"Kentucky e-Clearinghouse: An Overview of the *Essential* Steps for Submitting a Successful Project."

Introductions

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A Brief History of Presidential Executive Order 12372 (enacted July 14, 1982)

❖ The EO created a **_mandate_** for intergovernmental grant reviews of **_all_** projects submitted by anyone seeking federal grant funds.

The Major Impacts of EO 12372

❖ Community Development: The **CDBG** and UDAG programs

❖ Public Health: **CDC** and Business: **SBDC**

A Brief History of EO 12372 Continued.....

❖ It was enacted to ***foster greater*** state and local government involvement in the planning and review of federal programs affecting them.

❖ It aimed to enhance coordination, reduce duplication, and ensure that federal programs were responsive to local needs and priorities.

Where Can I Find Grant Opportunities?

Federal Grants

State Grants

SAM.GOV®

❖ All federally funded grant opportunities found here are subject to EO 12372 and are required, by law, to go through the intergovernmental grant review process.

❖ An e-Clearinghouse account is required *before* any submission can happen.

Essential Steps for a Successful Project Submission in e-Clearinghouse
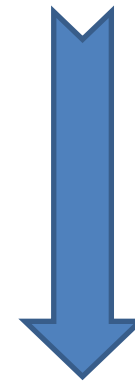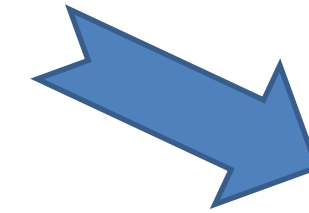
DLG.KY.GOV

Essential Step # 1—Creating Your New e-Clearinghouse account

❖ Please visit: **DLG.KY.gov** and select the icon for Kentucky e-Clearinghouse.

❖ For **step-by-step directions** to set up an account, and to submit all projects, click the icon with the caution sign.

Kentucky eClearinghouse

KENTUCKY INFRASTRUCTURE AUTHORITY

Kentucky Infrastructure Authority
Office of the Governor

CFDA

CFDA
The Catalog of Federal Domestic Assistance

KENTUCKY HERITAGE COUNCIL

KENTUCKY HERITAGE COUNCIL
STATE HISTORIC PRESERVATION OFFICE

INSTRUCTIONS

CAUTION
READ INSTRUCTIONS BEFORE OPERATING

TEAM KENTUCKY®

My *New* Kentucky Home

Essential Step #2—Completeting the Applicant Information Section of the Application

❖ Begin filling out the project template from left to right/top to bottom, ensuring you complete ***all*** the required fields indicated in red with an asterisk.

❖ Below is an example of the application.

Essential Step #3—Completing the Project Information Section

❖ Projects covering multiple counties should have the "Multiple Counties" box checked.

❖ Enter each county **separated by a comma.** For statewide project either type "all," OR "statewide."

Essential Step #4—Completeting the Project Description Section

❖ **Briefly** share the purpose for the grant submission in your own words.

❖ Be sure to include **how you intend to use the funds if the project is awarded. There are _examples_ in red print.**

❖ This would be an ideal place to upload a project budget into the document section, and indicate the budget is uploaded.

Project Description: * A brief summary of the project, including what the funds will be spent on, and a brief scope of work. Examples of fund use include: construction, salaries, equipment purchase, print materials, etc. Please type out each acronym fully the first time it appears. Example: Housing and Urban Development (hereafter HUD)

Essential Step #5—Following the Proper Order to Submit a Water/Wastewater Project

❖ The applicant ***must*** start with their ADD Water Management Coordinator to write the proposal.

❖ The Water Management Coordinator will then complete the project profile on the WRIS Portal, and when finished, a **project number/WRIS number** will be generated and sent to the Water Management Coordinator**.**

❖ If that water project number is not available in the dropdown menu, more than likely it has not gone through the entire process, **or** it is connected to another project.

Essential Step #6—Submitting a Complete Water/Wastewater Project

- ✓ Does the description match the mapped components?
- ✓ Do the budget & funding match?
- ✓ Does the project schedule match?
- ✓ Are the project components complete?
- ✓ Are the project impacts complete?
- ✓ Check the project administrator
- ✓ Check Profile Audit tab
- ✓ This profile is complete.

Essential Step #7—Understanding the WRIS/KIA Portal for Submitting a Water/Wastewater Project

Essential Step #7—Understanding the WRIS/KIA Portal for Submitting a Water/Wastewater Project, Continued

Narrative	Applicant	Administration	Budget & Schedule	Impacts	Components	Sustainable Infrastructure	Map	Status

| Project Status	Project Notes	Profile Audit

Activity	Date
Profile Created:	10.14.2024
Profile Last Modified:	11.15.2024
General Info Last Modified:	11.15.2024
Narrative Last Modified:	10.14.2024
Admin Info Last Modified:	10.14.2024
Budget Info Last Modified:	10.14.2024
Impacts Info Last Modified:	
Plans & Specs Info Last Modified:	
Components Info Last Modified:	10.14.2024
GIS Last Modified:	11.01.2024

Deficiencies found in Impacts Tab:
Demographic Impacts Section:
– Warning: There are no surveyed household counts for this project.

Essential Step #8—Submitting a Construction Project with All the Required Information

❖ All construction projects **must have a site map** uploaded in the document section.

❖ Construction is **anything** that requires a hammer and nails, shovel, or disturbs the ground.

❖ It also includes building roadways, sidewalks, hanging cable from a pole, and even remodeling.
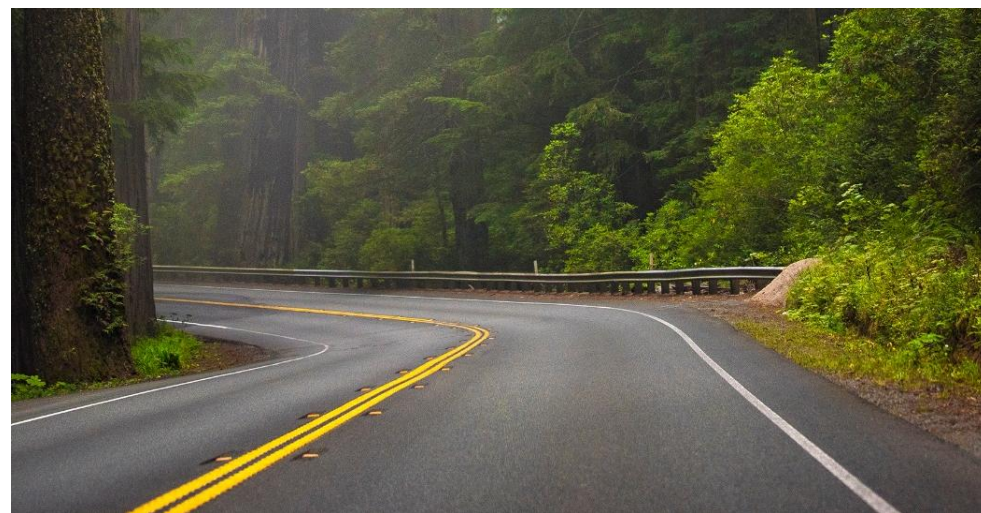
What Happens After a Project is Submitted?

❖ All submitted projects are reviewed in accordance with EO 12372. **N**o **projects are exempt from the review process.**

❖ A submitter of a ***successfully*** entered project will automatically receive an email from the e-Clearinghouse platform with their **SAI** (State Applicant Identifier).

❖ If no SAI was received, go back into your project and click the **"Complete Project" tab.**

❖ *The SAI number is essential for every step of the process.*

What is the SAI Number, and What Do the Numbers Represent?

❖ Your SAI is your State Applicant Identifier. The e-Clearinghouse platform logically assigns an SAI number to each project. ***This number is essential to the entire process!***

❖ **For example:** If you submitted a project today, your SAI number would look something like this:

   KY202508141003 or KY-2025-08-14-1003 (for teaching purposes)

The SAI number explained:

❖ KY-2025-08-14-1003 **=** the state, the year, the month, the day, and the project number for the year.

PROJECT VIEW

KY202508141003

(Status: Under Review)

Full Review of a Project vs. Waiver of the Full Review?

Project types that require a <u>full review</u> by eight (8) different agencies:
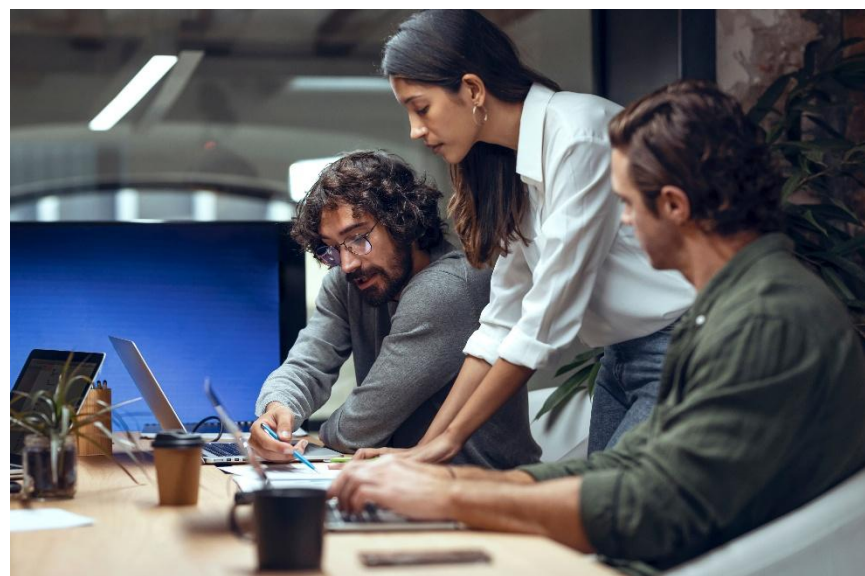❖ Water/ wastewater projects

Project types that require a <u>full review</u> by five (5) different agencies:
❖ All construction, purchase of property, and some planning projects.

Project types that may qualify for an endorse with a waiver letter:
❖ Education, mobile equipment, salary projects, and some planning project. These are generally turned around in one (1) business day, as I am the reviewer.

The Common Yet Avoidable Pitfalls of the Application Process

Pitfall #1

❖ If a water or wastewater project is submitted without a Project Number/WRIS Number from KIA, it is **_invalid and_** will be withdrawn. This costs the submitter precious time, so always follow the proper procedures for your benefit.

The Common Yet Avoidable Pitfalls of the Application Process

Pitfall #2

❖ Water/wastewater and building construction projects ***cannot*** be combined into one project submittal—they ***must*** be two separate projects.

❖ If this happens, a withdrawal and resubmission of ***two different projects will be required.***

❖ Water/wastewater projects submitted into e-Clearinghouse that "require" a building, such as a treatment plant or a flood pump station, can be combined into one project submittal.

The Common Yet Avoidable Pitfalls of the Application Process

Pitfall #3

❖ For water/wastewater projects, avoid using the SAI number on the funding source grant application.

❖ The e-Clearinghouse letter is only good for one year, and extensions may be limited after that.

❖ Water/wastewater projects may take longer, so to avoid delay or possible loss of funding, use the Project Number/WRIS Number on the funding source grant application ***opposed*** to the SAI number.

The Common Yet Avoidable Pitfalls of the Application Process

Pitfall #4
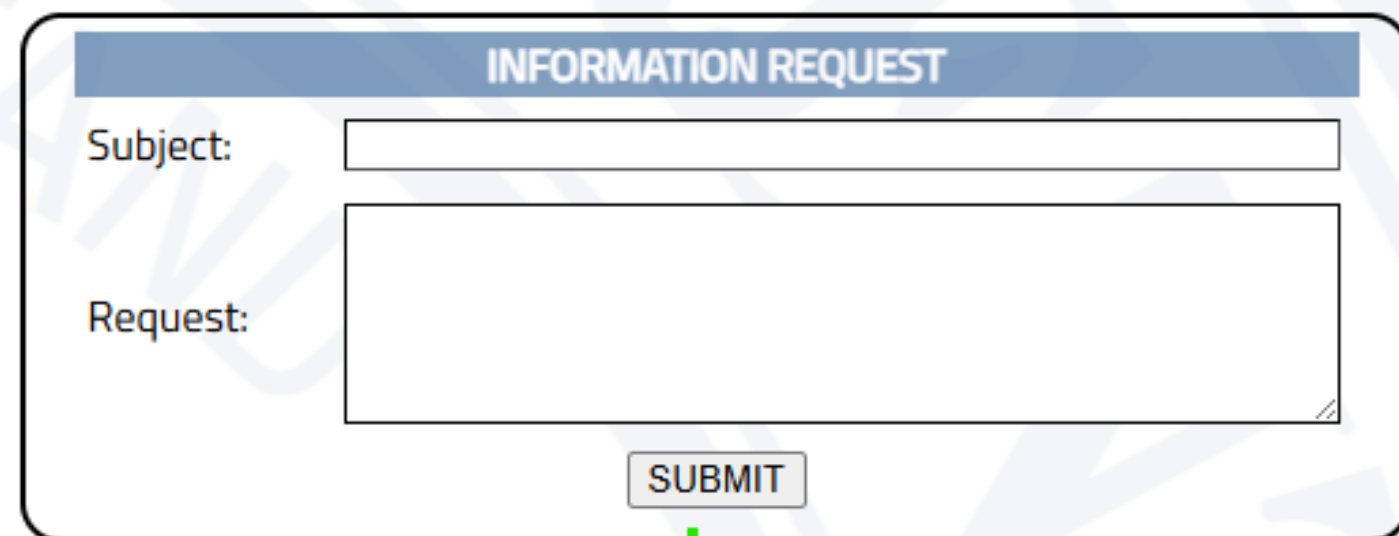
❖ Construction projects **with no site map** will receive an information request for a map. This delays the process.

❖ A **viewable** site map is required, so please check your uploads.

❖ Respond to the information request quickly to avoid further delay of a full review.

The Common Yet Avoidable Pitfalls of the Application Process

Pitfall #5

❖ When requesting an Update Letter, please use the ***Information Request function*** within e-Clearinghouse, which provides **permanent** documentation of the transaction.

❖ Key elements in your request: Certify that there have been **no changes** to the project description ***since the original project description was written****, then click submit.*
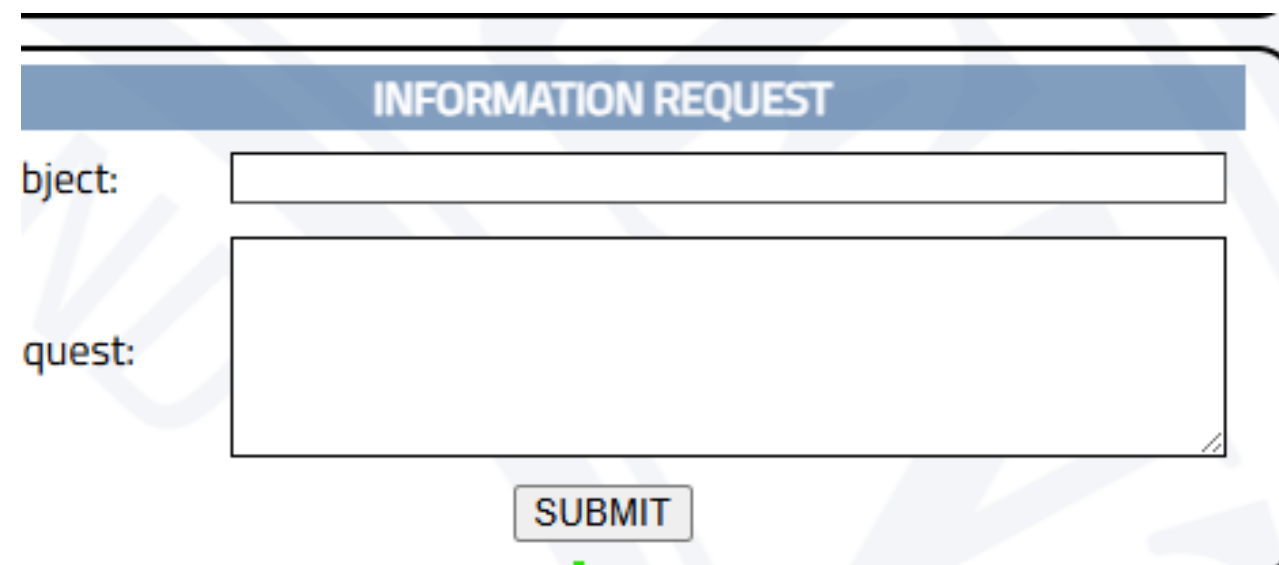
INFORMATION REQUEST

Subject:

Request:

SUBMIT

The Common Yet Avoidable Pitfalls of the Application Process

Pitfall #6

❖ Update Letters can only be created for someone within the same organization that submitted the project. If the person who submitted the project is no longer with the organization, please email cindy.seip@ky.gov and request an Update Letter for the project.

❖ The individual requesting the letter must be able to certify that there have been **no changes** to the project description.

The Common Yet Avoidable Pitfalls of the Application Process

Pitfall #7

❖ Update Letter requests for water/wastewater projects should be verified *against* the project description in the WRIS portal. If any changes have been made, it will show under the audit tab narrative in WRIS.

❖ If you are unable to verify changes, please let us know, and we can check.

Q & A Session

Please feel free to ask as many questions as you would like.

Assisting with questions are:
Trey Greenwell and Olivia Clark, Local Advisors
Department for Local Government (DLG)

I know what I know today because of these two, <u>and</u> the day-to-day experiences with e-Clearinghouse over the last fourteen (14) months.

Thank you for the privilege of serving.

Thank you for attending our session, and ***much success*** *to you in <u>all</u> future e-Clearinghouse projects!*

Cindy Seip & Don Schierer
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Contact Information for Speakers

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