Kentucky e-Clearinghouse
Instructions

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

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

Login 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 to remember for you.

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

Once logged in you will see your "Workbasket."

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.

| Workbasket | New Project | Change Password | Logout |

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

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: ☐	
		List Counties:	
Project Title: *	Arts and Craft Bow Making Class	Congressional Districts: *	1:☐ 2:☐ 3:☐ 4:☐ 5:☐ 6:☑
Construction: *	Non-Construction		

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	
Is the Applicant delinquent on any Federal debt? *	No	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.
If yes, explain:		

MY PEOPLE

REVIEW

ESTIMATED FUNDING

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

[EDIT PROJECT] [UPLOAD DOCUMENT] [COMPLETE PROJECT] [DELETE PROJECT]

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 giving you several options. **Be sure and get to the "complete project" section prior to beginning any _additional_ projects**.

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.

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, 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.

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

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 <u>all</u> the reviewers have made comments unless the project meets the criteria for an endorsement/waiver letter. Those endorse/waiver letters are generated upon completion of the initial review by the SPOC/Program Coordinator.

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 <u>**must**</u> 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 for review are.

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

The screenshot shows a Kentucky eClearinghouse application view with the following visible text:

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

Pennyrile ADD - Melody Goodwin — Un-Assign
Purchase ADD - Brad Davis — Un-Assign

REVIEW
Endorsement: (Select One)
Comment:
SUBMIT

INFORMATION REQUEST
Subject:
Request:
SUBMIT

ADDITIONAL INFORMATION

WASTEWATER INFORMATION
Water Supplier Name: Monticello Utility Commission
Describe wastewater disposal:
Package Sewage Treatment Plant
Facility: 1
Address/GPS:
Existing publicly owned wastewater treatment plant
Plant Name: Monticello Utility Commission
On-site septic tank and lateral field
Health Dept. Name:

SOLID WASTE INFORMATION
Landfill Name: Tri K
Landfill Permit No.:
Transport Mode: truck
Transport Company:
Only fill out this section if project is a construction project or purchase of real estate

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, 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.