

Maryland Infants & Toddlers Program Secure Server Access and Submission Procedures

This Maryland State Department of Education (MSDE) provides each Local Lead Agency (LLA)/Public Agency (PA) account access to the Maryland Infants & Toddlers Program (MITP) Secure Server to enable secure outbound submission of grant related documents at any time of day, 365 days per year. Each account also features access to an inbound directory to receive grant documents disseminated by the MITP. Each LLA/PA must submit all grant related submissions, including pdf-formatted grant application, reporting, and amendment request documents to the Secure Server, which utilizes *https* technology to encrypt and transfer files.

Documents uploaded by an LLA/PA appear in the “To MSDE” directory and documents sent by the MITP appear in the “From MSDE” directory. After a document is uploaded to the MITP Secure Server, the file name will be displayed with a time-stamp of the upload. **The MITP recommends that LLA/PA save a screen shot of this information as proof of submission.** The MITP does not routinely search the Secure Server for submitted documents. **After uploading documents, LLA/PA must notify Ms. Bambi Montanez of the upload by email at bambi.montanez@maryland.gov, specifying the names of the uploaded documents, to ensure timely processing.**

The MITP Secure Server is intended for file transfer only; not file storage. **Files sent by the MITP to LLA/PA are subject to deletion from each account’s inbound directory 90 days from the date of posting.** Therefore, the MSDE recommends that documents sent to the LLA/PA be immediately downloaded and saved to local storage facilities.

The MITP has designated each LLA/PA Infants & Toddlers Program Director as the Grants Submission Coordinator (GSC) for the LLA/PA. Each GSC has been assigned a username and password to access the MITP Secure Server website at <https://sst.msde.state.md.us>. To change the designated LSS/PA GSC or for any assistance with MITP Secure Server issues, please contact Dan Szczepaniak at (410)767-0249 or daniel.szczepaniak@maryland.gov.

After successfully logging on to the Secure Server, each GSC will have access to a LLS/PA directory on the secure website bearing a label that corresponds to the LLA and PA codes listed below:

LLA/PA CODES

01 = Allegany	10 = Frederick	19 = Somerset
02 = Anne Arundel	11 = Garrett	20 = Talbot
03 = Baltimore County	12 = Harford	21 = Washington
04 = Calvert	13 = Howard	22 = Wicomico
05 = Caroline	14 = Kent	23 = Worcester
06 = Carroll	15= Montgomery	30 = Baltimore City
07 = Cecil	16= Prince George's	33 = MD School for Blind
08 = Charles	17 = Queen Anne's	34 = MD School for Deaf
09 = Dorchester	18 = St. Mary's	

Log-on and Submission Procedure

1. Using the provided GSC username and password, log on to the MITP Secure Server at this URL: <https://sst.msde.state.md.us>.
2. Click on the "CLIG Submission" folder.
3. Click on the "To MSDE" folder.
4. Click on the "Browse" button (PC) or "Choose File" button (Mac).
5. When **your** computer's directory is displayed, locate and highlight the PDF-formatted file to be submitted.
6. Click "Open" so that the file name appears in the upload window.
7. Click "Upload."

File Naming Convention

Files uploaded to the MITP Secure Server must be labeled according to the following specifications:

For all grant applications, the name of the file must be constructed as follows:

ITP_LLA##_SFY_GrantNameCode_APP.pdf

1. the word "ITP" followed by an underscore,
2. the word "LLA" and the two digit LLA/PA code (which should also match the LITP's MITP Secure Server folder name) followed by an underscore,
3. the four-digit State Fiscal Year (SFY) followed by an underscore,
4. the Grant Name Code from the list below followed by an underscore,
5. the word "APP" followed by the file extension, ".pdf."

ITP	LLA##	SFY	Grant Name Code	APP.pdf
ITP Grants required prefix	## is replaced with the	4-digit State Fiscal Year	Grant Name Code is replaced with the Grant Name Code from the list below	This code indicates that the submission is a grant application.

Example: ITP_LLA02_2017_CLIG_APP.pdf (This would be the file name for Anne Arundel County's submission of the SFY 2017 Consolidated Local Implementation Grant application.)

For all grant amendment requests and reports, the name of the file must be constructed as follows:

ITP_LLA##_SFY_GrantNameCode_Grant #_TypeCode.pdf

1. the word "ITP" followed by an underscore,
2. the word "LLA" and the two digit LLA/PA code (which should also match the LITP's MITP Secure Server folder name) followed by an underscore,
3. the four-digit State Fiscal Year (SFY) followed by an underscore,
4. the Grant Name Code from the list below followed by an underscore,
5. the Grant Number with the Line Number from the Notice of Grant Award followed by an underscore,
6. the Type Code from the list below, followed by the file extension, ".pdf."

ITP	LLA##	SFY	GrantNameCode	Grant #
As Above	As Above	As Above	As Above	Amendment Requests and Reports must include the grant # and line # from the Notice of Grant Award

TypeCode.pdf
Type of submission code as follows: Amendment – AMD ; Semi-Annual Program Report – SEMIPRO ; Final Program Report – FINALPRO ; Annual LICC Report – LICC ; Interim Cumulative Variance Report – ICVR ; Interim Cumulative Variance Report #2 – ICVR2 ; Final Cumulative Variance Report – FCVR ; Form 400 – F400 ; Form 500 – F500 ; Annual Financial Report – AFR ; Final Financial Report – FFR ; Invoice – INV

Example: ITP_LLA01_2016_B619_16436902_AMD.pdf (This would be the file name for Allegany County's hypothetical submission of a request to amend Line 2 of its SFY 2016 Consolidated Local implementation Grant (CLIG) of Part B 619 funds with grant number 164369.)

Example: ITP_LLA13_2015_CLIG_15423602_FCVR.pdf (This will be the file name for Howard County's submission of its Final Cumulative Variance Report for its extended SFY 2015 CLIG Line 2 (Part B 611 funds) of grant number 154514.)

SFY 2015 GRANT CODE	
CLIG	CLIG

SFY 2016 & 2017 GRANT CODES	
CLIG Part C	PARTC
CLIG Part B 611	B611
CLIG Part B 619	B619
CLIG State General Funds	STATE