

Kentucky e-Clearinghouse Instructions

website: https://kydlgweb.ky.gov/eClearinghouse/16_echHome.cfm

The screenshot shows a web browser window displaying the Kentucky e-Clearinghouse homepage. The browser's address bar shows the URL: https://kydlgweb.ky.gov/eClearinghouse/16_echHome.cfm?Note=8. The page features the Kentucky state seal and the text "KENTUCKY E-CLEARINGHOUSE". A navigation bar includes "HOME" and "CONTACT US". A green heading reads "Welcome to the Kentucky eClearinghouse". Below this, a message states: "If you are unable to navigate through this site, please contact the eClearinghouse staff at 800-346-5606 for grant application assistance." A red notification message says: "You have successfully logged out. Thank you for using the Kentucky eClearinghouse website." The main content area has two sections: "NEW USERS" with a link for "Setup My Account" and "EXISTING USERS" with fields for "User ID:" and "Password:", a "LOGIN" button, and links for "Forgot My Username" and "Forgot My Password". To the right of the login section are four icons: "KENTUCKY INFRASTRUCTURE AUTHORITY", "CFDA The Catalog of Federal Domestic Assistance", "KENTUCKY HERITAGE COUNCIL", and "INSTRUCTIONS READ INSTRUCTIONS BEFORE OPERATING". A footer bar contains "PRIVACY", "SECURITY", "ACCESSIBILITY", and "DLG HOME". The Windows taskbar at the bottom shows the time as 10:24 AM on 12/2/2016.

You can use any web browser on any type of device!

Log in screen:

New users—Please set up an account by filling out the form, and then submit it. The e-Clearinghouse platform will send an ID and password to you via email. Please be patient as this does not happen simultaneously but must be generated by the e-Clearinghouse Program Coordinator.

Existing users—Enter your login information, and if you have forgotten your password, please click “forgot my password.” Enter your username on the next screen and click “reset.” The program will update your password and email it to you. If you already have your password, enter it, and click “Login.”

When you get your email with the ID/Password, login and then select “change password.” You can make your new password something that will be easy for you to remember.

There is a box with instructions on every page. Please refer to them as needed or print them out.

Once logged in you will see your "Workbasket."

The screenshot shows the Kentucky eClearinghouse administrative interface. At the top, there is a navigation bar with links for HOME, CONTACT US, Workbasket, New Project, Change Password, and Logout. Below this is a red banner indicating 'ADMINISTRATIVE VIEW' and a title 'Workbasket for [redacted]'. The main content area is divided into several sections:

- ASSIGNMENTS:** A table with columns for SAI, Project Type, County, Title, Last Review Date, Days In Review, and Assignments Complete.
- MY PROJECTS:** A table with columns for SAI, Project Type, County, Title, Last Review Date, Days In Review, and Assignments Complete. It lists three projects in Graves County related to 'Free Communities grant'.
- MY PEOPLE:** A search form with fields for First Name, Last Name, and Company, and a SEARCH button.
- REPORTS:** A section with a link to view reports.
- INFORMATION REQUESTS:** A table with columns for SAI, Requestor, Agency, Subject, Date, Days, and Status.
- REGISTRATION REQUESTS:** A table with columns for Name, Company, Phone, and Request Date.

On the right side of the page, there are four logos: Kentucky Infrastructure Authority, CFDA (The Center of Federal Domestic Assistance), Kentucky Heritage Council, and a CAUTION sign that reads 'READ INSTRUCTIONS BEFORE OPERATING'.

APPLICANT

If you are an applicant and would like to put in an application for a review: Click “New Project” at the top. This opens the application form to be filled out. The **asterisk*** means this is a **required field** (most are). The information in red is intended to help you through the process.

SAMPLE: I have cut some of the parts out to fit it to the page.

Workbasket
New Project
Change Password
Logout

Project View

APPLICANT INFORMATION

Applicant Company: *	Test Applicant	Applicant Type: *	Non-Profit
Applicant Courtesy:	Mr.	Submitter (You, the person filling out this form)	
Applicant First Name: *	Lee	Submitter First Name: *	Lee
Applicant Last Name: *	Johnson	Submitter Last Name: *	Johnson
Applicant Phone: *	(502) 222-4445	Submitter Phone: *	(502) 222-4544

PROJECT INFORMATION

Project Type: *	Other (Specify)	Applicant County: *	Franklin
Project Number (WRIS):		Multiple Counties:	<input type="checkbox"/>
Project Title: *	Arts and Craft Bow Making Class	List Counties:	
Construction: *	Non-Construction	Congressional Districts: *	1: <input type="checkbox"/> 2: <input type="checkbox"/> 3: <input type="checkbox"/> 4: <input type="checkbox"/> 5: <input type="checkbox"/> 6: <input checked="" type="checkbox"/>

CFDA INFORMATION

CFDA Number: *	CFDA Title: *
45.122	Federal Bow Making

Federal Agency: *	Other - (Specify)	Project Description: *	(Project Description needs to have a site address and the who, what, when and where of the project)
Start Date: *	01/01/2017	I want to teach bow making in the state of KY. I will use my own home to do this in. I need the money for the supplies and my salary.	
Is the Applicant delinquent on any Federal debt? *	No		
If yes, explain:			

KENTUCKY INFRASTRUCTURE AUTHORITY

CFDA
The Catalog of Federal Domestic Assistance

KENTUCKY HERITAGE COUNCIL
KENTUCKY HERITAGE COUNCIL
KENTUCKY HERITAGE PRESERVATION DIVISION

INSTRUCTIONS
CAUTION
READ INSTRUCTIONS BEFORE OPERATING

MY PEOPLE

REVIEW

ESTIMATED FUNDING

Federal:	\$500.00	Program Income:	\$0.00
Applicant:	\$500.00	Other (Specify):	
State:	\$500.00	Total:	\$2,000.00
Local:	\$500.00		

EDIT PROJECT
UPLOAD DOCUMENT
COMPLETE PROJECT
DELETE PROJECT

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When you finish filling out the form, you will click “Save” at the bottom. You will then see other boxes pop up at the bottom, and you have several options here.

EDIT PROJECT: If you would like to change something, this is the time to do it. Once it is complete, you **cannot** edit the project. Save your work frequently so nothing is lost in case of a power outage.

UPLOAD DOCUMENT: If you have something that you would like to upload, click “upload document” and follow the directions. Documents include—a map or an approval letter of some sort; a lengthy project description or plans, or whatever you think might benefit the reviewers of your project. Acceptable document types include—PDFs, MS Word Documents, and *most* images.

COMPLETE THE PROJECT: If you are satisfied with everything you have uploaded or entered, click this button and the program will generate a State Applicant ID Number (SAI) and send it to you. The SAI number is an important number to keep in case you need help with your project.

***Note: You cannot edit the application after you click this button.**

DELETE PROJECT: If you click this button, your project is gone forever.

Once you click Complete the Project, it takes you back into your workbasket. (note the picture) You will see your latest project at the bottom of the list under “My Projects.” You can click View and it will take you back into the project.

The screenshot displays a web application interface with several sections:

- MY PROJECTS:** A table with columns: SAI, Project Type, County, Title, Last Review Date, Days In Review, Assignments Complete, and a [VIEW](#) link.
- INFORMATION REQUESTS:** A table with columns: SAI, Requestor, Agency, Subject, Date, Days, and Status.
- REGISTRATION REQUESTS:** A table with columns: Name, Company, Phone, and Request Date.
- Navigation/Action Buttons:** SEARCH, REPORTS, SEARCH ALL PROJECTS, and ADMINISTRATIVE.
- Footer:** PRIVACY, SECURITY, ACCESSIBILITY, and DLG HOME.

SAI	Project Type	County	Title	Last Review Date	Days In Review	Assignments Complete	
KY201612021264	Other (Specify)	Franklin	Arts and Craft Bow Making Class	12/02/2016	0	Not Assigned	VIEW

Once your project is in review with the Kentucky State e-Clearinghouse, your SAI number will now show at the top of the page.

The screenshot displays the 'Project View' interface. At the top, the project ID 'KY201612021264' is shown. Below it is a table with the following data:

APPLICANT INFORMATION		
Applicant Company: *	Test Applicant	Applicant Type: * Non-Profit
Applicant Courtesy:	Mr.	Submitter (You, the person filling out this form)

To the right of the table are four logos: Kentucky Infrastructure Authority, CFDA (The Center for Federal Domestic Assistance), Kentucky Heritage Council, and a yellow 'CAUTION' sign that says 'READ INSTRUCTIONS BEFORE OPERATING'. Below these logos is a 'MY PEOPLE' section.

At the bottom of the project view page the comments from the state agencies are seen. You will get a letter from the SPOC/Program Coordinator for e-Clearinghouse when all the reviewers have submitted comments unless the project meets the criteria for an endorsement/waiver letter. Those letters are generated upon completion of the initial review by the SPOC/Program Coordinator.

The screenshot shows the 'DOCUMENTS' and 'COMMENTS' sections. The 'DOCUMENTS' section has one entry: 'Test page upload' with the description 'This is a test page map, not really a project.' and a 'VIEW' link. The 'COMMENTS' section is titled 'COORDINATOR'S REVIEW' and contains a comment from 'KY Heritage Council' by 'Yvonne Sherrick'. The comment text is: 'Endorse with Comments To receive a review from the KY Heritage Council/State Historical Preservation Office (SHPO) you must follow the instructions located on their website at http://www.heritage.ky.gov/siteprotect/. There you will find the required documents for the Section 106 Review and Compliance for 36 CFR Part 800. This Section 106 submission process to SHPO will assist applicants and agencies in providing the appropriate level of information to receive comments from SHPO. If you have any questions please contact Yvonne Sherrick, Administrative Specialist III, (502) 564-7005, Ext. 113, yvonne.sherrick@ky.gov'. At the bottom of the comments section are two buttons: 'UPLOAD DOCUMENT' and 'WITHDRAW PROJECT'.

If you find that you do not want this project reviewed; or, if it's a water or wastewater application that needs to be edited in the Project Profile/WRIS, you can click the "Withdraw Project" at the bottom of the view project page. Remember, if you do this, the project will not be in review, and it will no longer be seen by you. So, please make sure this is what you really want to do **before** you click that button.

Please Note: KY Heritage Council (KHC) now has a pre-canned comment for the applicant. You **must** follow the instructions for the Section 106 Review to get compliance from KHC. The sooner you do this the quicker you will have a review from KHC.

REVIEWER

As a reviewer, the workbasket you have will contain both Applicant and Reviewer information. You no longer need two workbaskets. The login page is the same as the example for the applicant at the top.

You will need to add “My People” to be able to send reviews to others in your organization. If you don’t have anyone that you need to send projects to, then you won’t add any “My People.”

When you login, you will see “Assignments.” This is where your project assignments that are up for review are.

The screenshot displays the Kentucky eClearinghouse interface. The main content area features a table titled "ASSIGNMENTS" with the following data:

SAI	Project Type	County	Title	Last Review Date	Days In Review	Assignments Complete	
KY201611071362	Wastewater	WAYNE	Sanitary Sewer Improvements - Phase 1 and Carter Road	11/30/2016	28	Yes	VIEW

Below the assignments table are sections for "MY PROJECTS", "INFORMATION REQUESTS", and "REGISTRATION REQUESTS", each with their respective column headers. The sidebar on the right includes:

- Navigation icons for Kentucky Infrastructure Authority, CFDA, Kentucky Heritage Council, and Instructions.
- A "MY PEOPLE" section listing "Lee Nalley, DLG" with a "REMOVE" link.
- A "Search" section with input fields for First Name, Last Name, and Company, and a "SEARCH" button.
- A "REPORTS" section with a "SEARCH ALL PROJECTS" link.

At the bottom of the page, there are links for "PRIVACY", "SECURITY", "ACCESSIBILITY", and "DLG HOME".

VIEW: This function allows you to look at the details of the project. This contains all the information about the project. On the right you will notice two boxes.

Inch Polyvinyl Chloride (PVC) Sanitary Sewer (SS) - 3,200 Linear Feet (LF); (2) 8-Inch PVC SS -21,200 LF; (3) 6-Inch PVC 55 Laterals - 3,515 LF; (4) 4-FT Diameter Manhole - 105 Each(EA); (5) Grinder Pump Station - 3 EA; and (6) 2-Inch PVC Force Main - 1,500 LF

ADDITIONAL INFORMATION

WASTEWATER INFORMATION		SOLID WASTE INFORMATION	
Water Supplier Name:	Monticello Commission Utility	Landfill Name:	Tri K
Describe wastewater disposal:	Package Sewage Treatment Plant	Landfill Permit No.:	
Facility:	1	Transport Mode:	truck
Address/GPS:		Transport Company:	
Existing publicly owned wastewater treatment plant		**Only fill out this section if project is a construction project or purchase of real estate**	
Plant Name:	Monticello Commission Utility		
On-site septic tank and lateral field			
Health Dept. Name:			

REVIEW

Endorsement: (Select One)

Comment:

SUBMIT

INFORMATION REQUEST

Subject:

Request:

SUBMIT

Pennyrite ADD - Melody Goodwin Un-Assign

Purchase ADD - Brad Davis Un-Assign

INFORMATION REQUEST: This box allows you to ask a question or request information, like a map or other documents.

Type in a very brief subject. Then type in what you need to request. Click “Submit,” and it will post in the “Information Request” box for everyone that is associated with the project to see.

The applicant will see this and then answer the questions or can upload a document that is needed.

REVIEW: Here you are going to choose the endorsement; it will either be Endorse with Comments or Non-Endorse. Either one you must write a comment. If it’s non-endorse, please explain *in detail* the reason for not endorsing the project. Click “Submit”, then this will also post on the page with all the information about the project. The project will not be in your workbasket after you click “Submit.”

If you need to change a review, you can search for it in the search box. Change the review as needed and then click “Submit” again.

Please note: The project cannot be edited after you click “Complete.”