Kentucky Eclearinghouse Instructions

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



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

Log in screen:

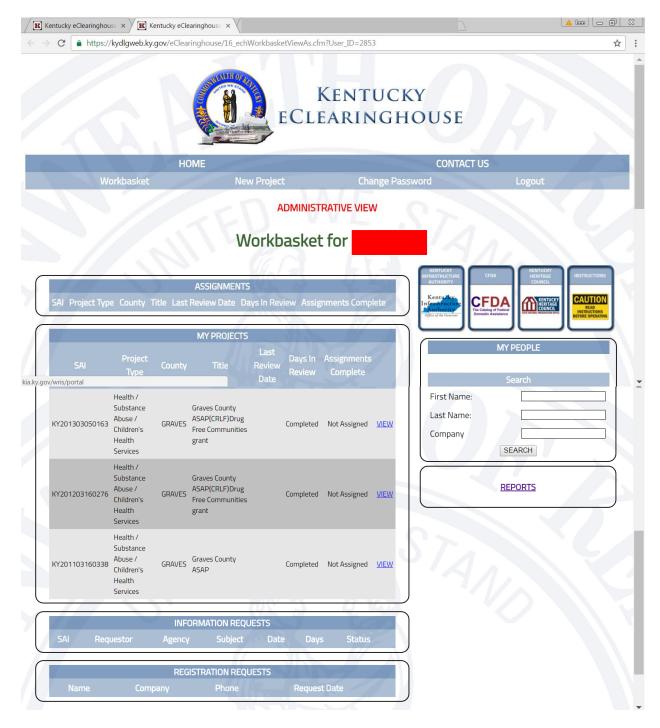
New users please set up an account, fill out the form and submit. The Eclearinghouse will send you by email an ID and password. Please be patient someone has to be in the office to do this.

Existing users 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, go ahead and enter that and hit "Login".

When you get your email with the ID/Password and you log in the first thing you need to do is go to "change password". Make your new password anything that you want.

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

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 are notes to help you.

Worl	basket	New Project	Change Password	Logout
E: I have cut som the page.	e of the parts out to	Projec	t View	
			RENTUCKY	CFDA KENTUCKY HERITAGE INSTRUCTIO
1111	APPLICAI	IT INFORMATION	Kentudky	
Applicant Company: *	est Applicant	Applicant Type: * Non-Profit	Infendructure Office of the Generation	CFDDA To Catalog of Foderal Domestic Assistance
Applicant Courtesy:	1r.	Submitter (You, the person filling ou form)	ut this	MY PEOPLE
Applicant First Name: *	ee	Submitter First Name: *		
Applicant Last Name: *	bhnson	Submitter Last Name: * Johnson		
Applicant Phone: (!	502) 222-4445	Submitter Phone: (502) 222-4!	544	
1-1	PROJEC	T INFORMATION		
Project Type: *	Other (Specify)	Applicant County: * Franklin		
Project Number		Multiple Counties:		
(WRIS):		List Counties:		
Project Title: *	Arts and Craft Bow	Congressional 1: 2: C		
	Making Class	Districts: * 4: 5: 6	6: 🗹	
Construction: *	Non-Construction	-n V		
		NFORMATION		
	FDA Title: *			
45.122 F	ederal Bow Making	a fail		
Federal Agency: *	Other - (Specify)	Project Description: * (Project Des		
Start Date: *	01/01/2017	needs to have a site address and the when and where of the project)	who, what,	
Is the Applicant		I want to teach bow making in t	he state	
delinquent on any	No	of KY. I will use my own home t	o do this	
Federal debt? *		in. I need the money for the sup	plies	
lf yes, explain:		and my salary.		REVIEW
(the second sec	ESTIM	ATED FUNDING		
Federal:	\$500.00	Program Income:	\$0.00	
Applicant:	\$500.00	Other (Specify):	0/	
State:	\$500.00		\$0.00	
Local:	\$500.00	Total: \$	2,000.00	
		Ma a		
11 1-1				

When you finish filling out the form you will hit "Submit" at the bottom, you will see other boxes pop up at the bottom. You can do a few things here.

EDIT PROJECT: If you would like to change something this is the time to do it. Once its 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. You might want to send a map or an approval letter of some sort, a lengthy project description or plans, whatever you think might benefit the reviewers of your project. Acceptable document types include PDF's, Word Documents and most images.

COMPLETE THE PROJECT: If everything is good to go click this button and it will give the project the State Applicant ID Number (SAI). You cannot edit 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.

	MY PROJECTS		SEARCH
Project SAI Type	Last County Title Review Date	Days In Assignments Review Complete	REPORTS
KY201612021264 Other (Specify)	Franklin Arts and Craft 12/02/2016 Bow Making Class	0 Not Assigned	SEARCH ALL PROJECTS
SAI Requestor	INFORMATION REQUESTS Agency Subject Dat	te Days Status	ADMINISTRATIVE
Name Co	REGISTRATION REQUESTS	Request Date	
PRIVACY	SECURITY	ACC	CESSIBILITY DLG HOME

If you notice at the top of the page it will have the SAI number, once you get this the project is in review with the KY State Eclearinghouse.



You will notice at the bottom of the project view page that the comments from the state agencies are seen. You will get a letter from the Eclearinghouse when all the reviewers have made comments.

	DOCUMENTS	
Test page upload	This is a test page map, not really a project.	VIEW
1 - 1	COMMENTS	
	COORDINATOR'S REVIEW	
KY Heritage Council	Endorse with Comments	
Yvonne Sherrick	To receive a review from the KY Heritage Council/	
	Preservation Office (SHPO) you must follow the instruc	
	their website at http://www.heritage.ky.gov/siteprote	
	will find the required documents for the Section 10	
	Compliance for 36 CFR Part 800. This Section 106 sub-	1
	to SHPO will assist applicants and agencies in appropriate level of information to receive comments	
	you have any questions please contact Yvonne Sherrick	
	Specialist III, (502) 564-7005, Ext. 113, yvonne.sherrick	
1 1	S S 105 3	
	UPLOAD DOCUMENT WITHDRAW PROJECT	

If you find that you don't 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) 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

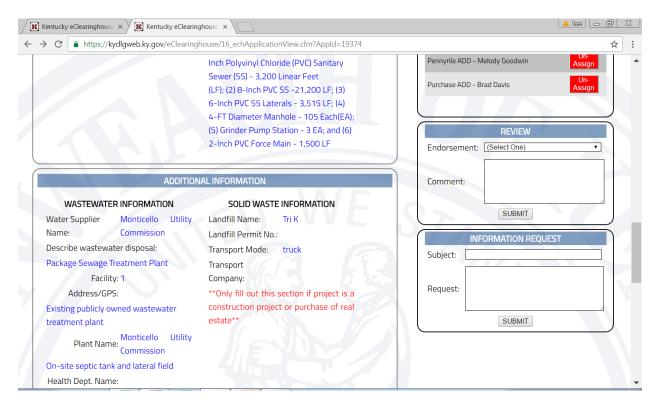
As a reviewer your workbasket will be both Applicant and Reviewer. You no longer need two workbaskets. The log in page is the same as the example for the applicant at the top.

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 log in, you will see Assignments, this is where your project assignments for review are.

	1				_		INFRASTRUCTURE CFDA	HERITAGE	INSTRUCTIONS
		ASSIGNMENTS	5				AUTHORITY		
SAI	Project Type County	y Title	Last Review Date	Days In Review	Assignments Complete		Kentuchy Infrastructure Office of the Overrar	KENTUCKY HERITAGE COUNCIL	CAUTION READ INSTRUCTIONS BEFORE OPERATING
KY20161107136	2 Wastewater WAYNE	Sanitary Sewer Improvements - Phase 1 and Carter Road	11/30/2016	28	Yes	VIEW	MY Lee Nalley, DLG	PEOPLE	REMOVE
							9	earch	
		MY PROJECTS	5	- N - A	15		First Name:		
SAI Project	County Title Stat	Last Review	Days		Assignments	. (Last Name:		
2/11	County The Stat	Date			Complete				
Туре	11 1 1 1				Contraction and the state of the		Company		1
Туре	IN	NFORMATION REQ	UESTS		178		Company	EARCH	
-//	IN questor Agen			Days	Status			EARCH	
-//	questor Agen		Date	Days	19				

VIEW: To look at the project. Here is all the information about the project. On the right you will notice two boxes.



INFORMATION REQUEST: This is the box is to ask a question or request information like a map or other documents.

Type in a subject, keep that short. 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.

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 be either 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", this will also post on the page with all the information about the project.

The project will not be in your workbasket after you hit submit.

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