



Local Lead Agency (LLA) Public Agency (PA) Grant Submission Procedures

Each LLA and PA must submit the Consolidated Local Implementation Grant (CLIG), and Discretionary Grant Applications 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

MSDE has designated each LLA/PA Director of Special Education as the Grants Submission Coordinator for their LLA/PA. Each LSS/PA has been assigned a username and password to access the MSDE secure server as listed above to access the MSDE secure server at <https://sst.msde.state.md.us>. The LLA/PA Director of Special Education may change the designated LLA/PA Grants Submission Coordinator by contacting Dan S at dszczepa@msde.state.md.us. *Please contact Dan Szczepaniak. 410) 767-0261 or dszczepa@msde.state.md.us for assistance with issues related to using the MSDE secure server.*

Each Grants Submission Coordinator has access to the LLA/PA folder on the secure site that is located in the "CLIG_Submission folder" Directory and which corresponds to the LLA 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 CLIG_Submission folder.
3. Click on the "To MSDE" folder.
4. Click on the "Browse" button (PC) or "Choose File" button (Mac) to locate the PDF formatted file for submission when your computer's directory is displayed and highlight it.
5. Click, "Open" and the file name appears in the upload window.
6. Click, "Upload."

LLA/PA CODES

01 = Allegany
02 = Anne Arundel
03 = Baltimore County
04 = Calvert
05 = Caroline
06 = Carroll
07 = Cecil
08 = Charles
09 = Dorchester

10 = Frederick
11 = Garrett
12 = Harford
13 = Howard
14 = Kent
15 = Montgomery
16 = Prince George's
17 = Queen Anne's
18 = St. Mary's

19 = Somerset
20 = Talbot
21 = Washington
22 = Wicomico
23 = Worcester
30 = Baltimore City
33 = MD School for Blind
34 = MD School for Deaf

File Naming Convention

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

ITP_LLA##_SFY_GrantNameCode_APP.pdf

ITPG	LLA##	SFY	Grant Name Code	APP
ITP Grants required prefix	## is replaced with the LLA/PA Code from list above	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: **ITPG_LLA02_2013_CLIG_APP.pdf** (This would be the file name for Anne Arundel County’s submission of SFY 2013 Consolidated Local Implementation Grant.)

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

ITP_LLA##_SFY_GrantNameCode_Grant #_TypeCode.pdf

ITPG	LLA##	SFY	GrantNameCode	Grant #	Type
ITP Grants required prefix	## is replaced with the LLA/PA Code from list above	4-digit State Fiscal Year	GrantNameCode 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 – IPR1 Final Progress Report – FPR

Example: **ITPG_LLA01_2013_CLIG 13945604_AMD.pdf** (This would be the file name for Allegany County submission of a request to amend SFY 2013 Consolidated Local Implementation Grant with hypothetical grant number 139456, Line 04.)

Example: **ITP_LLA13_2013_BB_13451401_FPR.pdf** (This will be the file name for Howard County’s submission of its final progress report for SFY 2013 Building Bridges grant with grant number 134514, Line 01.)

Grant Name Codes

SFY 2013 GRANT CODES	
Consolidated Local Implementation Grant	CLIG
Building Bridges 0-5	BRIDG05
Extended IFSP Option	EIFSPG
Carryover	CARRY