

## **Local School System (LSS)/Public Agency (PA) Grant Submission Procedures**

Each LSS/PA must submit the Local Application for Federal Funds (LAFF), and Discretionary Grant Applications and related submissions in PDF format via the MSDE secure server. The MSDE site uses https technology to encrypt and transfer files. This is a common interface that can be embedded into a number of programming languages to automate the uploading process.

### **MSDE Secure Server**

The MSDE has designated each LSS/PA Director of Special Education as the Grants Submission Coordinator for their LSS/PA. Each LSS/PA has an assigned username and password to access the MSDE secure server at <https://sst.msde.state.md.us>. The LSS/PA Director of Special Education may change the designated LSS/PA Grants Submission Coordinator by contacting Bambi Montanez at [bmontane@msde.state.md.us](mailto:bmontane@msde.state.md.us). **Contact Bambi Montanez at 410-767-0557 or [bmontane@msde.state.md.us](mailto:bmontane@msde.state.md.us) for assistance with issues related to using the MSDE secure server.**

Each Grants Submission Coordinator has access to the LSS/PA folder on the secure site that is located in the "Part B Grants" Directory and which corresponds to the LSS or PA code listed below.

### **Submission Procedure**

1. Navigate to the MSDE Secure Server at this URL: <https://sst.msde.state.md.us>.
2. Click on the LSS/PA folder that is coded according to the LSS/PA Codes listed below.
3. Click on the Part B Grants folder.
4. Click on the "To MSDE" folder.
5. Click on the 'Browse' button to locate the PDF formatted file for submission when your computer's directory is displayed and highlight it.
6. Click, "Open" and the file name appears in the upload window.
7. Click, "Upload."

### **LSS/PA CODES**

01 = Allegany	09 = Dorchester	17 = Queen Anne's	27 = MSDE/JSE
02 = Anne Arundel	10 = Frederick	18 = St. Mary's	28 = DJS
03 = Baltimore County	11 = Garrett	19 = Somerset	29 = Adult Correctional Facilities (State Prisons)
04 = Calvert	12 = Harford	20 = Talbot	30 = Baltimore City
05 = Caroline	13 = Howard	21 = Washington	32 = SEED School
06 = Carroll	14 = Kent	22 = Wicomico	33 = MD School for Blind
07 = Cecil	15 = Montgomery	23 = Worcester	34 = MD School for Deaf
08 = Charles	16 = Prince George's		

### File Naming Convention

For all **grant applications**, the name of the file must begin with the letters “LSS” followed by the assigned two digit LSS/PA code (which should also match the folder name), followed by an underscore; the State Fiscal Year (SFY), followed by an underscore; the Grant Name Code from the list below, followed by an underscore; the letters “APP”, followed by the file extension, “.pdf.”

### **PBG\_LSS##\_SFY\_GrantNameCode\_APP.pdf**

<b>PBG</b>	<b>LSS##</b>	<b>SFY</b>	<b>GrantNameCode</b>	<b>APP</b>
Part B Grants required prefix	## is replaced with the LSS/PA Code from list above	4-digit State Fiscal Year	<b>GrantNameCode</b> is replaced with the Grant Name Code from the list below.	This code indicates that the submission is an application.

Example: **PBG\_LSS02\_2015\_LAFF\_APP.pdf** (This would be the file name for Anne Arundel County’s submission of the SFY 2015 Local Application for Federal Funds.)

Example: **PBG\_LSS33\_2015\_BRIDGES\_APP.pdf** (This would be the file name for Maryland School for the Blind’s submission of the SFY 2015 Building Bridges Grant application.)

For all **grant amendment requests and progress reports**, the name of the file must begin with the letters “LSS” followed by the two digit LSS/PA code (which should also match the folder name), followed by an underscore; the State Fiscal Year (SFY), followed by an underscore; the Grant Name Code from the list below, followed by an underscore; the Grant Number with the Line Number from the Notice of Grant Award, followed by an underscore; the Type Code from the list below, followed by the file extension, “.pdf.”

## PBG\_LSS##\_SFY\_GrantNameCode\_Grant #\_TypeCode.pdf

PBG	LSS##	SFY	GrantNameCode	Grant #	Type
Part B Grants required prefix	## is replaced with the LSS/PA Code from list above	4-digit State Fiscal Year	<b>GrantNameCode</b> is replaced with the Grant Name Code from the list below.	Submissions of Amendment Applications and Progress Reports must include the Grant Number and Line Number from the Notice of Grant Award	Type of submission is indicated as follows: Application - APP Amendment – AMD Interim Progress Report – IPR Final Progress Report – FPR

Example: **PBG\_LSS19\_2015\_LAFF\_15945607\_AMD.pdf** (This would be the file name for Somerset County’s submission of a request to amend the SFY 2015 Local Application for Federal Funds with hypothetical grant number 159456, Line 07.)

Example: **PBG\_LSS08\_2014\_BRIDGES\_14471001\_FPR.pdf** (This will be the file name for Charles County’s submission of its final progress report for the SFY 2014 Building Bridges grant with grant number 144710, Line 01.)

### Grant Name Codes

#### SFY 2014 and SFY 2015 GRANT CODES

Local Application for Federal Funds	<b>LAFF</b>
Building Bridges	<b>BRIDGES</b>
Expanding Bridges	<b>XBRIDGE</b>
MOE Redistribution	<b>MOEREDIST</b>
SFY 2014 One-Time Discretionary Supplement	<b>1TIME</b>
SFY 2015 One-Time Supplemental Discretionary	<b>1TIMESUP</b>