

SERVICE

COLLABORATION

LEADERSHIP

TEAMWORK

DEDICATION

Celebrating
50 Years

KY e-Clearinghouse has a NEW Look—
Out with the Old and in With the NEW!

Introductions

Cindy Seip, Program Coordinator /SPOC
e-Clearinghouse



Don Schierer, IT Business Analyst
Kentucky Infrastructure Authority (KIA)



Why Go Through e-Clearinghouse?

Presidential Executive Order 12372 was enacted July 14, 1982

❖ The EO ***mandates*** an intergovernmental review of ***all*** federal programs.

How the e-Clearinghouse portal assists you with compliance

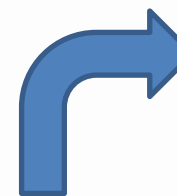
- It is an online portal to submit projects for review per EO 12372.
- Offers virtual ***collaboration*** between agencies, SPOC, and submitter.
- ***It operates in tandem with all agencies involved in the review process.***
Anywhere from one, five, or eight different agencies.
- It ensures accuracy and efficiency across all aspects of the review.



Why are There SPOCs, and How Many are There?

Single Point of Contact (SPOC)

- SPOC is your “***mandatory gateway***” for your review.”
- Without the review, the funding could be in jeopardy, or the project ***denied*** funding.
- SPOC provides “***proof***” of your compliance with the Executive Order.
- Less than half of the 50 states employ a SPOC.
- There are ***only*** two states in our tristate area who have a SPOC.
- Kentucky was the ***first*** in our region to establish a SPOC (1995) then Indiana (2005).



Then & Now

How e-Clearinghouse Got Where it is Today....

Originally—Projects were processed by hand and utilized *snail mail.*

They required multiple paper copies, was costly, and inefficient.

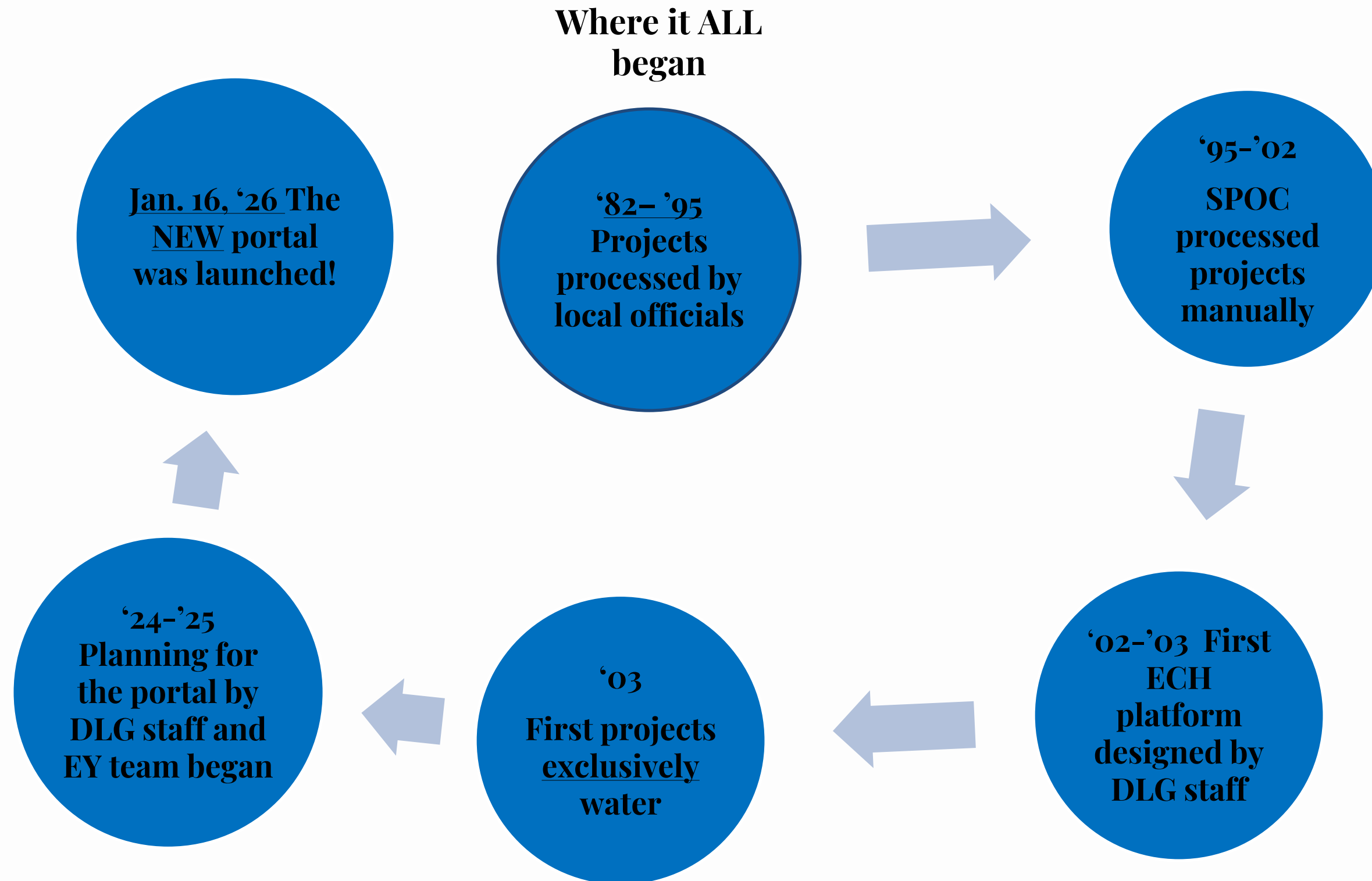
By 2003, the ECH process was completely streamlined.

O how times change!!!!



Celebrating
50
Years

Through the years...A Timeline of Changes Within e-Clearinghouse



Out With Old and in With the NEW!

Welcome to a New Generation of e-Clearinghouse!

Legacy (**old**) e-Clearinghouse
dlg.ky.gov

****Storage and update letter
requests only

Create an Account Here”
dlgportal.ky.gov

eClearinghouse Legacy Portal



The Kentucky Department for Local Government is planning a transition of e-Clearinghouse activities to the new KY DLG Portal. Please review the following key dates and requirements:

January 15, 2026

All project applications in KYDLGWeb e-Clearinghouse must be submitted to DLG by this date. Applications submitted by January 15 will be reviewed in KYDLGWeb.

[GO TO DLG LEGACY E-CLEARINGHOUSE](#)

After 23 years



KY DLG Portal

Sign in with your email address.

ail address

[No account? Create one](#)

Next

Celebrating
50 Years

Everything you Could Ever Want to Know About the New ECH Portal!

Out with the Old and in with the New!!

❖ A must-see training for Submitters

[GO TO NEW DLG PORTAL](#)

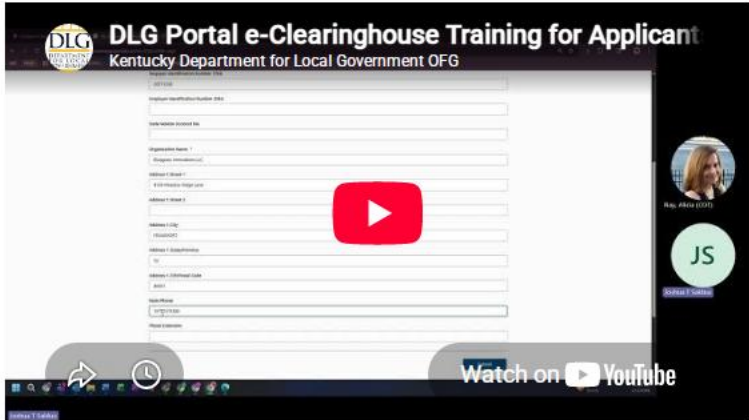
After January 15, 2026

All new applications for project review will be processed exclusively in the KY DLG Portal. Projects not submitted in KYDLGWeb by this date will need to be re-entered in the new portal. Letters of Extension may still be requested for projects in KYDLGWeb (Legacy e-Clearinghouse). We appreciate your cooperation during this transition.

Submitter/Applicant Training

[e-Clearinghouse Submitter User Guide](#)

This video will show you what to expect if you are wanting to submit a project to the e-Clearinghouse portal.



The screenshot shows a YouTube video player with a video titled "DLG Portal e-Clearinghouse Training for Applicant" from the "Kentucky Department for Local Government OFG". The video player includes a play button, a progress bar, and a "Watch on YouTube" button. The video content shows a form with various fields for project submission.

❖ **A “Step-by-Step User Guide”**

**e-Clearinghouse Submitter
User Guide**

New
**Kentucky
Home**

**TEAM
KENTUCKY.**

Issued by:
Kentucky Department for Local Government
100 Airport Road, 3rd Floor, Frankfort, KY 40601
office phone: 502-573-2382

Celebrating
50
Years

Change—the Law of Life—*Especially* with Technology

An Overview of the Changes in e-Clearinghouse

The Main Profile Page

The Old Way....	The New Way...
Login: CindySeip	Login: Cindy.Seip@ky.gov
Password: Generated by the Coordinator/SPOC	Password: Generated by the portal— Please watch for it in your email inbox.
New User Profile: Created once, and <i>only</i> once.	New User Profile: Needed by <i>everyone</i> and is connected to an organization.
Company Details: Main address of applicant and submitter.	Company Details: The submitter is now <i>connected</i> to an organization, and requires an employer ID.
Role: No <i>role</i> connected between submitter and agency/company.	Role: The choices are either admin or staff.
Function: Submitter Submits and maintain projects.	Function(s): Admins accept requests from others to join an organization. Staff: Request to join an organization and submits/maintains projects.

EXISTING USERS

User ID:

CindySeip

Password:

LOGIN

[Forgot My Username](#)

[Forgot My Password](#)

Change—the Law of Life—*Especially* with Technology!

An Overview of the Changes in e-Clearinghouse

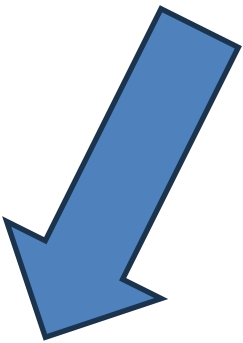
The Project Submission Process

The Old Way....	The New Way...
Application: Completed left to right, top to bottom without prompts.	Application: System shows you when each section is complete to advance.
Maps: Construction, land purchases, and planning projects.	Maps: The system forces an upload prior to proceeding eliminating information requests.
Project Type: Water/Wastewater project(s)	Project Type: You <i>must</i> enter water or wastewater.
Project number from WRIS: Selected from drop-down menu.	Project number from WRIS: No change.



A screenshot of a project submission form with four sections. The first three sections have green checkmarks in the top right corner, indicating they are complete. The fourth section is highlighted in blue and does not have a checkmark.

Applicant/Grantee Information	✓
Project Information	✓
Utilities Information	✓
Estimated Funding	



Change—the Law of Life—*Especially* with Technology!

An Overview of the Changes in e-Clearinghouse

The Project Submission Process, Part II

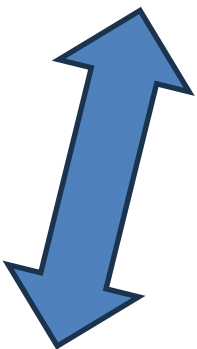
The Old Way....	The New Way
Uploads after submission: Uploaded at will.	Uploads after submission: Requires permission from the Coordinator
Counties/Congressional Districts: Manually chosen	Counties/Congressional Districts: Are automatically selected to coincide with counties selected.
ADD selection: Chosen by the Coordinator	ADD selection: Automatically selected by the portal to correspond with counties chosen

Change—the Law of Life—*especially* with Technology!

An Overview of the Changes in e-Clearinghouse

Maintaining Your Old and New Project(s)

The Old Way....	The New Way...
▪ Document section: All documents housed here ▪ Update letters/extensions: May be eligible for three (3) years Update eligibility: Projects over three (3) years should be submitted in the new portal.	▪ Document section: No change ▪ Update letters/extensions: Ineligible <i><u>until</u></i> January 2027. ▪ Update letter eligibility: No change in eligibility requirements.
Update requests: Done through Information Request	Update requests: Request function found with “My projects.”



INFORMATION REQUEST

Subject:

Request:

SUBMIT



Making Every Drop Count

Understanding the WRIS Portal During Project Submission—How KIA and e-Clearinghouse Work Together

- ❖ The applicant ***must*** start with their ADD Water Management Coordinator (WMC) to write the proposal.
- ❖ The WMC will complete the project profile on the WRIS Portal to generate the **project number/WRIS number**.
- ❖ The project number will be needed for the Clearinghouse project submission.
- ❖ If that water project number is not available in the dropdown menu in e-Clearinghouse, more than likely, the entire process with KIA is not complete.



Making Every Drop Count

Understanding the WRIS Portal During Project Submission—How KIA and e-Clearinghouse Work Together, Part II

- ❖ If that water project number is not available in the dropdown menu, it could also be connected to another project.
- ❖ KIA will work with the Water Management Coordinator and submitter to resolve issues
- ❖ KIA funds many of the projects submitted through ECH.
- ❖ If an ECH endorsement letter is over a year old, the submitter must request an updated letter through the ECH portal.



Making Every Drop Count

Understanding the WRIS Portal During Project Submission and how KIA and e-Clearinghouse Work Together, Part III

NarrativeApplicantAdministrationBudget & ScheduleImpactsComponentsSustainable InfrastructureMapStatus

Project StatusProject NotesProfile Audit

Profile Status:

☐ Pending

☐ Submitted

☒ Approved on 10-17-2024 Revised on

☐ Under Construction

☐ Constructed

☐ Withdrawn

Update Profile



Making Every Drop Count

The KIA Checklist for all water/wastewater Projects

- ✓ Does the description match the mapped components?
- ✓ Do the budget & funding match?
- ✓ Does the project schedule match?
- ✓ Are the project components complete?
- ✓ Are the project impacts complete?
- ✓ Check the project administrator
- ✓ Check Profile Audit tab
- ✓ This profile is complete.



Making Every Drop Count

What to do if There is a Change in the Language of a Water Project

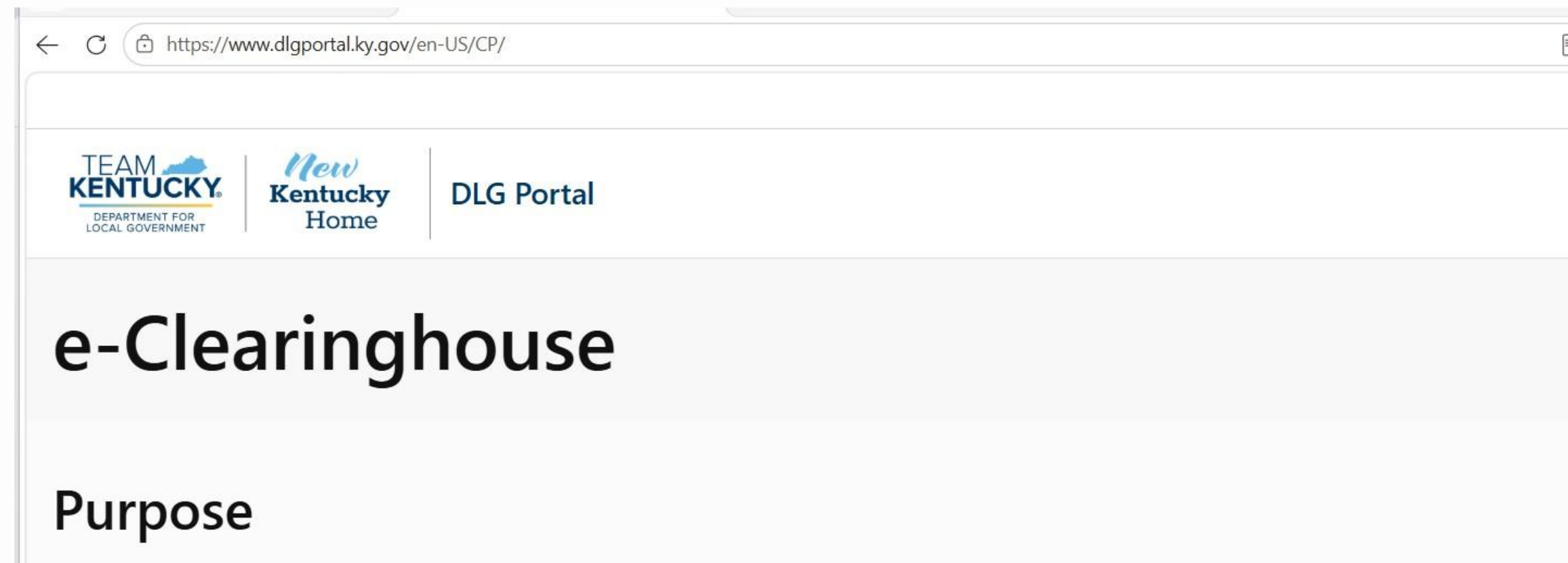
For projects within e-Clearinghouse:

- The water **portion** cannot be edited once submitted.
- Finalize the changes in WRIS portal—first.
- Then withdraw the project from e-Clearinghouse. Once completed,
- Resubmit the project in the e-Clearinghouse portal for review.



Navigating the Nuances of the New ECH Portal....

Where it all begins for everyone.....



Navigating the Nuances of the New ECH Portal....

The Training Manual By Ernst and Young Says it All

<https://dlg.ky.gov/pages/kentucky-eclearinghouse.aspx>

Please allow the “masterminds” behind the nuances of the new ECH walk you through it one page at a time.



Navigating the Nuances of the New ECH Portal....

Table of Contents

Introduction	3
User Account Set-Up	3
Accepting an Organization Invitation	3
Sending an Organization Invitation	4
Account Registration and Signing In	6
Editing Your User Profile	9
General Instructions	10
Dashboard of Your Projects for Review	10
<i>My Assigned Reviews</i>	11
<i>Org Review Projects</i>	11
<i>State Applicant Identifier link</i>	12
Review Project Details.....	12
<i>Organization Review status</i>	12
<i>Individual Review status</i>	12
<i>Summary</i>	13
<i>Reviewers</i>	13
<i>Information Requests</i>	15
<i>Comments</i>	17
<i>Documents</i>	18
Project Reviews	19
Completing a Project Review	19
Submitting your Decision	19



Avoiding the Avoidable Hurdles.....

- ✓ Only “check” **statewide** for your project if it will affect ***all*** 120 counties.
- ✓ The system allows you to select each county your project will affect, and it is ***important*** that you select all that apply.
- ✓ The system chooses the corresponding ADD based on the county entered.

Impacted Communities

State-wide Project	☒ Yes
--------------------	---

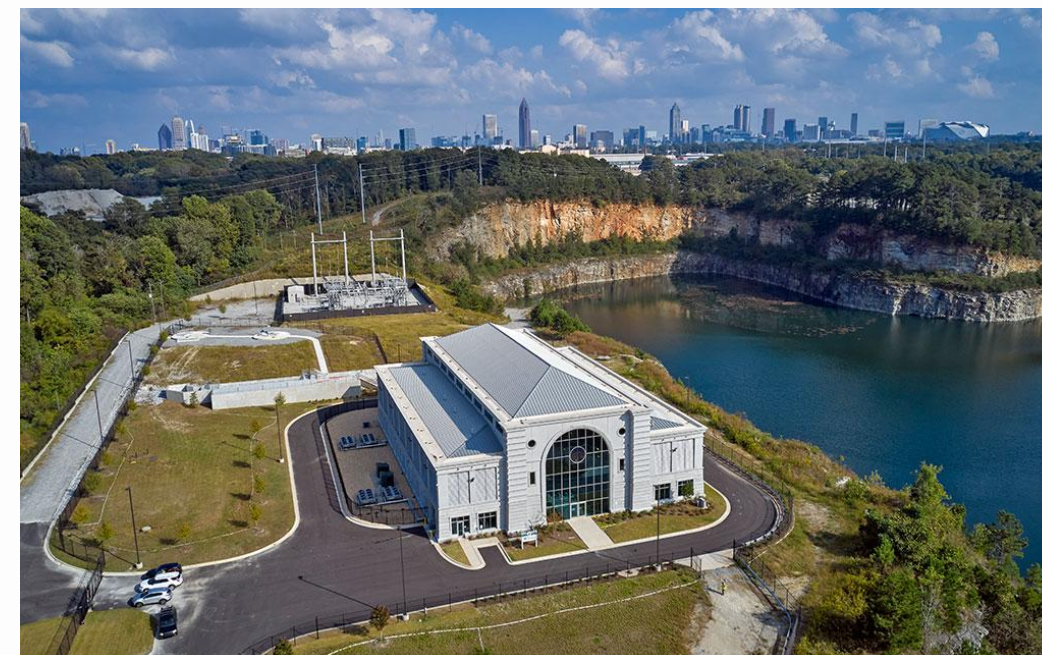
Counties Edit

☐	Name ↑ ↓	Area Development Dis... ↓
☒	Adair County	Lake Cumberland
☐	Allen County	Barren River



Avoiding the Avoidable Hurdles.....

- ✓ Avoid the hurdle of having to **withdraw** your project based on how it was submitted.
- ✓ Enter water and or wastewater if it is a water project. The “type” is not the funding source.
- ✓ Water/wastewater and building construction projects cannot be combined into one submission.
- ✓ Withdrawal and resubmit as two different projects.
- ✓ Water/wastewater projects that “**require**” a building (a treatment plant/flood pump station. etc.), are one project.



Avoiding the Available Hurdles.....

Don't Live on the Edge—Save your Information on the Application as You Go!



Next

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.



When in doubt—SAVE it!!

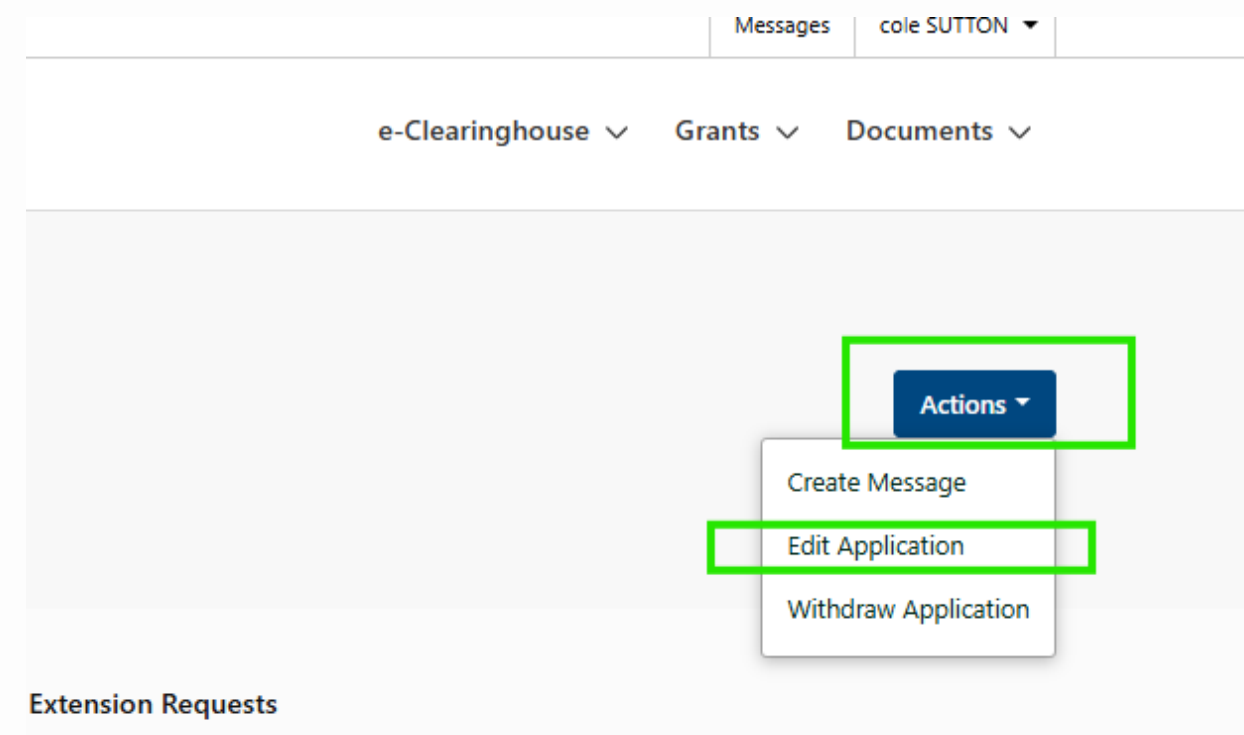
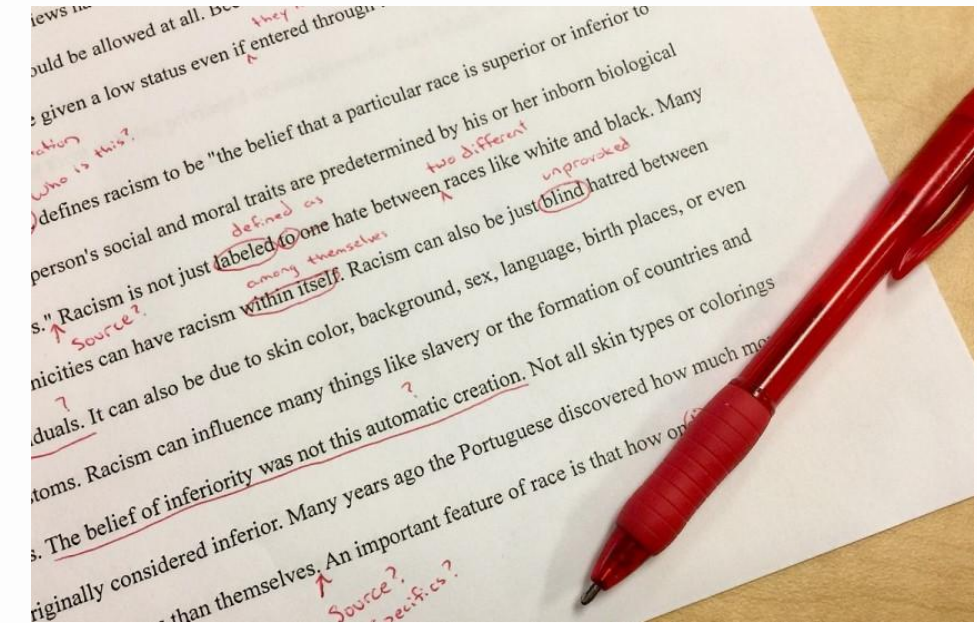
Avoiding the Avoidable Hurdles.....

- **Reviewers:** Only one primary reviewer per reviewing organization.
- The primary reviewer is responsible for triggering the system to notify the Coordinator when reviews are completed.
- **Roles within an Organization:** Organizations can have up to three admins and unlimited staff.



Avoiding the Avoidable Hurdles.....

- **Project reopened for editing:** The *new* e-Clearinghouse portal allows the Coordinator to reopen a project for editing.
- If you are notified that your project has been reopened for editing, please be sure to click the “submit project” button **after** the information required has been entered.
- If this step is not taken, the review process and the letter you need *will* be delayed.



Avoiding the Avoidable Hurdles.....

- Project reopened for editing: The system will indicate “yes” in the “Open” column if the project has been reopened for editing.

Messages | cole SUTTON ▾

TEAM KENTUCKY
DEPARTMENT FOR LOCAL GOVERNMENT

New Kentucky Home

DLG Portal

e-Clearinghouse ▾ Grants ▾ Documents ▾

[← Return to My e-Clearinghouse Projects](#)

Application Details

bubbas pay lake

Application Submitted

Actions ▾
Create Message
Edit Application
Withdraw Application

Summary | Status and Decision | Messages | Comments | Documents | Extension Requests



My e-Clearinghouse Applications

Manage your e-Clearinghouse applications and activities from this dashboard.

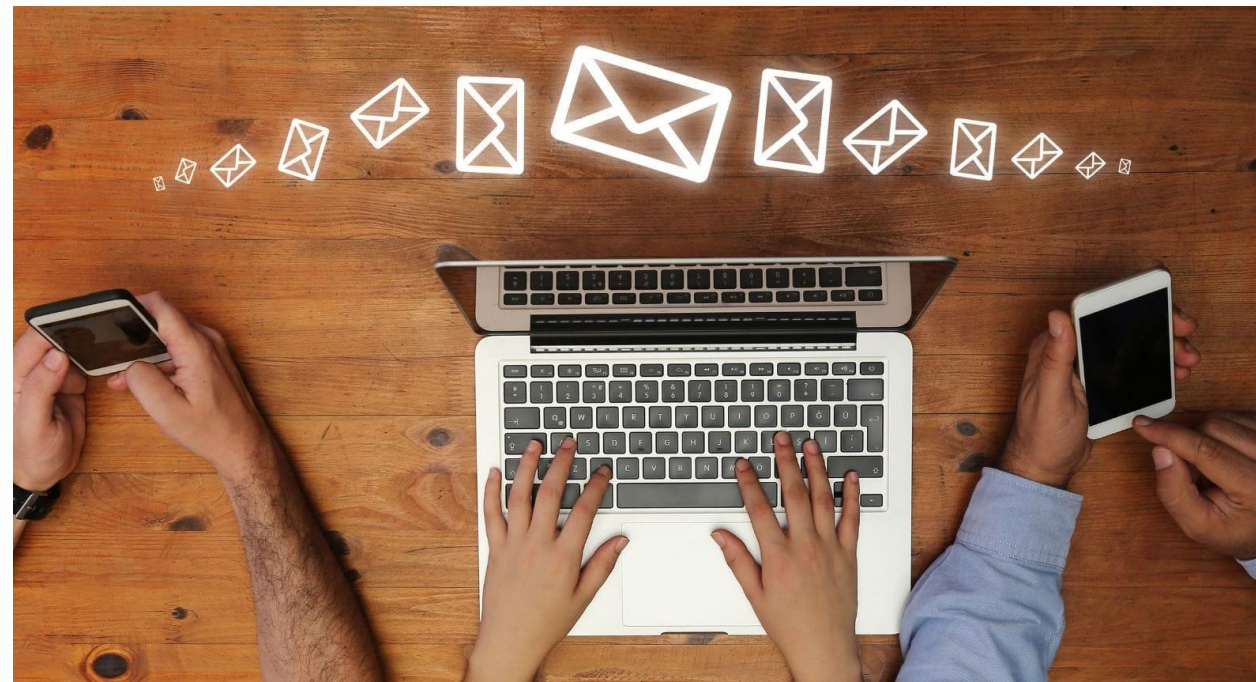
All | Completed | In Progress

State Applicant Identifier	KY DLG Application Number	Project Type	Applicant	Status	Open?	Actions
	APP-000001046	e-Clearinghouse	Josh S - COT ENVS	Draft	Yes	...
KY202608140046	APP-000001032	e-Clearinghouse	Josh S - COT ENVS	Submitted	Yes	...
KY202605120045	APP-000001008	e-Clearinghouse	Josh S - COT ENVS	Submitted	No	...
	APP-000001004	e-Clearinghouse	Josh S - COT ENVS	Draft	Yes	...

Avoiding the Avoidable Hurdles.....

Primary reasons *why* a project is reopened for editing:

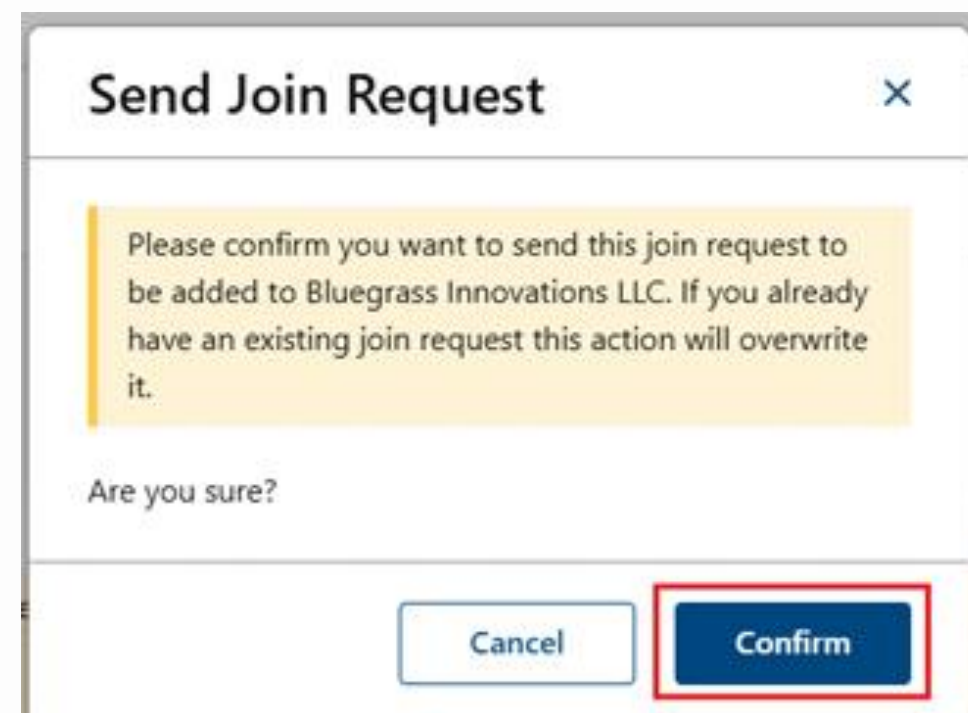
- The project details do not indicate how the funds would be spent if the project is awarded. This portion is *essential* to the review.
- The project details need clarification in the submitter's own words.
- The system will notify the submitter *and* an email sent by the Coordinator, along with instructions. Directions for editing are also found here: www.dlgportal.com



Avoiding the Avoidable Hurdles.....

Invitations to join an organization vs. Requesting to join:

- Admins of an organization can “*invite*” others to join the organization.
- Admins also “*accept*” requests from a user trying to join the organization.
- The *user* can “request to join” an organization if the UEI is known.



Contact Information for Speakers

Cindy Seip, e-Clearinghouse Program Coordinator (SPOC)
Department for Local Government (DLG)
(502) 892-4149
Cindy.Seip@ky.gov



KENTUCKY
Dept. for Local Government

~~~~~

**Don Schierer**, IT Business Analyst  
Kentucky Infrastructure Authority (KIA)  
(502) 892-3486  
[Donald.Schierer@ky.gov](mailto:Donald.Schierer@ky.gov)



Kentucky  
Infrastructure Authority

Celebrating  
**50**  
Years

## **Question & Answer Time— the Floor is All Yours!**

**Please feel free to ask as many questions as you would like.**

**Thank you for the privilege of serving our great  
state and each of you!**



# Thank You for Attending Our Session

Cindy Seip

~~~~~

Don Schierer

~~~~~

*Much success to you in all of your future e-Clearinghouse and water projects! We are here if you need us!*

Thank  
you