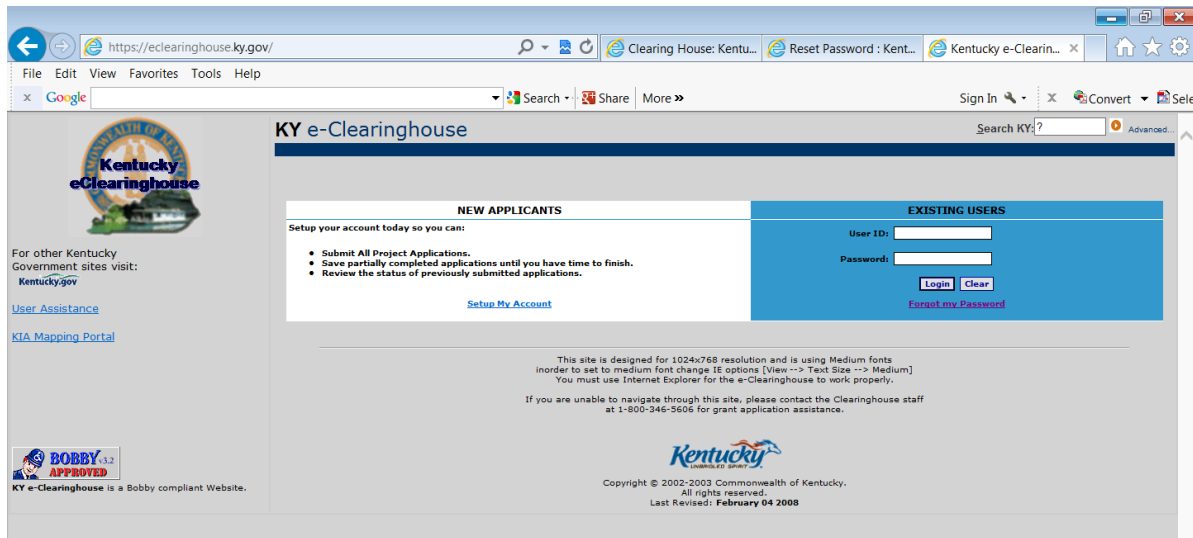


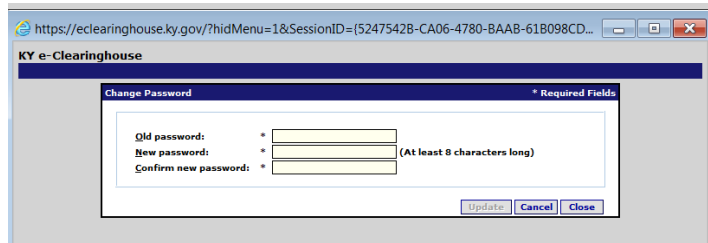
## Instructions for Applicants:

- Please note that Kentucky e-Clearinghouse ONLY supports Internet Explorer 9 or below. Google Chrome and Firefox are not supported browsers for the e-Clearinghouse. Before you get started, please follow the following instructions to make Internet Explorer compatible with the e-Clearinghouse.
- Pull up the log in page, but don't log in. Go to top of page, click on (internet) Tools, click Compatibility View Settings and add KY.gov, then close. Then you can log in. You will have to do this every time you log in the e-Clearinghouse.
- When logging in, if the program tells you that the browser needs to be updated, don't do that. Be sure you click ALLOW ALL CONTENT.

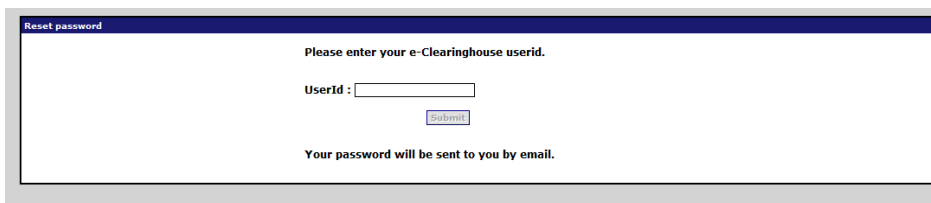
1. Go to [www.dlg.ky.gov](http://www.dlg.ky.gov)
  - Click on Kentucky State Clearinghouse on the left
  - Print and follow the Instructions for Applicants
  - Click on the EClearinghouse web site link at the bottom of page or
    - Log into <https://eclearinghouse.ky.gov> in Internet Explorer
    - Remember: Allow all content, you don't need to update the browser
    - Save the eclearinghouse website in Favorites



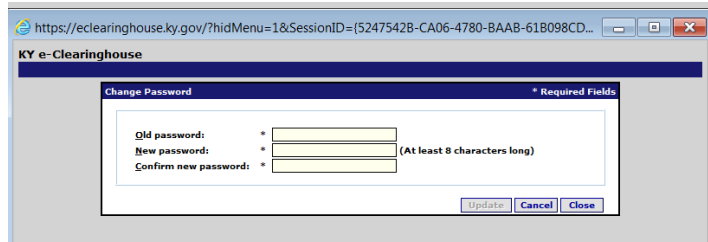
2. If you already have an ID and password, go ahead and log in, don't forget to follow the instructions in red above before you log in.



3. If you are prompted to change your password, it needs the password changed every 30 days.
  - Put in your old password
    - The password needs to 8 characters with one number
  - Put in new password
  - Put in new password again
  - Click on update-it might be in gray, it will work, then click close. It will take you to your workbasket. The program doesn't tell you that you did it correct.
  
4. New Accounts:
  - Click set up my account
  - Fill out all fields including the email address and company name
  - **These id's and password's will not come to you automatically, please be patient as the Clearinghouse Coordinator has to manually assign them, the coordinator has to be in the office to do this**
  - If it is after hours or on the weekend you will get an email the next business day. The Clearinghouse Coordinator may be out of the office, you will get as soon as she returns.
  - Click Save then Close the screen goes back to the log in screen with the EClearinghouse
  - Only do this set up account once, the CH Coordinator will get it.
  - You will receive your id and password by email
  
5. Log back into the EClearinghouse (step one)
  - Type ID and Password under Existing Users
  - IDs and Passwords are case sensitive
  - Click Login
  - If you get Access Denied, keep trying as your typing something wrong, it must be typed exactly like it was sent to you.
  - If you continue to get Access Denied it means that you are not typing something correct.
    - Click on Forgot my password
    - Enter your user ID
    - Click Submit



- If you don't know your user ID then send the e-Clearinghouse coordinator an email and ask for the ID and Password.



6. First time logins will be prompted to change the password

- Password must be at least eight characters long and include one number.
- Type in old password
- Type in new password two times
- Click Update
- Click Close
- Password's are updated every 30 days

7. Workbasket Opens

- User name is in left bottom corner
- User tabs on the left
- Projects will be viewed in the middle

8. Entering an Application

- Apply for Funding
- Enter Application
- Choose the Project Type from the drop down box, Please DO NOT Choose Other unless you are absolutely sure there is nothing in the drop down that fits your grant application.
- Click Select
- Double Click the 424 form or Click once to highlight and click open form

9. Completing the 424 Form

- First tab at top is Application/Applicant Tab
- Fill out all fields, the fields with asterisks these are mandatory
  - Legal Name is the name of the entity that will receive the funding
  - Contact person and company name and address is the point of contact for the application, (this information will automatically print on the Eclearinghouse Endorsement Letter that will be returned to you by email)
  - Please put a prefix in front of the first name (Mr., Ms., Judge, Mayor...)
  - Phone numbers, money and dates do not type dashes, slashes, periods, or parenthesis the program will put those in
  - The title should have the legal name and what the project is, NOT the description  
Example: Dept. for Local Government, City Park Recreational Trail
- **Please don't put the project description here, that information goes on the Project tab. Keep this short, this also prints on the Eclearinghouse Endorsement Letter**

- Click Save at bottom

#### 10. Second tab at top is Project Tab

- Click New CFDA, box will open up
- Catalog of Federal Domestic Assistance number (CFDA) and Title must be filled in so the budget information to work.
  - Type CFDA Number (00.000 format)
    - If Water/Wastewater project and is state funding, put 00.000 so that it can be saved. The title can be State Funds.
    - All other grants have a CFDA number, if you don't know it call your funding agency to get it
    - You must have the CFDA number and Title to be able to move on to the budget tab
  - Type the Title
  - Click Save (it will be grey but will work)
  - If there are multiple CFDA numbers, click New CFDA, type in information again,
  - Click Save
  - Click Close

➤ **You will get a box that says, “To view the items just added in the application, please save the Form.” What this means is you will be able to view once the entire 424 form is saved. Please don't call the Clearinghouse or keep inputting CFDA numbers. The number and title will be there after you finish the rest of the project tab and click on Save at the bottom. When the page refreshes you will then see the CFDA number at the top.**

#### 11. Executive Order 12372 is it subject to the review

- You need to mark yes and the next line you need to put in the date you are doing this application
- Fill out all fields, the fields with asterisks are mandatory

#### 12. Project Description

- Project Description should be a detail of what the project entails. It should include the “Who”, “What”, “When” and “Where”
  - If project description isn't complete or not clear the Clearinghouse Coordinator will refuse submission into the EClearinghouse and it will be re-opened and sent back into the applicant's workbasket and an email sent to that person to fix what is missing or wrong
  - For all Construction Applications there must be a site address and or the GPS coordinates, if this is missing your application will be sent back
  - Please leave out any additional information that is not needed, like what happened in the past and what might happen in the future and any percentages of how many people will use or how much money will be made etc
  - Please don't put in a couple of words, the project description must be similar to what would be sent to the funding agency
  - Not giving a good project description and having the project reopened may result in a delay of processing and review
- If its construction project, the water/wastewater and solid waste information must be provided this is below the project description, again if this information is not provided for a construction project it will be sent back to the applicant
- Click Save

13. Third Tab at Top is Budget Tab

- Click Add/Edit Budget at bottom
  - This is the information from the CFDA Number
- **Skip this first tab and go to Summary Category Tab**

14. Click Summary Category

- Double Click on the first CFDA number (if you have multiple ones, ignore them only use the first one)
  - This opens the break out budget items, they will be zeros
  - Go to Budget Category Section B (this is the only part of the budget that is the most important, you don't have to fill out anything else in the Budget Tabs)
  - Do not put in decimal point, dollar sign, or cents round the dollar amount
- Tab down to the first box and fill in all of the budget items that apply
- If you have categories that are not represented here, add them up and put in Other
- Click Save Budget (it might be grey but will work)

15. When finished with the Budget

- Click Close, not the X at the top

16. Click Close Again on the next page, not the X at the top

- This will take you back to the 424 box

Project Type: HEALTH

Form	Required	Last changed User	Last changed Date	Status
Federal Application Form 424	Mandatory	RARbuckle	04/16/2015	Complete

Please check the box as confirmation that you agree with the certification statement before being able to complete the application. (Please note: the application may only be certified by the application owner.)

17. The project will say Complete

18. Check the box of Certification of Information

19. Click Complete

- The Project will be sent to the e-Clearinghouse coordinator to start the state review and automatically be given an State Applicant Identifier Number (SAI)
- To view the SAI number

- Go to My Applications and click Workbasket this refreshes the screen
20. If project needs to be given to someone else for read only purposes
- Click on the project to highlight it
  - Click User Access
  - Click New
  - Pick User
  - Type in Last Name
  - Click Search
  - Select User, Click once to highlight User
  - Click Accept
  - Click Close
21. A project can be edited until the Complete has been chosen, after that it can be “read only”.
22. Project is sent to the EClearinghouse Coordinator
- After Complete is chosen the project is automatically sent to the EClearinghouse Coordinator for the review process
  - If your project has been re-opened by the Clearinghouse Coordinator you need to make the changes that is specified from the email that was sent to you, follow the directions for completing the application as you did before
  - When it has been sent back to you it will say Reopened in the Status box
  - Check the confirmation box, click Complete, click close
    - It will say Resubmitted in the Status box
    - If you don't do this the Clearinghouse Coordinator can not review it, when its in the reopened status only the applicant can see it so the project is not being reviewed until the applicant checks the box and hits complete again
23. Refreshing the screen in the eClearinghouse
- Click My Applications
  - Click Workbasket
    - or press the F5 key on the keyboard
  - The SAI number will now be shown beside the completed project
24. Making Changes to an Application
- Making corrections after its been completed
  - Email the Clearinghouse Coordinator ask to re-open the project, be sure to send the SAI number in the email
  - Coordinator re-opens and the project is sent back to Applicant for changes
  - Applicant makes changes and completes again
25. To Withdraw a project
- **Only withdraw a project if a review needs to be stopped, or it's a water/wastewater project and changes need to be made in the WRIS Project Profile.**
  - Click on the project to withdrawal one time to highlight it
  - Click withdraw Application
  - Click OK

## 26. Information Request

- Reviewers will need more information, the applicant receives an email with the SAI number in the subject line
  - The review stops until the Applicant answers the questions
  - The original email must be returned to the email of the Clearinghouse Coordinator or the email of KY State Clearinghouse
- The Clearinghouse review usually takes 30 days. When the review is complete the ECH coordinator will email the Endorsement Letter to the applicant. If the project doesn't entail any construction or purchase of land, it may only take a few days for the Endorsement Letter to be finished and emailed.
- There are no rushes in the e-Clearinghouse every project is important and given the full attention they all deserve. Please be patient, and contact the e-Clearinghouse Coordinator if you have any questions or concerns.