

## Adding Attachments within the FY23 Grants.gov Application Kit

### STEP 1:

From the Grants.gov “*Manage Workspace*” page, applicants can access the (SF-424) form via the “*Download*” or “*Webform*” hyperlinks.

MANAGE WORKSPACE

Created


Fill Out Forms

Complete and Notify AOR

Submit

Agency Received

«Back



FM-MHP-23-001 -  
FY2023 High Priority Program -  
Commercial Motor Vehicle (HP-CMV)  
Department of Transportation  
DOT-Federal Motor Carrier Safety  
Administration

Application Filing Name: [REDACTED] [Edit Name]

Workspace ID: [REDACTED]

AOR Status: Workspace has AOR

Workspace Owner: [REDACTED]

Workspace Status: In Progress

Last Submitted Date: ---

SAM Expiration Date: [REDACTED]

Opening Date: Jan 31, 2023

Closing Date: Apr 03, 2023

UEI: [REDACTED]

FORMS

VIEW APPLICATION

ATTACHMENTS

PARTICIPANTS

ACTIVITY

DETAILS

Workspace Actions:

Check Application

Sign and Submit

Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms:

Download Instructions » ?

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Assurances for Non-Construction Programs (SF-424B) [V1.1] READ-ONLY	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Budget Narrative Attachment Form [V1.2]	Mandatory	[REDACTED]	---	[REDACTED]	Unlock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Disclosure of Lobbying Activities (SF-LLL) [V2.0]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] READ-ONLY	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Key Contacts [V2.0]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform

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### STEP 2:

Within the SF-424 form, Section 15. (Descriptive Title of Applicant's Project), the applicant will be required to input the required project title within the text box. However, this section also includes an ***"Add Attachments"*** button.

**\*\*\*FOR FY23 APPLICATIONS ONLY\*\*\***

Utilize this area to upload the required Title VI documentation (i.e., Title VI Approved Plan, Title VI Assurance) and Indirect Cost Rate Agreements (if applicable).

**Note:** All other required documentation (i.e., Project Narrative, Budget Narrative) will be uploaded in a separate file within the Manage workspace page.

The image shows a screenshot of the SF-424 form titled "Application for Federal Assistance SF-424". The form is divided into several sections, each with a red box around its title. Section 9, "Type of Applicant 1: Select Applicant Type:", contains four text input fields. Section 10, "Name of Federal Agency:", contains one text input field. Section 11, "Catalog of Federal Domestic Assistance Number:", contains two text input fields. Section 12, "Funding Opportunity Number:", contains one text input field. Section 13, "Competition Identification Number:", contains one text input field. Section 14, "Areas Affected by Project (Cities, Counties, States, etc.):", contains one text input field and three buttons: "Add Attachment", "Delete Attachment", and "View Attachment". Section 15, "Descriptive Title of Applicant's Project:", contains one large text input field. At the bottom of the form, there is a red box around the "Add Attachments" button. A red arrow points from the text "Add Title VI documents and Indirect Cost Rate Agreements here" to the "Add Attachments" button. The text "Attach supporting documents as specified in agency instructions." is also visible.

Application for Federal Assistance SF-424

\* 9. Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

\* 10. Name of Federal Agency:

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

\* 12. Funding Opportunity Number:

\* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment Delete Attachment View Attachment

\* 15. Descriptive Title of Applicant's Project:

Attach supporting documents as specified in agency instructions.

Add Attachments

Add Title VI documents and Indirect Cost Rate Agreements here


## Adding Attachments within the FY23 Grants.gov Application Kit

### STEP 3:

Returning to the Grants.gov Manage Workspace page, applicants can access the "**Budget Narrative Attachment Form**" via the Download or Webform hyperlinks.

**MANAGE WORKSPACE**

Created Fill Out Forms Complete and Notify AOR Submit Agency ReceivedBack



FM-MHP-23-001  
FY2023 High Priority Program - Commercial Motor Vehicle (HP-CMV)  
Department of Transportation  
DOT-Federal Motor Carrier Safety Administration

Application Filing Name: [Redacted] [Edit Name]  
Workspace ID: [Redacted]  
AOR Status: Workspace has AOR  
Workspace Owner: [Redacted]

Workspace Status: In Progress  
Last Submitted Date: ---  
SAM Expiration Date: [Redacted]

Opening Date: Jan 31, 2023  
Closing Date: Apr 03, 2023  
UEI: [Redacted]

FORMSVIEW APPLICATIONATTACHMENTSPARTICIPANTSACTIVITYDETAILS

Workspace Actions:

Check ApplicationSign and SubmitDelete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms:Download Instructions »?

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Assurances for Non-Construction Programs (SF-424B) [V1.1] <b>READ-ONLY</b>	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	<b>Budget Narrative Attachment Form [V1.2]</b>	Mandatory	[Redacted]	---	[Redacted]	Unlock   <b>Download</b>   Upload   Reuse   <b>Webform</b>
<input checked="" type="checkbox"/>	Disclosure of Lobbying Activities (SF-LLL) [V2.0]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] <b>READ-ONLY</b>	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Key Contacts [V2.0]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform

## Adding Attachments within the FY23 Grants.gov Application Kit

### STEP 4:

**\*\*\*FOR FY23 APPLICATIONS ONLY\*\*\***

Within the Budget Narrative File, applicants can utilize the “Mandatory Budget Narrative” button to upload a single Project and Budget Narrative.

For multiple projects within a single application, please utilize the “Add Optional Budget Narrative” button to upload, up to (3) additional Project and Budget Narratives.

**Note:** Complete instructions for proposing multiple projects are included within the FY23 Notice of Funding Opportunity.

**Budget Narrative File(s)**

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\* Mandatory Budget Narrative Filename:

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To add more Budget Narrative attachments, please use the attachment buttons below.

**Add Single Project and Budget Narratives here**

**Add additional Project and Budget Narratives here**

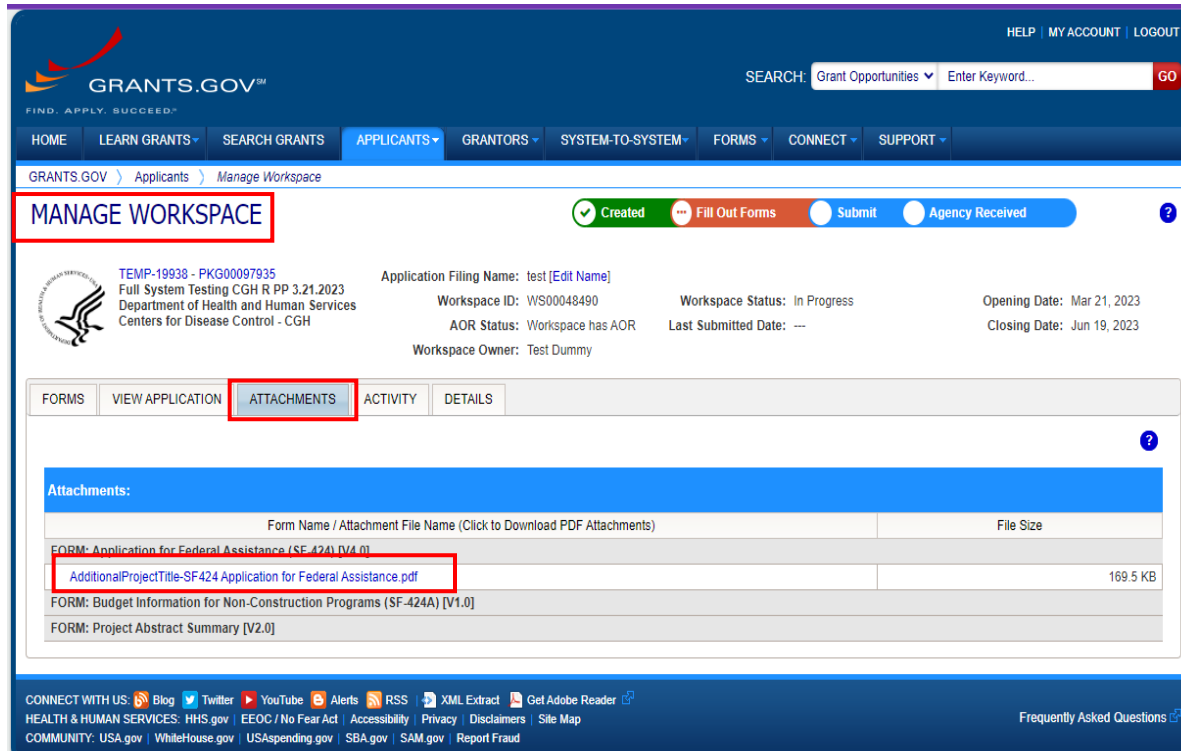
## Adding Attachments within the FY23 Grants.gov Application Kit

### STEP 5:

Uploaded attachments can be viewed within the “*Attachments*” tab, within the Manage Workspace page.

The applicant may view the file by accessing the blue hyperlink.

**Note:** The actual file name(s) will appear as the hyperlink(s) within this section.



The screenshot displays the Grants.gov Manage Workspace page. The 'MANAGE WORKSPACE' tab is highlighted. Below the workspace details, the 'ATTACHMENTS' tab is selected. A table lists the uploaded attachments, with the file 'AdditionalProjectTitle-SF424 Application for Federal Assistance.pdf' highlighted by a red box. The table has two columns: 'Form Name / Attachment File Name (Click to Download PDF Attachments)' and 'File Size'.

Form Name / Attachment File Name (Click to Download PDF Attachments)	File Size
FORM: Application for Federal Assistance (SF-424) [V4.0]	
<a href="#">AdditionalProjectTitle-SF424 Application for Federal Assistance.pdf</a>	169.5 KB
FORM: Budget Information for Non-Construction Programs (SF-424A) [V1.0]	
FORM: Project Abstract Summary [V2.0]	

The applicant can proceed with completing the application package!

Additional technical assistance regarding application attachments will need to be deferred to the Grants.gov Support team:

Website: <https://www.grants.gov/web/grants/support.html>

Phone and Email: 1-800-518-4726 (U.S.) | 1-606-545-5035 (International) | [support@grants.gov](mailto:support@grants.gov)