Electronic Submittals of Construction Applications for Water and Wastewater Projects to the Division of Water

As of December 9, 2017, construction applications for water and wastewater construction projects must be submitted to the Division of Water for review and approval. All electronic submittals must be submitted via the EEC eForms website at https://dep.gateway.ky.gov/eforms via the "Engineering Section Electronic Submittal Form". Submittals via email will no longer be accepted. To submit an application, follow the steps below.

Creating an Account on the EEC eForms website

- 1. Navigate your chosen web browser to <u>https://dep.gateway.ky.gov/eforms</u>.
- 2. Click on the "Please Sign in" button located at the top right of the home page and click "Register".



3. Fill out the New User Registration and Click "Register" at the bottom of the page and follow provided instructions to complete registration.

First Name :	
Middle Initial :	
Last Name :	
Ensall :	
Password :	
Confirm password :	

Navigating to the Engineering Section Electronic Submittal Form

- 1. Sign in to your account by Clicking "Please Sign in" at the top right of the <u>https://dep.gateway.ky.gov/eforms</u> webpage and click "Sign in".
- 2. Enter your account's email address and password and click "Log In".
- 3. After signing in, you will be placed into the EEC eForms Home Page.
- 4. The available eForms can be found by clicking "Forms" on the header.



Open and Submit an Engineering Section eForm

1. Click on the "Form" button of the header to open available eForms.

2. Navigate to and open the "Water Infrastructure Branch Engineering Section Electronic Submittal" form. This will have Form ID 56 as pictured below.

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3. Completely fill out the newly opened eForm. Instructions are provided by clicking the "Click here for instructions" link at the top of the form. Any field with an asterisk is a required field.

Division Water Infrastr Engineeri Electronic	of Water ucture Branch ng Section Submittal	
Use this form for application sub (*) indicates a required fiel	mittals to the Engineering Section equired based on us inplation and optionally re- rinstructions.	quired field
Agency/Site Information		
Agency Interest ID:	County:(*)	
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Utility Information		
Contact First Name: (*)	Last Name (*)	
First Name	Contact Last Name	

- 4. Fees In the fees drop down box select the appropriate fee for the project being submitted. For projects that do not require a fee, no fee required is an option. Fees should not be mailed separate from the eForm.
- 5. To attach documents such as the application, plans, hydraulics, etc select "Upload file" next to the relevant field. Only one application may be submitted however other fields can have up to 3 documents uploaded with the exception of "Other File(s)" which allows up to 10. Name the file appropriately to correspond to the type of file

being submitted. Once the form is complete and files attached select "Continue to Pre-Payment" if a fee is required or "Continue" for projects that do not require a fee. ***NOTE* If an eForm is saved to be completed and submitted in the future, the eForm WILL NOT save any attachments added. These will need to be reuploaded prior to submitting the eForm.**

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 Payment – If a fee is required with the submittal, clicking continue will bring up a pre-payment screen identifying the amount due. Click "Continue to Payment" to bring up payment options and follow the instructions from there.

7. Once the fee has been paid, or "Continue" was selected for projects without a fee being applicable, the project has been submitted to DOW for processing. Below is an example of the resulting page with a project submitted that did not require a fee.

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eForm Submittal ID:	113128		
eForm Transaction ID.	d2bd7f13-6fcc-4342	-b169-518c91438cac	
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8. Once submitted, your application will move to the "eForms Pending EEC Review" tab of the Dashboard which indicates it has been submitted, but DOW has not yet accepted (i.e. moved it from the eForms page to our system).

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9. Once accepted by DOW, the application will move into the "Completed eForms" tab. This does not signify approval of your application, only that DOW has received it so that a reviewer may be assigned.

Notices of Deficiency (NODs)

Dashboard

- 1. When a notice of deficiency is issued through the eForm an email will be sent to the contacts on the eForm with instructions to continue. To respond, navigate to the Dashboard and select "My incomplete eForms".
- 2. An incomplete eForm will be listed with the Status of "Under Review by Submitter". Select the Submittal ID to open this eForm. **Do NOT attempt to respond to an NOD by creating a new eForm.** This would cause the NOD response to be submitted as a new project and create delays in processing the application.

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3. In the Form Details Box select "Continue with this eForm" .

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4. In the eForm, comments will be provided in the EEC Reviewer Comment section. Any changes made to the form by the DEP Reviewer will be outlined in blue. Written responses can be added to the "Applicant Comment" portion of the eForm.

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	Engineering Secti Electronic Submit	on tal			
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Applicant/Entity Pay for Construction Comments:					

5. Additional attachments can be added as necessary to respond to the NOD (e.g. for revised plans). When the NOD response is complete, select "Submit to EEC" and the NOD response will be sent directly back to the appropriate DEP staff to continue the review.

Contact First Name (*)		Last Name (*)	
Consultant_First		Consultant_Las	st.
Company/Affiliation:(*) Frankfort	Phone Number.(*) 555-555-5556		eMail Address;(*) terry humphnes@ky.gov
Submittal of Application By Comments			
Applicant Comment:			
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Attachments		_	
Application (*)	Upload file		
Utility/Owner Letter	Upload file		
Location Map	Upload file		
Plans	Upload file	Add new attac	chments if necessary.
Specifications.	Upload file		
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Plans and Specs Checklist (SRF Projects)	Upload file	1	
Other File(s)	Upload file		
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Plans and specifications requirements

Plans shall be submitted as a single PDF document. Multiple PDFs for plans may be submitted where multiple contracts are proposed. Specifications shall be submitted as a searchable PDF.

Plans and specifications submitted electronically must be signed, stamped and dated by a professional engineer licensed in Kentucky. Engineering signatures shall meet the requirements of 201 KAR 18:104 Section 3 (link: https://apps.legislature.ky.gov/law/kar/201/018/104.pdf) This section states:

A digital signature shall be permitted in place of an original seal, signature, and date if:

- (1) The digital signature is a unique identification of the licensee;
- (2) The digital signature is verifiable;
- (3) The digital signature is under the licensee's direct and exclusive control;

(4) The digital signature is linked to the electronic document in a manner that causes changes to be easily determined and visually displayed if any data in the electronic document file is changed subsequent to the digital signature having been affixed to the electronic document;

(5) An attempt to change the electronic document after the digital signature is affixed shall cause the digital signature to be removed or altered significantly enough to invalidate the digital signature; and

(6) In the case of an electronic document to be electronically transmitted, the electronic document is converted to a read-only format.

A scanned image of a stamp with signature does not meet the above requirements.

Setting up a Digital Signature

A digital signature meeting the requirements of 201 KAR 18:104 may be obtained via the engineers own choice. One option available is by setting up a Certificate based signature through Adobe, which can be done through the Reader version. To set up a Certificate based Signature through Adobe, follow the instruction provided at the following link: https://helpx.adobe.com/acrobat/using/certificate-based-signatures.html. This is not an endorsement of the Adobe software for digital signature purposes, just meant to provide an example.

FAQs

- Q. What applications can be submitted on the "Water Infrastructure Branch Electronic Submittal Form"?
- A. Drinking Water forms DW-1, DW-2 and DW-3 and cleanwater forms S-1 and W-1 may be submitted using the form. If a project already has an approval, is funded via SRF, and needs an authorization to bid, the SRF Plans and Specs Checklist may also be submitted via this form.
- Q. Can someone other than me pay the review fee?
- A. Yes, but the person paying must have a KOG account also. To allow someone other than the submitter pay the fee, submit the eForm to DOW and when asked for fee information back out of the form. This form will now be located on the "My Incomplete eForms" tab. Navigate to the form then under the "Assign Submittal" box, locate the person who will be paying the fee. Add them and they will have access to the eForm. The eForm will now appear on their account so that they may continue and add payment information.
- Q. Can I submit the review fee separate from the eForm?
- A. In general, no. If a fee is required, the fee should be paid as part of the submittal.
- Q. I selected the wrong eForm or no longer need a specific incomplete eForm, can I delete?
- A. At this time, there is no way to delete incomplete eForms that are not needed.
- Q. Is an image of my signature on the plans acceptable?
- A. No. Digital signatures must meet the requirements of 201 KAR 18:104. An image of a signature does not meet minimum requirements.
- Q. I have a project that needs two applications (e.g. sewer and water), can I submit them on a single eForm?
- A. No. If a project requires multiple applications, they should be submitted via separate eForms.
- Q. I submit multiple applications for the same entity throughout the year, can I save eForm information so that I don't need to re-enter it every time?
- A. Yes and No. When an eForm is created and saved, you can go into the saved eForm and click the "Create a new eForm with values from this previously saved/submitted eForm." This will carry over all information from the

previous eFrom, except for attachments, into a new eForm that can then be edited. It will be up to the form creator to know which Submittal ID/eForm goes with which set of information, however.

- Q. I previously applied via mail and received a Notice of Deficiency. Can I submit the response via eForm?
- A. At this time, no, the eForm is not currently set up for those purposes. You may still submit any requested information electronically to the reviewer either through eMail or other electronic means (e.g. Dropbox, OneDrive, etc). Revised plans will still need to include a digital signature if submitted electronically and should include ALL pages as a single PDF file (even if the page wasn't revised).