

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.”

Kentucky eClearinghouse x Kentucky eClearinghouse x

https://kydlgweb.ky.gov/eClearinghouse/16_echWorkbasketViewAs.cfm?User_ID=2853



KENTUCKY eCLEARINGHOUSE

[HOME](#)[CONTACT US](#)

[Workbasket](#)[New Project](#)[Change Password](#)[Logout](#)

ADMINISTRATIVE VIEW

Workbasket for [REDACTED]

ASSIGNMENTS

SAI	Project Type	County	Title	Last Review Date	Days In Review	Assignments Complete
KY201303050163	Health / Substance Abuse / Children's Health Services	GRAVES	Graves County ASAP(CRLF)Drug Free Communities grant		Completed	Not Assigned VIEW
KY201203160276	Health / Substance Abuse / Children's Health Services	GRAVES	Graves County ASAP(CRLF)Drug Free Communities grant		Completed	Not Assigned VIEW
KY201103160338	Health / Substance Abuse / Children's Health Services	GRAVES	Graves County ASAP		Completed	Not Assigned VIEW

MY PROJECTS





SAI	Project Type	County	Title	Last Review Date	Days In Review	Assignments Complete
KY201303050163	Health / Substance Abuse / Children's Health Services	GRAVES	Graves County ASAP(CRLF)Drug Free Communities grant		Completed	Not Assigned VIEW
KY201203160276	Health / Substance Abuse / Children's Health Services	GRAVES	Graves County ASAP(CRLF)Drug Free Communities grant		Completed	Not Assigned VIEW
KY201103160338	Health / Substance Abuse / Children's Health Services	GRAVES	Graves County ASAP		Completed	Not Assigned VIEW

INFORMATION REQUESTS

SAI	Requestor	Agency	Subject	Date	Days	Status
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REGISTRATION REQUESTS

Name	Company	Phone	Request Date
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MY PEOPLE

Search

First Name:

Last Name:

Company:

[REPORTS](#)

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:	<input type="checkbox"/>
Project Title: *	Arts and Craft Bow Making Class	List Counties:	
Construction: *	Non-Construction	Congressional	1: <input type="checkbox"/> 2: <input type="checkbox"/> 3: <input type="checkbox"/>
		Districts: *	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		
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.

The screenshot displays a web interface with a 'MY PROJECTS' section. It features a table with columns for SAI, Project Type, County, Title, Last Review Date, Days In Review, and Assignments Complete. A single project is listed with SAI KY201612021264, Project Type Other (Specify), County Franklin, Title Arts and Craft Bow Making Class, Last Review Date 12/02/2016, Days In Review 0, and Assignments Complete Not Assigned. A 'VIEW' link is provided for this project. To the right of the table are three buttons: 'SEARCH', 'REPORTS', 'SEARCH ALL PROJECTS', and 'ADMINISTRATIVE'. Below the table are sections for 'INFORMATION REQUESTS' and 'REGISTRATION REQUESTS', each with their own columns. At the bottom of the page are links for 'PRIVACY', 'SECURITY', 'ACCESSIBILITY', and 'DLG HOME'.

MY PROJECTS						
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

[REPORTS](#)

[SEARCH ALL PROJECTS](#)

[ADMINISTRATIVE](#)

[PRIVACY](#) [SECURITY](#) [ACCESSIBILITY](#) [DLG HOME](#)

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

Project View
KY201612021264

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

MY PEOPLE

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 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.

DOCUMENTS

Test page upload	This is a test page map, not really a project.	VIEW
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COMMENTS

[COORDINATOR'S REVIEW](#)

KY Heritage Council Yvonne Sherrick	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
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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 for review are.

The screenshot displays the Kentucky eClearinghouse reviewer interface. The browser address bar shows the URL: https://kydlgweb.ky.gov/eClearinghouse/16_echWorkbasketViewAs.cfm?User_ID=5386. The interface includes a sidebar with logos for Kentucky Infrastructure Authority, CFDA, Kentucky Heritage Council, and a CAUTION notice. The main content area features four tables: ASSIGNMENTS, MY PROJECTS, INFORMATION REQUESTS, and REGISTRATION REQUESTS. The ASSIGNMENTS table contains one row for a project in Wayne County. The MY PROJECTS table is empty. The INFORMATION REQUESTS and REGISTRATION REQUESTS tables are also empty. On the right side, there is a MY PEOPLE section with a search form and a REMOVE button. Below this are buttons for REPORTS and SEARCH ALL PROJECTS. The footer contains links for PRIVACY, SECURITY, ACCESSIBILITY, and DLG HOME.

ASSIGNMENTS						
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

MY PROJECTS						
SAI	Project Type	County	Title	Status	Last Review Date	Days In Review

INFORMATION REQUESTS						
SAI	Requestor	Agency	Subject	Date	Days	Status

REGISTRATION REQUESTS			
Name	Company	Phone	Request Date

MY PEOPLE

Lee Nalley, DLG [REMOVE](#)

Search

First Name:

Last Name:

Company:

[SEARCH](#)

[REPORTS](#)

[SEARCH ALL PROJECTS](#)

[PRIVACY](#) [SECURITY](#) [ACCESSIBILITY](#) [DLG HOME](#)

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 web browser window with the URL https://kydlgweb.ky.gov/eClearinghouse/16_echApplicationView.cfm?AppId=19374. The page displays project details for a sanitary sewer project. The 'ADDITIONAL INFORMATION' section is divided into 'WASTEWATER INFORMATION' and 'SOLID WASTE INFORMATION'. The 'REVIEW' section includes an endorsement dropdown and a comment box. The 'INFORMATION REQUEST' section includes a subject and request text area.

Project Details:

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

REVIEW

Endorsement: (Select One)

Comment:

INFORMATION REQUEST

Subject:

Request:

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.