

CDBG-DR Submitter User Guide

New
Kentucky
Home

TEAM 
KENTUCKY®

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Introduction

The Kentucky Community Development Block Grant Disaster Recovery (CDBG-DR) Program administers federal disaster recovery funding for eligible long-term recovery projects in communities affected by federally declared disasters. It supports activities such as housing recovery, infrastructure restoration, economic revitalization, and other disaster-related needs while ensuring compliance with applicable federal and state requirements.

The individuals and organizations seeking disaster recovery funding will be able to access the CDBG-DR award process through the KY DLG Portal. Through the portal, subrecipients can track awards, upload required documentation, track award progress, and respond to requests for additional information.



Please note that, throughout this document and on the KY DLG Portal, the term “Submitter” refers to the individual who is submitting a CDBG-DR application.

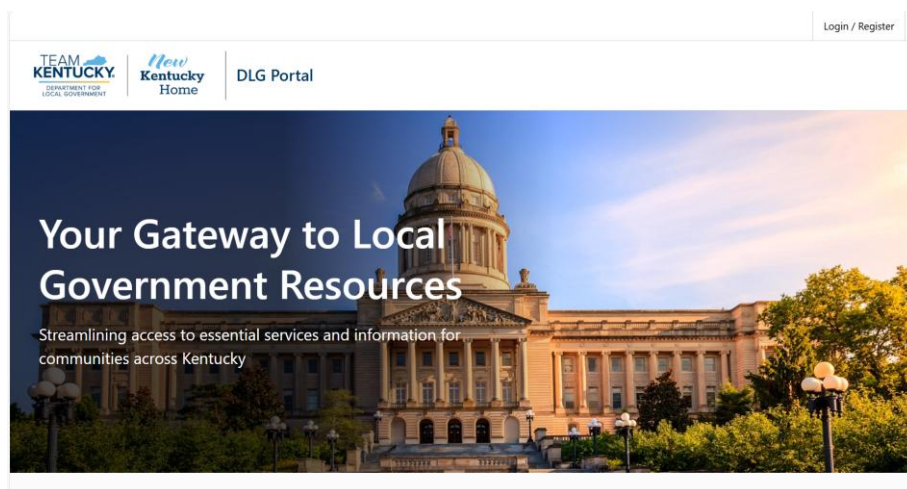
This user guide is designed to provide Submitters with information and resources to assist in tracking and monitoring their submission of their project and is structured to follow the process from beginning to end.

User Account Set-Up

The CDBG-DR Grant Opportunities will be available on the “KY DLG Portal.” Access the portal home page using this link: <https://www.dlgportal.ky.gov/en-US/>

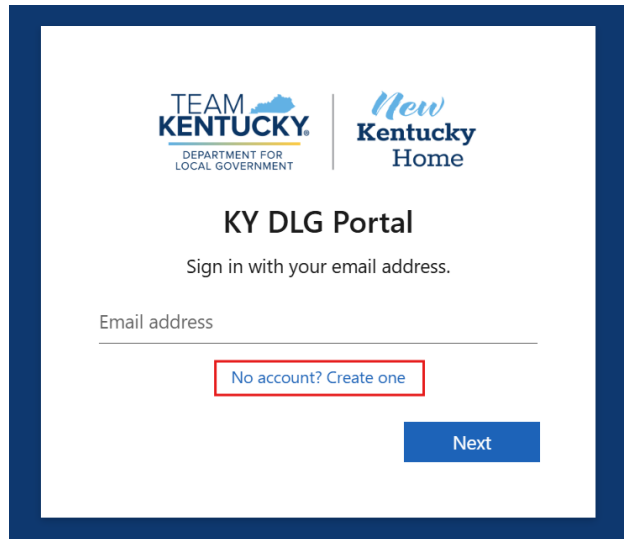
Account Registration and Login

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:



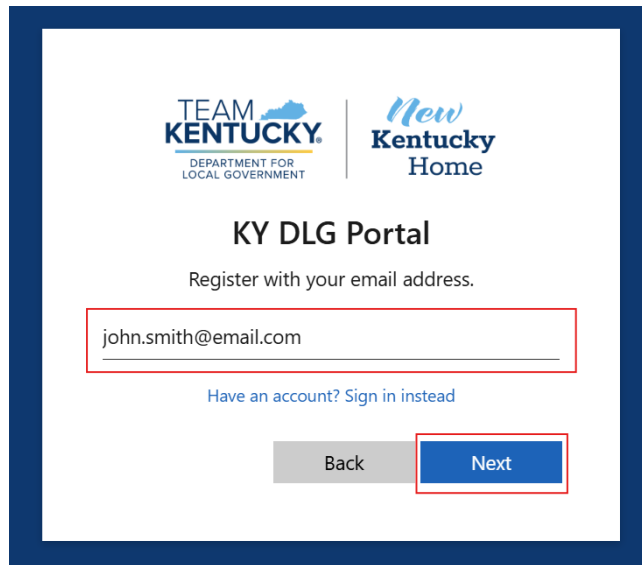
From the “Sign In” page, to register for an account, click the “No account? Create one” link

at the bottom:



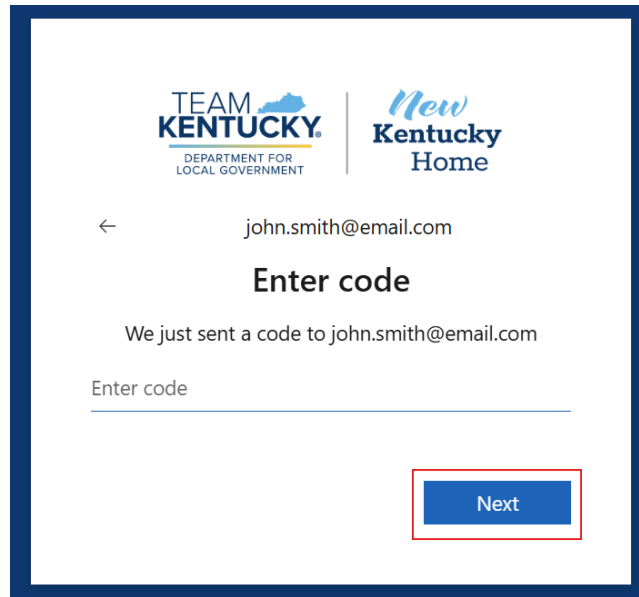
The image shows the 'KY DLG Portal' sign-in screen. At the top, there are two logos: 'TEAM KENTUCKY DEPARTMENT FOR LOCAL GOVERNMENT' and 'New Kentucky Home'. Below the logos, the title 'KY DLG Portal' is centered. Underneath the title, the instruction 'Sign in with your email address.' is displayed. A text input field labeled 'Email address' is present, followed by a red-bordered button that says 'No account? Create one'. At the bottom right, there 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.

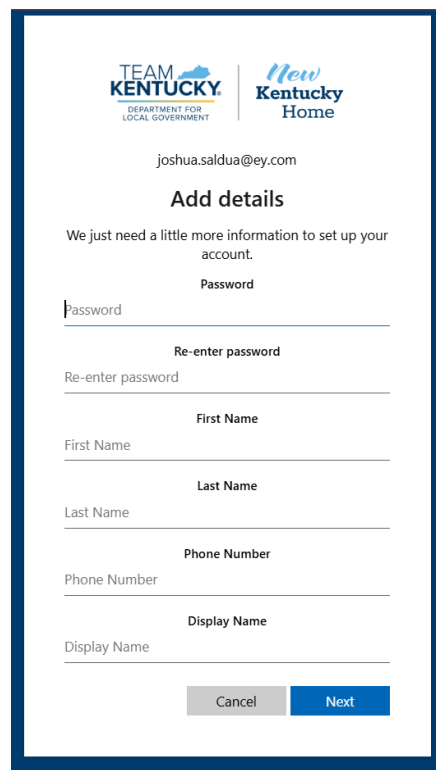


The image shows the 'KY DLG Portal' registration screen. At the top, there are two logos: 'TEAM KENTUCKY DEPARTMENT FOR LOCAL GOVERNMENT' and 'New Kentucky Home'. Below the logos, the title 'KY DLG Portal' is centered. Underneath the title, the instruction 'Register with your email address.' is displayed. A text input field contains the email address 'john.smith@email.com', which is highlighted with a red border. Below the input field, there is a blue link that says 'Have an account? Sign in instead'. At the bottom, there are two buttons: a grey 'Back' button and a blue 'Next' button, which is highlighted with a red border.

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.

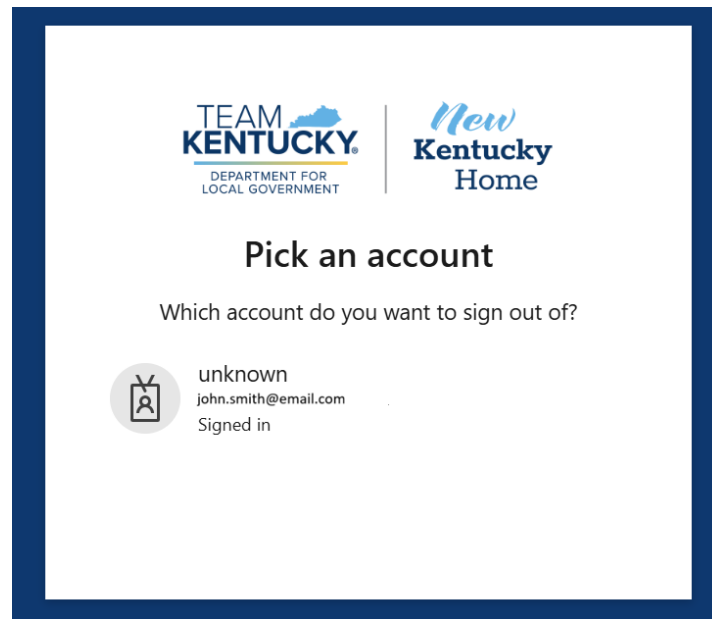


Enter the code and click “Next.” This will navigate you to a final screen where you will input details about your new account including a password, name, and phone number:

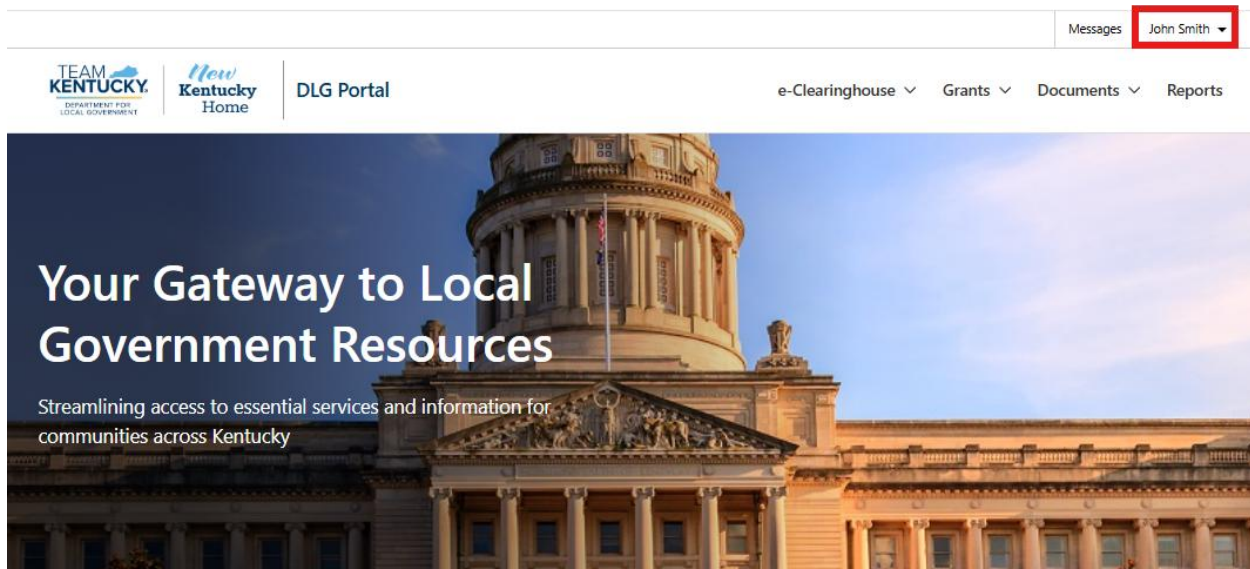


When finished, click the “Next” button to officially create your new user account.

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.



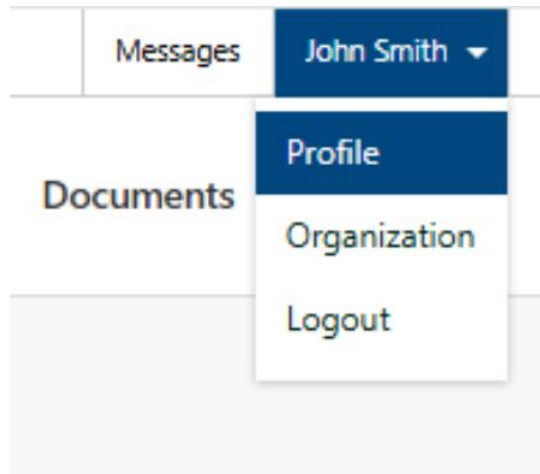
Once you are successfully signed in, the “Login” button in the top-right of the page should then display your name:



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.”

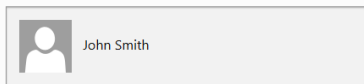
A screenshot of the 'My Account' page. The page has a header 'My Account'. Below it, there are two main sections: 'Personal Information' and 'Account Details'. The 'Personal Information' section contains fields for 'Prefix' (with a dropdown menu showing 'Mr.'), 'First Name' (with 'John'), 'Middle Name', 'Last Name' (with 'Smith'), 'Suffix', and 'Phone' (with '1234567890'). There are red asterisks next to 'Prefix', 'First Name', 'Last Name', and 'Phone', and a red asterisk next to 'Phone' with the text '* Required'. A blue 'Submit' button is at the bottom of this section. The 'Account Details' section shows 'Contact Email' as 'john.smith@email.com' with an 'Edit' link. Below this, there is a section titled 'Updating your password' with instructions: '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”.

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:

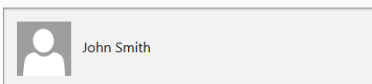
Change Email



Email * smith.john@email.com

✉ Change and confirm email

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.



Confirm Email

✔ Your email has been changed successfully.

✉ Check your email for confirmation instructions.

Email smith.john@email.com

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 Subrecipient Organization information on the application itself.

All team members in the Organization will be able to access the CDBG-DR Awards page to view the Award status as it progresses through the review process. Only the “Submitter” will receive notifications about the specific Award.

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:

Organization

Details

Payment Accounts

Members

Team

Name	Email	Type	User ID	Status	Actions
Rose Dennis	rose.dennis@ey.com	Admin	USR-0001117	Active	...

Invite User

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.

Invite User

Required *

First Name *

Last Name *

Email *

Organization Contact Type *

Staff

Cancel

Submit

Joining an Existing Organization with Invitation

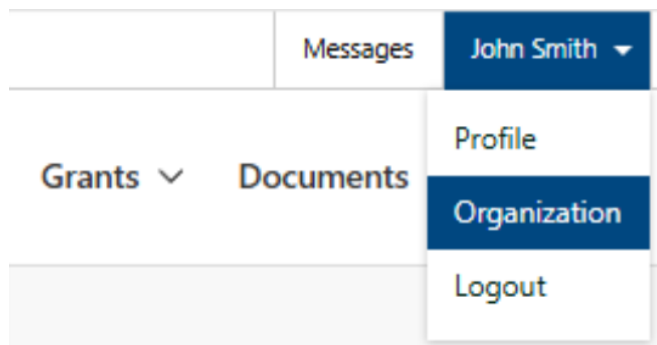
For a portal account to join an organization via invitation, an organization admin must initiate the process. When an admin invites a person to join their organization, a few things happen behind the scenes:

- 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)** OR 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.

Organization

An organization already exists for one or more of the identifiers you entered. Please select one to request access to it below:

Bluegrass Innovations LLC

Request Access

Details

Please provide your organization's details. If your organization has a **Unique Identifier (UEI)**, include it to help us accurately identify your organization. If a UEI is not available, please provide at least one of the following: **Taxpayer Identification Number (TIN)**, **Employer Identification Number (EIN)**, or **State Vendor Account Number**.

* Required

Has Unique Identifier

☒ Yes ☐ No

Unique Identifier *

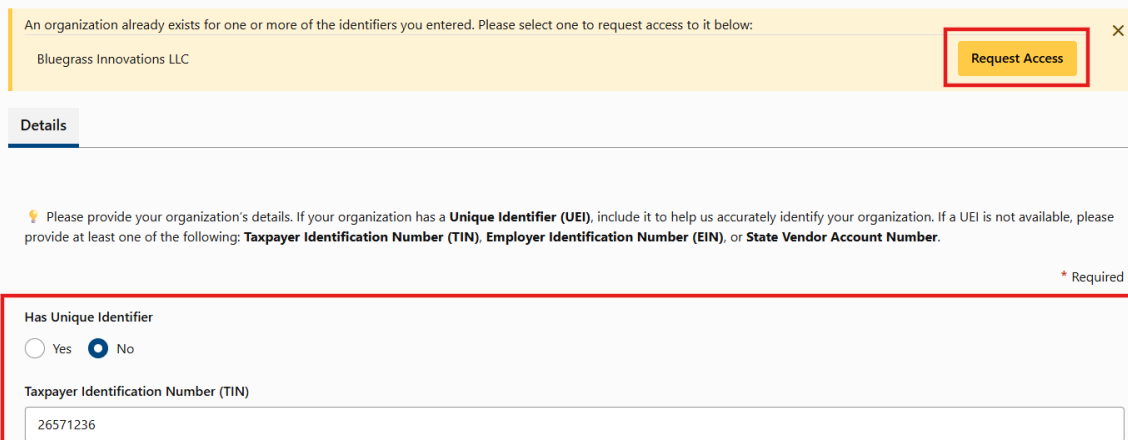
1234-5678-90AB

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 Vendor 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.

Organization



An organization already exists for one or more of the identifiers you entered. Please select one to request access to it below:

Bluegrass Innovations LLC

Request Access

Details

Please provide your organization's details. If your organization has a **Unique Identifier (UEI)**, include it to help us accurately identify your organization. If a UEI is not available, please provide at least one of the following: **Taxpayer Identification Number (TIN)**, **Employer Identification Number (EIN)**, or **State Vendor Account Number**.

* Required

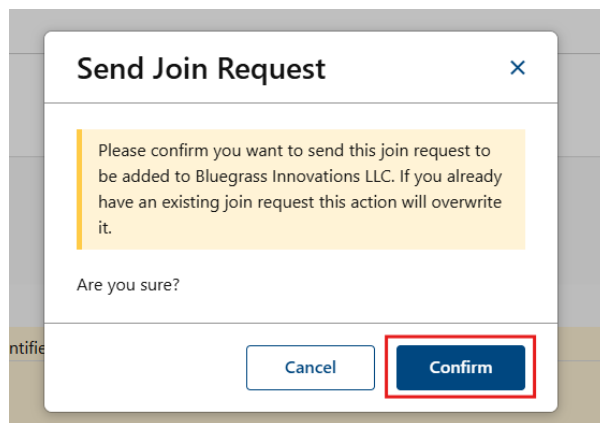
Has Unique Identifier

☐ Yes ☒ No

Taxpayer Identification Number (TIN)

26571236

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



Send Join Request

Please confirm you want to send this join request to be added to Bluegrass Innovations LLC. If you already have an existing join request this action will overwrite it.

Are you sure?

Cancel **Confirm**

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:

Your Gateway to Local Government Resources

Streamlining access to essential services and information for communities across Kentucky



Grants

Learn more about state and federal grant opportunities

[Grants Opportunities](#)

e-Clearinghouse

Learn more about or submit a project in e-Clearinghouse

[e-Clearinghouse Details](#)

Support

Contact us for support using one of our contact methods or view our frequently asked questions.

[Contact Us](#)

Grants Opportunities

Of the options displayed in the screenshot above, if you click on the “Grants Opportunities” button, you will be redirected to a page that allows you to search for any existing opportunities.

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:

TEAM KENTUCKY

DEPARTMENT FOR LOCAL GOVERNMENT

How Kentucky Home

DLG Portal

e-Clearinghouse

Messages

Search Messages

Search

Date Sent	Subject	Sender	Regarding
1/11/2026 8:49pm	KY e-Clearinghouse: Your Project Application Has Been Submitted - KY202601116004	# Portals-EYGA Kentucky Build	APP-000001117 - e-Clearinghouse

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:

Reply to Message

* Required

Subject *

Re: KY e-Clearinghouse: Your Project Application Has Been Submitted - KY202601116004

Message *

Attachments

Maximum file size per file is application/pdfapplication/vnd.openxmlformats-officedocument.wordprocessingml.documentapplication/vnd.ms-powerpointapplication/vnd.openxmlformats-officedocument.spreadsheetml.templateapplication/vnd.ms-excelapplication/mswordtext/plainimage/jpegimage/pngimage/giftext/rtfMB. Acceptable file types include all file types.

Choose File

Cancel

Send

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.

Tracking the Application Award

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

As you progress throughout any portal form you will have the option to click “Save This Section & Continue” and “Next” at the end of each section:

A blue rectangular button with the text "Save This Section & Continue" in white.A blue rectangular button with the text "Next" in white.

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



These buttons save 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 portal forms 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 any portal form. Instead of “Next,” you will see a “Submit” button:

A blue rectangular button with the text "Submit" in white.

Once you click on “Submit,” your portal form has been completed, and you will be redirected to the “Applications & Awards” portal page where you can view all your Awards.

Viewing CDBG Project Awards

To view CDBG-DR Project Awards you will navigate to the “Applications & Awards” dashboard page. This page can be found in the portal ribbon under the “Grants” menu and clicking on “Applications & Awards”.

Manage your applications, awards, and reporting activities from this dashboard.

Applications

Awards

ID	Project Name	Opportunity	Status	Actions
AWD-00001021		2021 Small Business Grant Program	Contract Finalization	...
AWD-00001020		2021 Public Infrastructure and Stormwater Management Program	Draft	...
AWD-00001019		2021 Public Infrastructure and Stormwater Management Program	Draft	...

View Details for a Project Award

You will have the ability to “View Details” of the award as seen in the screenshot below. Another way to view the details of an award is to click on the blue hyperlink under the ID for the project award you wish to view.

TEAM KENTUCKY
DEPARTMENT FOR LOCAL GOVERNMENT

New Kentucky Home

DLG Portal

e-Clearinghouse ▾Grants ▾Documents ▾Reports

Applications & Awards

Manage your applications, awards, and reporting activities from this dashboard.

Applications

Awards

ID	Project Name	Opportunity	Submitted Date	Status	Open?	Actions
APP-000001140	Red Solo Cup	Regional Development Agency Assistance Program	September 11, 2026	Approved	No	⋮ View Details
APP-000001138	Ghostbusters Commemorative Statue	Local Match Participation Program	–	Draft	Yes	⋮
APP-000001137	Stay Puft Marshmallow Man Statue	Legislative Line-Items and Special Programs	–	Draft	Yes	⋮
APP-000001136	Trey's Coal County Cash	LGEDF Single County Coal Severance	September 10, 2026	Approved	No	⋮

Upon viewing the award record, you will see the status of the award 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:

TEAM KENTUCKY
DEPARTMENT FOR LOCAL GOVERNMENT

New Kentucky Home

DLG Portal

e-Clearinghouse ▾Grants ▾Documents ▾Reports

←

[Return to Application Details](#)

Grant Details

Award Number

AWD-00001020

Associated Application

APP-000001084

Award Type

Grant

Award Date

Grant Award

Draft

Actions ▾

General Details

Breakdown

Reporting

Documents

Messages

Award Date

Description

Official Award ID Number

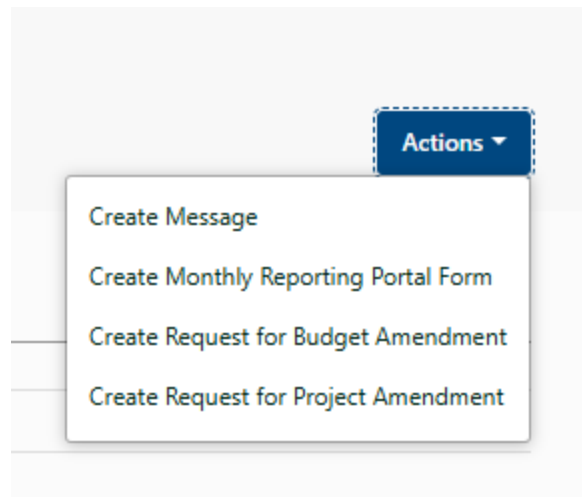
Organization

Kentucky Infrastructure Authority

Period of Performance Start Date

Period of Performance End Date

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



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

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 award 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.

General Details

The “General Details” tab contains high-level information regarding the award, including the Award Date, Description, Official Award ID Number, Organization, and Period of Performance dates. This section provides a summary of key award information and allows subrecipients to quickly review important details associated with the award.

The information displayed within this tab is maintained by program administrators and is provided for reference purposes throughout the award lifecycle. Subrecipients may review this information at any time to verify award details and monitor important dates related to the award.

Breakdown

The “Breakdown” tab contains a summary of the award's funding information, including the Current Total Award Amount and whether the award has been fully disbursed. This section also provides a list of all funding breakdown records associated with the award.

For each breakdown record, subrecipients can view details such as the ID, Amount, Disbursement Structure, and Created On date. Subrecipients may use this tab to review how award funds are structured and monitor the disbursement status of the award.

Selecting the Actions button associated with a breakdown record allows the subrecipient to create a disbursement request.

General Details Breakdown Reporting Documents Messages				
Current Total Awards		\$1,500.00		
Fully Disbursed?		No		
ID	Amount	Disbursement Structure	Created On	Actions
AB-0001005	\$1,500.00	Disburse On Request	07/09/2026	...
Create Disbursement Request				

Reporting

The “Reporting” tab contains all reports associated with the award. Monthly, Scope Amendment, and Budget Amendment reports will be displayed here. The My Submissions section provides a list of reports that have been completed and submitted by the subrecipient, including details such as the Report Type, Award Type, Report Period, Submission Date, and current Status.

General Details Breakdown Reporting Documents Messages					
My Submissions		Reporting Schedule			
Number	Report Type	Award Type	Report Period	Submission Date	Status

Selecting the Reporting Schedule section allows subrecipients to view upcoming reporting requirements and reporting deadlines associated with the award. Subrecipients should regularly review this section to ensure all required reports are submitted in a timely manner and to monitor the status of previously submitted reports.

My Submissions		Reporting Schedule			
Report Name	Report Open Date	Report Due Date	Reporting Period Start Date	Reporting Period End Date	

Documents

The “Documents” tab contains a list of all documents that have been uploaded within the document uploads actions of an award. 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.

Messages

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

Creating Scope and Budget Amendments

A Project Scope Amendment allows a Grantee to request modifications to the originally approved project scope. Scope Amendments are submitted through the portal and reviewed by the Kentucky Department for Local Government (DLG) prior to approval. The amendment request should clearly explain the proposed changes and include any supporting documentation necessary for DLG to evaluate the request.

Access Award and Initiate the Amendment Request

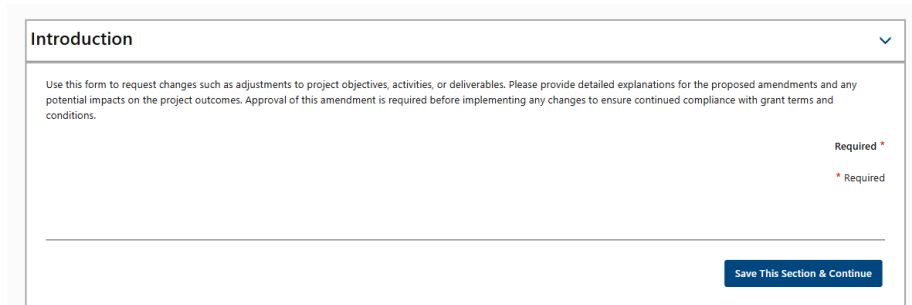
To create a Scope Amendment, navigate to the “Applications & Awards” page from the “Grants” menu located in the top-right corner of the portal. This page displays all awards available to your organization. Open the Award for which you would like to request an Amendment.

Once the Award record is open, locate the “Actions” menu on the Grant Details page and select “Create Request for Project Amendment” or “Create Request for Budget Amendment.” Based on the selection this will open the Scope Amendment or Budget Amendment request form.

The screenshot displays the 'Grant Details' page. At the top, it shows metadata: Award Number (AWD-00001020), Associated Application (APP-000001084), Award Type (Grant), and Award Date. Below this are two buttons: 'Grant Award' (green) and 'Draft' (dark grey). A tabbed interface follows with 'General Details' (active), 'Breakdown', 'Reporting', 'Documents', and 'Messages'. An 'Actions' dropdown menu is open, showing three options: 'Create Message', 'Create Request for Budget Amendment', and 'Create Request for Project Amendment'. The main content area contains several input fields: 'Award Date', 'Description', 'Official Award ID Number', 'Organization' (pre-filled with 'Kentucky Infrastructure Authority'), 'Period of Performance Start Date', and 'Period of Performance End Date'.

Enter Amendment Details

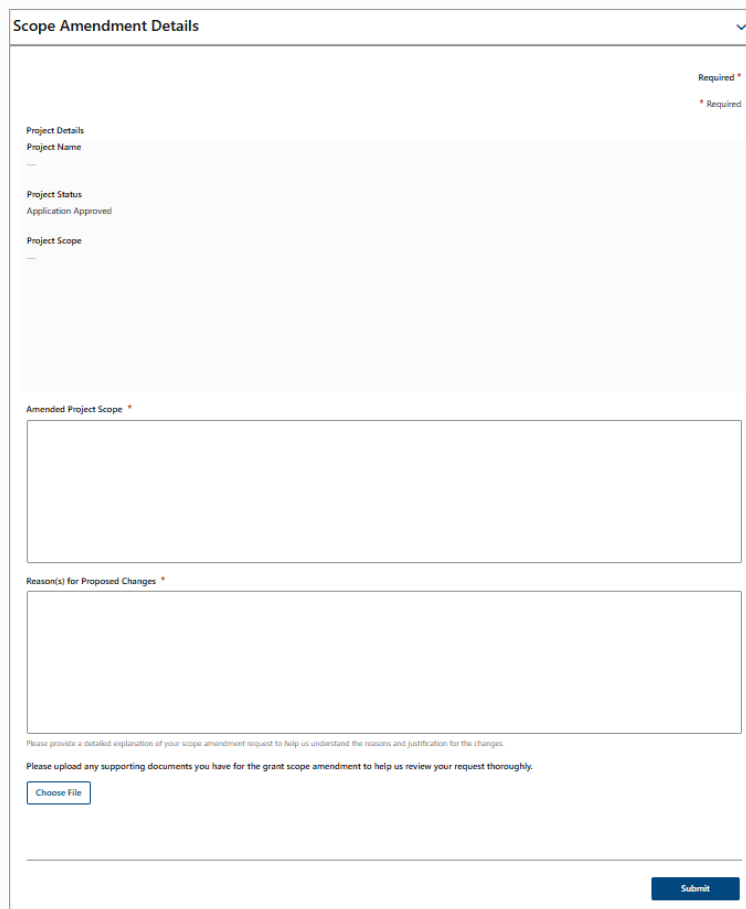
The first section for both forms is titled Introduction of the form displays instructions, read through them and click the “Save This Section & Continue” button.



The screenshot shows the 'Introduction' section of a form. At the top, the title 'Introduction' is followed by a downward arrow icon. Below the title, there is a paragraph of instructions: 'Use this form to request changes such as adjustments to project objectives, activities, or deliverables. Please provide detailed explanations for the proposed amendments and any potential impacts on the project outcomes. Approval of this amendment is required before implementing any changes to ensure continued compliance with grant terms and conditions.' To the right of this text, there are two labels: 'Required *' and '* Required'. At the bottom right of the section, there is a blue button labeled 'Save This Section & Continue'.

Scope Amendment

In the Second Section titled Scope Amendment Details section, review the existing project information displayed under Project Details, including the Project Name, Project Status, and current Project Scope. Enter the proposed revised scope in the Amended Project Scope field and provide a detailed justification for the requested modification in the Reason(s) for Proposed Changes field. The information entered should clearly describe the requested changes, explain why the amendment is necessary, and identify any impacts to the approved project.



The screenshot shows the 'Scope Amendment Details' section of a form. At the top, the title 'Scope Amendment Details' is followed by a downward arrow icon. Below the title, there are two labels: 'Required *' and '* Required'. The section is divided into several parts: 'Project Details' which includes 'Project Name' and 'Project Status' (with the value 'Application Approved' displayed), and 'Project Scope'. Below these, there is a field for 'Amended Project Scope' with a red asterisk. This is followed by a field for 'Reason(s) for Proposed Changes' with a red asterisk. Below this field, there is a note: 'Please provide a detailed explanation of your scope amendment request to help us understand the reasons and justification for the changes.' and another note: 'Please upload any supporting documents you have for the grant scope amendment to help us review your request thoroughly.' Below these notes, there is a 'Choose File' button. At the bottom right of the section, there is a blue button labeled 'Submit'.

Budget Amendment

In the Second Section titled The “Budget Amendment Details” section contains all budget amendment line items associated with the amendment request.

Budget Amendment Details

Required *

* Required

Budget Amendment

Create

Name	Associated Budget Line Item	Reported Amount
There are no records to display.		

Reason(s) for Proposed Changes *

Please provide a detailed explanation of your budget amendment request to help us understand the reasons and justification for the changes.

Please upload any supporting documents you have for the grant budget amendment to help us review your request thoroughly.

Choose File

Submit

Locate the Budget Amendment section and click the “Create” button to add a proposed amendment to an existing budget line item. A new Budget Amendment Line Item form will be displayed.

Create

* Required

Type *

Amendment

Name *

Associated Budget Line Item *

Budget Line Item Details

Enter the amount of change being requested for this Budget Line Item, not the new total amount.

Requested Amount *

Submit

Using the Budget Line Item lookup, select the budget line item you would like to modify. Enter

the proposed adjustment in the Amendment Requested Amount field. Repeat this process for each budget line item that requires a change as part of the amendment request.

Lookup records 

Name	Budget Cost Category	Total Funds Amount	Associated Award
------	----------------------	--------------------	------------------

When you have completed the information for a budget amendment line item, click “Submit.” The Budget Amendment Line Item will be saved and displayed in the Budget Amendment table. The table contains a list of all budget amendment line items associated with the amendment request, including the Name, Associated Budget Line Item, and Reported Amount.

After entering all proposed budget line item changes, provide a detailed explanation in the Reason(s) for Proposed Changes field. This information should clearly explain the reason for the requested budget modifications, describe how the changes support the project, and provide any additional information needed to evaluate the amendment request.

Supporting Documents and Submission

If supporting documentation is needed, upload the applicable files by clicking “Choose File” and selecting the file from your device.

Choose File

For Scope Amendments, supporting documents may include budget justifications, revised cost estimates, supporting calculations, procurement documentation, or other materials relevant to the proposed budget changes.

For Budget Amendments, supporting documents may include revised project plans, maps, engineering documentation, correspondence, or other materials relevant to the proposed scope changes.

When all required fields have been completed and any supporting documentation has been attached, click the “Submit” button. Upon successful submission, the Scope Amendment request will be routed to DLG for review.

View Amendment Details

Submitted Scope Amendments are associated with the Award for which they were created. After submission, the amendment will remain available for review and tracking through the reporting tab Award record.

My Submissions		Reporting Schedule			
Number	Report Type	Award Type	Report Period	Submission Date	Status
SRPT-00001034	Request for Budget Amendment	Grant	–	–	Draft
SRPT-00001033	Request for Project Amendment	Grant	–	7/10/2026	Under Review
SRPT-00001032	Request for Budget Amendment	Grant	–	7/10/2026	Approved
SRPT-00001031	Disbursement Request	Grant	–	7/10/2026	Submitted

The amendment will progress through DLG's review process and may be Approved, Returned for additional information, or Rejected. If additional information is required, DLG may

contact the Grantee through the portal's communication features or other established communication channels.

Creating Monthly Reports

Monthly Reports are used to provide the Kentucky Department for Local Government (DLG) with updates on project progress throughout the Period of Performance for an Award. Monthly Reports are submitted through the portal and allow Grantees to report project status information, construction progress, and other funding sources associated with the project. Before a Monthly Report can be created, the Award must have an active Reporting Schedule and be eligible for reporting.

Access Award and Initiate the Monthly Report

To create a Monthly Report, navigate to the “Applications and Awards” page from the “Grants” menu located in the top-right corner of the portal. This page displays all Awards available to your organization. Open an Award that has entered the Evidentiary stage or a later stage, indicating that the Award is eligible for Monthly Report submissions.

Select the “Reporting” tab from the Award record. Within the Reporting tab, you may review the “Reporting Schedule” section to view the required reporting periods and due dates associated with the Award.

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Grant Details

Award Number AWD-00001011
Associated Application APP-000001067
Award Type Grant
Award Date

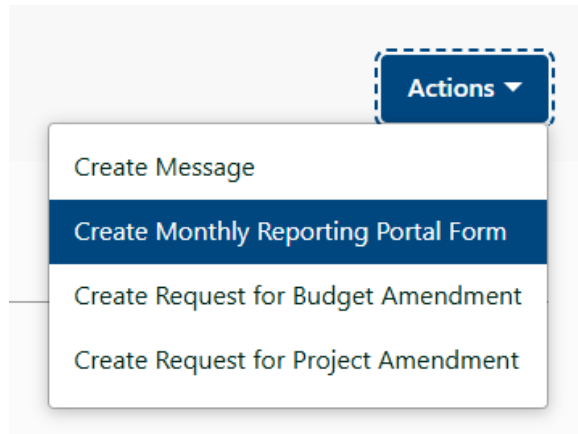
Grant Award Monitoring-Active Actions ▾

General Details Breakdown Reporting Documents Messages

My Submissions Reporting Schedule

Number	Report Type	Award Type	Report Period	Submission Date	Status
--------	-------------	------------	---------------	-----------------	--------

Once you are ready to create a report, locate the “Actions” menu in the upper-right corner of the Award record and select “Create Monthly Report.” This will open the Monthly Report form.



Enter Monthly Report Details

In the first section of the form, provide information regarding project progress. Enter details describing project activities completed during the reporting period and update the “Number of Units Being Constructed” field, if applicable.

A screenshot of the 'Introduction' section of a form. The section has a title 'Introduction' with a blue checkmark icon. Below the title is a instruction: 'Please provide the updates for your project below. Specify project progress, number of units being constructed and all other funds.' To the right of this instruction are two red asterisks, one labeled 'Required' and the other '* Required'. The main content area is labeled 'Project Progress' and contains a large text input field. Below this field is a small note: 'This field indicates the current phase or condition of the project, reflecting its progress and any key milestones achieved.' Below the note is a label 'Number of Units Being Constructed' followed by a text input field. At the bottom right of the section is a blue button labeled 'Save This Section & Continue'. Below the 'Introduction' section is a section titled 'Other Funding Sources' with a right-pointing arrow.

After completing the required fields, click the “Save this Section & Continue” button. This creates the Monthly Report record and makes the remaining sections of the report available for completion.

Reporting Other Funding Sources

If the project has additional funding sources that should be reported, navigate to the “Other Funding Source” section and click the “+ Create” button above the subgrid. This will open the Other Funding Source form.

Enter the name of the non-CDBG funding source in the “Other Funding (Source)” field and enter the corresponding funding amount in the “Other Funding (Amount)” field. Once all information has been entered, click “Submit.” The funding source record will be saved and

associated with the Monthly Report.

Repeat this process for each additional funding source that you would like to include in the Monthly Report

Other Funding Sources

Required *

* Required

Other Funding Sources

Create

Other Funding (Source)	Other Funding (Amount)
There are no records to display.	

Submit

Monthly Reports can only be created for Awards that have an active Reporting Schedule. The Reporting Schedule is established during Contract Finalization using the Award's Period of Performance Start Date and Period of Performance End Date

View Monthly Reports

Submitted Monthly Reports are associated with the Award for which they were created and can be viewed from the Award's Reporting tab. The Reporting Schedule provides visibility into reporting requirements and helps track reporting activity throughout the life of the Award.

Monthly Reports serve as an ongoing record of project progress and reported funding information and may be reviewed by DLG as part of project monitoring and grant administration activities

Creating Draw Requests

A Draw Request allows a Submitter to request reimbursement or disbursement of awarded funds for eligible project expenditures. Draw Requests are submitted through the portal and reviewed by the Kentucky Department for Local Government (DLG) prior to payment.

Initiate Draw Request

To create a Draw Request, navigate to the "My Projects" page from the "Grants" menu located in the top-right corner of the portal. This page displays all Awards available to your organization. Open the Award for which you would like to submit a Draw Request. The Award must be in the Evidentiary stage or a later stage before a Draw Request may be created.

Once the Award record is open, select the "Breakdown" tab. This tab displays the Award

Breakdown records associated with the Award. Review the “Current Total Awards” amount displayed on the page, as this represents the total amount awarded for the project.

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Grant Details

Award Number AWD-00001011
Associated Application APP-000001067
Award Type Grant
Award Date

Grant Award Monitoring-Active Actions ▾

General Details Breakdown Reporting Documents Messages

Current Total Awards	\$270,000.00
Fully Disbursed?	No

ID	Amount	Total Non-Disbursed Amount	Disbursement Structure	Award Breakdown Type	Actions
----	--------	----------------------------	------------------------	----------------------	---------

Locate the Award Breakdown record and click the ellipsis (...) menu beside the record and under Action. From the available options, select “Create Disbursement Request.” A new Draw Request form will be created and displayed.

Award Breakdown Type	Actions
Initial Award	⋮
Cost Adjust	Create Disbursement Request

Enter Draw Request Details

In Section 1 enter the current amount in the “Cash on Hand” field and then click the “Save & Continue” button. This creates the Draw Request record and makes the remaining sections of the request available for completion.



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2022 Small Business Grant Program

Status of Funds



Please provide the details of your draw request below. Specify the amount you are requesting from the designated budget line item and include a clear description of the purpose for these funds.

Required *

* Required

Cash on Hand *

Save This Section & Continue

Adding Expenditures

Draw Requests are supported by one or more Expenditure records. To add an expenditure, click the “+ Create” button located above the Expenditure subgrid. This will open the Expenditure form.

Cash Requirements



Required *

* Required

Important: The total amount requested in this Draw Request cannot exceed the **Total Non-Disbursed Amount** available on the selected Award Breakdown. If your requested expenditures exceed the available balance on this Award Breakdown and there is another Award Breakdown with available funds on the Award, submit this Draw Request for the amount available under the current Award Breakdown, then create a separate Draw Request under the other Award Breakdown for the remaining amount. If no additional Award Breakdowns have available funds, you must first submit a **Project Budget Amendment** from the **Grant Details** page to request additional funding before submitting a Draw Request for amounts that exceed the available balance.

Generated From

Award Breakdown Type

Initial Award

Amount *

\$200,000.00

Total Non-Disbursed Amount

\$0.00

Expenditures

+ Create

Name	Associated Budget Line Item	Reported Amount
------	-----------------------------	-----------------

Create



* Required

Type *

Expenditure ▼

Name *

Associated Budget Line Item *

Q

Budget Line Item Details

Draw Request Amount *

Submit

In the Expenditure form, select the applicable Budget Line Item from the lookup field and enter the requested draw amount in the “Draw Request Amount” field. The selected Budget Line Item identifies how the requested funds will be applied within the approved project budget.

Create



* Required

Lookup records X

Name	Category	Amount	Associated Award
☐ BLI-0001001 - Public Facilities	Admin	\$2,352,352.00	2022 Small Business Grant Program - Josh S - 06/22/2026 5:16 PM
☒ BLI-0001002 - Commercial/Industrial Facilities	Activity Delivery	\$150,000.00	2022 Small Business Grant Program - Josh S - 06/22/2026 5:16 PM
☐ BLI-0001039 - Rehabilitation	Activity Delivery	\$120,000.00	2022 Small Business Grant Program - Josh S - 06/22/2026 5:16 PM

When all required information has been entered, click “Submit.” The Expenditure record will be saved and associated with the Draw Request.

Repeat this process for each expenditure that should be included in the Draw Request.

Multiple Expenditure records may be created to account for all eligible costs being submitted for reimbursement or payment.

Supporting Documents and Submission

After all expenditure records have been created, upload any required documentation supporting the request. Supporting documentation may include invoices, receipts, proof of payment, contractor pay applications, financial records, or other documentation required to substantiate the requested expenditures.

Ensure that all supporting documentation is complete and clearly demonstrates the costs associated with each expenditure included in the Draw Request

When all expenditures have been entered and all supporting documentation has been uploaded, review the Draw Request for completeness and accuracy. Once you are ready to submit the request, click the “Submit” button.

Please submit all invoices that are directly related to the specific draw request you are applying for. Ensure that each invoice clearly corresponds to the expenses or services claimed in this draw request.

Choose File

Submit

Upon successful submission, the Draw Request will be routed to DLG for review and processing.

Draw Requests can only be created for Awards that have an Award Breakdown configured as Disburse on Request. In addition, the Award must have progressed to the Evidentiary stage or later before Draw Requests become available.

View Draw Requests

Submitted Draw Requests are associated with the Award for which they were created and can be viewed from the Award record. Draw Requests contain all associated Expenditure records and supporting documentation submitted with the request.

DLG will review the expenditures, supporting documentation, and requested draw amounts before issuing a determination. Additional information may be requested if clarification or supplemental documentation is needed during the review process.