

e-Clearinghouse Project Reviewer

User Guide



Issued by:

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Introduction

The e-Clearinghouse coordinates the State-level review of Federal Grant projects, ensuring compliance with Executive Order 12372 and KRS 45.031. It identifies the state agencies that should be involved in the development of federal projects and provides them with the opportunity to review and comment on applications.

A thorough Project Review process has been developed to ensure fairness, accuracy, and consistency with program guidelines. This Project Review process will ensure that all prospective external reviewers have access to the information, tools, and resources needed to participate fully in this process. The individuals who review project applications will be able to access the Project Reviewer process through the KY DLG Portal.



Please note that, throughout this document and on the KY DLG Portal, the term “Project Reviewer” refers to an individual reviewer from an organization that is external to the Kentucky DLG team. A “Primary Project Reviewer” is a specified individual who is designated to be the primary reviewer for an Organization and is the individual who ultimately needs to provide their decision (endorsement or non endorsement) before the application’s review can be marked as completed.

This user guide is designed to provide individuals with information and resources to assist in completion of their review of Federal Grant applications. It is structured to follow the process from beginning to end.

User Account Set-Up

The Project Review will be available on the KY DLG Portal once an application is submitted, a Project Reviewer will be assigned to the application. Access the portal home page at <https://www.dlgportal.ky.gov/en-US/>.

DLG suggests additional members for an organization be added to the portal via Organization Invitations. Administrators for an organization can send out invitations from the Organization Details page at any time. Detailed below are the instructions for accepting and sending organizations invitations, as well as individual account creation and setup.

Accepting an Organization Invitation

Primary Reviewers will receive an email similar to the one below which instructs them on how to set up an account after clicking the link provided in the email. This same email will be sent to all individuals who are invited to join an Organization via an Organization Invitation.

Invitation to the Kentucky DLG Portal [Inbox](#)

 DLGPortalNotifications_TestNoReply <DLGPortalNotifications_TestNoReply@ky.gov>
to thomas.testing.spur20+stevesmith@gmail.com

Tue, Jan 6, 8:48 AM (7 days ago)

Steve Smith,

You have been invited to the Kentucky DLG Portal as part of the organization, Buffalo Trace ADD. Please follow the instructions below to access and complete your account.

[KY DLG Portal Invitation](#)

New Users

1. Click the "KY DLG Portal Invitation" link above to open the invitation. This will direct you to the portal and pre-populate your invite code in the portal.
2. Click "Register" which will direct you to the login page.
3. Click "No Account? Create one" under the field which asks you to input your email.
4. Complete the following when prompted to create your account:
 - a. Input the email address where the invitation was sent, click "Next".
 - b. This will send a verification code to your email which you will need to copy and paste to continue your Account process.
 - c. Provide any other profile information requested, and complete the remaining account creation process as directed.

[Reply](#) [Reply all](#) [Forward](#) [Smile](#)

Sending an Organization Invitation

An Organization Invitation can be sent by any user who has been set up as an Admin within the system. When sending an invitation, the Admin specifies the individual they wish to invite to the organization and assigns the appropriate role. The invited individual can be designated as either an Admin, granting full administrative privileges, or as Staff, providing limited access for operational tasks. Once the invitation is sent, the individual will receive an email notification with instructions to join the organization and complete the setup process.

Creating an Organization Invitation:

- Navigate to the Organization page of the portal by clicking your name on the top right and selecting "Organization"



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New Kentucky Home

DLG Portal

Messages Tom Testing [Reviewer]

Profile e-Clear Organization Logout

Your Gateway to Local Government Resources

Streamlining access to essential services and information for

- Click on the Members tab of the Organization page.
- This page shows you all of the members who are a part of this Organization

Messages | Tom Testing [Reviewer] ▾

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Organization

Details | Payment Accounts | Members

Team

Name	Email	Type	User ID	Status	Actions
Mike Smith	josh.testing.spur20+mikesmith@gmail.com	Staff	USR-0001028	Active	...
Steve Smith	thomas.testing.spur20+stevesmith@gmail.com	Staff	USR-0001024	Active	...
Tom Testing [Reviewer]	thomas.testing.spur20@gmail.com	Admin	USR-0001005	Active	...
Liz Thomas	josh.testing.spur20+lizthomas@gmail.com	Staff	USR-0001029	Invitation Pending ⓘ	...
Mary Thomas	josh.testing.spur20+marytaylor@gmail.com	Admin	USR-0001025	Invitation Pending ⓘ	...

Join Requests

Name	Email	Status	Actions
------	-------	--------	---------

- Click “Invite User” to be prompted to enter the information for the user that you wish to invite

Invite User

Required *

First Name *

Last Name *

Email *

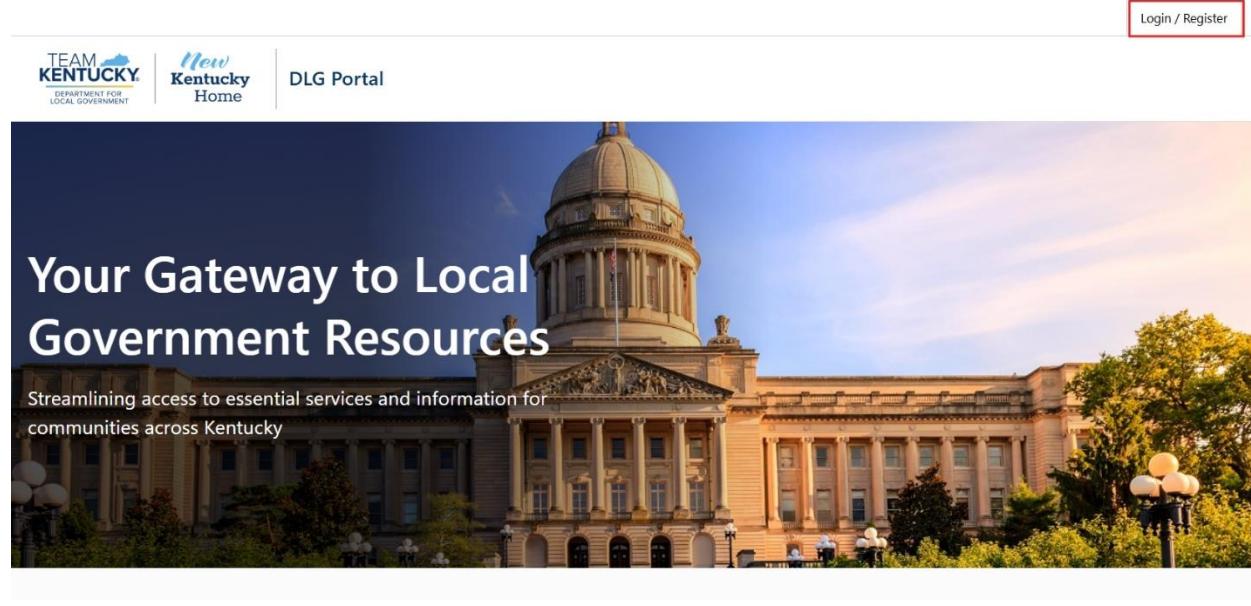
Organization Contact Type *

Cancel | Submit

- Once you have entered the information for the user that you wish to invite, click “Submit”. This will send them the email that we see in the above section prompting them to Create their account along with a link for them to do so.

Account Registration and Signing In

To both create a user account (if you are a new user) and sign in to your account (if you are an existing user), click on the “Login / Register” button in the top-right of the page:



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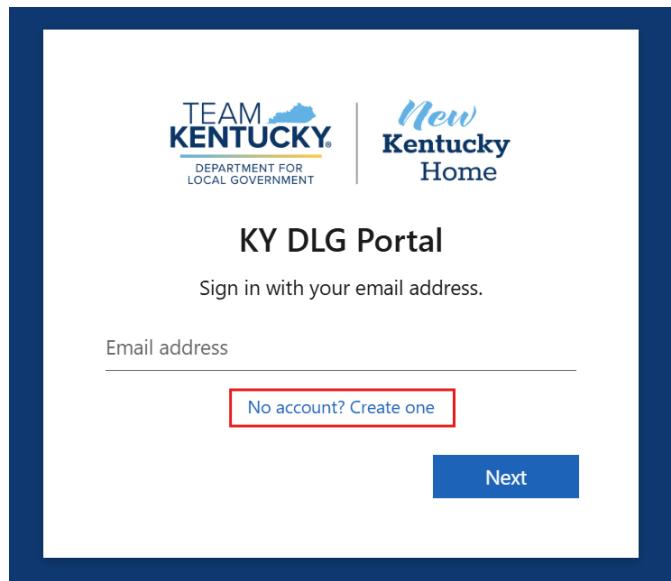
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DLG Portal

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From the “Sign In” page, to register for an account, click the “No account? Create one” link at the bottom:



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New Kentucky Home

KY DLG Portal

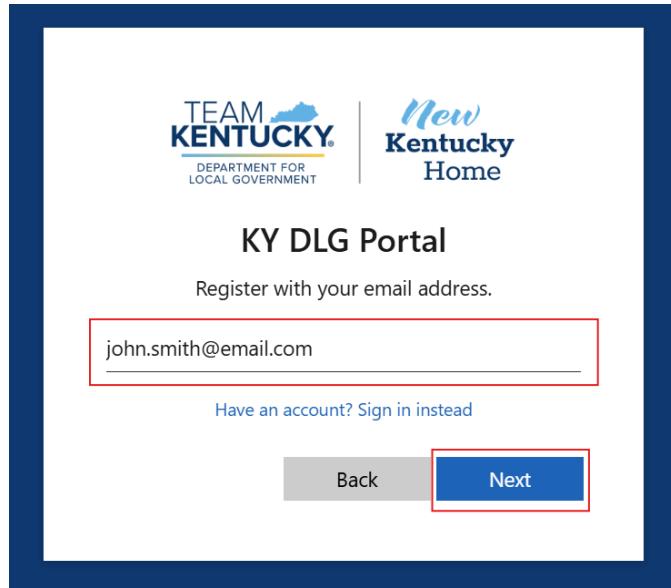
Sign in with your email address.

Email address

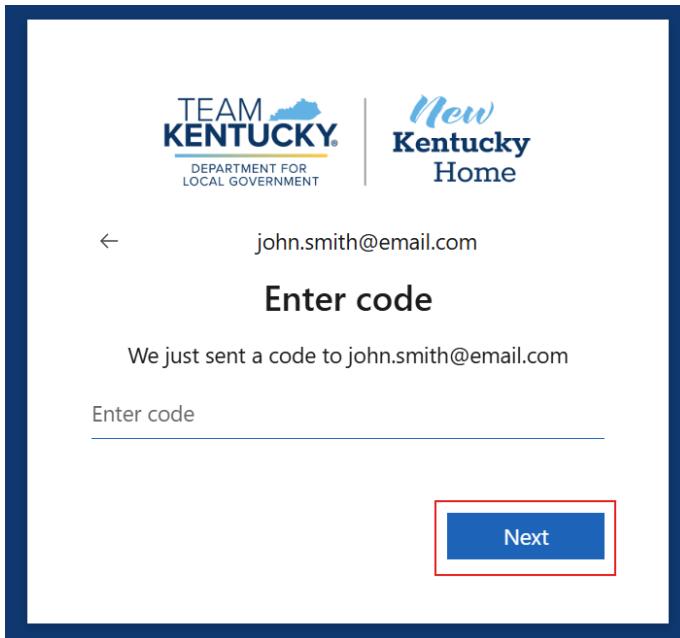
No account? Create one

Next

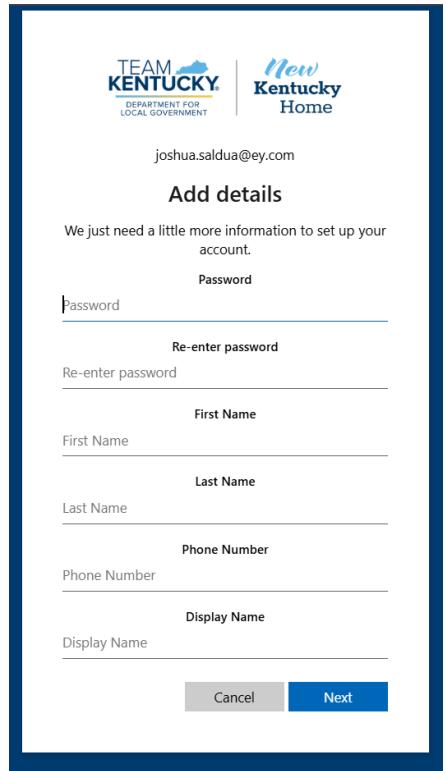
This will navigate you to a new page where you will be prompted for an email address to associate your account with. Enter your email address and click on the “Next” button.



You will then be prompted to enter a code that is sent to the email address to verify you. Give the code a couple minutes to send. If it has not sent then please double check the email that you input is correct.



Enter the code and click "Next." This will navigate you to a final screen where you will input details about your new account including a password, name, and phone number:



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joshua.saldua@ey.com

Add details

We just need a little more information to set up your account.

Password

Re-enter password

First Name

Last Name

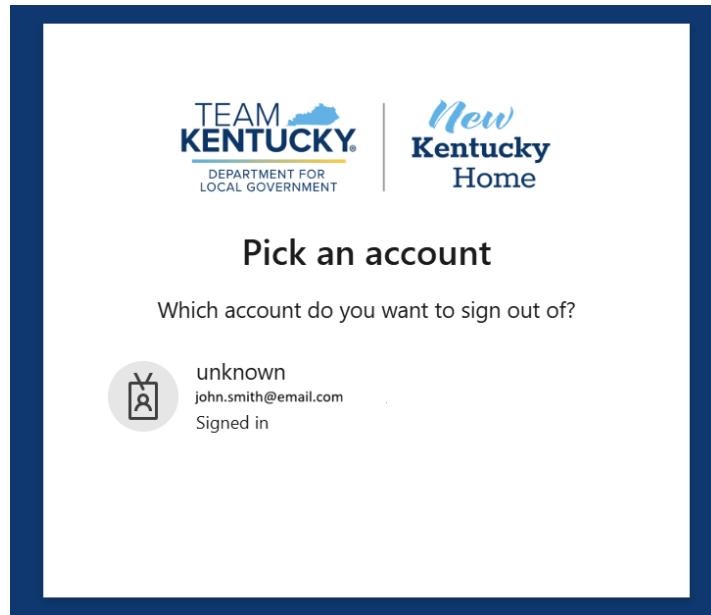
Phone Number

Display Name

Cancel **Next**

When finished, click the “Next” button to officially create your new user account.

To log in to your account, follow the same steps as before: click on “Login” in the top-right corner of the page. Select the account for which you are logging in.



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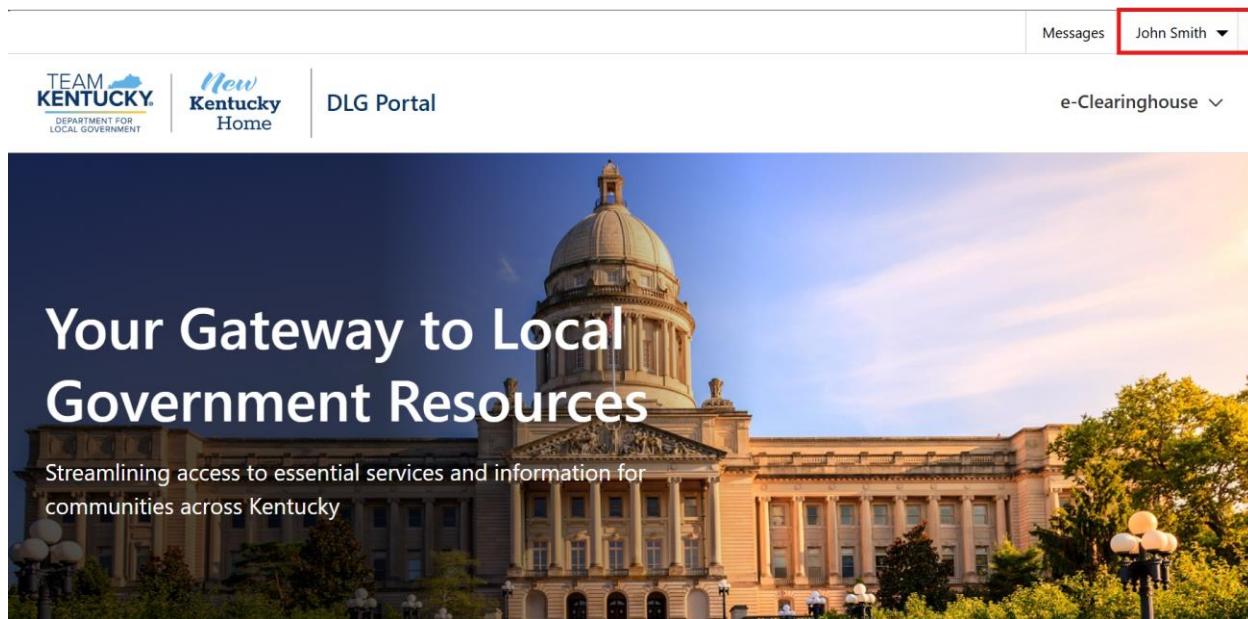
New Kentucky Home

Pick an account

Which account do you want to sign out of?

unknown
john.smith@email.com
Signed in

Once you are successfully signed in, the “Login” button in the top-right of the page should then display your name:



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New Kentucky Home

DLG Portal

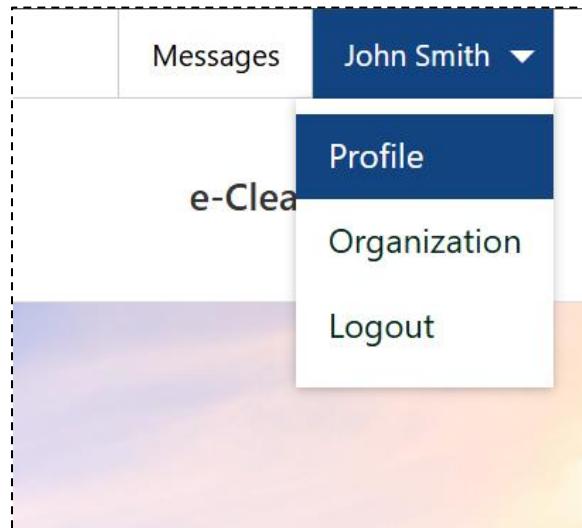
e-Clearinghouse ▾

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Editing Your User Profile

When logged in, click on your name in the top-right corner of the page, then select “Profile” in the drop-down list that appears:



You will then see the “My Account” page, which contains sections for profile information including “Personal Information,” and “Account Details.”

My Account

Personal Information

* Required

First Name *

Middle Name

Last Name *

Suffix

Phone *

Account Details

Contact Email john.smith@email.com [Edit](#)**Updating your password**

Sign out of the KY DLG Portal. On the "Enter Password" window of your next sign in attempt, select "Forgot password?" and follow the prompts to update your password.

[Submit](#)

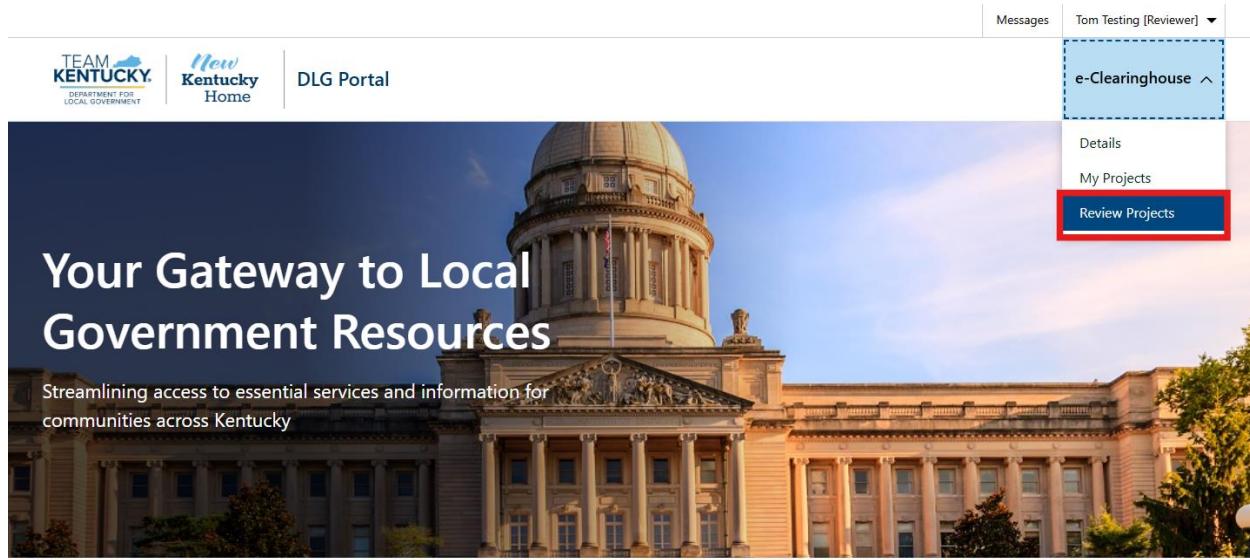
It is your responsibility to keep your user profile information current. Should any of your information change, please update your user profile promptly on this page and you will have the option to save the updated information by selecting "Submit".

General Instructions

From the home page, scroll down to see a list of the various portal pages, along with a brief description of each, for your use and convenience:

Dashboard of Your Projects for Review

When signed in, click on the "e-Clearinghouse" button in the top-right of the page, then select "Review Projects" in the drop-down list that appears:



The Review Projects page is where you are able to view all of the applications that have been assigned not only to yourself, but also all of the applications that have been assigned to the Organization that you are a part of. Here you will be able to select these applications individually to Review and provide a decision on them if they are assigned to you for Review.

State Applicant Identifier	Project Title	Project Type	Submitter	Status
KY202512050057	Hwy 30 East and Wolf Creek RD Waterline Extensions	Water	Trey Submitter	Not Submitted
KY202512160055	CAUD - Scattered Water Main Extensions	Water	Josh YOP	Not Submitted
KY202601050002	Kentucky Transportation Cabinet Infrastructure Modernization	Transportation	Josh YOP	Not Submitted
KY202601050003	Kentucky Additive Manufacturing Engine (KY-AME)	Science and Technology	Josh YOP	Not Submitted
KY202512020049	City Infrastructure	CDBG	Josh YOP	Submitted
KY202512020050	Scottsville - Inflow & Infiltration	Wastewater	Josh YOP	Submitted

[My Assigned Reviews](#)

Default page when opening the Review Projects page

This table will show the specific applications that have been assigned to you specifically conduct a review for.

Org Review Projects

This table shows a list of applications that have been assigned to the Organization to review. There is no action for you to take on these applications, but if desired, you have the ability to view these applications.

State Applicant Identifier link

Unique to each project, the SAI acts as the ID for each application. This ID also acts as a link that will take you to the Application specific information when clicked on where you can complete your review.

Review Project Details

The default tab for the Review Projects record page is “My Assigned Reviews”. This tab is a list of all applications you have been assigned for review, displayed as a subgrid with their associated state applicant number:

The other tab, “Org Review Projects,” is a list of all applications that have been assigned to members of your organization for review, displayed as a subgrid with their associated state applicant identifier:

To view details for a particular application record, click on the hyperlinked “State Applicant Identifier:”

The “State Applicant Identifier:” link directs you to the details page for that specific application record. This will take you to the Project Review details page that has information regarding the specific application that was selected.



◀ [Return to Review Projects](#)

Review Project

CAUD - Scattered Water Main Extensions

Review Open Awaiting Comment

[Summary](#) [Reviewers](#) [Information Requests](#) [Comments](#) [Documents](#)

The top of this page displays different information regarding this application including the Project Name, status of the Review both for the Organization (if the Primary Reviewer has completed their review) and the Individual (if the individual has completed their comment).

Organization Review status

The status shown on the left is specific to what the status is of the Organizational Review and more specifically, the Primary Review. When the Primary Review is completed, the status will change to green and show “Review Complete”.

Individual Review status

The status shown on the right is specific to what the status is of the individual reviewer. When the assigned Reviewer completes their review, this status will change to green and

show “Comment Submitted”.

This page is separated into different tabs that hold different information regarding the application: Summary, Reviewers, Information Requests, Comments, and Documents.

Summary

The “Summary” tab contains all of the information provided by the Submitter on their application.

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Review Project

Scottsville - Inflow & Infiltration Project - Phase 1

[Review Open](#) [Awaiting Comment](#) [Submit Review](#)

[Summary](#) [Reviewers](#) [Information Requests](#) [Comments](#) [Documents](#)

General

SAI Number
KY202512020050

Submitting Organization
Wayne Enterprise

Submitter Name
Josh S (UAT)

Submitter Phone
9799792102

Submitter Email
joshua.saldua@ey.com

Applicant

Applicant Type
For-Profit

Applicant Organization
Wayne Enterprise

Applicant Name
Mr. Josh Tom

Applicant Mailing Address
12707 Silicon Dr
San Antonio, TX 78249

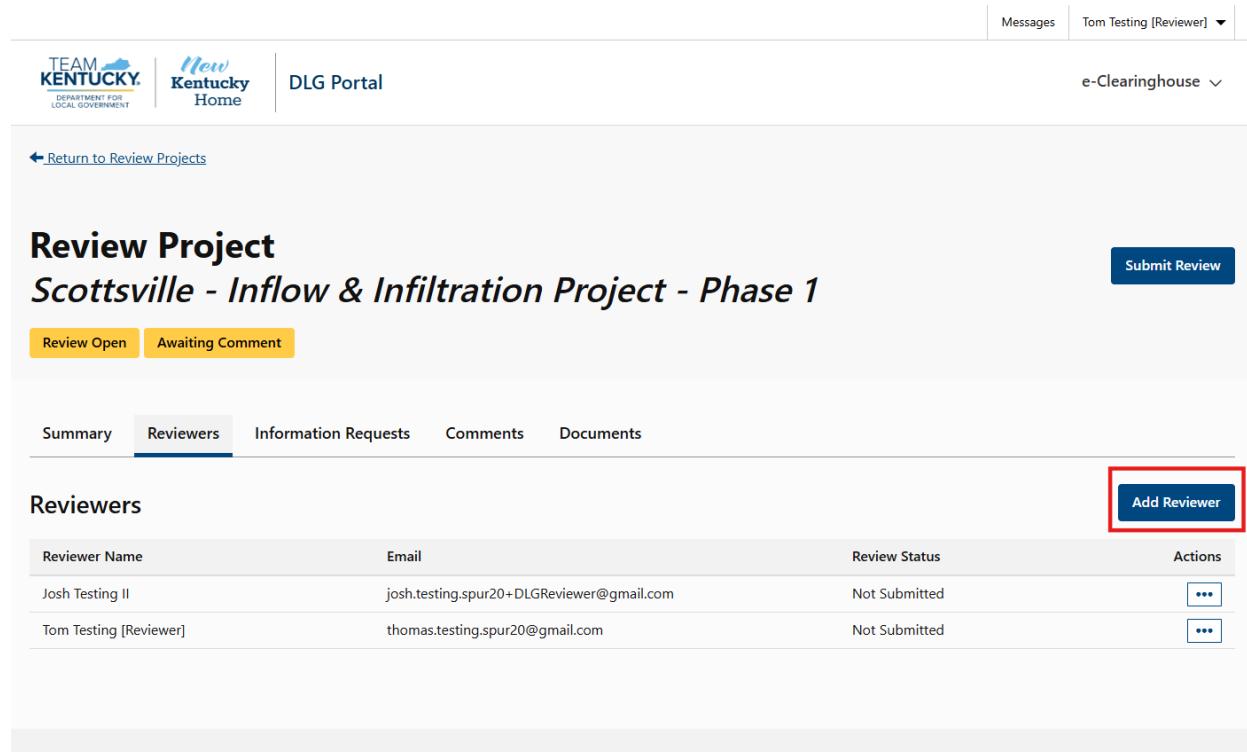
Applicant Phone
+19399399292

Applicant Email
josh@gmail.com

Reviewers

The “Reviewers” tab enables you to see individuals within your organization that were assigned to complete a project review for this application.

You can also add individuals that are members of your organization to complete a review for the selected application record. Click on the “Add Reviewer” button to assign a sub-reviewer.



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DLG Portal

Messages Tom Testing [Reviewer] ▾

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Review Project

Scottsville - Inflow & Infiltration Project - Phase 1

Submit Review

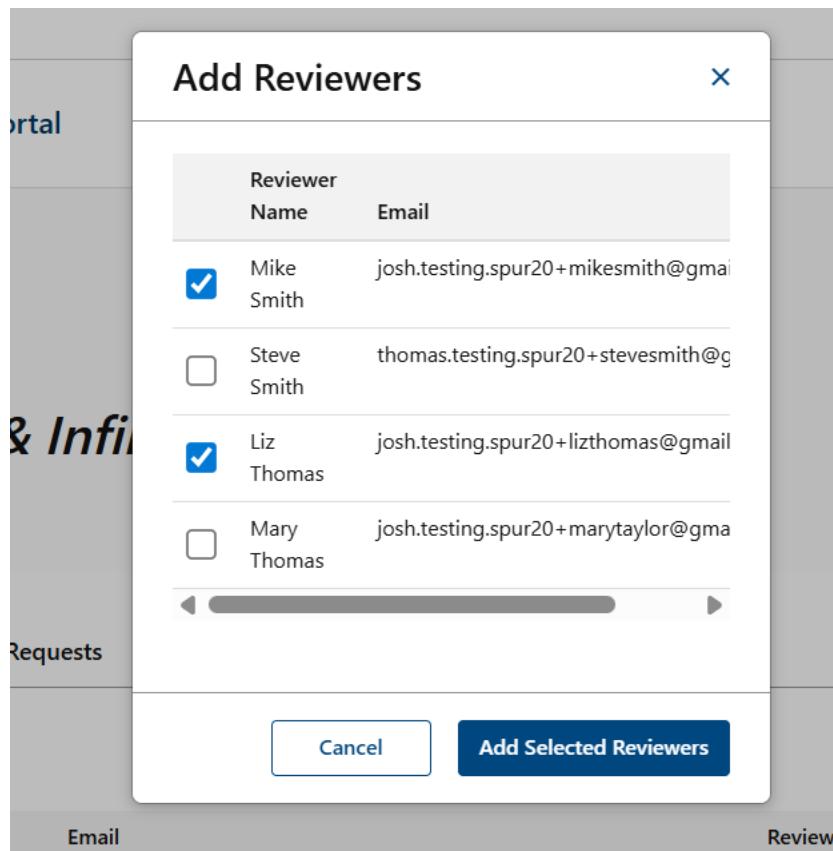
Review Open Awaiting Comment

Summary Reviewers Information Requests Comments Documents

Reviewers

Reviewer Name	Email	Review Status	Actions
Josh Testing II	josh.testing.spur20+DLGReviewer@gmail.com	Not Submitted	...
Tom Testing [Reviewer]	thomas.testing.spur20@gmail.com	Not Submitted	...

You will then be able to select one or multiple individuals from a list of users within your Organization. When you have selected the individuals who you want to complete a review of this application, click “Add Selected Reviewers” on the bottom right. When Sub-reviewers are added, they will receive an email notification alerting them that they have been assigned to complete a review on the specified application.



As the Primary Reviewer, you can also remove sub reviewers by selecting the Actions “...” next to the reviewer you want to remove and select “Remove Reviewer”.

Reviewers			
Reviewer Name	Email	Review Status	Actions
Liz Thomas	josh.testing.spur20+lizthomas@gmail.com	Not Submitted	<input type="button" value="..."/>
Mike Smith	josh.testing.spur20+mikesmith@gmail.com	Not Submitted	<input type="button" value="..."/>
Josh Testing II	josh.testing.spur20+DLGReviewer@gmail.com	Not Submitted	<input type="button" value="..."/>
Tom Testing [Reviewer]	thomas.testing.spur20@gmail.com	Not Submitted	<input type="button" value="Remove Reviewer"/>

Kentucky Department for Local Government

Information Requests

From the “Information Requests” tab, you can send an Information Request to the Submitter, see the Submitter’s responses to you and even see Information Requests submitted by other Organizations.

To send an Information Request Click on the “New Information Request” button which will prompt you to enter the subject and the content for the message that you want to send to the Submitter for this application.

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Review Project

Scottsville - Inflow & Infiltration Project - Phase 1

[Submit Review](#)[Review Open](#) [Awaiting Comment](#)[Summary](#) [Reviewers](#) [Information Requests](#) [Comments](#) [Documents](#)

Information Requests

[New Information Request](#)

1/8/26 3:25:58 PM UTC	Buffalo Trace ADD	Waterline details	How many households tapping into new waterline?	▼ 0
1/6/26 3:24:54 PM UTC	Buffalo Trace ADD	New Waterline details	How many households tapping into new waterline?	▼ 0

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New Kentucky Home

← Return to Review Projects

Review Project

Scottsville - Inflow & Infiltration Project - Phase 1

[Review Open](#) [Awaiting Comment](#)

[Summary](#) [Reviewers](#) [Information Requests](#) [Comments](#) [Documents](#)

Information Requests

[New Information Request](#)

Information Request

Subject *

Message *

[Cancel](#) [Send](#)

Tom Testing [Reviewer] ▾

e-Clearinghouse ▾

[Submit Review](#)

When you have input the text for the message that you want to send, click Send and an email will be sent to the Submitter letting them know that they have a message waiting for them in the portal to respond to.

When there is a reply sent by the applicant, you will be able to view them in full on this same Information Requests tab under the specific message that was sent by clicking the dropdown to the right of the message.

Comments

On the “Comments” tab, you can see all completed reviews associated with this application record (even those submitted by other Organizations), including:

Sender: Both the individual who submitted this comment along with the Organization that they are a part of.

Result: The Decision from the Reviewers review of the application. This will either be Endorse or Do Not Endorse

Reviewed On: Date on which this Review was completed on

Comment: The full comment provided by this Reviewer based on the Decision that they provided.

Last updated: January 12, 2026

Review Project

Hwy 30 East and Wolf Creek RD Waterline Extensions

[Submit Review](#)

[Review Open](#) [Awaiting Comment](#)

[Summary](#) [Reviewers](#) [Information Requests](#) [Comments](#) [Documents](#)

Sender	Result	Reviewed On	Comment
Department of Housing, Buildings and Construction Marty McFly	Endorsed	01/05/2026	The Department of Transportation is pleased to express its strong endorsement of the proposed project to enhance regional mobility and infrastructure resilience. The initiative aligns with our mission to provide safe, efficient, and sustainable transportation systems that serve residents, visitors, and businesses alike. We are confident the project will deliver measurable improvements across safety, accessibility, and economic vitality. This endorsement reflects our review of the project's objectives, technical approach, and anticipated outcomes. The plan demonstrates thoughtful integration with existing networks, readiness for future growth, and prudent lifecycle management. It also underscores a commitment to transparent governance, stakeholder engagement, and data driven performance monitoring. Key considerations informing our support include: Safety Improvements: Incorporation of modern design standards and proven countermeasures to reduce crashes and improve multimodal safety. Economic Impact: Streamlined freight and commuter flows that lower travel times, reduce costs, and stimulate local commerce. Environmental Sustainability: Measures that limit emissions, support mode shift, and promote resilient infrastructure materials and practices. Equity & Access: Enhancements that expand reliable service to underserved communities and comply with civil rights and accessibility requirements. In addition, the project's delivery framework aligns with federal and state compliance expectations, including robust risk management, budget oversight, and schedule control. The proposed phasing mitigates construction disruption, and the funding plan demonstrates responsible leverage of public dollars alongside potential partnerships. We commend the team's readiness to coordinate permits and interagency reviews. In conclusion, the Department of Transportation fully supports this endeavor and stands ready to collaborate with stakeholders to ensure its successful implementation. Please reach out to [Point of Contact, Title] at [Email] or [Phone] for further coordination. We appreciate the project team's dedication to innovation and public service, and we look forward to continued engagement as milestones are achieved.
Kentucky Department of Fish & Wildlife Olivia Clark	Endorsed	12/12/2025	Jingle Bells, Jingle Bells Jingle all the way Oh what fun it is to ride in a One horse open sleigh Jingle bells, Jingle Bells Jingle all the way

Documents

The “Documents” tab shows all documents the Submitter has attached as part of their application, including:

Document: Name of the document uploaded

Type: The type of document that is uploaded. (ex. Project Sitemap)

Submitted On: This is the date that the document was attached to the application being reviewed

[Summary](#) [Reviewers](#) [Information Requests](#) [Comments](#) [Documents](#)

Document	Type	Submitted On
sitemap.jifif	Project Sitemap	12/16/2025

An example of what document to expect to see on this tab is if there was a sitemap provided for this application. You can click on the link on the Documents name to

download the document to your computer where you can then open the document to complete your review.

Project Reviews

Completing a Project Review

- Navigate to the Review Projects page in the portal
- Select the SAI link for the application that you are completing a review on.
** At any point during this process prior to the Primary Review being completed you can add Sub-reviewers to this application **
- Review the inputs provided by the applicant on the Summary tab of the Review Project page
- Click on the Documents tab to download any documents to review to verify that they show the appropriate information to go along with the application that was submitted.
 - If needed, to contact the Submitter with any questions regarding the application, create an Information Request.
 - If an Information Request is sent, check this Project Review details page periodically for a response by the applicant to continue on with your review.
- Review any other Decisions and Comments as needed before Submitting your Review.

Submitting your Decision

Submitting your Decision will look the same for both the Primary and Sub-reviewers.

Have the application that you are providing your decision and comment for open

On the top right of the Review Project Details page, click “Submit Review”.

The screenshot shows the DLG Portal interface. At the top, there are links for 'TEAM KENTUCKY', 'Kentucky Home', and 'DLG Portal'. On the right, there are 'Messages' and 'Tom Testing [Reviewer]' dropdowns, and a 'e-Clearinghouse' link. Below the header, a 'Return to Review Projects' link is visible. The main title is 'Review Project' followed by 'Scottsville - Inflow & Infiltration Project - Phase 1'. A 'Submit Review' button is highlighted with a red box. Below the title, there are two buttons: 'Review Open' and 'Awaiting Comment'. A navigation bar at the bottom includes 'Summary' (which is underlined), 'Reviewers', 'Information Requests', 'Comments', and 'Documents'. A 'General' section is expanded, showing a large text area for comments. The text in the comment area reads: 'The Scottsville - Inflow & Infiltration Project – Phase 1 represents an essential investment in improving the community's wastewater infrastructure and long-term environmental health. This project demonstrates a proactive approach to identifying and mitigating sources of inflow and infiltration within the system, ultimately enhancing operational efficiency, reducing treatment costs, and protecting local waterways from unintended discharge. By prioritizing these improvements now, the city is taking an important step toward ensuring system reliability, safeguarding public health, and supporting future growth. The thoughtful planning, clear objectives, and commitment to infrastructure resilience reflected in this project make it a strong candidate for endorsement and continued support.'

You will then be prompted to provide an Endorsement along with the comment that you wish to leave. The comment box will expand to show all text you enter.

The screenshot shows a 'Submit Review' modal dialog. It contains a question 'Are you endorsing this project?' with 'Yes' and 'No' radio buttons, where 'Yes' is selected. Below this is a 'Comments' section with a large text area containing the same comment as the previous screenshot. At the bottom of the modal are 'Cancel' and 'Submit' buttons. The background of the modal is semi-transparent, showing the 'Review Project' page.

When you have added the endorsement and the comment that you wish to leave on this application, click "Submit".

Once you have submitted your comment, you will not be able to go back and edit it.

When your comment has been submitted, you will see the status of the Review record be updated to show that the comment has been submitted.

If you are a Primary Reviewer, you will also see that the Review has been Completed. Any Sub-reviewers that were added to complete reviews on this application will no longer have the ability to do so if the Primary Reviewer has already provided their endorsement and

comment.

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Review Project

Scottsville - Inflow & Infiltration Project - Phase 1

Review Complete

Comment Submitted

Summary

Reviewers

Information Requests

Comments

Documents

You are also able to view your comment as the most recent comment on the Comments tab of the Review Projects page

Messages Tom Testing [Reviewer] ▾

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Review Project

Scottsville - Inflow & Infiltration Project - Phase 1

Review Complete Comment Submitted

Summary Reviewers Information Requests Comments Documents

Sender	Result	Reviewed On	Comment
Buffalo Trace ADD Tom Testing [Reviewer]	Endorsed	01/13/2026	The Scottsville - Inflow & Infiltration Project - Phase 1 represents an essential investment in improving the community's wastewater infrastructure and long-term environmental health. This project demonstrates a proactive approach to identifying and mitigating sources of inflow and infiltration within the system, ultimately enhancing operational efficiency, reducing treatment costs, and protecting local waterways from unintended discharge. By prioritizing these improvements now, the city is taking an important step toward ensuring system reliability, safeguarding public health, and supporting future growth. The thoughtful planning, clear objectives, and commitment to infrastructure resilience reflected in this project make it a strong candidate for endorsement and continued support.
Department of Housing, Buildings and Construction Marty McFly	Endorsed	01/05/2026	Happy with this project.
Kentucky Heritage Council Scott Florance	Endorsed	01/05/2026	Please note the Kentucky Heritage Council / State Historic Preservation Office (KHC) review is not part of the e-Clearinghouse process. Submission and consultation for Section 106 or cultural resource review must be conducted directly with the KHC. Your federal grant application will be considered incomplete until you have a letter directly from KHC. Within the e-Clearinghouse page there is a direct link to KHC's document submission portal, https://heritage.ky.gov/compliance/Pages/overview.aspx . Each review submitted to the KHC will be responded to within 30 days of the date of submission.