



**Maryland State Department of Education
Division of Early Intervention/Special Education Services
MOVEit Secure File Transfer Website Access and Submission Procedures**

The Maryland State Department of Education (MSDE), Division of Early Intervention/Special Education Services (DEI/SES) provides grantees with access to an account on the MSDE MOVEit Secure File Transfer website for each grant program. This access enables the secure outbound submission of the grantee’s grant related documents at any time of day, 365 days per year. Access is also provided to an inbound folder to receive grant documents disseminated by the grant program. **Grantees must submit all required submissions, including pdf-formatted grant application, reporting, and amendment request documents, through the MSDE MOVEit Secure File Transfer Website (MMSFTW) to the program’s designated shared folder.**

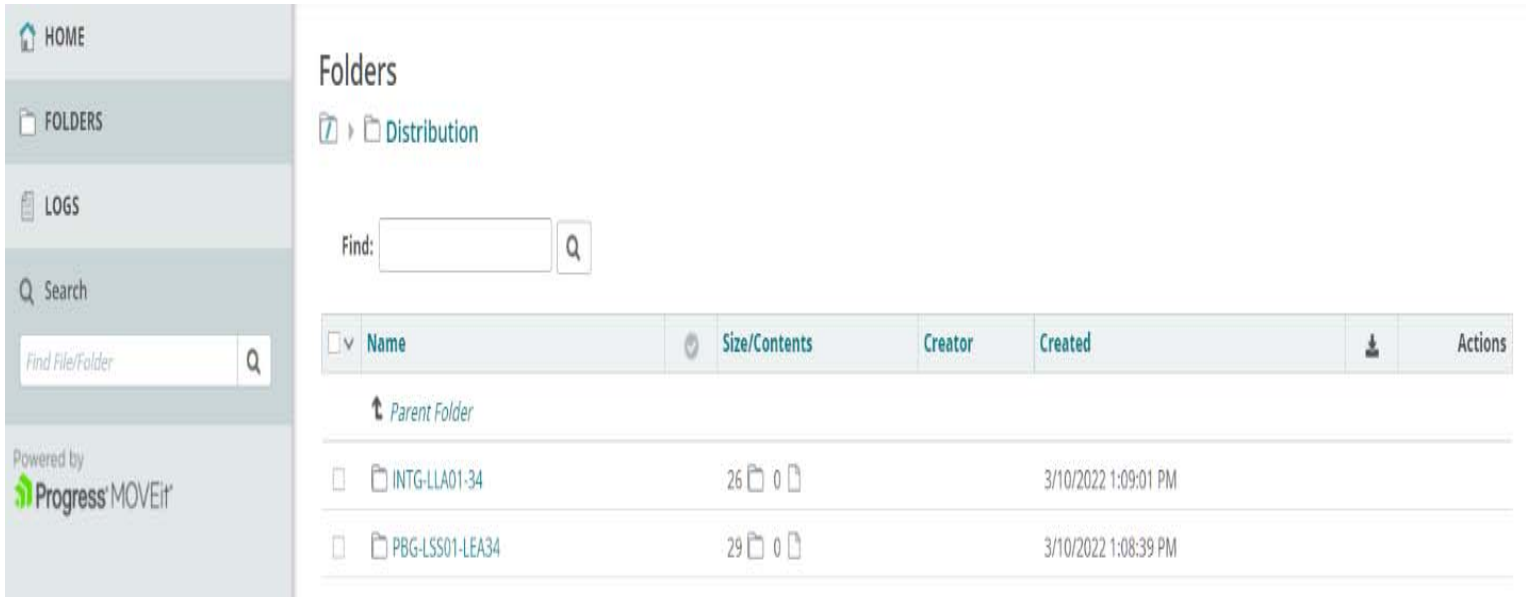
“ToMSDE” and “FromMSDE” folders reside in the program’s shared folder. Grantees must upload documents to the “ToMSDE” folder and will receive documents sent by the MSDE, DEI/SES in the “FromMSDE” folder. After a document is uploaded to the MMSFTW, the file name will be displayed with the time-stamp of the upload. **The MSDE, DEI/SES recommends that grantees save a screen shot of this information as proof of submission.** The MSDE, DEI/SES does not routinely search the MMSFTW for submitted documents. **To ensure timely processing of uploaded documents, grantees must send an email notification to the fiscal grants liaison assigned by the program that a submission has been uploaded, specifying the name(s) of the uploaded document(s).**

The MMSFTW is intended for file transfer only; not file storage. **Files sent by the MSDE, DEI/SES to grantees are subject to deletion from each account’s inbound directory 30 days from the date of posting.** Therefore, the MSDE, DEI/SES recommends that documents sent to the grantees be immediately downloaded and saved to local storage facilities.

The MSDE, DEI/SES has designated each program director/project manager for each grant program as a Grants Submission Coordinator (GSC). Each GSC has been assigned an **Entity Code** and log-on credentials to access the grant program files on the MMSFTW at <https://msde.sftp.md.gov/>. Separate access is provided for each individual user (No more shared accounts). To change the designated GSC or to request access for additional personnel, the GSC must contact the designated fiscal grants liaison. **The GSC has ongoing responsibility for ensuring that only authorized individuals have access to the MMSFTW and must immediately notify the designated fiscal grants liaison by email to deactivate access for, as an example, an employee who leaves the employ of the grantee.**

Upon the initial log on, users will be required to follow the directions to create a new password.

Pictured below is a sample of the screen that users will see after successfully logging on to the MMSFTW. Users will see a display of the shared folders for the programs to which they have been granted access.



To upload files to those folders:

1. Double click on the folder to which you want to upload a file.
2. Either drag and drop a file into the web browser or click the upload button.

File Naming Convention

Grantees are responsible for ensuring that each submission is uploaded separately and is labeled according to the following specifications. Submissions that do not comply with these requirements will not be acknowledged or be considered to have been filed:

For all grant applications, the name of the file must be constructed as follows using the codes provided later in this document:

FileCode_EntityID_SFY_GrantNameCode_APP.pdf

1. FileCode and EntityID, each followed by an “_” correspond to the sections after the prefix “SF” of the MSDE MOVEit Secure File Transfer Website (MMSFTW) folder name to which the submission is being uploaded. The options are:

- INTG – Infants & Toddlers Grants
- PBG – IDEA Part B Grants

2. Four-digit State Fiscal Year (SFY) followed by “_”,
3. Grant Name Code from the list below followed by “_”,
4. The word "APP" followed by the file extension, ".pdf."

| FileCode | EntityID | SFY | GrantNameCode | APP.pdf |
|-----------------|-----------------|---------------------------|--|---|
| INTG or PBG | Ex. LSS03 | 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: INTG_LLA02_2023_CLIG_APP.pdf (This would be the file name for Anne Arundel County's Infants & Toddlers Program submission of the SFY 2023 Consolidated Local Implementation Grant application.)

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

FileCode_EntityID_SFY_GrantNameCode_Grant #_TypeCode.pdf

1. FileCode and EntityID, each followed by an “_” correspond to the sections after the prefix “SF” of the MMSFTW folder name to which the submission is being uploaded. The options are:
 - INTG – Infants & Toddlers Grants
 - PBG – IDEA Part B Grants
 - NONG – Non-LSS Grants
2. Four-digit State Fiscal Year (SFY) followed by “_”,
3. Grant Name Code from the list below followed by “_”,
4. Grant Number, including the Line Number from the Notice of Grant Award, followed by “_”,
5. Type Code from the list below, followed by the file extension, ".pdf."

| FileCode | EntityID | SFY | GrantNameCode | Grant # | TypeCode.pdf |
|-----------------|-----------------|------------|----------------------|---|--------------------------------------|
| As Above | As Above | As Above | From List Below | Amendment Requests and Reports must include the grant # and line # from the Notice of Grant Award | Select Type Code from the List Below |

Example: INTG_LLA01_2022_B619_22436902_AMD.pdf (This would be the file name for Allegany County’s hypothetical submission of a request to amend Line 2 of its SFY 2022 Consolidated Local implementation Grant (CLIG) of Part B 619 funds with grant number 224369.)

Example: PBG_LSS13_2022_PPPSS_22542302_IPCVR.pdf (This will be the file name for Howard County's hypothetical submission of its Interim Progress/Cumulative Variance Report for its SFY 2022 LAFF Line 2 of hypothetical grant number 225423.)

GRANT NAME CODES

| Grant Name Codes for Part B Grants | |
|---|---------------|
| Grant Name | GrantNameCode |
| Passthrough | PASS |
| Passthrough PPPSS | PPPSS |
| Passthrough CCEIS | CCEIS |
| Special Education Citizens Advisory Committee | SECAC |
| LIR Early Childhood | EC |
| LIR Secondary Transition | ST |
| LIR Access, Equity and Progress | AEP |
| Family Support Systems | FSS |
| Professional Learning Opportunity | PLO |
| Preschool Passthrough | PrePASS |
| Preschool PPPSS | PrePPPSS |
| Preschool CCEIS | PreCCEIS |
| American Rescue Plan Funds | RESCUE |
| Grant Name Codes for Infants & Toddlers Grants | |
| Grant Name | GrantNameCode |
| CLIG (for multiple grant docs, i.e. Program Reports, Fm400) | CLIG |
| CLIG Part C | PARTC |
| CLIG Part B 611 | B611 |
| CLIG Part B 619 | B619 |
| CLIG Part B 619 Extended Option | B619EXT |
| CLIG State General Funds | STATE |
| Supplemental Discretionary Funds | SUPP |
| Blueprint for Maryland's Future Funds | BLUE |
| American Rescue Plan Funds | RESCUE |
| One-Time Blueprint for Maryland's Future Funds | 1xBLUE |
| Extended IFSP Grant – Focus on Readiness | EIFSP |

TYPE CODES

| Type Codes for Part B Grants | |
|---|-----------|
| Submission | TYPE Code |
| Amendment | AMD |
| Interim Progress Report & Cumulative | IPCVR |
| 2 nd Interim Progress Report & Cumulative Variance | IPCVR2 |
| Final Progress/Cumulative Variance Report | FPCVR |
| Payment Code 0 - Non-LSS Final Financial Report | FFR |
| Payment Code 0 - Invoice | INV# |
| Payment Code 0 - Non-LSS Annual Financial Report | AFR |
| Maintenance of Effort | MOE |
| Excess Cost | ECOST |
| Type Codes for Infants & Toddlers Grants | |
| Submission | TYPE Code |
| Amendment | AMD |
| Semi-Annual Program Report | SEMIPRO |
| Annual Program Report | ANNUPRO |
| Annual LICC Report | LICC |
| Interim Cumulative Variance Report | ICVR |
| Interim Cumulative Variance Report #2 | ICVR2 |
| Final Cumulative Variance Report | FCVR |
| Form 400 | 400 |
| Form 500 | 500 |
| Payment Code 0 - Invoice | INV# |
| Payment Code 0 - Non-LSS Annual Financial Report | AFR |
| Payment Code 0 - Non-LSS Final Financial Report | FFR |