

Frequently Asked Questions – Local Share Account (LSA) Grants

Luzerne County

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Q: I can't access the program – where is the apply button?

A: The only eligible applicants for LSA Luzerne funds are municipalities (does not include municipal authorities) in Luzerne County. The program is locked so that only those with “User Settings” set up for a Luzerne County municipality will see the apply button.

- If you are from the municipality, but have not setup your “User Settings,” you will need to do that first. From the red bar select “User Settings” (if not visible, first select “Home”) and complete. You will only need to do this once.
- If you are looking to apply for this program, but do not have a municipal sponsor, please contact your local municipality to request sponsorship of your application.

Q: I'm uploading addenda items, but I get a message saying my attachments are too big.

A: There is a 1.5MB overall size limit for attachments. PDF (.pdf) and JPEG (.jpeg) file types are generally the smallest file types for text/image and images, respectively. There are several options for compressing files to a smaller size, but they differ across programs/file types. An internet search for instructions leads to a variety of instruction and options.

Q: Does the application packet with supplemental info need to be postmarked by the deadline or in your office by that date?

A: Neither. The electronic application is the only item that *must* be completed by the program deadline, but this includes the required supplemental information. The hardcopy application, to include the application fee of \$100, should be submitted within a week of the deadline.

Q: May we submit more than one application?

A: Yes. Eligible applicants may submit as many applications as they wish. Each application requires a \$100 application fee.

Q: We have three different projects; may we submit them in one application?

A: No. The applications are project-based. Please contact the program office prior to applying if you have questions. For example:

- You are paving several streets on the north side of town and paving several others on the west side. This can be **one** paving project application.
- You need renovations to the municipal building and a new plow truck. This is **two** applications.
- You are looking for a police car, salt spreader, and dump truck for the municipality. This is **one** municipal vehicle application.

Q: Are matching funds required?

A: Matching funds are not *required*, but are *encouraged*. The inclusion of match enhances the competitiveness of your application.