**How to Print the Project Proposal Form Signature Page**

The signature page of the completed Project Proposal Form should be printed and signed by the Authorized Representative to be identified in the resolution to be submitted in Step 3, and then scanned and uploaded to SOAR as an attachment.

To print the Project Proposal Form from SOAR:

a. Log into SOAR and go into the active Urban Flood Protection Grant Program Project Proposal Form.

b. Ensure all Project Proposal page information is complete and accurate.

c. On the General Information tab, scroll to the bottom of the page and select the Preview/Submit button (NOTE: Clicking this button will not submit your Project Proposal).

d. On the Project Proposal Preview page, select the “Print Project Proposal” button on the top.

e. Select CTRL+P, to print the Project Proposal. Choose the correct page range for just the signature page. Click Print.