



Pennsylvania Gaming Control Board



Local Law Enforcement Grant Program

Program Guidelines



Pennsylvania Gaming Control Board
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www.pgcb.state.pa.us

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PENNSYLVANIA GAMING CONTROL BOARD

LOCAL LAW ENFORCEMENT GRANT GUIDELINES

Section I – General Information

A. Authority for Grants

1. The Local Law Enforcement Grant program was created by the passage of Act 71 of 2004.
2. The purpose of the program as identified in Section 1408(c) of the Act is to issue grants to local law enforcement agencies to “enforce and prevent the unlawful operation of slot machines in this Commonwealth.” The purpose of this grant program is to fund those endeavors.
3. The Local Law Enforcement Grant Program is administered by the Pennsylvania Gaming Control Board.

B. Eligible Applicants

1. Any local law enforcement agency in Pennsylvania including:
 - a. The Police Department of a Pennsylvania municipality, region or group of Pennsylvania municipalities.
 - b. The Office of the District Attorney of a Pennsylvania city, county or group of counties.
 - c. A multi-jurisdictional law enforcement group composed of members of either or both of the agencies described above.
2. All members of an eligible agency or group must be in compliance with Act 180 of 2004 known as the Uniform Crime Reporting Act.

C. Eligible Activities

Activities related to the identification, prevention, deterrence, enforcement, investigation or prosecution of activities involving the illegal use of slot machines.

D. General Project Categories

1. Identification, Prevention and Deterrence
 - a. Grants may be awarded for the purpose of attending education and training events sponsored by authoritative agencies for the purpose of training officers, investigators or attorneys in techniques appropriate to the enforcement and prevention of the operation of unlawful slot machines in the Commonwealth.
 - b. Grants may be awarded to conduct programs utilizing proven methods to attain deterrence or prevention of the illegal use of slot machines.
2. Prevention, Enforcement, Investigation and Prosecution
 - a. Grants may be awarded to defray costs related to assigning officers or investigators to prevent, deter, enforce or investigate the illegal use of slot machines within the limitations described in Part E.
 - b. Grants may be awarded to defray the cost of prosecuting crimes involving the illegal use of slot machines subject to the limitations described in Part E.
3. Other Prevention and enforcement Programs
 - a. Other programs that address prevention and enforcement of the use of illegal slot machines in the Commonwealth may be proposed.

E. Project Examples

1. Typical projects for which funds may be awarded include:
 - a. Attendance at education and training seminars that provide updated information and training on techniques of prevention, deterrence, enforcement, investigation or prosecution of the illegal use of slot machines.
 - b. Planning and execution of prevention and deterrence programs conducted by eligible agencies.

- c. Assignment of officers to enforce and investigate the illegal use of slot machines.
 - d. Assignment of investigators and prosecutors to investigate, assess and prosecute crimes involving the illegal use of slot machines.
2. Any authorized local law enforcement function related to the illegal use of slot machines is an eligible activity and may be included in a grant application with the exception of the purchase or leasing of equipment which is not reasonably related to the goals and objectives of the grant program.

F. Grant Allocation and Limitations

1. A \$5,000,000 annual appropriation has been authorized for the Local Law Enforcement Grant Program. Programs and activities funded under the grant must be completed within twelve months of the award of the grant, unless an extension is requested by the applicant and approved in writing by the Board.
2. Grant funds may be used to finance up to 100% of the total project cost for projects described in Part D-1. Grant funds may be used to finance up to 80% of the total project cost for projects described in Part D-2 and D-3. Local share may be provided in cash or by municipal or county labor or other in-kind services.
3. Grants may not exceed 10% of the budget of the local law enforcement agency applying for the grant. In the case of multi-jurisdictional or other regional entities, the limit will be calculated based on the combined budgets of the member eligible organizations.
4. Grants may not be used to purchase vehicles, capital equipment, real estate or buildings.
5. No grant may exceed \$250,000. Any grants in excess of \$100,000 will require the completion of an audit of the expenditure of the grant funds by a certified public accountant to be paid for by the grant recipient with funds not obtained from the grant proceeds. Grants of

smaller amounts will require the filing of a detailed accounting of the uses of funds in the program with accompanying documentation of such uses of funds.

6. Funds from this and future grant programs, even though approved by the Board, will not be released to any recipient organization until such time as that organization has fulfilled its obligation to comply with all post-receipt reporting and audit requirements, including but not limited to the submission of a Final Report to the Board documenting the expenditure of all grant funds previously received.
7. Upon award of a grant by the Board, the applicant will be notified in accordance with Section IV Part A. A grant contract will be executed between the Board and the applicant detailing the requirements and the process for distribution of the grant proceeds.
8. An applicant may not make or authorize changes exceeding five percent (5%) of the total project cost to an approved project without first obtaining consent of the Board in writing.
9. The applicant agrees that noncompliance with the conditions of this grant shall be grounds for the recapture of funds provided to the applicant. If the applicant fails to refund the monies, the Commonwealth, in addition to any rights or remedies it may have at law or in equity, reserves the right to offset the amount due against any existing or future sums of money owed the applicant by any Commonwealth agency or department, including the Board. The applicant, by accepting the grant, agrees to waive any immunities it may have from legal proceedings to recoup the grant monies, costs and charges should the Board resort to legal process to recapture the grant funds due to applicant's non-compliance with the conditions of the grant.
10. The Board, or its duly authorized representative, shall have access upon request to all project, grant, and financial records of the applicant

for the purpose of auditing financial transactions, determination of compliance with grant terms, and an evaluation of project performance.

11. The applicant agrees to retain all cost supporting records and documentation for a period of five years from the date that it receives its final grant payment from the Board.

Section II – The Application Process

A. General

Applicants shall complete the prescribed application form available from the Board, providing typed responses to all questions. Typed applications will be accepted for 2006-07 grants until June 29, 2007.

B. Additional Explanation of Application Requirements

1. Project Narrative

Describe the project for which the grant is sought.

Summarize the goals the applicant expects to attain through the use of this grant. When possible, include specific measurable outcomes to be achieved by the project. Address each of the evaluation criteria and how the project addresses that criterion. At a minimum, the following information must be provided:

- a. What is the objective and end result of the project?
- b. Describe the process by which the project will accomplish the objective.
- c. Describe and provide support for the local commitment for the project.
- d. Provide sufficient detail to clearly explain the project's total funding and the source of any local share.

2. Participating Municipalities

Provide a list of the counties, cities, boroughs, towns or townships participating in the project.

Section III – Evaluation Criteria

All applications will be evaluated on the weighted criteria indicated below.

Funding awards will be based on the resultant scores.

A. Overall Quality of Project

Is the project well conceived and planned? Is it ready for implementation?

Does it address a real need of the area? Will the project strengthen ongoing enforcement of laws relating to the illegal operation of slot machines?

B. Intergovernmental Cooperation

What partnerships have been established as part of the project? Does the project encourage cooperation in prevention, deterrence and prosecution efforts among multiple jurisdictions?

C. Local Commitment

Will applicant departments be participating both financially and operationally in the project?

D. Funding Adequacy, Source and Timetable

Is the amount of funding requested and the grantee contribution reasonable to complete the project? Are there alternative sources of funding available to address this need? Does the project outline an implementation time schedule?

E. Results

Is it reasonable to implement the project and obtain the anticipated results in the contractual time frames anticipated? Are specific measures available to quantify the anticipated results?

F. Past Performance

If the applicant has received previous grants, have these grant funds been spent properly? Have projects been implemented and completed in a timely manner?

Section IV – Grant Award and Reporting Procedures

A. Grant Award Notifications

1. At the time grant recipients are notified of their award they will be presented with a grant agreement. This grant agreement will contain the details of the grant, including name of recipient, amount of award, project description and terms of the agreement. The grant agreement must be signed by an officer of the organization authorized to commit the recipient organization to the terms of the agreement and returned to the Board for execution by the Commonwealth before grant funds can be released.

B. Reporting Procedures

1. The applicant will maintain full and accurate records with respect to the project. The Board will have free access to these records, including invoices of material and services, and other relevant data and records, as well as the right to inspect all project services and work. The applicant shall promptly furnish upon request of the Board all data, reports, contracts, documents and other information relevant to the project.
2. No later than three months after the completion of the project, the applicant shall file a Final Report with the Board in a manner and form prescribed by the Board. Any grant funds not expended by the applicant for the project shall be returned to the Board prior to or with the filing of the Final Report. Failure to file a Final Report will be grounds for the Board to seek the return of all grant funds awarded.\

Completed applications must be received by 5:00 p.m. June 29, 2007. The Pennsylvania Gaming Control Board reserves the right to accept or reject any or all applications submitted for the Local Law Enforcement Grant Program contingent upon available funding and respective applicant eligibility. The PGCB also reserves the right to reject incomplete applications:

MAIL COMPLETED APPLICATIONS TO:

Pennsylvania Gaming Control Board
Local Law Enforcement Grant Program
303 Walnut Street
P.O. Box 69060
Harrisburg, PA 17106-9060

If you have any questions on this grant application, contact the Executive Director's Office at: (717) 214-4736 or e-mail PGCB@state.pa.us and type "Local Law Enforcement Grants" in the subject line.