVIEWED AND APPROVED AND GRANT FUNDS ARE AWARDED.

Eligible Citations (Law Enforcement only)

Eligible tickets must have been issued within one year *prior* to the date of application (i.e., if the grant application date is 12/25/2024, all eligible citations issued in school zones from 12/25/2023 forward count towards the calculation of total funds available). Run a report for the timeframe in SECTOR to include in your grant application. Applicants are requested to review their SECTOR report and delete ineligible citations to correctly calculate the total funds available. Each citation contributes $25 toward funding the purchase of traffic enforcement equipment, helping improve safety on the roads.

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Phase Two: Award

Purchase Equipment

Purpose

WTSC offers reimbursement grants, meaning a purchase must be made to receive the grant funds. No purchases should be made until a grant award notification is received.

Process

Purchase equipment in accordance with your organization's requirements.

WTSC does not endorse any specific vendors for equipment. Each organization should choose a vendor that provides the equipment they need and make their purchase accordingly.

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Phase Three: Reimbursement

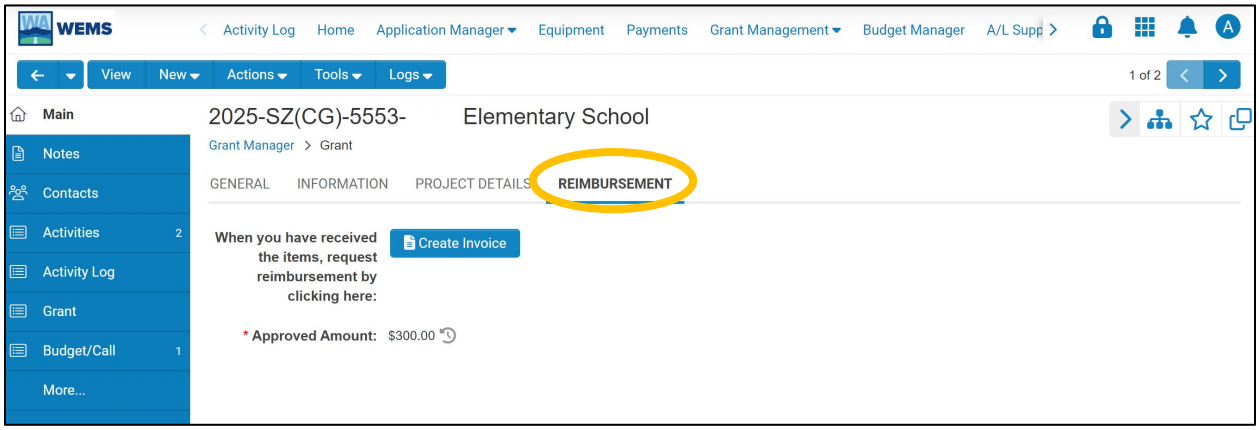
Request Reimbursement (Create an Invoice)

Purpose

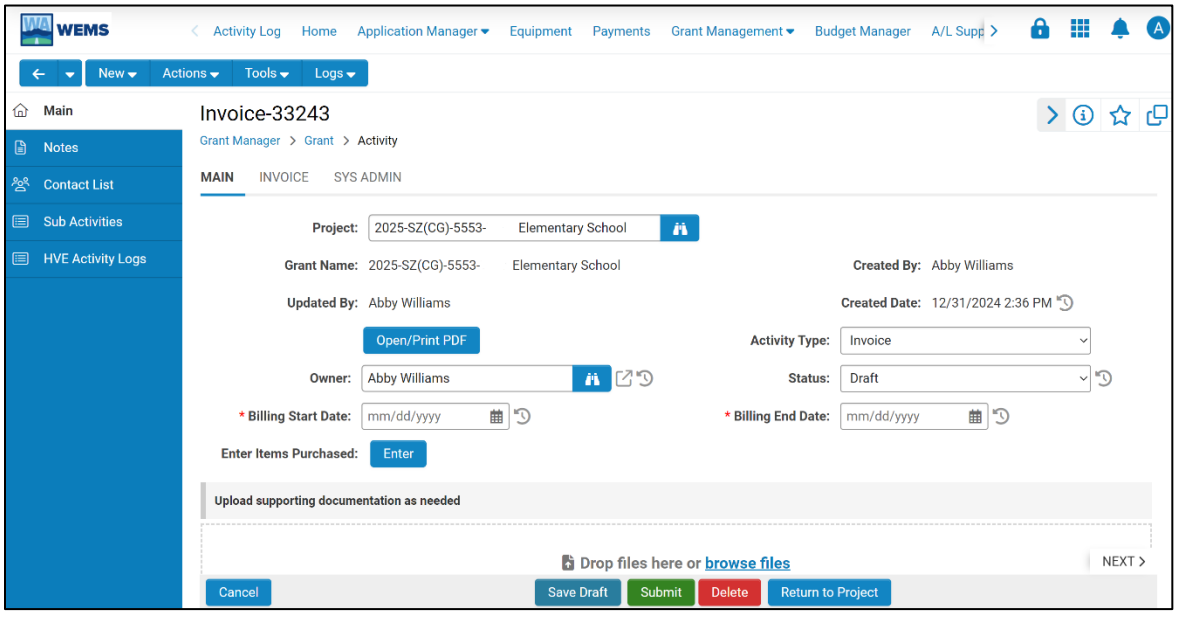
Requesting reimbursement by creating an invoice in WEMS allows organizations to request payment for the purchases made through their awarded grant.

Process

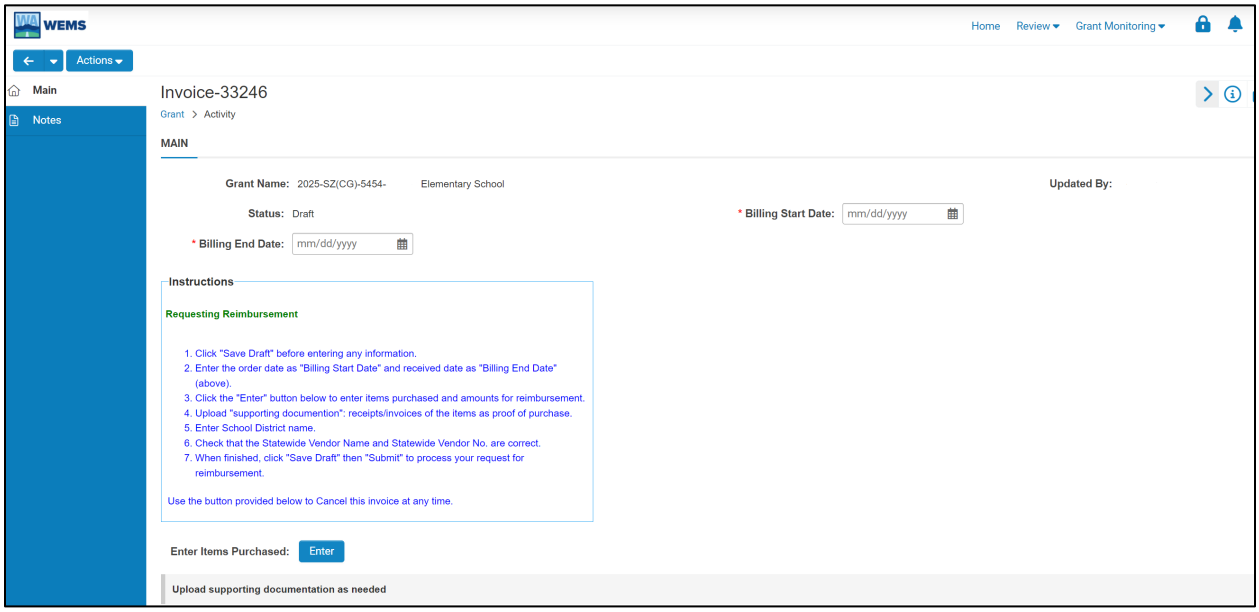
1. Log in to WEMS.
2. Locate the **Program Calls** section on your dashboard.
3. Open your grant.
4. Navigate to the **Reimbursement** tab of the mini grant.



5. Select the blue **Create Invoice** button.
6. The invoice window will open. Select the **Save Draft** button.



7. Input information into the empty fields on the **Main** tab of the invoice.
    a. *Billing Start Date* and *Billing End Date*: The equipment purchase needs to fall within this date range.
    b. *Enter Items Purchased*: Each item type should be represented as its own line item. Prices must be exact and should match the receipt from purchase. Don't forget to include shipping and tax!
    c. *Upload supporting documentation as needed*: Upload a copy of the receipt received from the equipment purchase. Please note that the applicant will be reimbursed up to the total award ($300/$500) and that any expenses over the award amount are the responsibility of the applicant.
    d. *School District* or *Law Enforcement Agency*: Input your organization name.
8. Select the **Save Draft** button when finished, then select the **Submit** button.



AAA School Safety Patrol Support

AAA of Washington provides training support for crossing guard programs in Washington State. To ensure you receive the most current information, make sure your crossing guard program is registered with AAA with up-to-date information. To register a new program or update your existing registration information, please contact Erin Rogers, AAA Community Relations Program Manager, at ErinRogers@aaawa.com or (509) 590-8085.

School Safety Patrol Hall of Fame

Annually, AAA recognizes student patrollers' commitment to traffic safety, citizenship, leadership skills, and contributions to their AAA School Safety Patrol program. Recipient schools of this recognition are awarded $500 in funds from a mini grant through WTSC which can be spent on crossing guard equipment or student incentives.

To learn more about the AAA School Safety Patrol Hall of Fame, visit their website.

Frequently Asked Questions

What is WEMS?

WEMS is WTSC's Enterprise Management System. It is the online grants management system for the Washington Traffic Safety Commission, and it is where you will submit all required information for your mini grant.

What do I do if I receive a request for additional information?

A request for additional information likely means something is missing from your mini grant application. Refer to the comment in WEMS and make required edits.

What are important deadlines or dates I need to be aware of?

Mini grants open annually on August 1st and close annually on April 30th. Organizations may apply for the mini grant during this time period. All reimbursement requests (invoices) must be submitted no later than July 15th.

How much money will my school or law enforcement agency be awarded?

Schools with existing patrols are eligible for $300 in grant funds. Schools establishing new safety patrols are eligible for $500 in grant funds.

Law enforcement agency grant funds are dependent upon the number of eligible citations per 12-month period preceding the application date. Each eligible citation is worth $25. Refer to section School Zone Law Enforcement Mini Grant: Funding or Phase One: Application - Eligible Citations for additional details on eligible citations and SECTOR reports.

What happens if my organization spends more money than it is awarded?

If a school or law enforcement agency exceeds its awarded funds, the organization is responsible for the overage. WTSC will reimburse up to the maximum allowable amount per the grant award.

How often can my organization apply for a school zone grant?

Schools and law enforcement agencies are eligible to apply for a school zone mini grant on an annual basis. Please refer to the "Eligibility" section of each grant type for more details.

Who is my best point of contact if I need assistance?

Please contact WTSC staff at schoolzone@wtsc.wa.gov or at one of the WTSC staff phone numbers listed below and someone will assist you.

How can I check the status of my grant?

The status of a grant can be checked by logging into WEMS and viewing the "My Projects" section of the dashboard. There, a "Status" section is shown.

How will the reimbursement funds be sent to my organization?

Reimbursement will be sent via electronic payment made to school districts, not individual schools: Individual schools may apply for a mini grant, but reimbursement will be made to the school's district, not the individual school itself. The school site for reimbursement is identified in the payment. It is up to the district finance office to apply reimbursed funds to the appropriate individual school. The applicant school will not receive the reimbursement; the school district will.

What equipment can my organization purchase with the grant funds?

To learn the type of equipment your organization can purchase, refer to the "Allowable Expenses" section of each grant type above.

If I change organizations (different school or different law enforcement agency), do I need to create a new WEMS account?

Users should expect to create a new WEMS account any time their organization and associated email address change. For assistance with your WEMS account, contact WTSC at wemshelp@wtsc.wa.gov.

My school received $500 through the AAA School Safety Patrol Hall of Fame award. Are we still eligible to apply for a School Zone Crossing Guard mini grant?

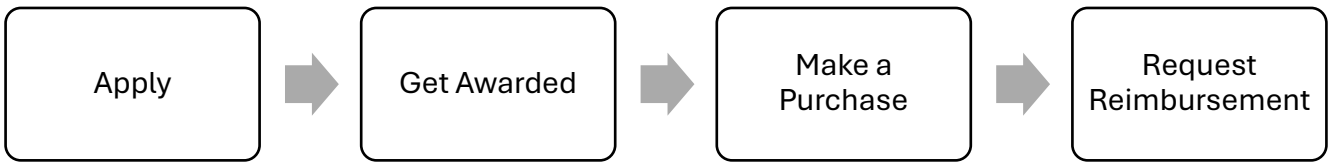
Yes, schools may apply for a School Zone Crossing Guard mini grant annually, regardless of receiving AAA Hall of Fame award funds.

When can I make the equipment purchase?

Equipment purchases can be made as soon as the mini grant is awarded.

What is a reimbursement grant?

A reimbursement grant is a grant that provides funds to an organization once the organization has made a purchase. In regard to the School Zone Mini Grants offered through WTSC, organizations should not make any purchases until their grant is awarded.



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Contact

WTSC School Zone Email

schoolzone@wtsc.wa.gov

Contact this email inbox with general questions regarding your mini grant status. WTSC staff will respond to you via email or phone call depending on the need.

Dr. Janine Koffel, Program Manager, WTSC

jkoffel@wtsc.wa.gov

(360) 725-9871

Contact Dr. Koffel with questions or concerns related to school zone safety, including speeding, pedestrian safety, and distracted driving.

Erin Rogers, Community Relations Program Manager, AAA Washington

ErinRogers@aaawa.com

(509) 590-8085

Contact Erin to register a new safety patrol program, update your existing registration information with AAA, or request additional information about the AAA School Safety Patrol Hall of Fame.

Resources

WTSC School Zone Website

https://wtsc.wa.gov/grants/school-zone-grants/

Visit this website for information on the school zone mini grants.

WTSC's Enterprise Management System (WEMS)

https://wtsc.smartsimple.com/s_Login.jsp

Visit WEMS for everything grant related. WEMS is the online grants management system through which all school zone mini grants are managed.