



Pennsylvania Gaming Control Board



Local Law Enforcement Grant Program

Program Guidelines



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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 and revised with the passage of Act 1 of 2010.
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 “investigate violations of and enforce laws relating to unlawful gambling in this Commonwealth.”
3. The Local Law Enforcement Grant Program is administered by the Pennsylvania Gaming Control Board.

B. Eligible Applicants

1. The Police Department of a Pennsylvania municipality, region or group of Pennsylvania municipalities.
2. The Office of the District Attorney of a Pennsylvania city or county.
3. The Pennsylvania State Police (PSP) when conducting unlawful gambling enforcement and prevention activities in a municipality which does not have a municipal police department, and in which the PSP provides the municipality with primary police coverage.
4. A multi-jurisdictional law enforcement group composed of members of any of the agencies described above.

C. Eligible Activities

Activities related to the identification, prevention, deterrence, enforcement, investigation or prosecution of activities involving unlawful gambling.

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 unlawful gambling in the Commonwealth.
 - b. Grants may be awarded to conduct programs utilizing proven methods to deter or prevent unlawful gambling.
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 unlawful gambling.
 - b. Grants may be awarded to defray the cost of prosecuting crimes involving unlawful gambling.
3. Other Prevention and Enforcement Programs
 - a. Other programs that address prevention and enforcement of unlawful gambling within the Commonwealth.

E. Project Examples

1. Attendance at education and training seminars that provide updated information and training on techniques of prevention, deterrence, enforcement, investigation or prosecution of unlawful gambling.
2. Planning and execution of prevention and deterrence programs conducted by eligible agencies.
3. Assignment of officers to enforce and investigate unlawful gambling.
4. Assignment of investigators and prosecutors to investigate, assess and prosecute crimes of unlawful gambling.

F. Grant Allocation and Limitations

1. A \$2,000,000 annual appropriation has been authorized for the Local Law Enforcement Grant Program.

2. No grant may exceed \$250,000. Any grant in excess of \$100,000 will require the completion of an audit of the expenditure of the grant funds by a certified public accountant. Any costs associated with this audit must be paid by the grant recipient and may not be funded with grant proceeds. Grants of smaller amounts will require a detailed accounting of the use of grant funds and documentation supporting such use.
3. Programs and activities funded under the grant must be completed within a twelve month period.
4. Grant funds may be used to finance up to 100% of the total project cost.
5. 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 eligible member organizations.
6. Grants may not be used to purchase vehicles, capital equipment, real estate or buildings. For purposes of this grant, "capital equipment" is deemed to be anything having a useful life of more than one year and generally depreciated under normal business practices. The term includes computers, software, printers, furniture, video/audio recording devices and high powered binoculars.
7. Funds from this and future grant programs will not be released to any recipient organization until such time as that organization has fulfilled its obligation to comply with all reporting and audit requirements of any previously awarded grant.
8. Upon award of a grant by the Board, the applicant will be notified in accordance with Section IV Part A. A grant contract detailing the requirements, limitations and eligible uses of grant funds will be executed between the Board and the applicant.
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 close of the applicable grant period.

Section II – The Application Process

A. General

Applicants shall complete the prescribed application form available from the Board, providing typed responses to all questions.

B. Application Requirements

1. Project Narrative
 - a. Describe the project for which the grant is sought. The description must clearly indicate that the requested funds will only be used for the identification, prevention, deterrence, enforcement, investigation or prosecution of activities involving unlawful gambling.
 - b. Summarize the goals the applicant expects to attain through the use of this grant. What is the objective and desired end result of

the project? When possible, include specific measurable outcomes to be achieved by the project.

- c. Describe the process by which the project will accomplish the stated objectives.

2. Project Budget

- a. Provide an itemized project budget.
- b. Provide detailed information in support of each line item. The information should include a description of the line item, any assumptions utilized in estimating the line item, and how the line item will be employed to accomplish the program objectives.

3. Additional Requirements

- a. Provide a list of the counties, cities, boroughs, towns or townships participating in the project.
- b. Provide a list of the counties, cities, boroughs, towns or townships in which the program activities will be conducted.
- c. Provide at least two performance measures that will be tracked over the course of the grant period and included with the final report filed by the grant recipient.

Section III – Evaluation Criteria

Applications will be evaluated for eligibility based on the criteria indicated below. Applications that are deemed eligible will be funded in full or in part, based on the total amount of grants eligible for approval and the amount of funds available at the time of award.

A. Overall Quality of Project

Is the project well conceived and planned? Is it ready for implementation? Will the project strengthen ongoing enforcement relating to unlawful gambling? Is the project consistent with the statutory goals of the grant program?

B. Funding Adequacy

Is the amount of funding requested reasonable to complete the project?

C. Timetable and Results

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

D. 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? Have the past projects yielded the expected results?

E. Completeness of the Application

Does the application for funding reflect all the requirements requested in Section II subsection B.

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.

The Pennsylvania Gaming Control Board (PGCB) 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:

Applications will be accepted until all grant funds have been committed.

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 regarding this grant application, please call (717) 346-8300 or e-mail PGCB@pa.gov and type "Local Law Enforcement Grants" in the subject line.