

# 2020 e-Sign Grant Request Form

The SOAR Core Group is administering e-Signature processing until the process can be partially or fully incorporated into SOAR. This template, along with a PDF of the grant package, is required for all requests for e-Signature processing.

Land grants should not be submitted via e-Signature at this time.

Be aware that documents are emailed in the order specified below, and that one and only one signature is required for each step (known as a signature group) in the process. The request for signature is sent by email sequentially (1 – 3) only after the signature from the previous group is complete.

For each signature group, you may submit more than one individual to have an equal right to sign. The first individual in each group to sign, advances the grant to the next signature group. I.e., you can put multiple FAA Managers in the first signature group however only one is required to sign.

When the process is completed, everyone, including the individuals who did not sign even though they were included in a group, will receive an email copy of the signed document and an audit file.

Note: If your grant requires multiple Sponsor signatures, please contact Sarah Smith and Kevin Luey for further instructions.

Please also identify the highest airport official if he or she is not in the Sponsor signature group with a self-evident Title.

**Press Submit at the bottom of this form and also attach a PDF copy of the Grant Package (Please use this format when saving your Grant Document: 3Locid-Region+G-grant number-Grant Agreement...i.e. SFB-SOG-3-12-0069-2020-Grant Agreement)**

**Grant Title:** Please use the same format recommended above (3Locid-Region+G-grant number-Grant Agreement...i.e. SFB-SOG-3-12-0069-2020-Grant Agreement): CHN-SOG-3-12-0084-0XX-202X

## Signature Group 1 – FAA Management:

Full Name	Title	Email Address	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Signature Group 2 – Sponsor Signature:

Full Name	Title	Email Address	Phone Number
Olivia Minshew	City Manager	ominshew@cityofwauchula.com	(863) 773-3131
_____	_____	_____	_____
_____	_____	_____	_____

**Signature Group 3 – Attorney Signature:**

Full Name	Title	Email Address	Phone Number
Kristie Hatcher-Bolin	City Attorney	Kristie-Hatcher-Bolin@gray-robinson.com	(863)284-2200

**CC Recipient – (Read only access to grant – will receive email and copy of grant when submitted and completed)**

Full Name	Title	Email Address	Phone Number
	Program Manager	Scott.A.McGary@faa.gov	(407) 487-7222
Marisol Elliott	Planner	marisol.elliott@faa.gov	(407) 487-7231
Migdalia Williams	Mgt & Program Analyst	migdalia.williams@faa.gov	(407) 487-7221
Harriette Fraticelli	Mgt & Program Analyst	harriette.c.fraticelli@faa.gov	(407) 487-7088

**NOTE: Regions are responsible for maintaining records of signed grants. Electronic files are not retained by the SOAR Core Group, and Adobe administrative files are subject to deletion every 30 days as needed. All Adobe administrative files will be deleted 30 days after the end of the fiscal year.**

**Highest Airport Official:**

Full Name	Title	Email Address	Phone Number

**Don't Forget to Attach Your PDF Grant Agreement After Pressing Submit**

**Submit Form**