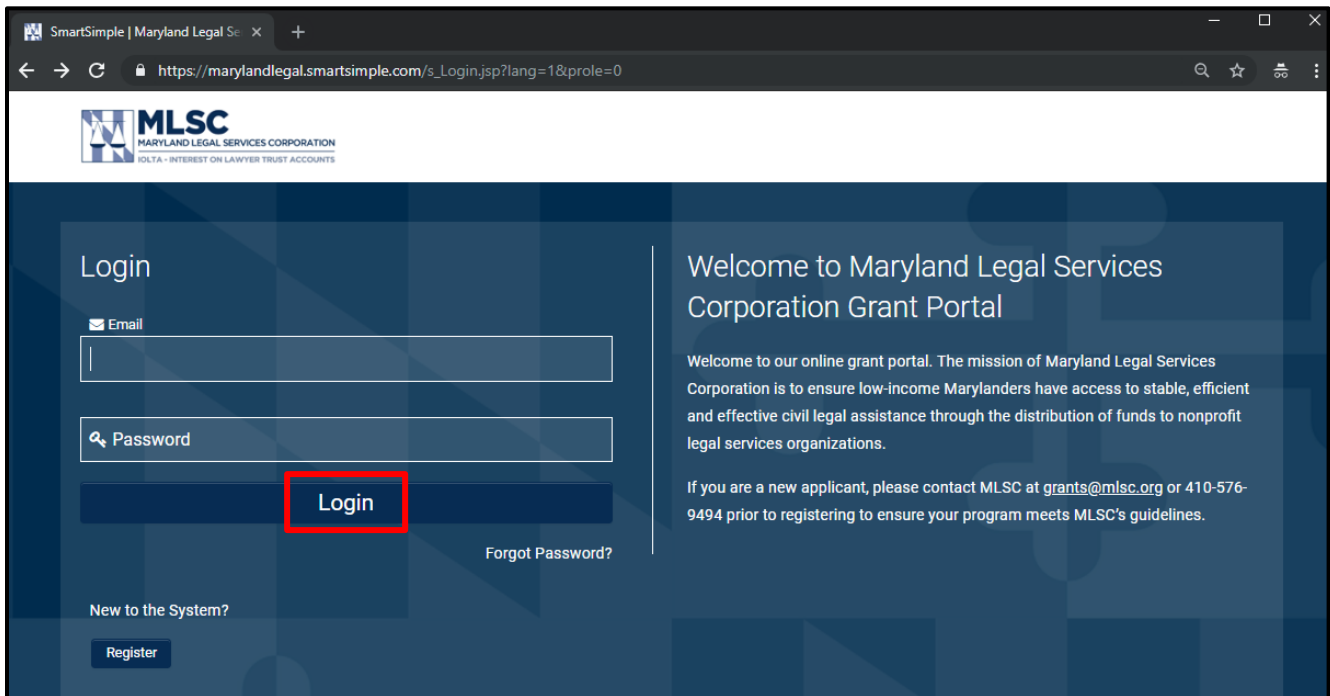


Procedure for Requesting a Budget Modification

Step 1: Navigate to Website and Login

- In your browser, type marylandlegal.smartsimple.com, which will display the Login page below.



- Insert your email and password, then click the “Login” button. The page will redirect to your portal.

Step 2: Navigate to Submitted Applications

- Click on “In Progress Applications” in your portal.
- Click the “Open” button next to the application that requires a budget modification request.

In Progress Applications								
#	Application ID	Program Cycle Name	Status	Total MLSC Grant Request	Grant Award Total	Primary Contact	Last Modified	Modified By
1	2019-1264	Operating Grant FY20	Approved	\$11,000.00	\$10,000.00	Athana Kontinos	2019-01-17 01:46PM	Athana Kontinos

Open

Step 3: Initiate the Budget Modification

- Click the “Add Budget Modification” button at the top of the approved application. The page will redirect to the Budget Modification.

2019-1264

Add Budget Modification

ORGANIZATION INFORMATION APPLICATION INFORMATION ORGANIZATION DES

Organization Main Address

Organization Name: MARYLAND LEGAL SERVICES CORP
Address Line 1: 15 CHARLES PLZ STE 102
Address Line 2:
City: BALTIMORE
State: MD
Zip Code: 21201-3994

- Click the “Save Draft” button at the bottom of the page to activate the activity form.

New Activity i

The below button will produce a PDF of your Budget Modification. If you would like to view the PDF at any stage of completion, click on this button after clicking 'Save Draft' button at the bottom to activate the form. NOTE: After you have submitted this form, this button will no longer be available, but your submitted form will be available in the 'Completed Activities' section of your portal.

PDF of Budget Modification

BUDGET DETAILS

Original Budget

Please click on the file below to view your original application budget.

MARYLAND_LEGAL_SERVICES_CORP_PDF_of_FY20_Operating_Grant_Program_Application_Original_Budget.pdf
37.4 KB - 2019-01-15 1:34pm Total Files: 1

* Budget Modification Type

Please select one option below:

Pre-Award Budget Revision
 Mid-Year Budget Modification Request

* Budget Modification

Save Draft **Submit**

- The grant number will be populated at the top of the page.

2019-1264 - Budget Modification

Step 4: Complete the Budget Modification

2019-1264 - Budget Modification

The below button will produce a PDF of your Budget Modification. If you would like to view the PDF at any stage of completion, click on this button after clicking 'Save Draft' button at the bottom to activate the form. NOTE: After you have submitted this form, this button will no longer be available, but your submitted form will be available in the 'Completed Activities' section of your portal.

[PDF of Budget Modification](#)

BUDGET DETAILS

Original Budget

Please click on the file below to view your original application budget.

[MARYLAND_LEGAL_SERVICES_CORP_PDF_of_FY20_Operating_Grant_Program_Application_Original_Budget.pdf](#)
37.4 KB - 2019-01-15 1:34pm

Total Files: 1

* Budget Modification Type

Please select one option below:

Pre-Award Budget Revision

Mid-Year Budget Modification Request

* Budget Modification

Please click on the button below to revise your budget.

[Proposed Expenses for Legal Services](#)

Explanations: Provide brief explanations and breakdowns if the MLSC requests exceed the amounts indicated for any of the following.

- The Original Budget from your application will be available as a PDF under the “Original Budget” heading.

NOTE: If you completed a budget revision or budget modification AFTER your original application budget, that PDF is not available here. To see your approved budget revisions or modifications, navigate to the “Submitted Activities,” accessible in your portal. The most recent approved budget WILL populate in the editable budget table.

- Choose the “Mid-Year Budget Modification Request” option under the “Budget Modification Type” heading.
- Click the “Proposed Expenses for Legal Services” button. A pop-up table will appear.
 - The table will be populated with your most recent approved budget.
 - Make necessary changes to the budget.
 - When completed, click the “Save” button at the bottom of the pop-up table.
 - Click the “Close” button at the bottom of the pop-up table to return to the activity form.

- View of the pop-up budget table:

Proposed Expenses for Legal Services

Provide a breakdown of your organization's proposed operating budget for civil legal services for low-income populations for FY20 (July 1 – June 30). See definitions of line item categories in the MLSC glossary.

MLSC Glossary Link: [here](#)

The "MLSC Funds" column should include FY20 proposed expenses allocated to Operating and Challenge grants. Do not include expenses covered by MLSC Judicare, Foreclosure, Workforce Legal Services, MPILP Stipend or One-Time grants – those expenses will be described in separate reports. Examples of "Non-MLSC Funds" include other grants, bar association funds, etc. In-kind services should not be included here.

Personnel Costs

Cost Category	MLSC Funds	FTE	Non-MLSC Funds	FTE	Total Amount	Total FTE
Attorneys	\$6,000.00	0.10	\$64,000.00	0.90	\$70,000.00	1.00
Paralegals	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
Others	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
Salary Subtotal	\$6,000.00	0.10	\$64,000.00	0.90	\$70,000.00	1.00
Employee Benefits	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
Total Personnel Costs	\$6,000.00	0.10	\$64,000.00	0.90	\$70,000.00	1.00


Non-Personnel Costs

Cost Category	MLSC Funds	Non-MLSC Funds	Total
Occupancy	\$1,000.00	\$49,000.00	\$50,000.00
Equipment Rental/Maintenance	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Printing and Copying	\$0.00	\$0.00	\$0.00

Save Close

NOTE: This screen shot does not include the entire budget table.

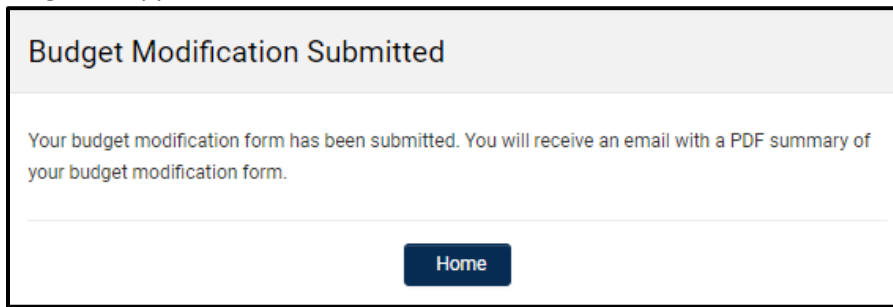
- Navigate through the budget modification and complete the narrative questions.
- When completed, click the "Submit" button at the bottom of the page.
 - If there are validation errors in the budget modification, the system will show you a list. Click on the error to navigate to that section of the activity.
 - If there are no validation errors, a confirmation to submit pop-up box will appear.

 **Hey Athana**

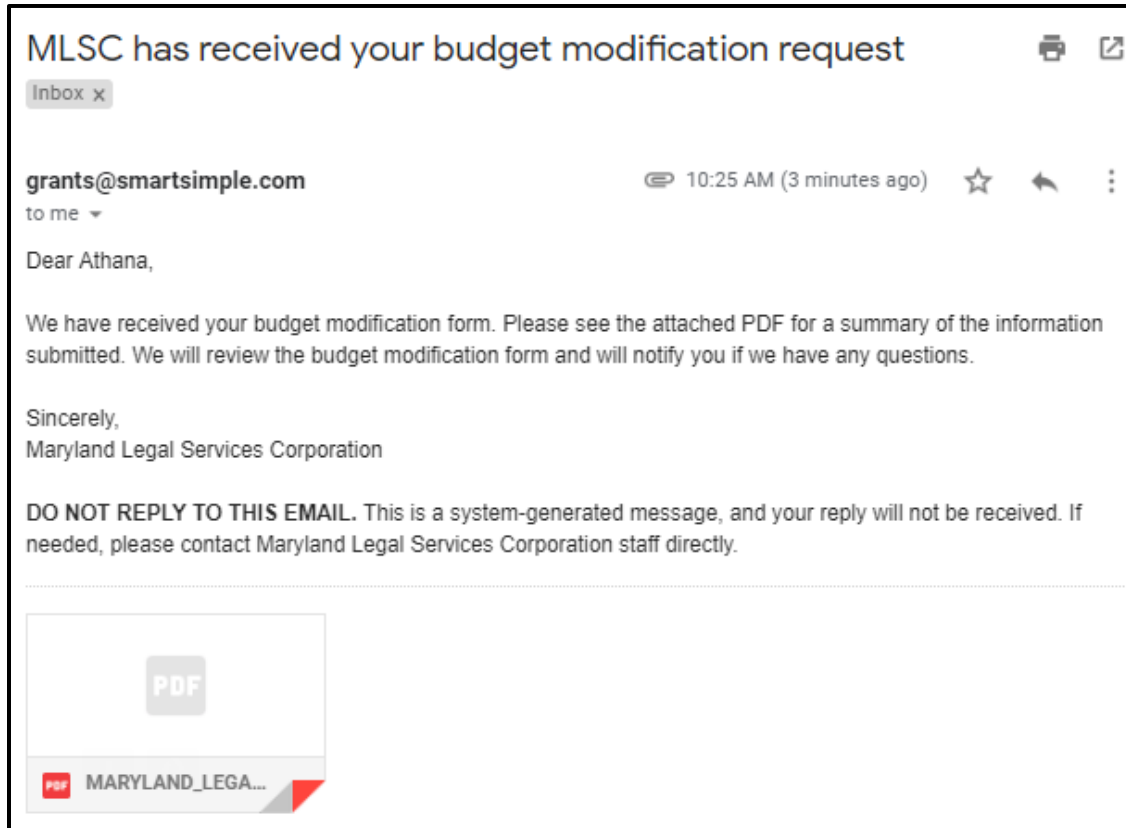
Do you want to submit this budget modification form?

YES NO

- A confirmation message will appear in the browser.



NOTE: A confirmation email with a PDF of the submitted budget modification will be sent.



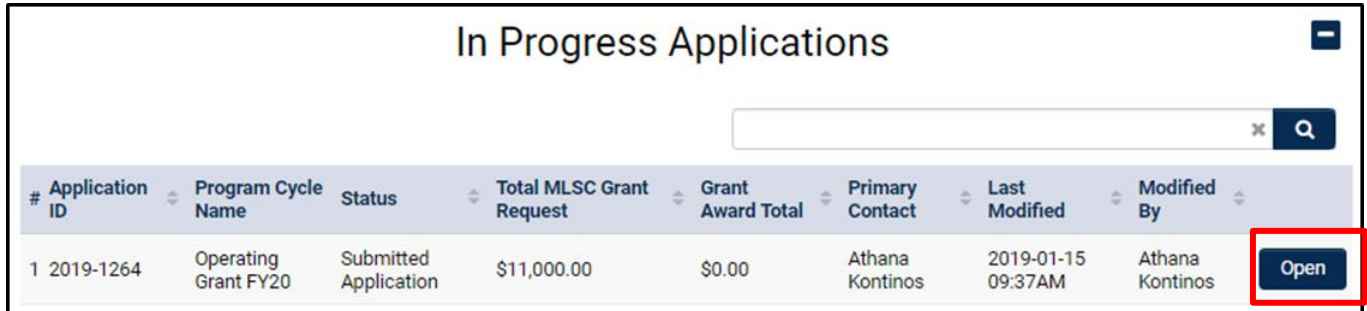
- The budget modification will move to “Submitted Activities,” accessible from your portal.

Submitted Activities							
#	Activity Type	Application ID	Program Cycle Name	Status	Primary Contact	Last Modified	Modified By
1	Budget Modification	2019-1264	Operating Grant FY20	Submitted	Athana Kontinos	2019-01-17 10:22AM	Athana Kontinos

Additional Information

Navigating to Submitted Applications:

- To navigate to the Submitted application, click the “Home” link at the top of the page. The page will redirect to your portal.
- Click on “In Progress Applications” in your portal.
- Click the “Open” button next to the application you want to review.

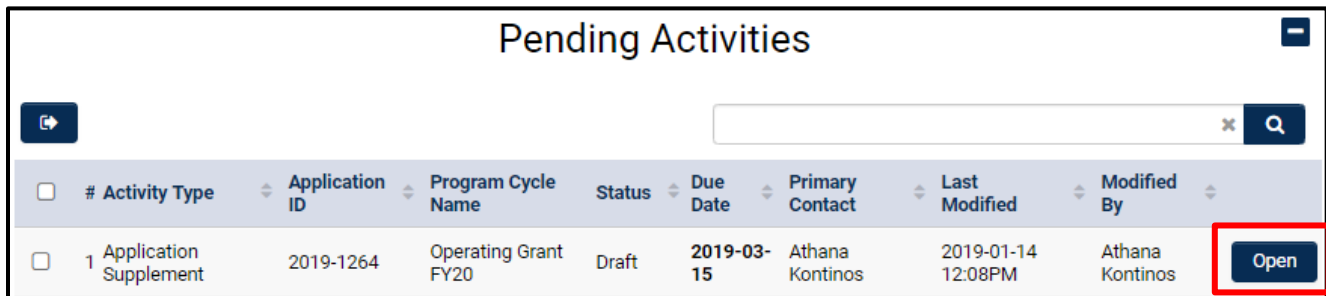


The screenshot shows a table titled "In Progress Applications" with a search bar and a minus sign in the top right. The table has the following columns: #, Application ID, Program Cycle Name, Status, Total MLSC Grant Request, Grant Award Total, Primary Contact, Last Modified, and Modified By. The first row contains the following data: 1, 2019-1264, Operating Grant FY20, Submitted Application, \$11,000.00, \$0.00, Athana Kontinos, 2019-01-15 09:37AM, Athana Kontinos. A blue "Open" button is located to the right of the last cell in the first row, and it is highlighted with a red border.

#	Application ID	Program Cycle Name	Status	Total MLSC Grant Request	Grant Award Total	Primary Contact	Last Modified	Modified By	
1	2019-1264	Operating Grant FY20	Submitted Application	\$11,000.00	\$0.00	Athana Kontinos	2019-01-15 09:37AM	Athana Kontinos	Open

Navigating to Draft Activities:

- Activities include: Application Supplement, Reports, Grant Agreements, Budget Modifications
- To navigate to the Draft activities, click the “Home” link at the top of the page. The page will redirect to your portal.
- Click on “Pending Activities” in your portal.
- Click the “Open” button next to the activity you want to complete.

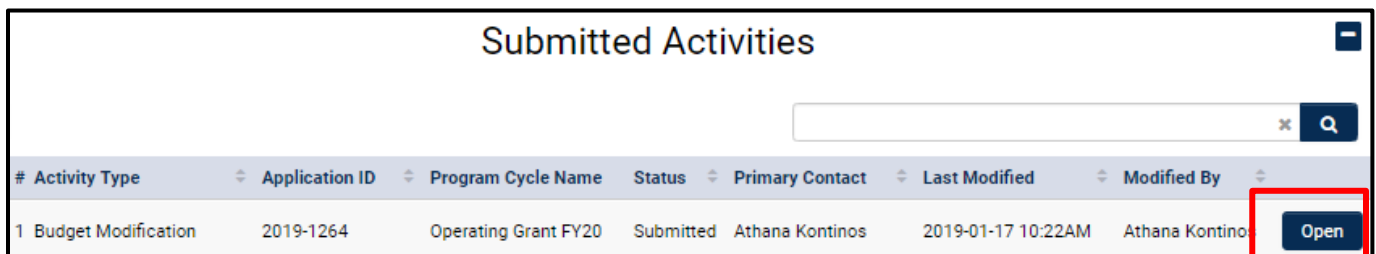


The screenshot shows a table titled "Pending Activities" with a search bar and a minus sign in the top right. The table has the following columns: #, Activity Type, Application ID, Program Cycle Name, Status, Due Date, Primary Contact, Last Modified, and Modified By. The first row contains the following data: 1, Application Supplement, 2019-1264, Operating Grant FY20, Draft, 2019-03-15, Athana Kontinos, 2019-01-14 12:08PM, Athana Kontinos. A blue "Open" button is located to the right of the last cell in the first row, and it is highlighted with a red border.

#	Activity Type	Application ID	Program Cycle Name	Status	Due Date	Primary Contact	Last Modified	Modified By	
1	Application Supplement	2019-1264	Operating Grant FY20	Draft	2019-03-15	Athana Kontinos	2019-01-14 12:08PM	Athana Kontinos	Open

Navigating to Submitted Activities:

- Activities include: Application Supplement, Reports, Grant Agreements, Budget Modifications
- To navigate to the Completed activities, click the “Home” link at the top of the page. The page will redirect to your portal.
- Click on “Submitted Activities” in your portal.
- Click the “Open” button next to the activity you want to review.



The screenshot shows a table titled "Submitted Activities" with a search bar and a minus sign in the top right. The table has the following columns: #, Activity Type, Application ID, Program Cycle Name, Status, Primary Contact, Last Modified, and Modified By. The first row contains the following data: 1, Budget Modification, 2019-1264, Operating Grant FY20, Submitted, Athana Kontinos, 2019-01-17 10:22AM, Athana Kontinos. A blue "Open" button is located to the right of the last cell in the first row, and it is highlighted with a red border.

#	Activity Type	Application ID	Program Cycle Name	Status	Primary Contact	Last Modified	Modified By	
1	Budget Modification	2019-1264	Operating Grant FY20	Submitted	Athana Kontinos	2019-01-17 10:22AM	Athana Kontinos	Open