

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

Each LSS and PA must submit the Local Application for Federal Funds (LAFF), 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 LSS/PA Director of Special Education as the Grants Submission Coordinator for their LSS/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 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. **Contact Bambi Montanez at 410-767-0557 or 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.

LSS/PA CODES

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

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."

File Naming Convention

For all **grant applications**, the name of the file must be the word "LSS" followed by the two digit LSS/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."

PBG_LSS##_SFY_GrantNameCode_APP.pdf

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

Example: **PBG_LSS02_2014_LAFF_APP.pdf** (This would be the file name for Anne Arundel County's submission of the SFY 2014 Local Application for Federal Funds.)

Example: **PBG_LSS33_2014_BRIDGES_APP.pdf** (This would be the file name for Maryland School for the Blind's submission of the SFY 2014 Building Bridges Grant application.)

For all **grant amendment requests and progress reports**, the name of the file must be the word "LSS" followed by the two digit LSS/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."

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	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 - IPR Final Progress Report - FPR

Example: **PBG_LSS19_2014_LAFF_14945607_AMD.pdf** (This would be the file name for Somerset County’s submission of a request to amend the SFY 2014 Local Application for Federal Funds with hypothetical grant number 149456, Line 07.)

Example: **PBG_LSS08_2013_BRIDGES_13471001_FPR.pdf** (This will be the file name for Charles County’s submission of its final progress report for the SFY 2013 Building Bridges grant with grant number 134710, Line 01.)

SFY 2013 and SFY 2014 GRANT CODES

Local Application for Federal Funds	LAFF
Building Bridges	BRIDGES
Expanding Bridges	XBRIDGE