



## Procedure for Interim and Final Reports

### Step 1: Navigate to Website and Login

- In your browser, type [marylandlegal.smartsimple.com](https://marylandlegal.smartsimple.com), which will display the Login page below.

SmartSimple | Maryland Legal Services Corporation

https://marylandlegal.smartsimple.com/s\_Login.jsp?lang=1&prole=0

**MLSC**  
MARYLAND LEGAL SERVICES CORPORATION  
IOLTA - INTEREST ON LAWYER TRUST ACCOUNTS

### Login

Email

Password

**Login**

Forgot Password?

New to the System?

Register

Welcome to Maryland Legal Services Corporation Grant Portal

Welcome to our online grant portal. The mission of Maryland Legal Services Corporation is to ensure low-income Marylanders have access to stable, efficient and effective civil legal assistance through the distribution of funds to nonprofit legal services organizations.

If you are a new applicant, please contact MLSC at [grants@mlsc.org](mailto:grants@mlsc.org) or 410-576-9494 prior to registering to ensure your program meets MLSC's guidelines.

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

### Step 2: Navigate to the Report

- Click on “Pending Activities” in your portal.
- Click the “Open” button next to the report you want to complete.

#	Activity Type	Application ID	Program Cycle Name	Status	Due Date	Primary Contact	Last Modified	Modified By	
1	Interim Report	2019-1264	Operating Grant FY20	Draft	2020-03-16	Athana Kontinos	2019-01-17 09:36AM	Athana Kontinos	<b>Open</b>
2	Final Report	2019-1264	Operating Grant FY20	Draft	2020-09-01	Athana Kontinos	2019-01-17 09:36AM	Athana Kontinos	<b>Open</b>

### Step 3: Complete the Report

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

2019-1264 - Interim Report

Please click "**Save Draft**" at the bottom of the page once you are ready to begin the form.

Report Due Date: 03/16/2020

The below button will produce a PDF of your Report. 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 Report**

**NARRATIVE** CASE STATISTICS STAFFING AND VOLUNTEERS BUDGET CERTIFICATION

**Snapshot of Achievements**

\* Provide a summary of significant achievements of your MLSC-funded program or project during this report period. Include any new uses of technology or program innovations.

1500 words left

**Evaluation Issues**

\* Were any issues raised in your prior year's evaluation, or were any conditions placed on your grant agreement?

Please Select

**Obstacles**

\* Highlight any significant obstacles, problems or issues you encountered that affected your program's achieving the purposes of the grant and indicate how you addressed those problems.

**Save Draft** **Submit**

- Navigate through the report and complete the questions on each page.

NOTE: The “MLSC Budget to Actual” table will be populated with the most recent approved budget.

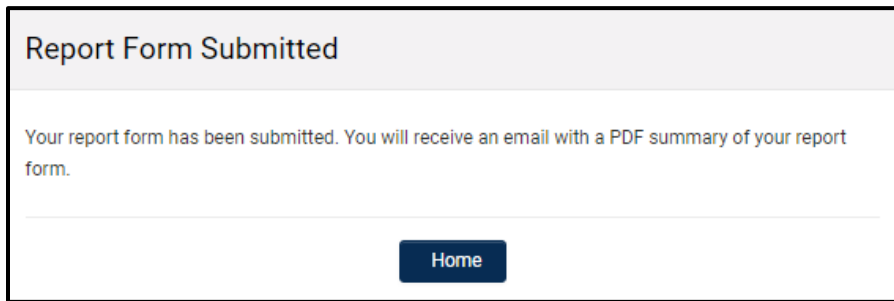
- When completed, click the “Submit” button at the bottom of the page.
  - If there are validation errors in the report, the system will show you a list. Click on the error to navigate to that section of the report.
  - If there are no validation errors, a confirmation to submit pop-up box will appear.

**Hey Athana**

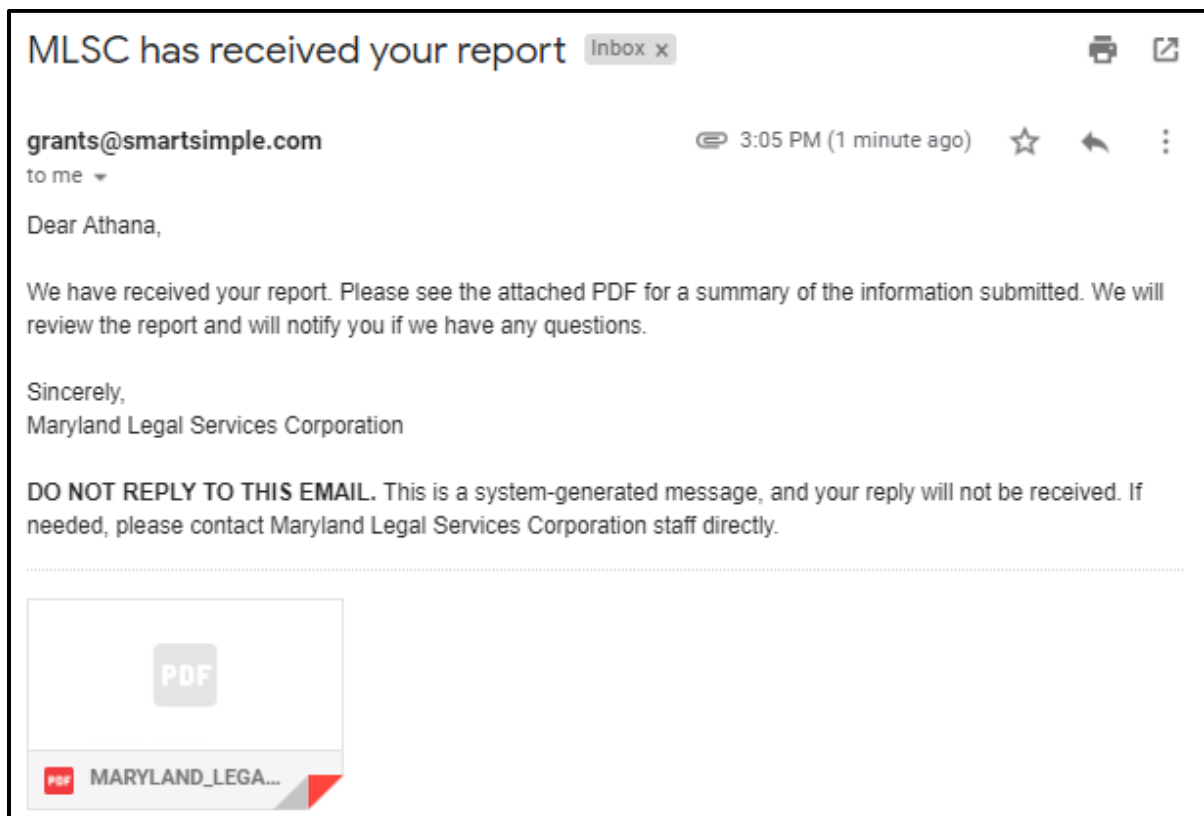
Do you want to submit this report form?

**YES** **NO**

- A confirmation message will appear in the browser.



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



- The report will move to "Submitted Activities," accessible from your portal.

Submitted Activities							
<div> <input type="checkbox"/> # Activity Type         </div>							
<input type="checkbox"/>	Activity Type	Application ID	Program Cycle Name	Status	Primary Contact	Last Modified	Modified By
<input type="checkbox"/>	1 Interim Report	2019-1264	Operating Grant FY20	Submitted	Athana Kontinos	2019-01-17 03:02PM	Athana Kontinos

## Additional Information

### 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.

Pending Activities								
<div><input type="text"/></div>								
#	Activity Type	Application ID	Program Cycle Name	Status	Due Date	Primary Contact	Last Modified	Modified By
1	Interim Report	2019-1264	Operating Grant FY20	Draft	2020-03-16	Athana Kontinos	2019-01-17 09:36AM	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.

Submitted Activities							
<div><input type="text"/></div>							
#	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

### 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.

In Progress Applications								
<div><input type="text"/></div>								
#	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