e-Clearinghouse Submitter User Guide

Issued by:

Kentucky Department for Local Government

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Contents

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.

The individuals who submit project applications will be able to access the e-Clearinghouse project application process through the KY DLG Portal.

> Please note that, throughout this document and on the KY DLG Portal, the term “Submitter” refers to the individual who is submitting an e-Clearinghouse project application.

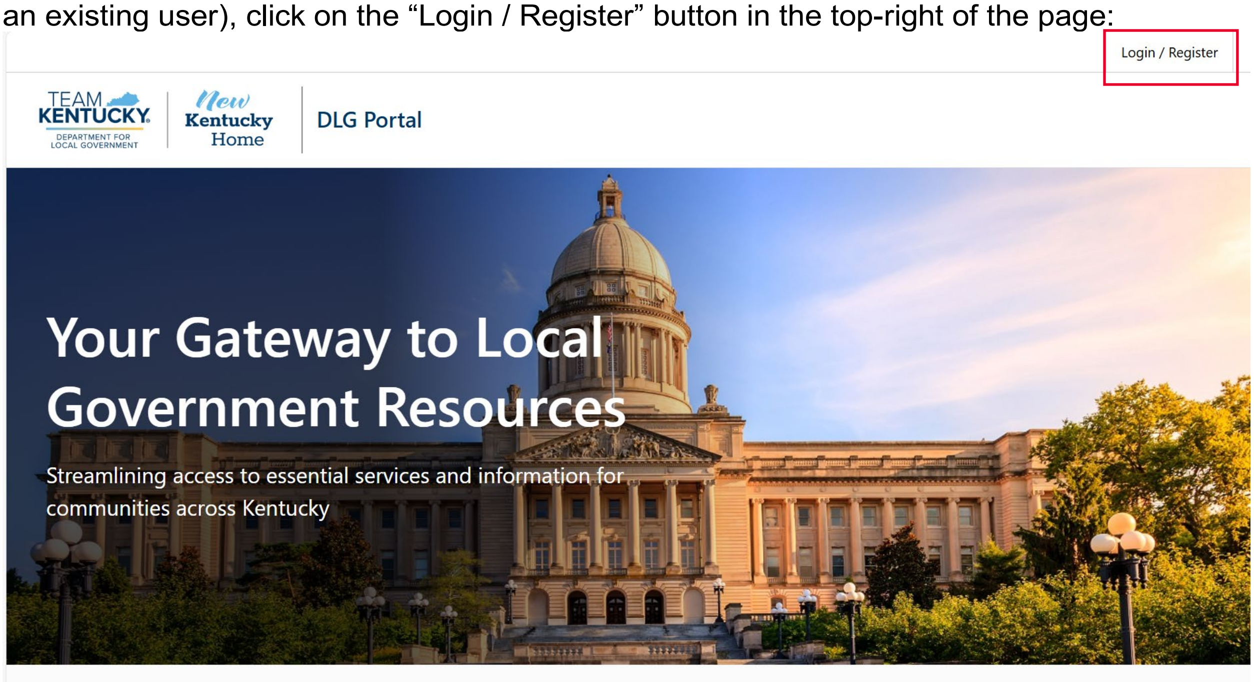
This user guide is designed to provide Submitters with information and resources to assist in completion of their submission of e-Clearinghouse project applications and is structured to follow the process from beginning to end.

User Account Set-Up

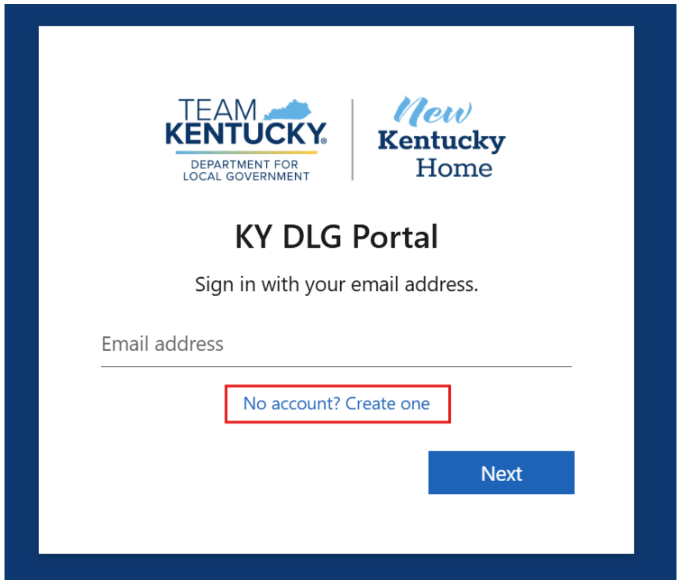
The e-Clearinghouse Project Application will be available on the “KY DLG Portal.” Access the portal home page using this link: https://www.dlgportal.ky.gov/en-US/

Account Registration and Login

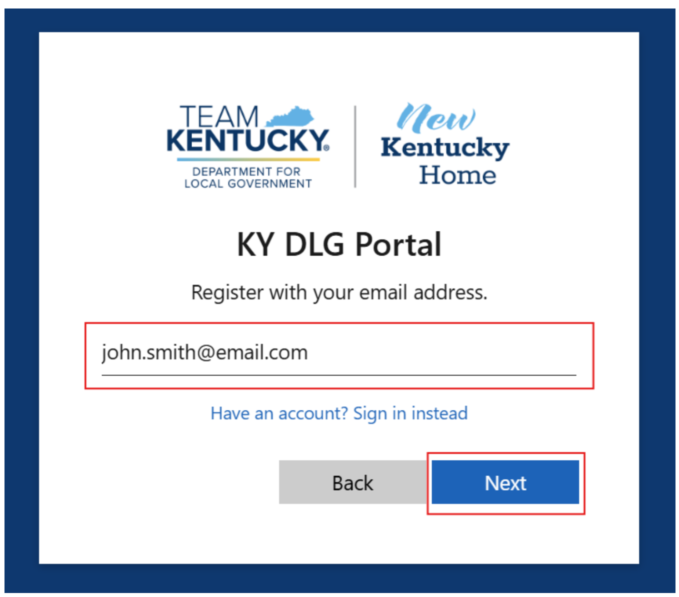
To both create a user account (if you are a new user) and sign in to your account (if you are an existing user), click on the “Login / Register” button in the top-right of the page:



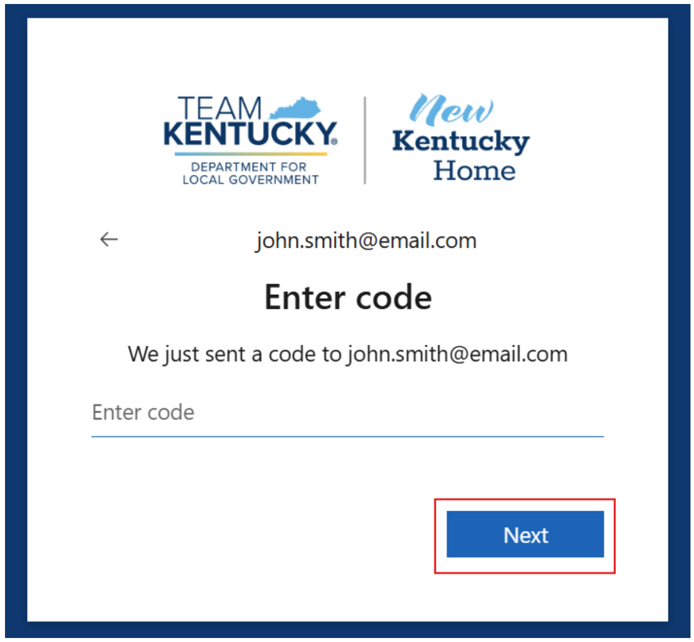
From the “Sign In” page, to register for an account, click the “No account? Create one” link at the bottom:



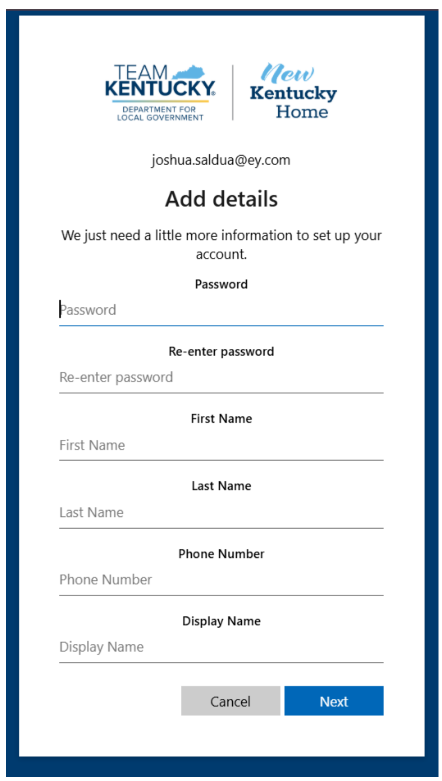
This will navigate you to a new page where you will be prompted for an email address to associate your account with. Enter your email address and click on the “Next” button.



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.

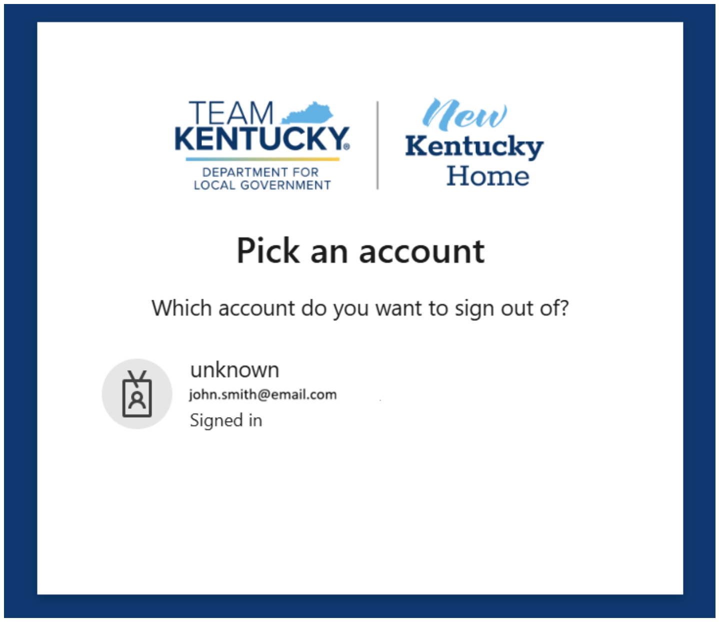


Enter the code and click "Next." This will navigate you to a final screen where you will input details about your new account including a password, name, and phone number:

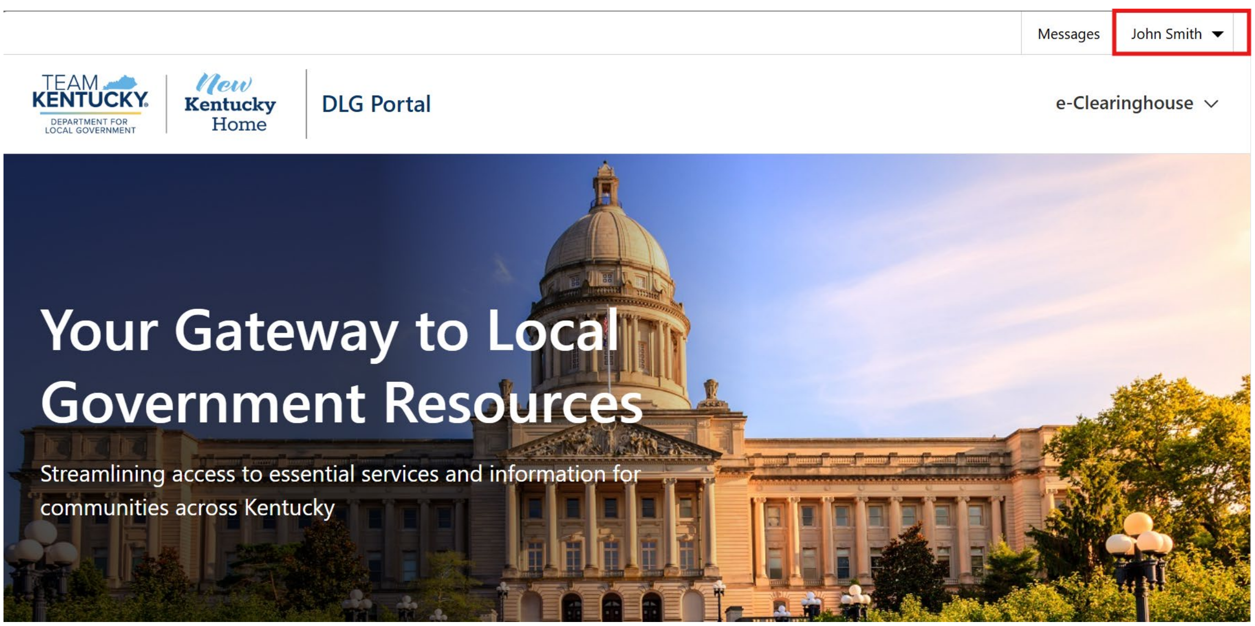


When finished, click the "Next" button to officially create your new user account.

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.



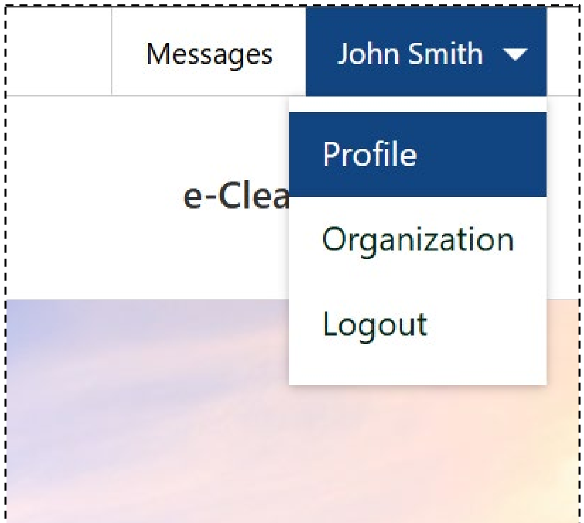
Once you are successfully signed in, the “Login” button in the top-right of the page should then display your name:



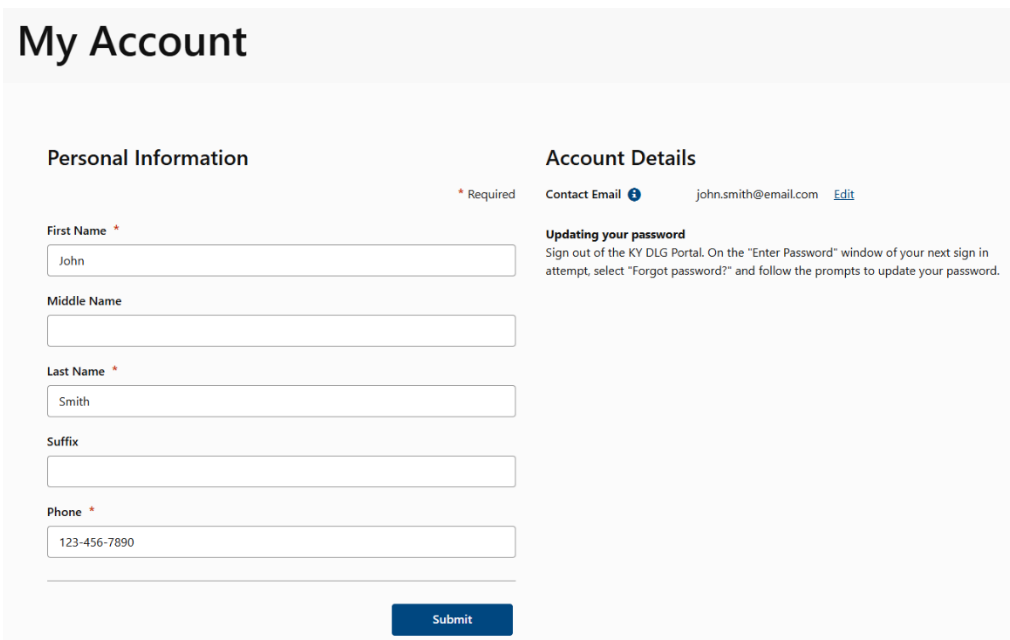
Editing Your User Profile

Editing Personal Information

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:



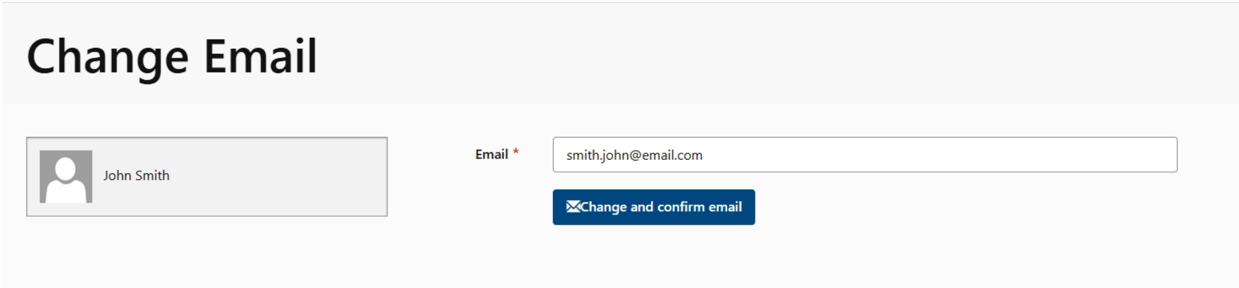
You will then see the “My Account” page, which contains sections for profile information including “Personal Information,” and “Account Details.”



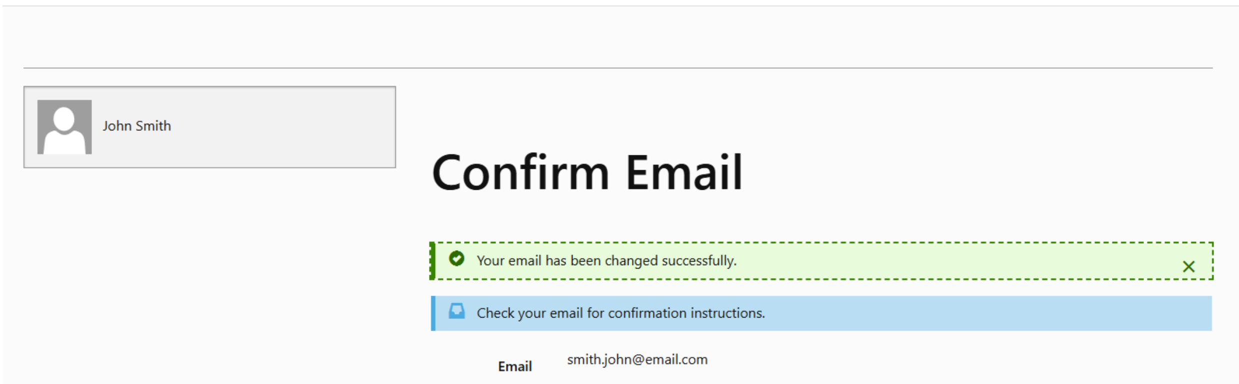
It is your responsibility to keep your user profile information current. Should any of your information change, please update your user profile promptly on this page and you will have the option to save the updated information by selecting “Submit”.

Editing Contact Email

You also have the option to edit your contact email. This is the email where you'd like to receive notifications. This email is not connected to your login credentials. By default, the email will be the email used from your account registration. If you wish to edit this, click on the “Edit” button next to the contact email name. You will be navigated to a new screen where you will input your new email address:



Click on “Change and confirm email” to confirm your email change. If successful, you will be shown a success message, and further instruction to confirm your new contact email will be sent to the contact email address.



Associating Your Profile with an Organization

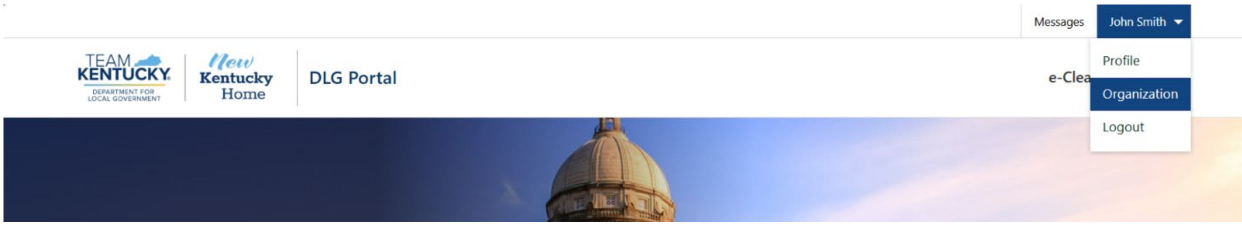
A portal user must be associated to an organization before accessing e-Clearinghouse Project Application form(s). This helps to keep track of all the people that are a part of the same organization and to ensure collaboration is occurring between your organization’s members only. Additionally, a portal user can belong to only one portal organization.

Please note: The Organization you are associating with is the Submitter Organization, the company you work for. You will provide the Applicant Organization information on the application itself.

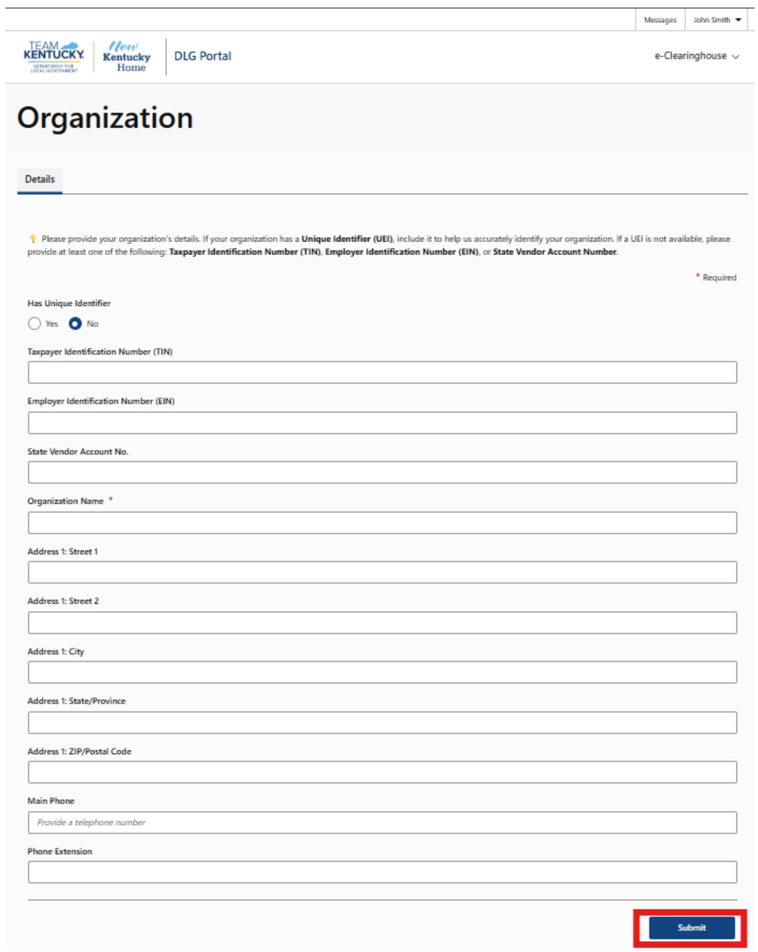
All team members in the Organization will be able to access the My e-Clearinghouse Applications page to view the Project Application the Application’s status as it progresses through the review process. Only the Application “Submitter” – the portal user that submits the Project Application portal form – will receive notifications about the application.

Creating a New Organization

The first member of an organization that has created a user profile will also create their respective organization's record. When signed in, this member can click on their name in the top-right corner of the page, then select "Organization" in the drop-down list:

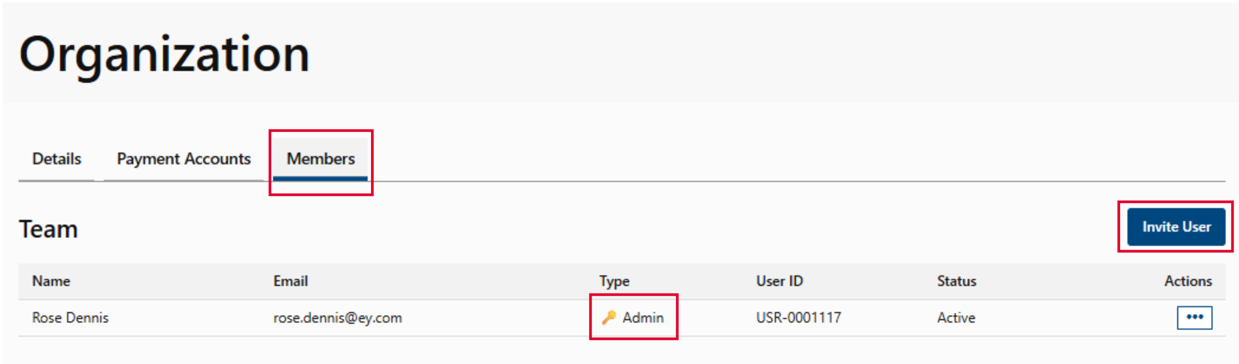


From there you can provide your organization's details, and by clicking "Submit" you will create the organization record, and you will become an admin of that organization:

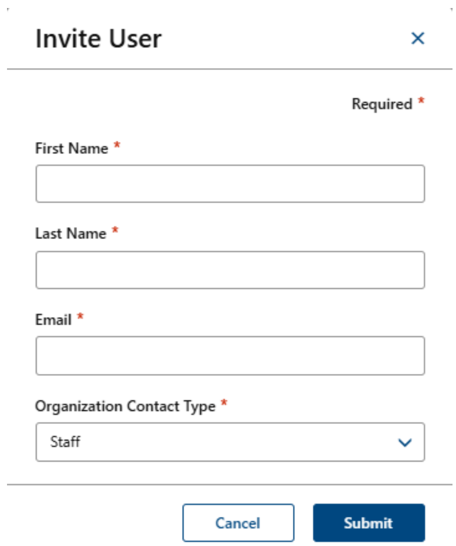


Inviting Members to Join Your Organization

As an admin, you have the ability to add people to your organization. To do this, navigate to the Members Tab and click on "Invite User" above the list of team members:



The “Invite User” pop-up modal will then appear. Complete the fields listed, designate the new user’s type of organization contact, and click “Submit.” The invited user will receive an email with a link to join your organization.



Joining an Existing Organization with Invitation

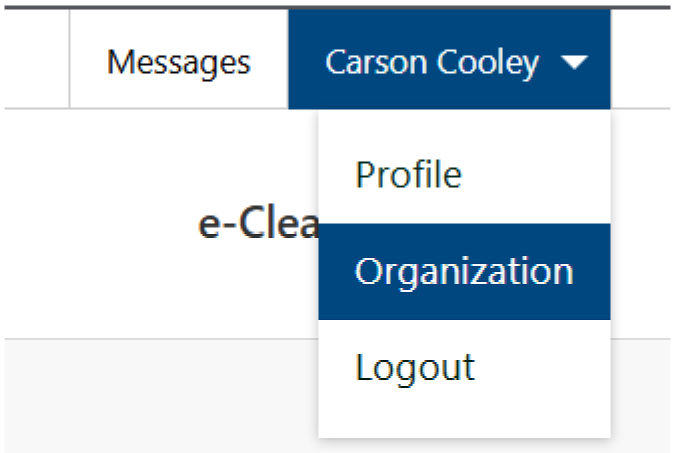
For a portal account to join an organization via invitation, an organization admin must initiate the process. When an admin invites a person to join their organization, a few things happen behind the scenes:

- If, as an invited user, you **do not** have an existing portal account, you will receive an email invitation with a link to complete your portal account. Once you click on that link, you will be redirected to the “Redeem invitation” tab of the KY DLG Portal’s “Sign In” page. The invitation code in your email invitation should be automatically copied into the portal’s text box. Click “Register,” and you will then be prompted to create an account.
- If, as an invited user, you **do** have an existing portal account, you will receive an email invitation with a link to complete your portal account. Once you click on that link, you will be redirected to the “Redeem invitation” tab of the KY DLG Portal’s “Sign In” page. The invitation code in your email invitation should be automatically copied into the portal’s text box. Click “I have an existing account,” then click “Register,” you will then be directed to the “Sign In” page. Your account is now associated with the organization to which you were invited; you did not create a duplicate account.

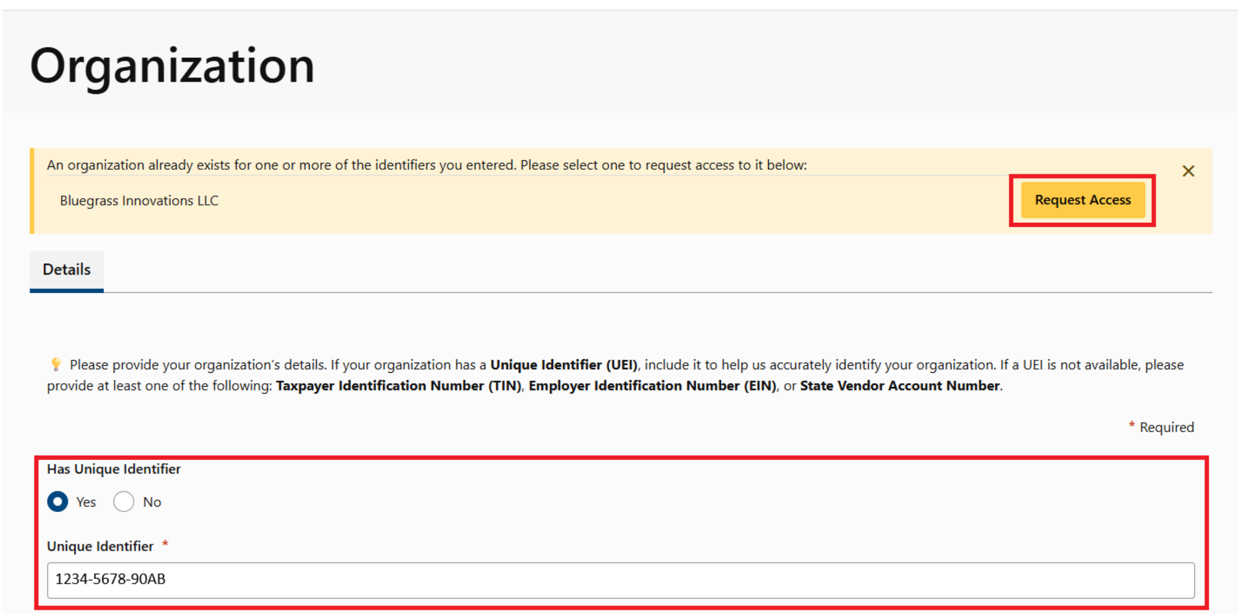
Joining an Existing Organization without Invitation

To join an existing organization without invitation you will need to know the organization's **Unique Identifier (UEI)** <u>OR</u> at least one of the following: **Tax Identification Number (TIN)**, **Employer Identification Number (EIN)**, or **State Vendor Account Number**.

Navigate to the Organization Details page in the portal:

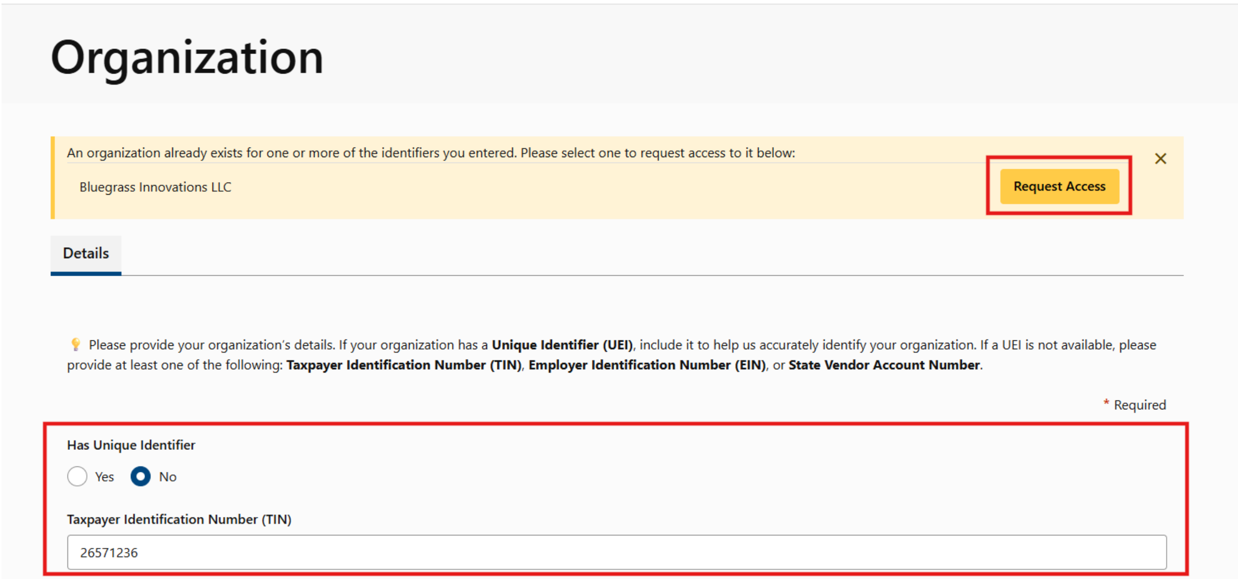


If your organization has a UEI, check "Yes" for the first field "Has Unique Identifier" and input the Unique Identifier appropriately. For "Organization Name" input a reasonable name, it does not need to match exactly what is in the system—the system will match based on the ID.

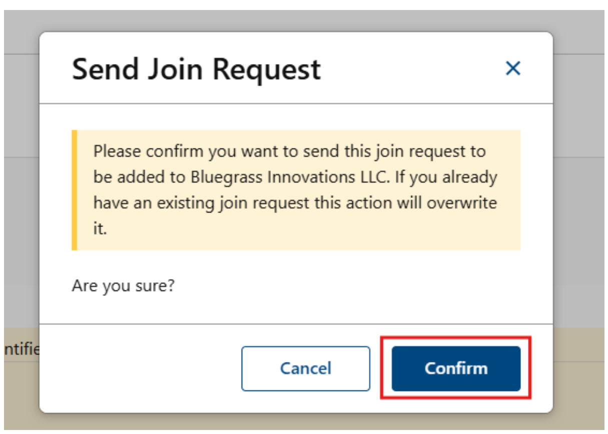


If the UEI is recognized, you will see a notification at the top of the form letting you know that an "organization already exists for one or more of the identifiers you entered." Confirm that the organization name below matches what you expect, and if it does, click on the "Request Access" button to initiate your Organization Join Request.

If your organization does not have a UEI number or you prefer to input the TIN, EIN, or State Vender Account Number, leave the “Has Unique Identifier” field as “No”, and input one of the three numbers in the fields below. If a match is found, you will see the same notification to request access to an existing org. As before, click “Request Access” to initiate your Organization Join Request.



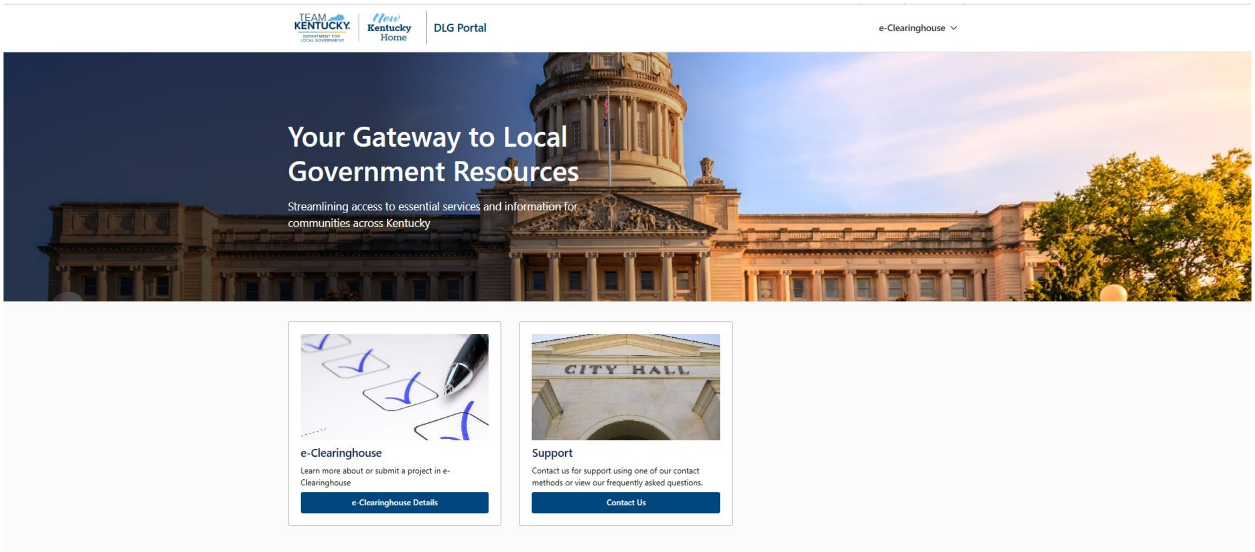
Clicking “Request Access” will display a popup confirming that you would like to send the request. Click “Confirm” to officially create the request:



The Organizations Administrator will review the request and issue an acceptance or denial at which point you will receive an automated email notification of the decision. The KY DLG team also has the ability to approve or deny access to an Organization on behalf of an Organization Admin.

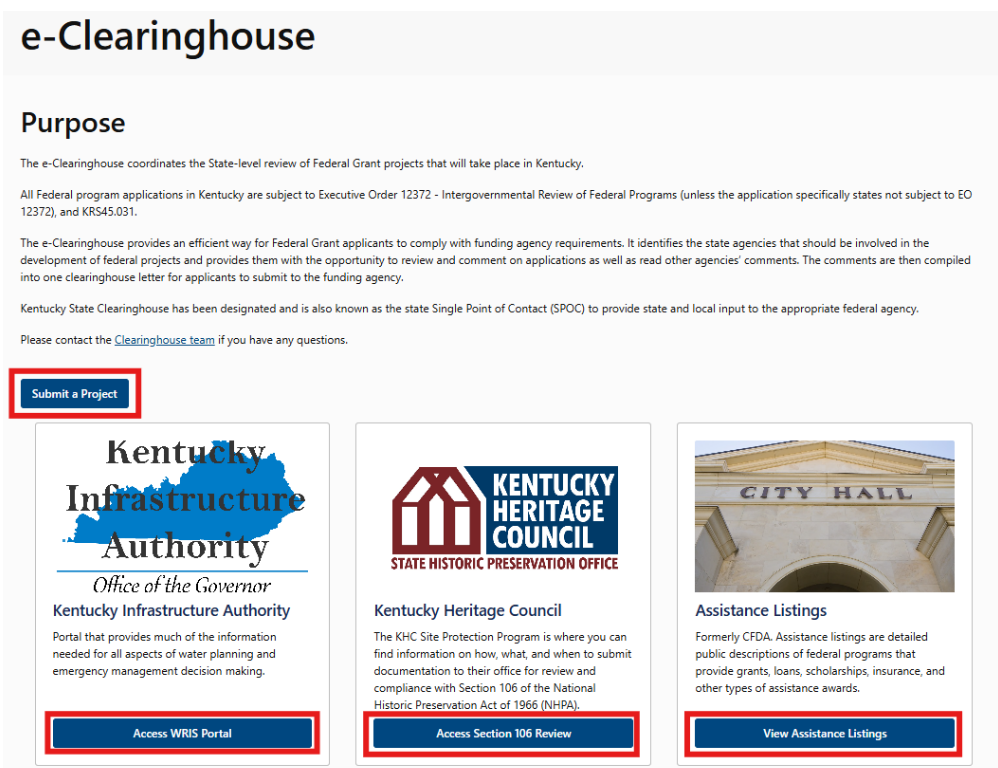
Navigation

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:



e-Clearinghouse

Of the options displayed in the screenshot above, if you click on “e-Clearinghouse Details” button, you will be redirected to a page stating the purpose of e-Clearinghouse. To begin a new e-Clearinghouse project application, click the “Submit a Project” button. For reference, there are three buttons below that provide additional resources and information to aid in the successful submission of a project application.



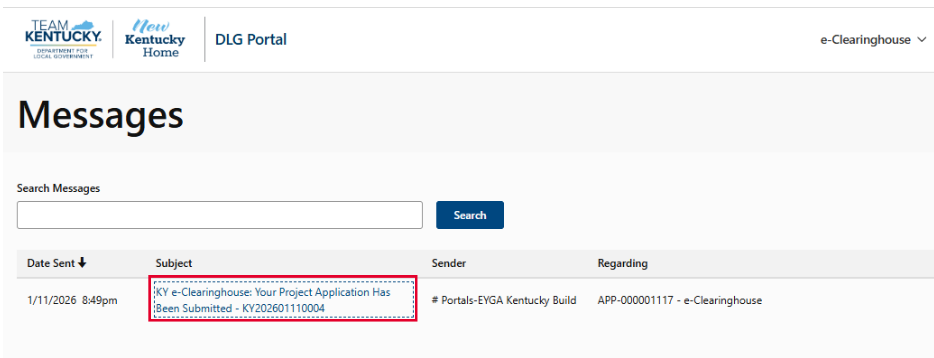
Support

Of the options displayed in the home screen screenshot above, if you click “Contact Us”, you will be redirected to the Kentucky DLG website’s contact page.

Messages

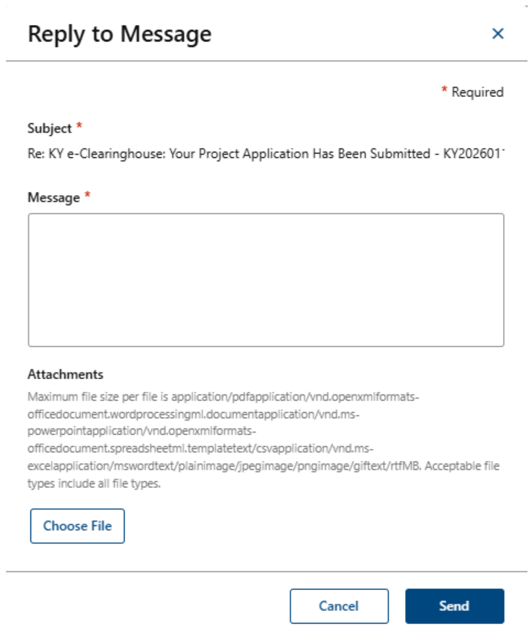
To send/receive messages click the “Messages” button on the top ribbon.

The Messages page displays all incoming and outgoing messages across all your e-Clearinghouse project applications. You can only reply to existing message threads here; you cannot create net-new conversations from this view. This page also contains a “Search Messages” bar for you to search the content of all your messages. The “Messages” tab is shown below:



The messages displayed here are not filtered for any particular application record. On this page, all messages are displayed together in one list and is sorted by most recent “Date Sent”.

Clicking on the hyperlinked “Subject” of a message opens up a pop-up modal where you can view the incoming/outgoing message contents and reply directly to that message. When you click “Reply,” the “Create Message” modal opens as a pop-up, as shown below:



When you receive a new message from the Kentucky DLG, your contact email address will receive a notification. The email will not contain any sensitive data; it will only alert you to a new message in the portal and direct you to view the message.

Completing the Project Application

The fields in the Project Application may correspond to additional information/instructions in this user guide and in other informational documents available on the KY DLG Portal.

A few important formatting reminders:

- Required fields are indicated by a red asterisk *
- In certain instances, the KY DLG Team has determined that Submitters may need additional information and/or instructions to sufficiently respond to the posited question; in these cases, we have added links to guide the portal user to (1) forms provided by the team, or (2) external websites offering supplemental guidance
- All narrative responses are limited to no more than 5,000 characters (including spaces) – if you <u>require</u> additional space to adequately respond to a narrative question, you will sometimes have the option to upload an attachment with supplementary information (in these cases, uploaded files are limited to a maximum of three pages of double-spaced content; the KY DLG team will not review beyond the third page of any supplemental narrative information)

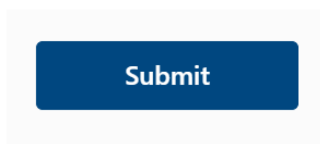
Please review the information below, which details each section of the Project Application. As you progress throughout the Project Application, you will have the option to click “Next” at the end of each section:

Clicking this button saves your progress for that section, so that you can exit the form and return to it at a later date/time.

> The "Next" button saves your progress only within its respective section. This means that, should you add content in multiple sections at once, you will need to click this button within each section in which you have added content.

The Project Application portal form also contains automated validation rules to help control data quality. Should one of your responses violate one of the automated validation rules (e.g., you enter an invalid amount or upload an invalid file type), you will receive a pop-up validation error. You will not be able to proceed with saving and/or submitting your Project Review until you resolve the error described in the validation pop-up.

On the final section of the Project Application. Instead of "Next," you will see a "Submit" button:



Once you click on "Submit," your Project Application has been completed, and you will be redirected to the "My e-Clearinghouse Applications" portal page where you can view all your submitted Project Applications.

Start Project Application

The Project Application portal form can be accessed on the e-Clearinghouse portal page upon clicking the "Submit a Project" button.

Section 1: Applicant/Grantee Information Section

The first section is where you provide details about the applicant including applicant type, organization, address, and contact details. Your project application is not officially created and a draft will not be saved until you complete this section and hit the "Next" button.

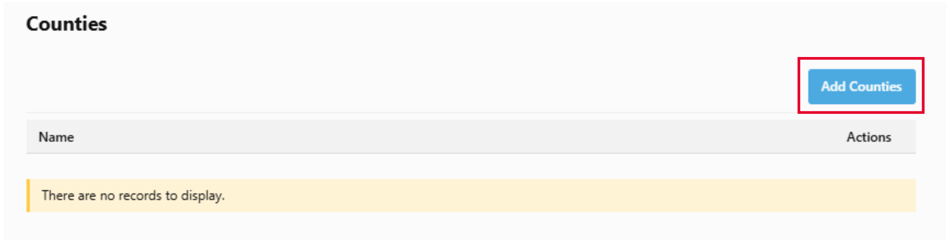
Section 2: Project Information

The second section is where you provide project details.

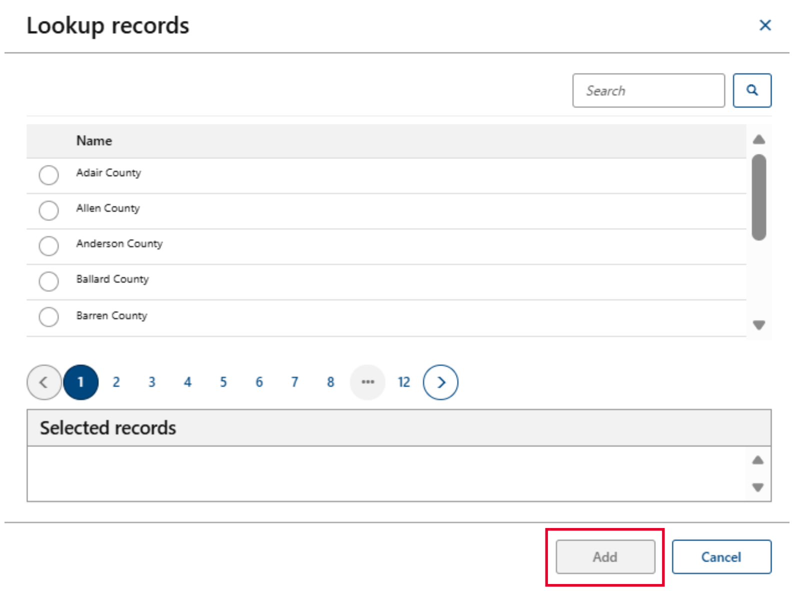
Below are specific instructions to successfully complete the questions involving Counties and Assistance Listing Number (Formerly CFDA) on the Application portal form.

Selecting Counties

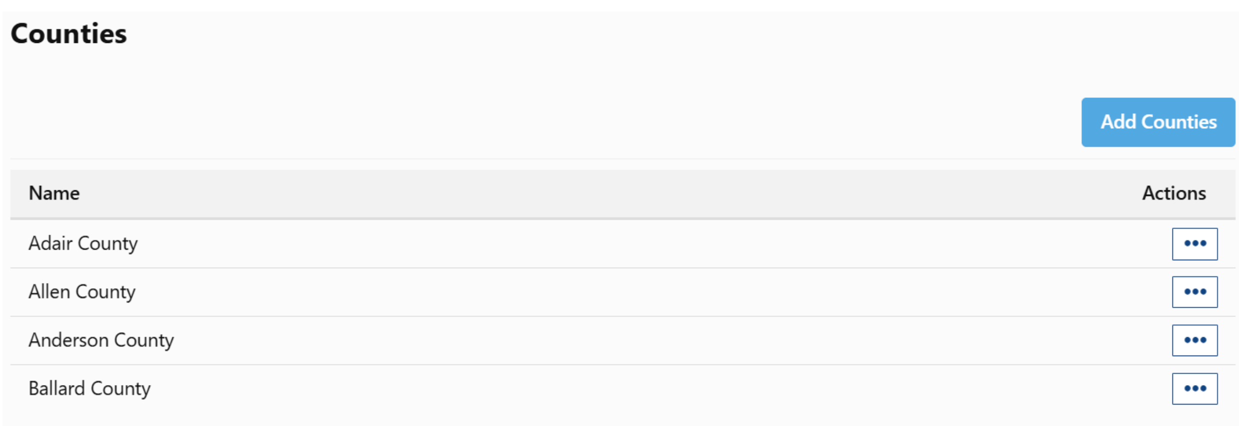
The counties associated with this project must be entered in a table entry format:



Once you click “Add Counties” as shown above, it opens up a pop-up modal where you can select all counties that apply to your project:



Once one or more counties have been selected you will be able to click “Add” and each county you selected will display a separate entry on the main application page subgrid:



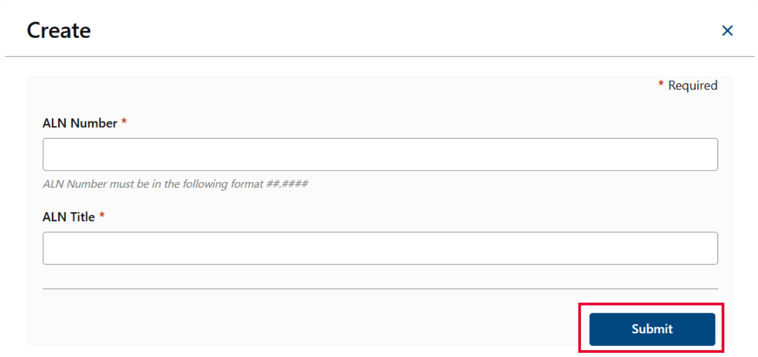
If you accidentally added a county that you’d like to remove, click the three dots under the “Actions” column in the same row as the county you’d like to remove, and click “Remove County”.

Note that if you selected “Yes” for the previous “Is this a state-wide project” question, then you will not be required to add counties within the counties subgrid—all counties will be added to your project automatically.

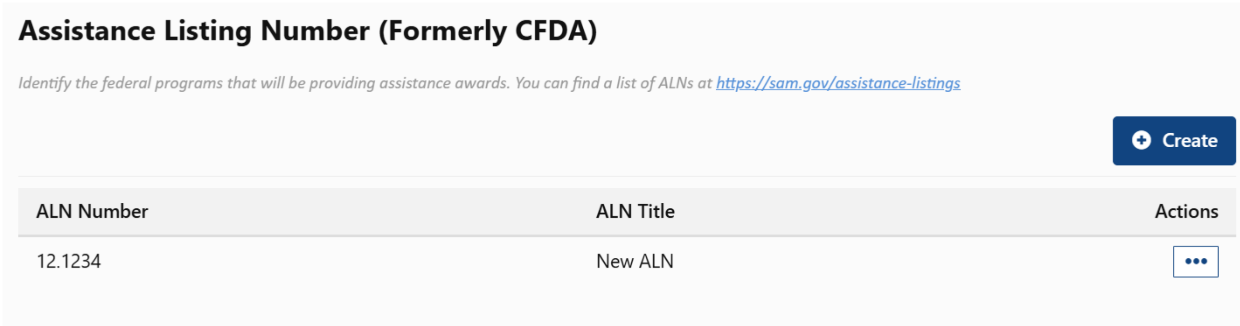
Selecting Assistance Listing Number (Formerly CFDA)

The counties associated with this project must be entered in a table entry format:

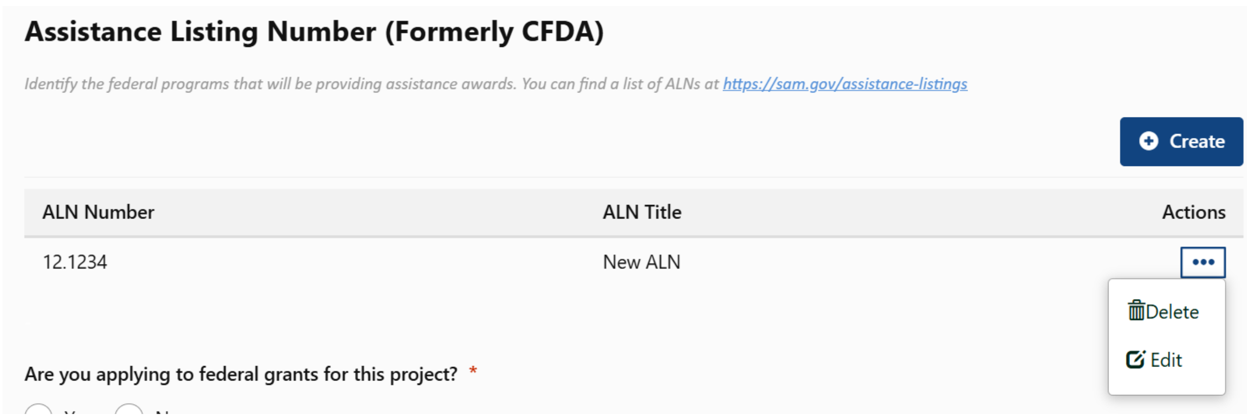
Once you click “+ Create” as shown above, it opens up a pop-up modal where you can enter a ALN Number and a ALN Title:



You will be able to click “Submit” and the ALN Number you added will display as an entry on the main application page subgrid. Please create a separate table entry for each ALN Number associated with this project.



If you added an Assistance Listing Number that you'd like to edit/remove, click the three dots under the "Actions" column in the same row as the county you'd like to remove, and click "Delete" to delete the entry, or pick "Edit" to edit the entry using the same popup modal.



Section 3: Utilities Information

The third section is where you provide utilities details about wastewater and solid waste. Based on your selections to the previous section you might see different fields displayed/hidden and required/not required.

Section 4: Estimated Funding

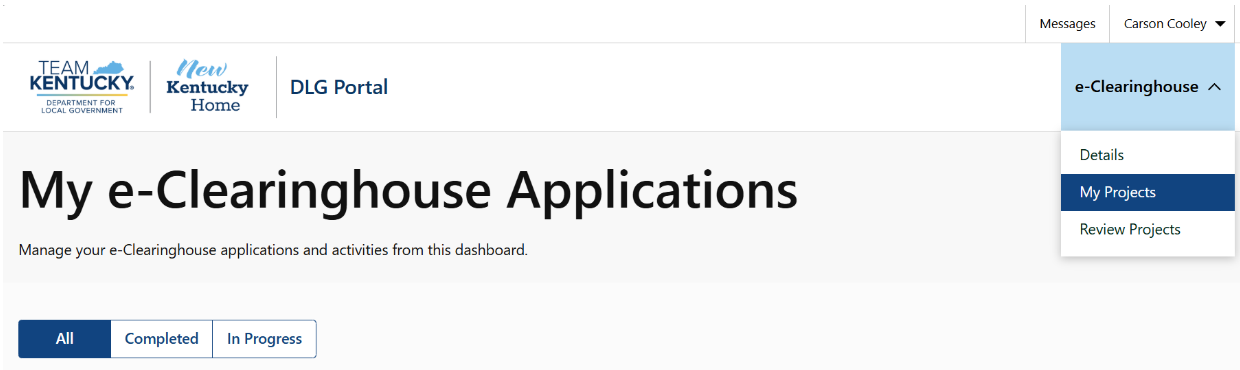
The fourth section is where you provide estimated funding details by applicant, local, state, and federal funds. If you have other source(s) of funding, you will provide those details as well. All currency fields will autoformat your currency value for you. If you do not have an amount to add for one of the fields, you can input a zero, or you can just leave it blank.

Note that the "Total Funding" value at the bottom is a read-only field that will autocalculate in real time the sum of all funding. You cannot submit your project with total funding less than $1.00.

When you are ready, click the "Submit" button to submit your project. Upon successful completion, you will be navigated to the "My e-Clearinghouse Applications" dashboard.

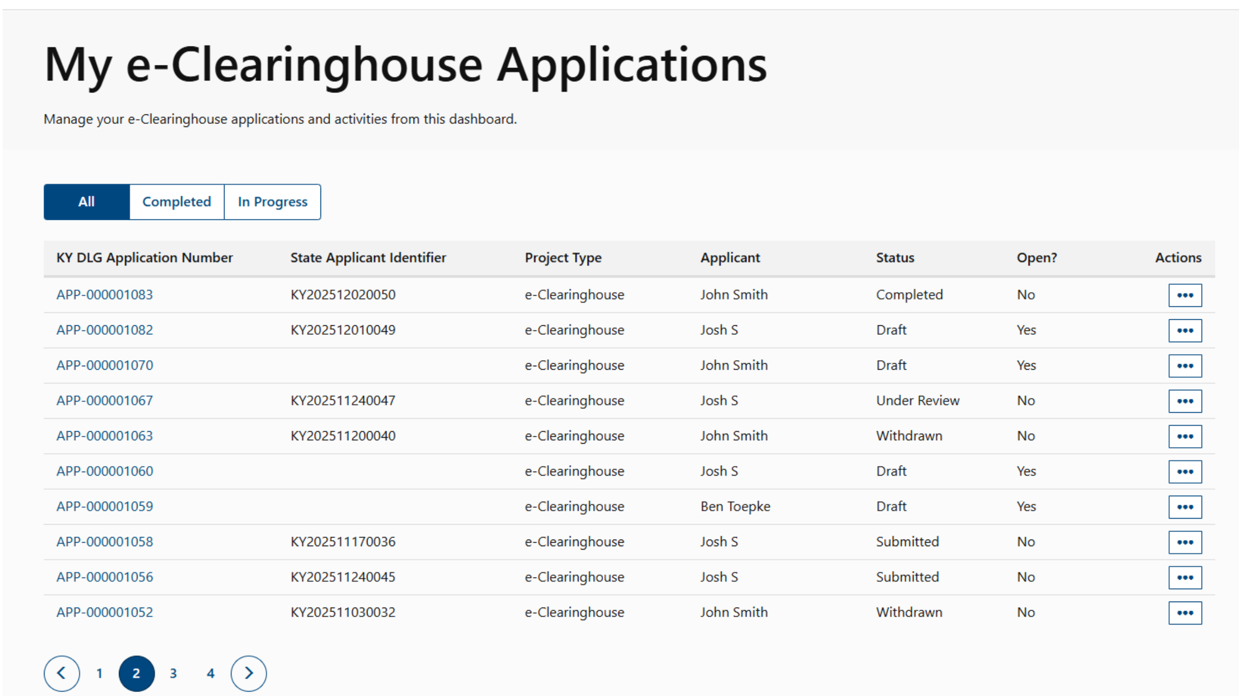
Viewing e-Clearinghouse Applications

To view e-Clearinghouse Project Applications you will navigate to the “My e-Clearinghouse Applications” dashboard page. This page can be found in the portal ribbon under the “e-Clearinghouse” menu and clicking on “My Projects”.



Note that when you submit an e-Clearinghouse project application, you will automatically be redirected to this dashboard page as well.

The dashboard is where you will manage your applications and activities. By default, you are shown a list of all your organization’s projects. You also have the option to view just your “Completed” project applications or just your “In Progress” project applications.



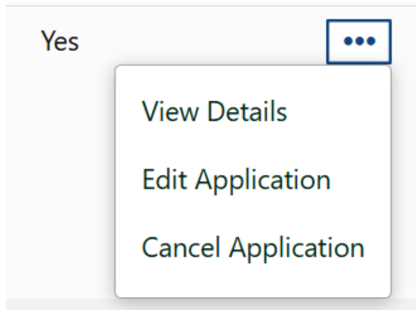
KY DLG Application Number	State Applicant Identifier	Project Type	Applicant	Status	Open?	Actions
APP-000001083	KY202512020050	e-Clearinghouse	John Smith	Completed	No	•••
APP-000001082	KY202512010049	e-Clearinghouse	Josh S	Draft	Yes	•••
APP-000001070		e-Clearinghouse	John Smith	Draft	Yes	•••
APP-000001067	KY202511240047	e-Clearinghouse	Josh S	Under Review	No	•••
APP-000001063	KY202511200040	e-Clearinghouse	John Smith	Withdrawn	No	•••
APP-000001060		e-Clearinghouse	Josh S	Draft	Yes	•••
APP-000001059		e-Clearinghouse	Ben Toepke	Draft	Yes	•••
APP-000001058	KY202511170036	e-Clearinghouse	Josh S	Submitted	No	•••
APP-000001056	KY202511240045	e-Clearinghouse	Josh S	Submitted	No	•••
APP-000001052	KY202511030032	e-Clearinghouse	John Smith	Withdrawn	No	•••

If you have many applications, they may be paginated as shown above.

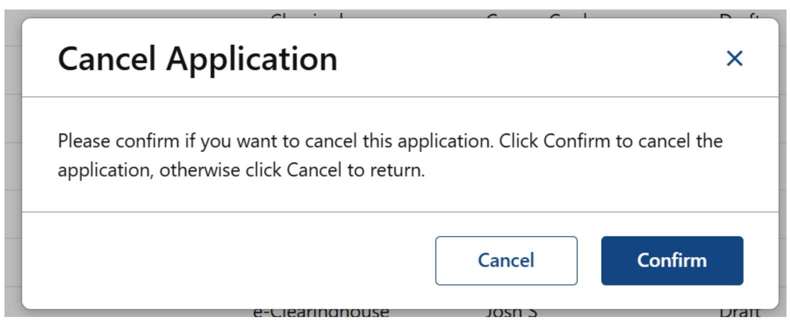
Actions for a Project Application

The three dots icon under the actions column for a project application displays the available actions for a project. Whether the application is open or not will determine what types of actions are available.

Any project application with a “Yes” under the “Open?” column will be open for editing and submission (or resubmission). Additionally, when in a Draft state, you will have the option to “Cancel Application” which will cancel your application.



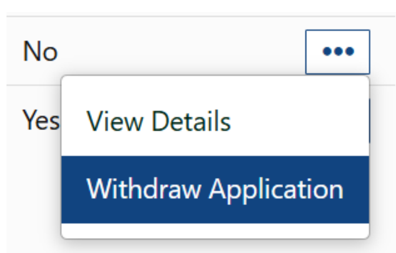
Should you click on the “Cancel Application” button, you will be prompted to confirm your decision. Please note that this action is final and cannot be reversed.



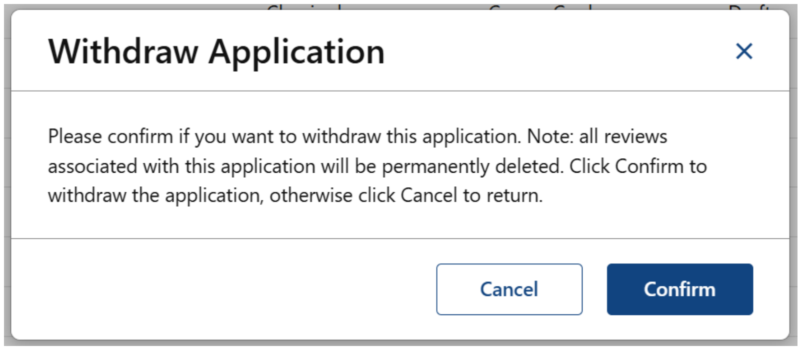
Cancelling an application will remove it from your dashboard view.

To edit your project application that is open for editing, simply click on the “Edit Application” button in the menu dropdown. This will take you back to the form you initially used to create your application. See the Completing the Project Application section if you need require instruction on continuing your project application.

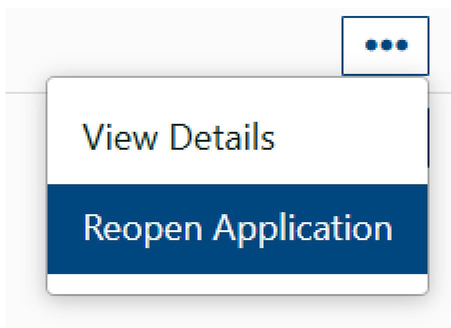
Any project application with a “No” under the “Open?” column will not be open for editing. After an application has been Submitted but before it has been Completed, you will have the option to “Withdraw Application” which will withdraw your application from review.



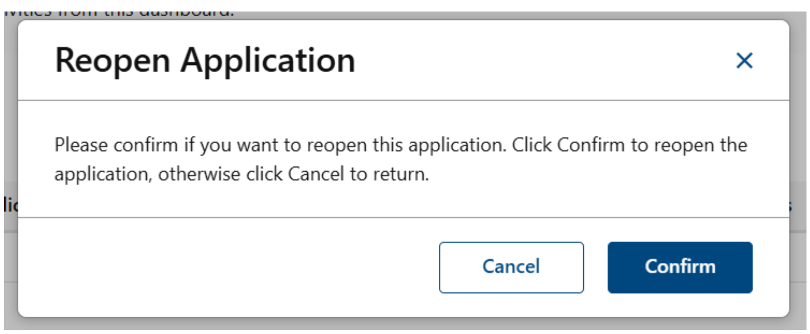
Likewise, should you click on the “Withdraw Application” button, you will be prompted to confirm your decision. Please note that this action is final and cannot be reversed.



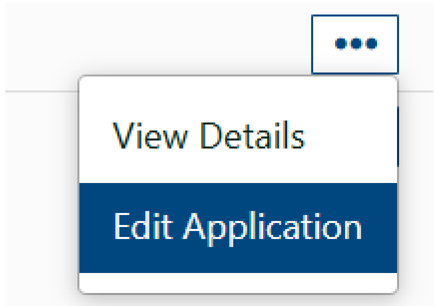
Withdrawing an application will delete any reviews that have already been completed and put the application in a Withdrawn status. Withdrawing an application will not remove it from your dashboard view, and you will have the option to reopen the application at any time. Selecting the actions for the withdrawn project application will now show a “Reopen Application” button.



Clicking “Reopen Application” will ask you if you’d like to confirm:



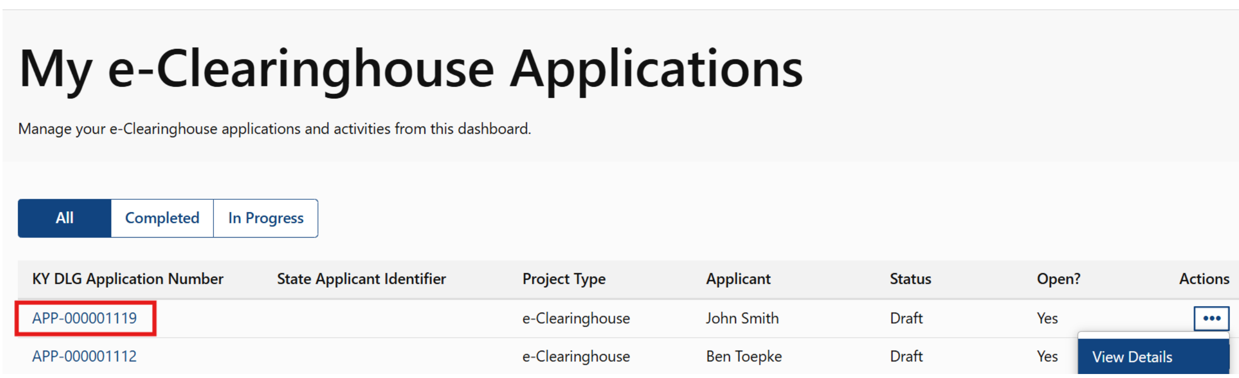
Clicking “Confirm” will officially reopen the application allowing you to make any edits to the application with the newly added “Edit Application” button in the actions menu:



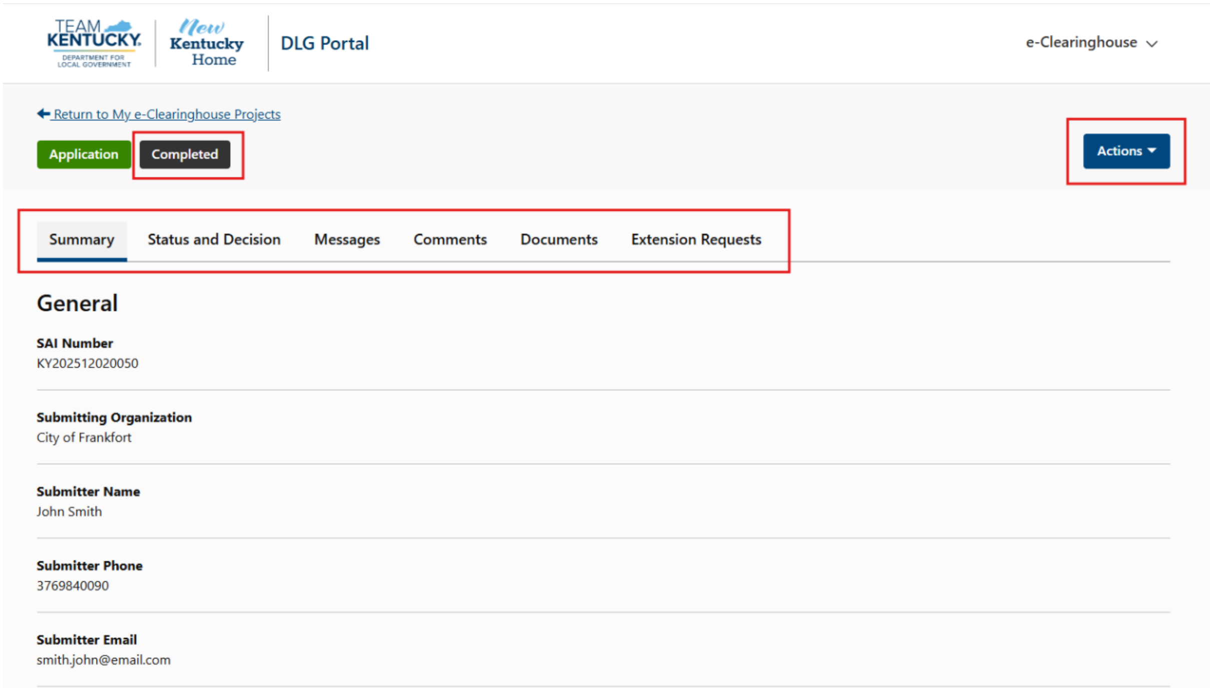
Clicking "Edit Application" will navigate you to the form where you can edit and resubmit your application. For information on this, visit the Completing the Project Application section of this guide. Resubmitting the project application will update the status of your application from "Withdrawn" back to "Submitted."

View Details for a Project Application

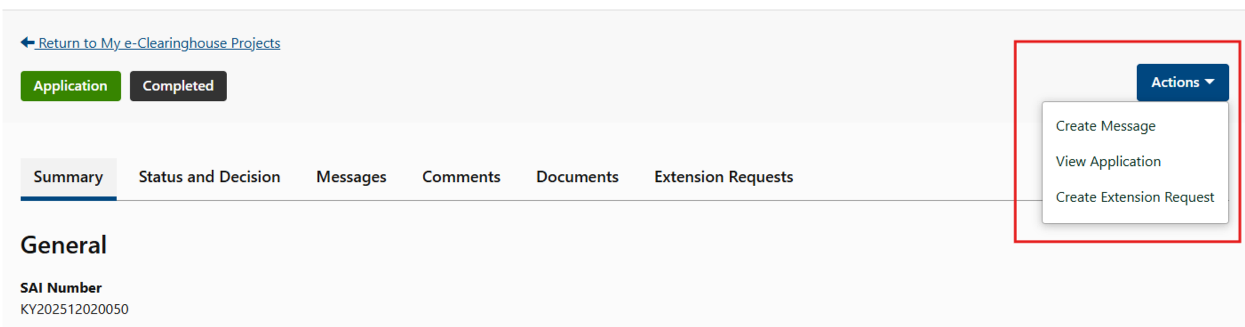
Regardless of whether a project is open or closed for editing, you will have the ability to "View Details" of the application as seen in the screenshot above. Another way to view the details of an application is to click on the blue hyperlink under the KY DLG Application Number for the project application you wish to view.



Upon viewing the application record, you will see the status of the application in the top left corner, the same actions menu in the top right corner and information and other actions about the project organized into tabs below:



Clicking on the “Actions” menu in the top-right corner will reveal the available actions for a project application when viewing its details.



Note that the options under the “Actions” menu when viewing the details of a specific project application are different than what is shown in the actions menu for the dashboard view of all applications.

The next three subsections in this documentation outline the actions for a project application when viewing its details. The following six subsections describe the data and functionality of each tab within the project application details page.

Create Message

The “Create Message” action will create a new message from your account to the DLG Coordinators regarding the application you are currently viewing. If needed, see the Navigation section for instructions on how to send a new message.

When a new message is created, it is automatically sent and will show up under the “Messages” tab for which further information is provided below.

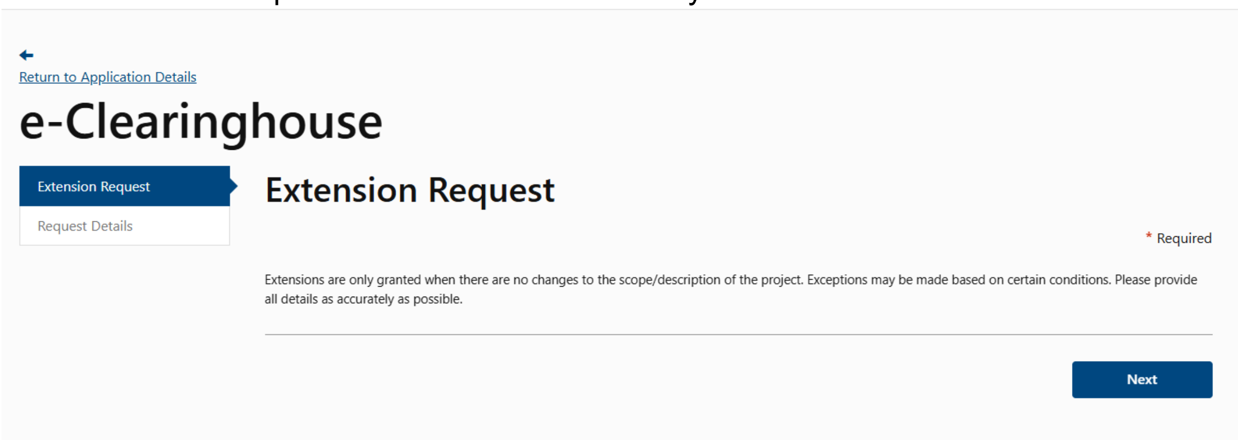
View Application / Edit Application

The “View Application” and “Edit Application” actions follow the same rules and functionality as outlined above in this section.

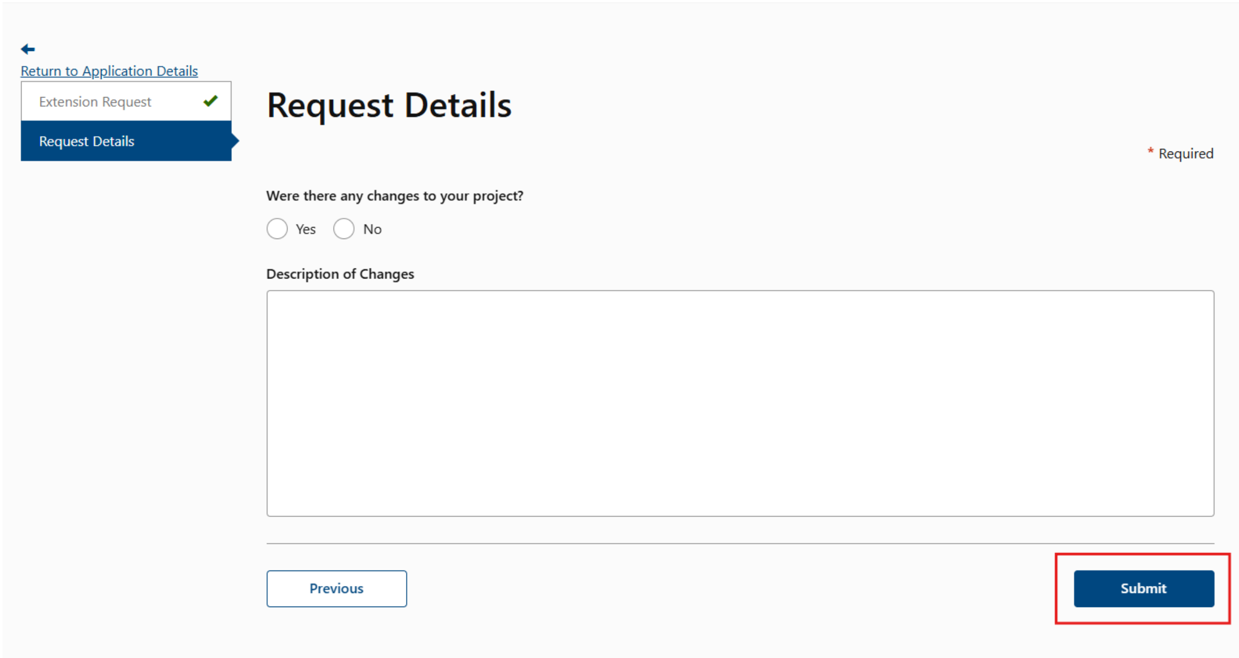
Create Extension Request

The “Create Extension Request” button is visible for completed project applications which are eligible to create a request. If the button is not visible, then the creation of a request is not allowed for the project application.

If enabled, clicking “Create Extension Request” will navigate you to a new form to complete the details of the request. The form is brief and only has two sections:



The first section outlines the rules for creating a request. Clicking “Next” will navigate you to the second section where you will input the request details. Please be concise and thorough with the details of your request. When you are ready to submit your request, click the “Submit” button.



After submitting, you will automatically be navigated back to the project application details page. The newly submitted request will be listed under the “Extension Requests” tab—more detail on this tab below.

Summary

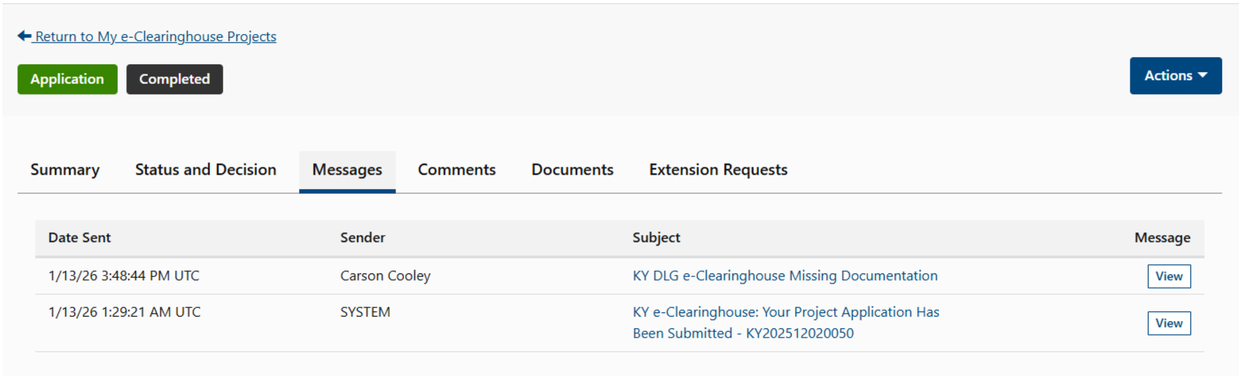
The “Summary” tab contains a read-only list view of all inputted data for the project application. Note that an SAI Number will not be generated for the project application until the application has been successfully submitted.

Status and Decision

The “Status and Decision” tab contains read-only information about the project application including Application Status, Submission Date, Decision Date, and Decision. Note that the Submitted Date field will not have a value until the project application is submitted, and the Decision Date and Decision fields will not have a value until a submitted project has been issued a decision.

Messages

The “Messages” tab contains a list of all messages sent to and from the Submitter of an application. Note that this list contains only the messages sent or received regarding the project application you are viewing.



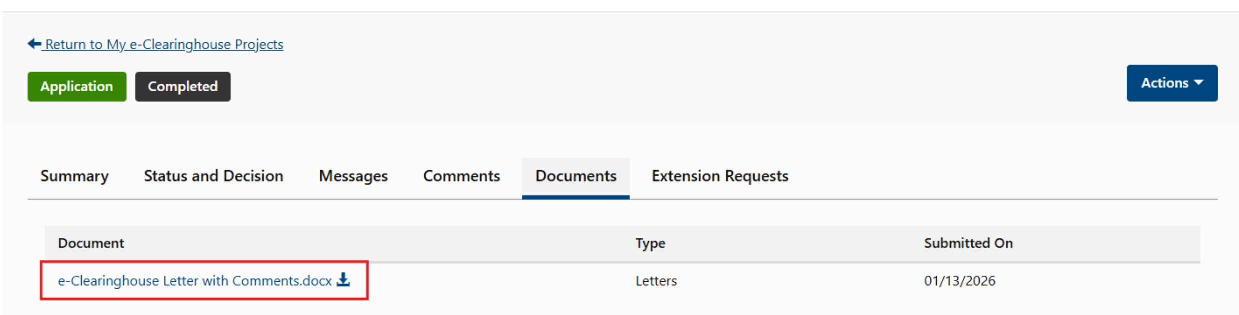
Messages that list "SYSTEM" as the sender are automated email notifications, for example, an email notification confirming successful submission of a new project application. Clicking on the "View" button for a Message or the blue hyperlink in the "Subject" column will open a popup modal allowing you to view the entire message. See the Navigation section of this documentation for more information about Messages and how to reply to a message.

Comments

The "Comments" tab will contain any comments from Project Reviewers. The "Sender" column will include the organization name in bold and the reviewer name underneath. When a review has been completed, the "Result" column will display either "Endorsed" or "Not Endorsed" depending on the Reviewer's decision, the "Reviewed On" date will display when the review was completed, and the "Comment" will display the associated comment from the review. Once again, note that there will be no reviewer comments for a project that has yet to be submitted.

Documents

The "Documents" tab contains a list of all documents that have been uploaded within the document uploads actions of a project application. Additionally, this section will include any Decision Letters generated from a DLG coordinator. These documents can be downloaded at any time by simply clicking on the blue hyperlink under the "Document" column.



Extension Requests

The "Extension Requests" tab contains a list of all extension request records created for the project application being viewed. If the Extension Request has been submitted, there will also be an accompanying date in the "Submission Date column."