

# e-Clearinghouse Project Reviewer User Guide



*Issued by:*

**Kentucky Department for Local Government**

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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

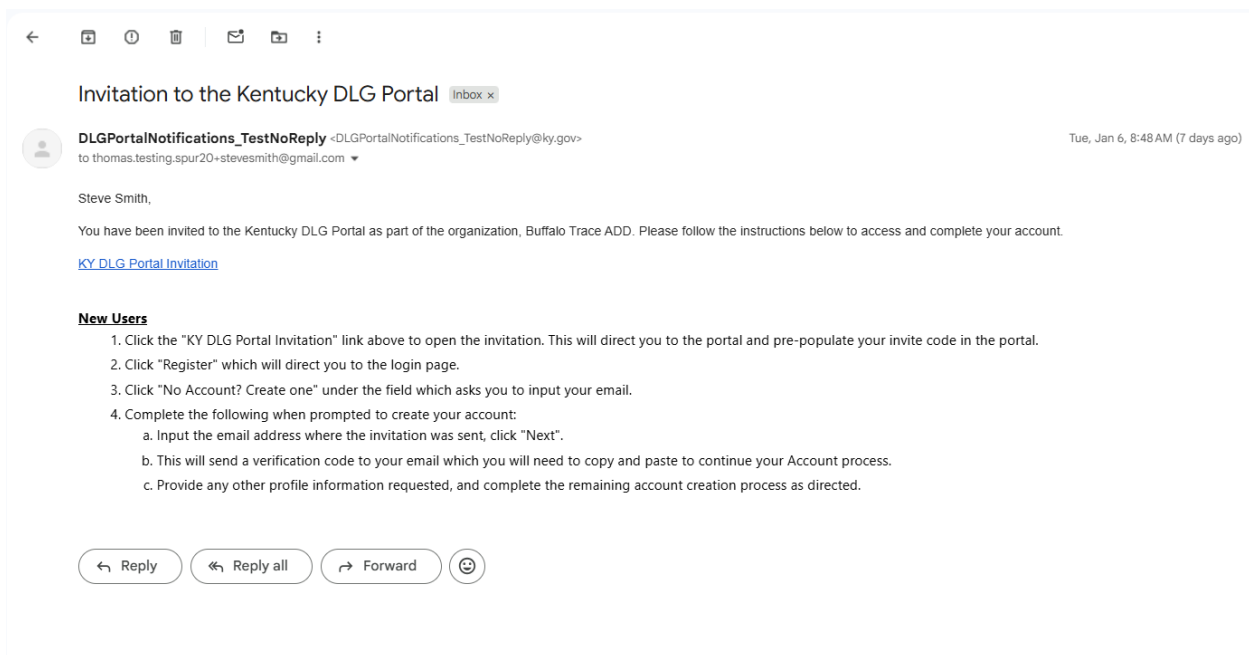
The Project Review will be available on the KY DLG Portal once an application is submitted, a Project Reviewer will be assigned to the application. Access the portal home page at <https://www.dlgportal.ky.gov/en-US/>.

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.

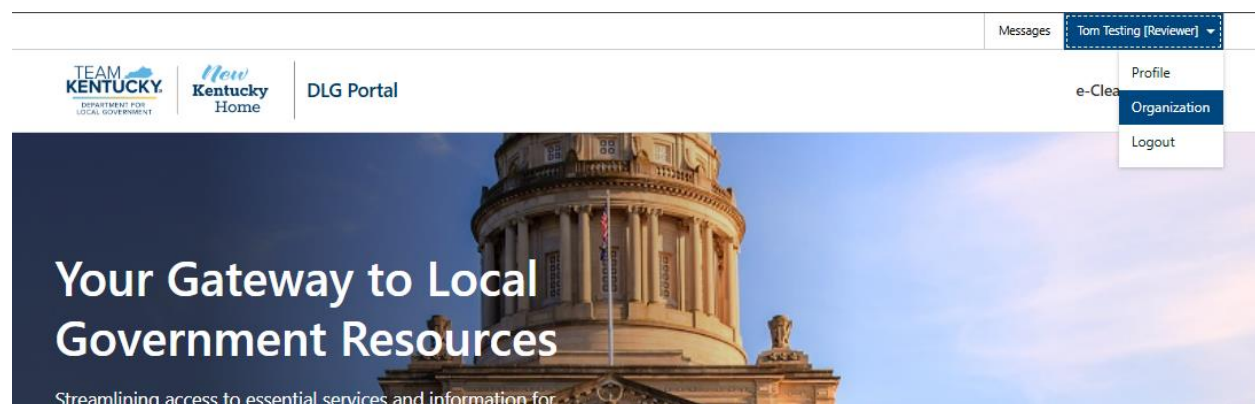


## Sending an Organization Invitation

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"



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

## Members

**Invite User**

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

- ## Invite User

Required \*

First Name \*

Thomas

Last Name \*

Davis

Email \*

thomas.davis@gmail.com

Organization Contact Type \*

Admin

Cancel

Submit

- Last updated: January 12, 2026

## 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:



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

A screenshot of the KY DLG Portal sign-in form. The form is enclosed in a blue border. At the top, it features the 'TEAM KENTUCKY DEPARTMENT FOR LOCAL GOVERNMENT' and 'New Kentucky Home' logos. Below the logos, the title 'KY DLG Portal' is centered, followed by the instruction 'Sign in with your email address.' Below this is a text input field labeled 'Email address'. Under the input field, there is a red-bordered button labeled 'No account? Create one'. At the bottom right of the form is a blue button labeled '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.

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New Kentucky Home

### KY DLG Portal

Register with your email address.

john.smith@email.com

[Have an account? Sign in instead](#)

Back Next

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.

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← john.smith@email.com

### Enter code

We just sent a code to john.smith@email.com

Enter code

Next

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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New  
Kentucky  
Home

joshua.salduea@ey.com

Add details

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

Password

Password

Re-enter password

Re-enter password

First Name

First Name

Last Name

Last Name

Phone Number

Phone Number

Display Name

Display Name

CancelNext

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

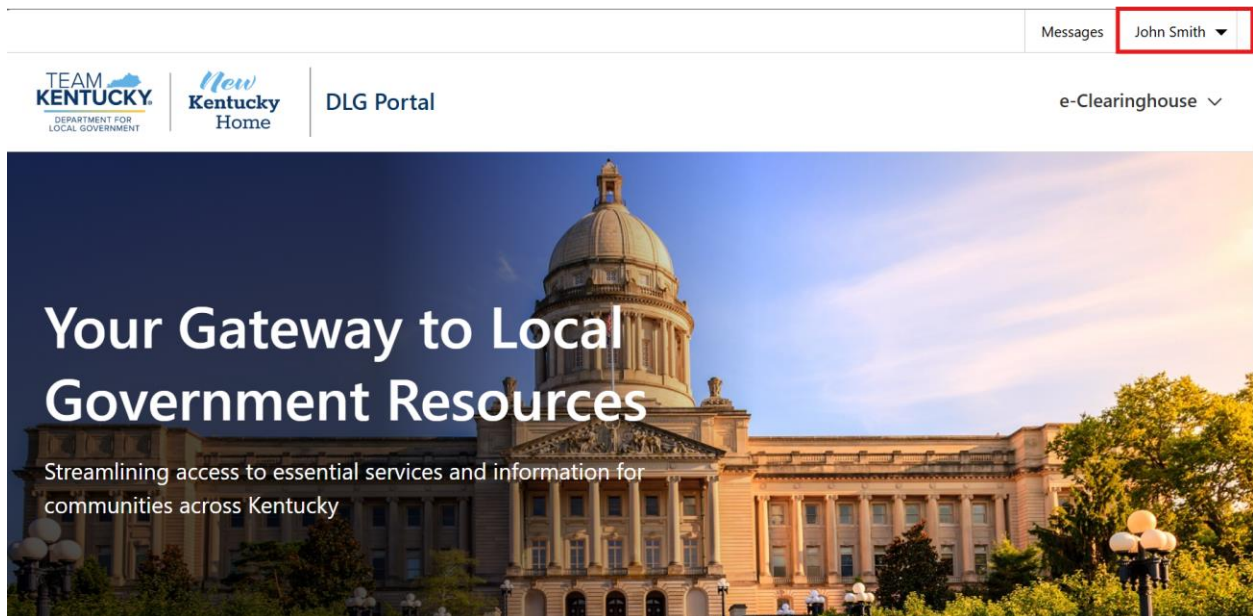
Which account do you want to sign out of?



unknown  
john.smith@email.com  
Signed in

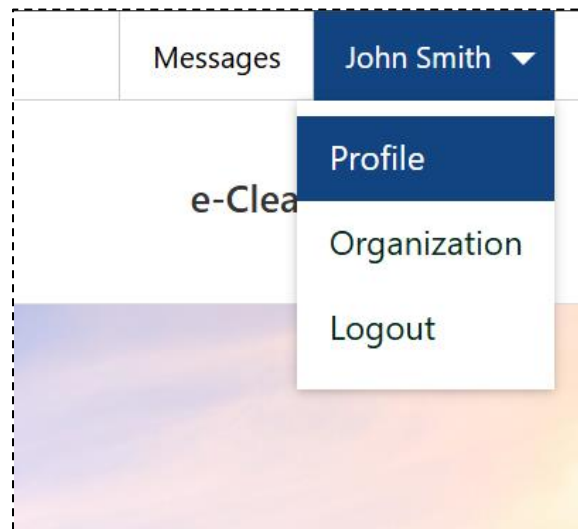


Once you are successfully signed in, the “Login” button in the top-right of the page should then display your name:



## 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.”

Messages | John Smith ▾

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DLG Portal

e-Clearinghouse ▾

# My Account

## Personal Information

\* Required

First Name \*

John

Middle Name

Last Name \*

Smith

Suffix

Phone \*

123-456-7890

Submit

## 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.

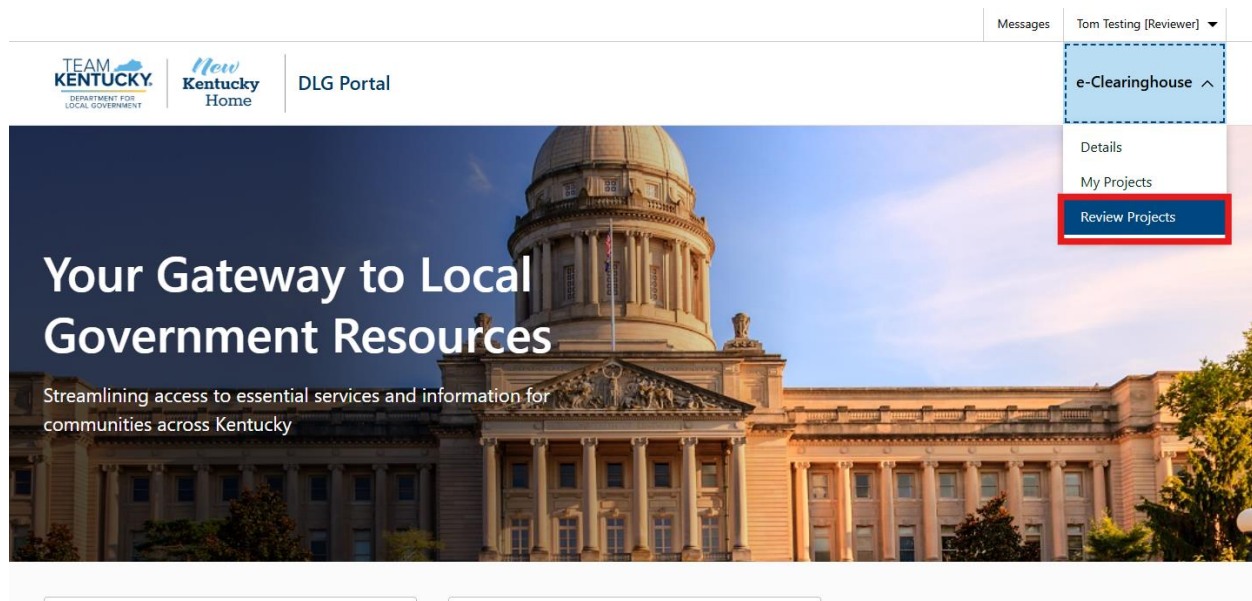
It is your responsibility to keep your user profile information current. Should any of your information change, please update your user profile promptly on this page and you will have the option to save the updated information by selecting "Submit".

## 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.

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### [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***

[Submit Review](#)

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.

Messages

Tom Testing [Reviewer] ▼

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ORGANIZATION FOR  
LOCAL SUSTAINABILITY

*How?*  
Kentucky  
Home

DLG Portal

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Review Project

Submit Review

Scottsville - Inflow & Infiltration Project - Phase 1

Review Open

Awaiting Comment

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.salduea@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.

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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.

Messages

Tom Testing [Reviewer] ▼

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## Review Project

### Scottsville - Inflow & Infiltration Project - Phase 1

Review Open

Awaiting Comment

Submit Review

Summary

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Reviewers

Add Reviewer

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.

### Add Reviewers

	Reviewer Name	Email
<input checked="" type="checkbox"/>	Mike Smith	josh.testing.spur20+mikesmith@gmail.com
<input type="checkbox"/>	Steve Smith	thomas.testing.spur20+stevesmith@gmail.com
<input checked="" type="checkbox"/>	Liz Thomas	josh.testing.spur20+lizthomas@gmail.com
<input type="checkbox"/>	Mary Thomas	josh.testing.spur20+marytaylor@gmail.com

Cancel
Add Selected Reviewers

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

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### [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

Review Open Awaiting Comment

Submit Review

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

Information Request

Required \*

Subject \*

Message \*

Cancel Send

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.



**New Information Request**

### Comments

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

## 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.jfif 	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

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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".

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

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



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DLG Portal

Messages

Tom Testing [Reviewer] ▼

e-Clearinghouse ▼

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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 Florence	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, <a href="https://heritage.ky.gov/compliance/Pages/overview.aspx">https://heritage.ky.gov/compliance/Pages/overview.aspx</a> . Each review submitted to the KHC will be provided within 30 days of the date all requested