

Kentucky Eclearinghouse Instructions

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

The screenshot shows a web browser window with 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 message says: "You have successfully logged out. Thank you for using the Kentucky eClearinghouse website." There are two main sections: "NEW USERS" with a link "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 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, 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".

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 are notes to help you.

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

MY PEOPLE

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: * 45.122	CFDA Title: * Federal Bow Making
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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:	

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 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.

The screenshot displays a web application interface with a navigation menu on the right and a main content area on the left. The navigation menu includes buttons for SEARCH, REPORTS, SEARCH ALL PROJECTS, and ADMINISTRATIVE. The main content area features three tables: MY PROJECTS, INFORMATION REQUESTS, and REGISTRATION REQUESTS. The MY PROJECTS table contains one row of data for a project 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 present at the end of the row. The INFORMATION REQUESTS table has columns for SAI, Requestor, Agency, Subject, Date, Days, and Status. The REGISTRATION REQUESTS table has columns for Name, Company, Phone, and Request Date. At the bottom of the page, there is a footer with 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

INFORMATION REQUESTS						
SAI	Requestor	Agency	Subject	Date	Days	Status

REGISTRATION REQUESTS			
Name	Company	Phone	Request Date

SEARCH

REPORTS

SEARCH ALL PROJECTS

ADMINISTRATIVE

PRIVACY SECURITY ACCESSIBILITY 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.

The screenshot displays the 'Project View' interface. At the top center, the title 'Project View' is shown in green, followed by the SAI number 'KY201612021264' in blue. Below this 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 icons: Kentucky Infrastructure Authority, CFDA (The Catalog of Federal Domestic Assistance), Kentucky Heritage Council, and INSTRUCTIONS (CAUTION READ INSTRUCTIONS BEFORE OPERATING). Below these icons is a 'MY PEOPLE' section.

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.

The screenshot shows the 'DOCUMENTS' and 'COMMENTS' sections. The 'DOCUMENTS' section contains 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 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.

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 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. One assignment is listed: SAI KY201611071362, Project Type Wastewater, County WAYNE, Title Sanitary Sewer Improvements - Phase 1 and Carter Road, Last Review Date 11/30/2016, Days In Review 28, and Assignments Complete Yes. A [VIEW](#) link is provided for this assignment.
- MY PROJECTS**: A table with columns for SAI, Project Type, County, Title, Status, Last Review Date, Days In Review, and Assignments Complete.
- 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.
- MY PEOPLE**: A section showing a list of people, currently containing Lee Nalley, DLG, with a [REMOVE](#) link.
- Search**: A search form with input fields for First Name, Last Name, and Company, and a [SEARCH](#) button.
- REPORTS**: A section with a [SEARCH ALL PROJECTS](#) link.

At the bottom of the page, there are navigation links for [PRIVACY](#), [SECURITY](#), [ACCESSIBILITY](#), and [DLG HOME](#). On the right side, there are logos for Kentucky Infrastructure Authority, CFDA, Kentucky Heritage Council, and a CAUTION notice.

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

Un-Assign
 Pennyrile ADD - Melody Goodwin

Un-Assign
 Purchase ADD - Brad Davis

REVIEW

Endorsement:

Comment:

INFORMATION REQUEST

Subject:

Request:

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.