Kentucky Eclearinghouse
Instructions

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

You can use any web browser on any type of device!
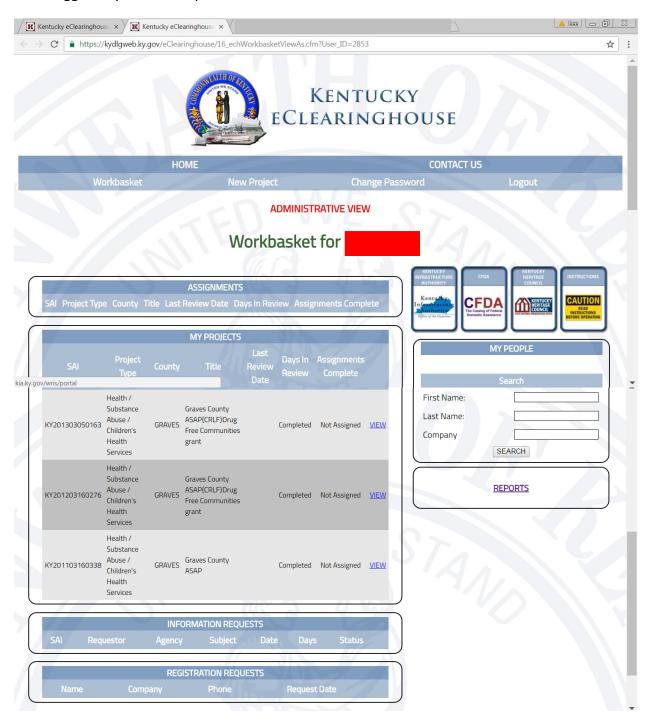
Log in screen:

New users please set up an account, fill out the form and submit.   The Eclearinghouse will send you by email an ID and password. Please be patient someone has to be in the office to do this.

Existing users please click "forgot my password". Enter your username on the next screen and click "reset". The program will update your password and email it to you. If you already have your password, go ahead and enter that and hit "Login".

When you get your email with the ID/Password and you log in the first thing you need to do is go to "change password". Make your new password anything that you want.
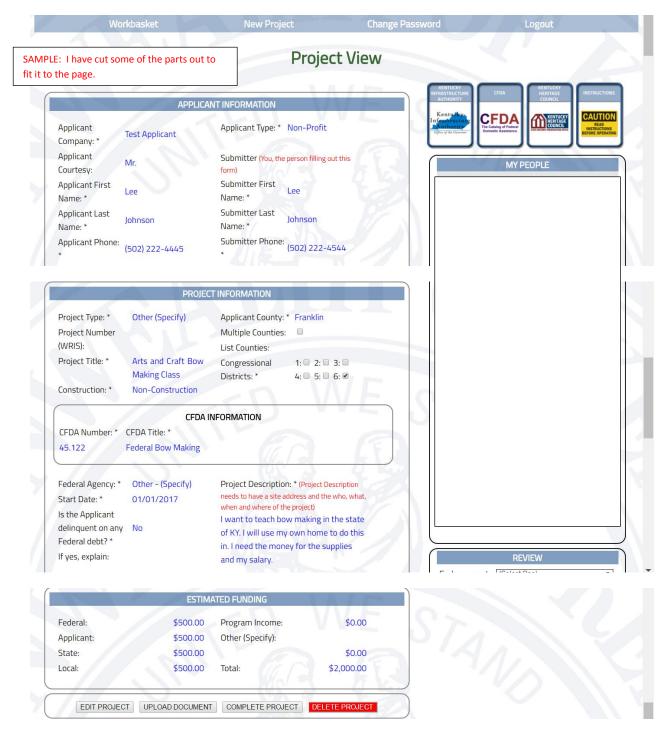
There is a box with instructions on every page, please refer to them as needed or print them out to have.

Once logged in you will see your "Workbasket".

APPLICANT

If you are an applicant and would like to put in an application for a review: Click "New Project" at the top. This opens the application form to be filled out. The asterisk * means this is a required field (most are). The information in red are notes to help you.

Workbasket	New Project	Change Password	Logout

Project View

SAMPLE: I have cut some of the parts out to fit it to the page.

APPLICANT INFORMATION

Applicant Company: *	Test Applicant	Applicant Type: *	Non-Profit
Applicant Courtesy:	Mr.	Submitter (You, the person filling out this form)	
Applicant First Name: *	Lee	Submitter First Name: *	Lee
Applicant Last Name: *	Johnson	Submitter Last Name: *	Johnson
Applicant Phone: *	(502) 222-4445	Submitter Phone: *	(502) 222-4544

MY PEOPLE

PROJECT INFORMATION

Project Type: *	Other (Specify)	Applicant County: *	Franklin
Project Number (WRIS):		Multiple Counties: ☐	
		List Counties:	
Project Title: *	Arts and Craft Bow Making Class	Congressional Districts: *	1: ☐ 2: ☐ 3: ☐ 4: ☐ 5: ☐ 6: ☑
Construction: *	Non-Construction		

CFDA INFORMATION

CFDA Number: *	CFDA Title: *
45.122	Federal Bow Making

Federal Agency: *	Other - (Specify)
Start Date: *	01/01/2017
Is the Applicant delinquent on any Federal debt? *	No
If yes, explain:	

Project Description: * (Project Description needs to have a site address and the who, what, when and where of the project)
I want to teach bow making in the state of KY. I will use my own home to do this in. I need the money for the supplies and my salary.

REVIEW

ESTIMATED FUNDING

Federal:	$500.00	Program Income:	$0.00
Applicant:	$500.00	Other (Specify):	
State:	$500.00		$0.00
Local:	$500.00	Total:	$2,000.00

EDIT PROJECT	UPLOAD DOCUMENT	COMPLETE PROJECT	DELETE PROJECT

When you finish filling out the form you will hit "Save" at the bottom. Then you will see other boxes pop up at the bottom. You can do a few things here.

EDIT PROJECT: If you would like to change something this is the time to do it. Once its complete you cannot edit the project.

UPLOAD DOCUMENT: If you have something that you would like to upload, click "upload document" and follow the directions. You might want to send a map or an approval letter of some sort, a lengthy project description or plans, whatever you think might benefit the reviewers of your project. Acceptable document types include PDF's, Word Documents and most images.

COMPLETE THE PROJECT: If everything is good to go click this button and it will give the project the State Applicant ID Number (SAI). You cannot edit after you click this button.

DELETE PROJECT: If you click this button your project is gone forever.

Once you click Complete the Project, it takes you back into your workbasket. (note the picture) You will see your latest project at the bottom of the list under "My Projects". You can click View and it will take you back into the project.

If you notice at the top of the page it will have the SAI number, once you get this the project is in review with the KY State Eclearinghouse.

You will notice at the bottom of the project view page that the comments from the state agencies are seen. You will get a letter from the Eclearinghouse when all the reviewers have made comments.

If you find that you don't want this project reviewed or, if it's a water or wastewater application that needs to be edited in the Project Profile/WRIS you can click the "Withdraw Project" at the bottom of the view project page. Remember, if you do this the project will not be in review and it will no longer be seen by you. So, please make sure this is what you really want to do before you click that button.

Please Note: KY Heritage Council (KHC) has a pre-canned comment for the applicant. You must follow the instructions for the Section 106 Review to get compliance from KHC. The sooner you do this the quicker you will have a review from KHC.
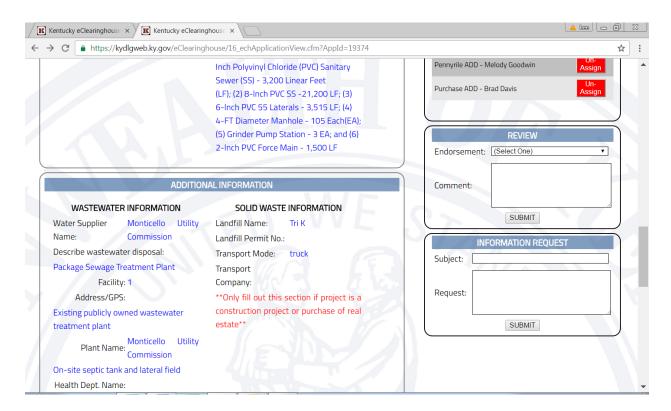
REVIEWER

As a reviewer your workbasket will be both Applicant and Reviewer. You no longer need two workbaskets. The log in page is the same as the example for the applicant at the top.

You will need to add "My People" to be able to send reviews to others in your organization. If you don't have anyone that you need to send projects to then you won't add any "My People".

When you log in, you will see Assignments, this is where your project assignments for review are.

VIEW: To look at the project. Here is all the information about the project. On the right you will notice two boxes.

INFORMATION REQUEST: This is the box is to ask a question or request information like a map or other documents.

Type in a subject, keep that short. Then type in what you need to request. Click Submit, it will post in the "Information Request" box for everyone that is associated with the project.

The applicant will see this and then answer the questions or can upload a document that is needed.

REVIEW: Here you are going to choose the endorsement; it will be either Endorse with Comments or Non-Endorse. Either one you must write a comment. If it's non-endorse please explain in detail the reason for not endorsing the project.   Click "Submit", this will also post on the page with all the information about the project.

The project will not be in your workbasket after you hit submit.

If you need to change a review, you can search for it in the search box. Change the review as needed and then hit "Submit" again.