



Maryland  
OneStop

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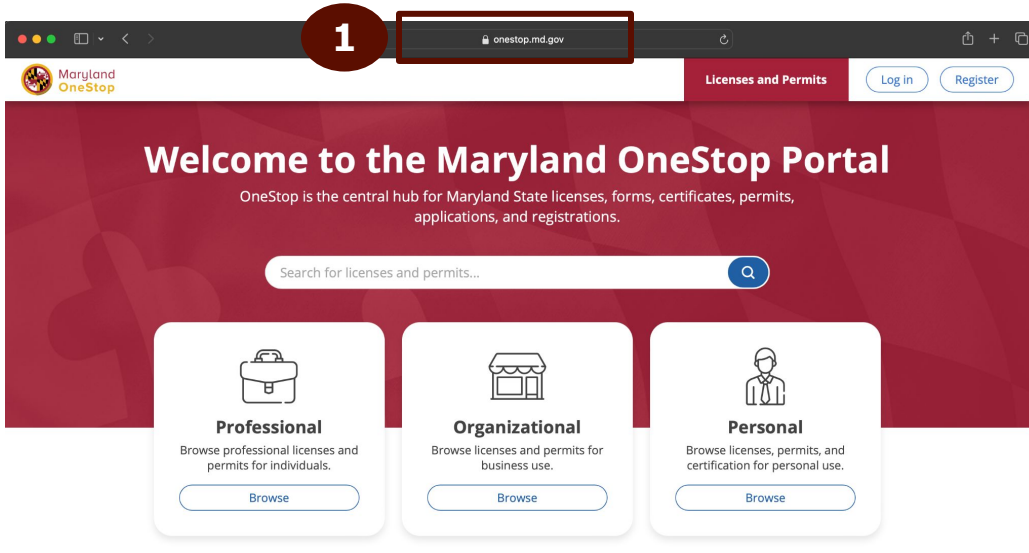
# Maryland Department of Agriculture

*Specialty Crop Block Grant Program | End User Guide*

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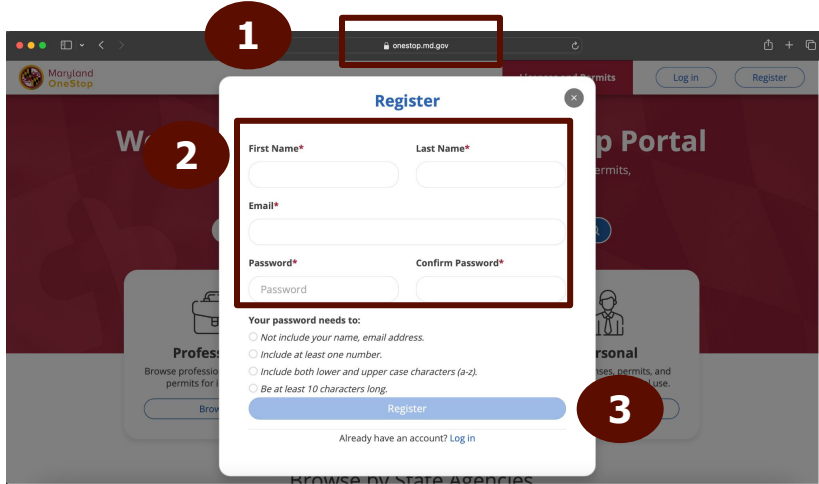
## OneStop Home Page



## Task Steps

1. Go to <https://onestop.md.gov/>

## Register OneStop Account

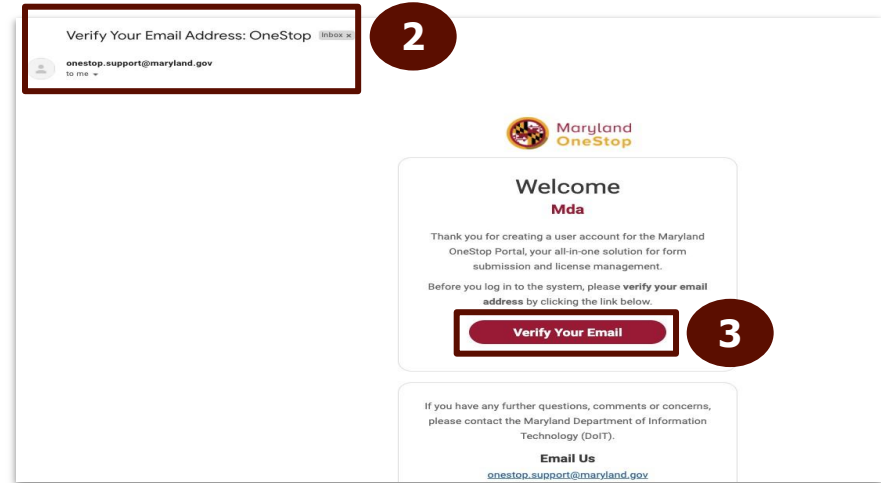


The screenshot shows the registration form on the OneStop portal. Callout 1 points to the browser address bar showing 'onestop.md.gov'. Callout 2 points to the registration form fields: First Name, Last Name, Email, Password, and Confirm Password. Callout 3 points to the 'Register' button at the bottom of the form.

### Task Steps

1. Go to <https://onestop.md.gov/>
2. Fill in the required fields
3. Select the register button

## Verify Your Email

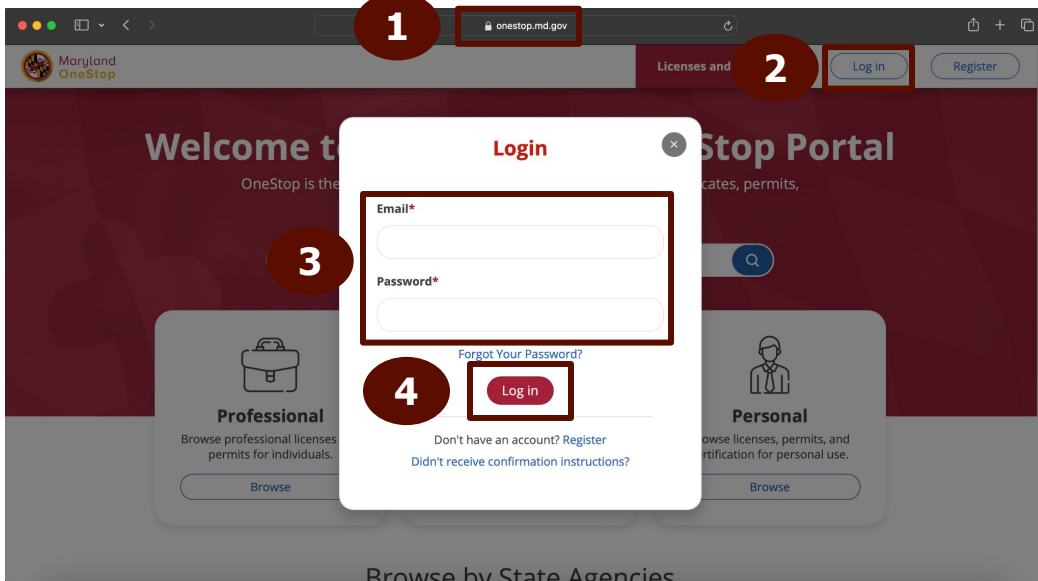


The screenshot shows an email inbox. Callout 2 points to the email header from 'onestop.support@maryland.gov'. Callout 3 points to the 'Verify Your Email' button in the email body.

### Task Steps

1. Access your email inbox
2. Locate the OneStop email
3. Select verify your email button

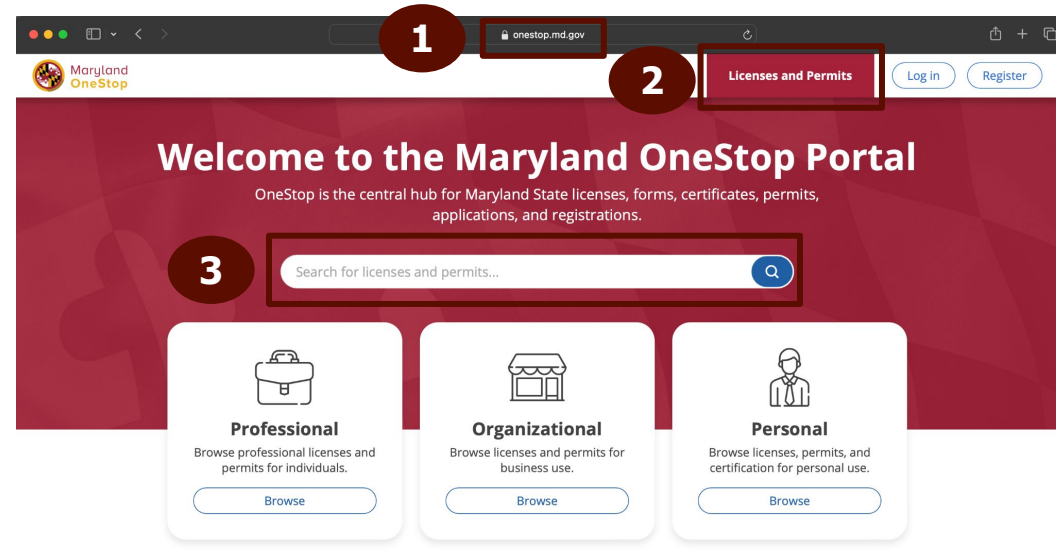
## OneStop Login Page



## Task Steps

1. Go to <https://onestop.md.gov/>
2. Select the login button at the top right
3. Enter required fields
4. Select the login button

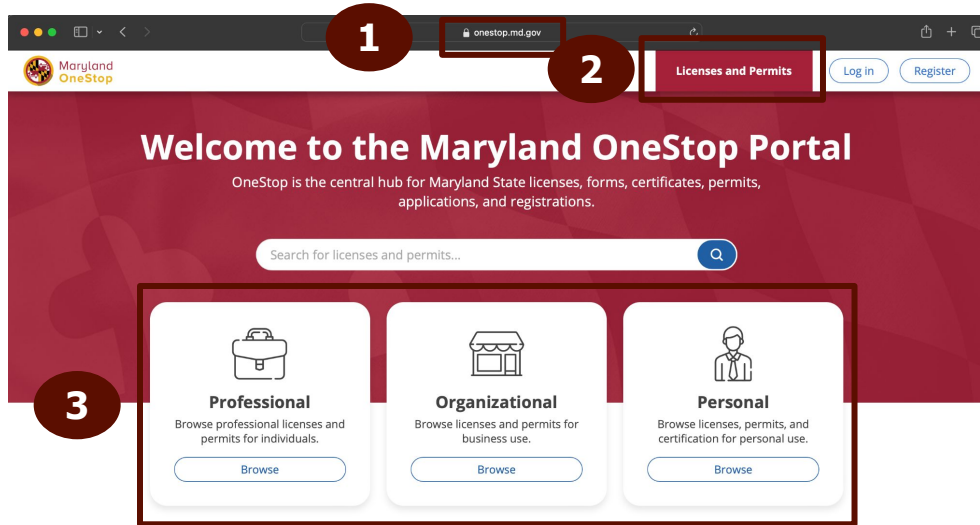
## Browse by Search Bar Navigation



## Task Steps

1. Go to <https://onestop.md.gov/>
2. Locate the *Licenses and Permits* tab
3. Use the search bar tab to find forms and application

## Browse by Categories



## Task Steps

1. Go to <https://onestop.md.gov/>
2. Locate the *Licenses and Permits* tab
3. Locate Categories:
  - a. *Professional*
  - b. *Organizational*
  - c. *Personal*



## Browse by State Agencies

The screenshot shows the Maryland OneStop Portal website. The browser address bar shows [onestop.md.gov](https://onestop.md.gov). The page title is "Welcome to the Maryland OneStop Portal". The main navigation bar includes "Licenses and Permits", "Log In", and "Register". The "Licenses and Permits" tab is highlighted with a red box and a circled "2". Below the navigation bar is a search bar with the placeholder text "Search for licenses and permits...". The main content area features three categories: "Professional", "Organizational", and "Personal", each with a "Browse" button. Below this is a section titled "Browse by State Agencies" with a circled "3" next to it. This section contains six cards, each representing a state agency and the number of applications available:

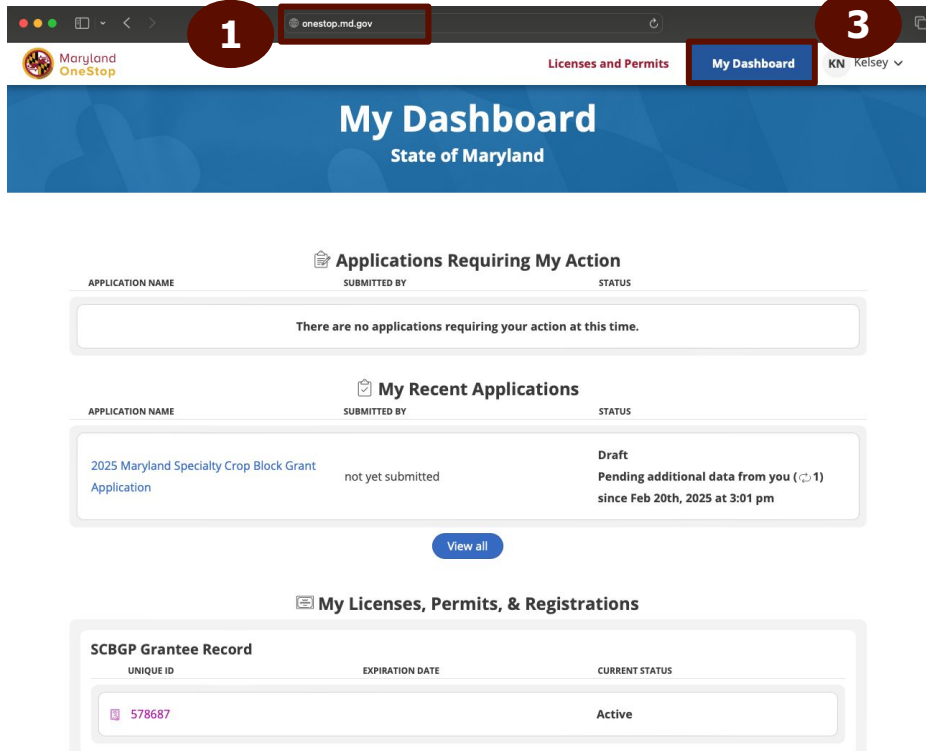
Secretary of State 4 Applications Available	Office of the State Fire Marshal 3 Applications Available
Office of the Comptroller 1 Application Available	Maryland State Department of Education 6 Applications Available
Maryland Military Department 1 Application Available	Maryland Insurance Administration 2 Applications Available

## Task Steps

1. Go to <https://onestop.md.gov/>
2. Select *Licenses and Permits* tab
3. Locate *State Agencies*



## My OneStop Dashboard



1

onestop.md.gov

3

My Dashboard

My Dashboard  
State of Maryland

**Applications Requiring My Action**

APPLICATION NAME	SUBMITTED BY	STATUS
There are no applications requiring your action at this time.		

**My Recent Applications**

APPLICATION NAME	SUBMITTED BY	STATUS
2025 Maryland Specialty Crop Block Grant Application	not yet submitted	Draft Pending additional data from you (1) since Feb 20th, 2025 at 3:01 pm

View all

**My Licenses, Permits, & Registrations**

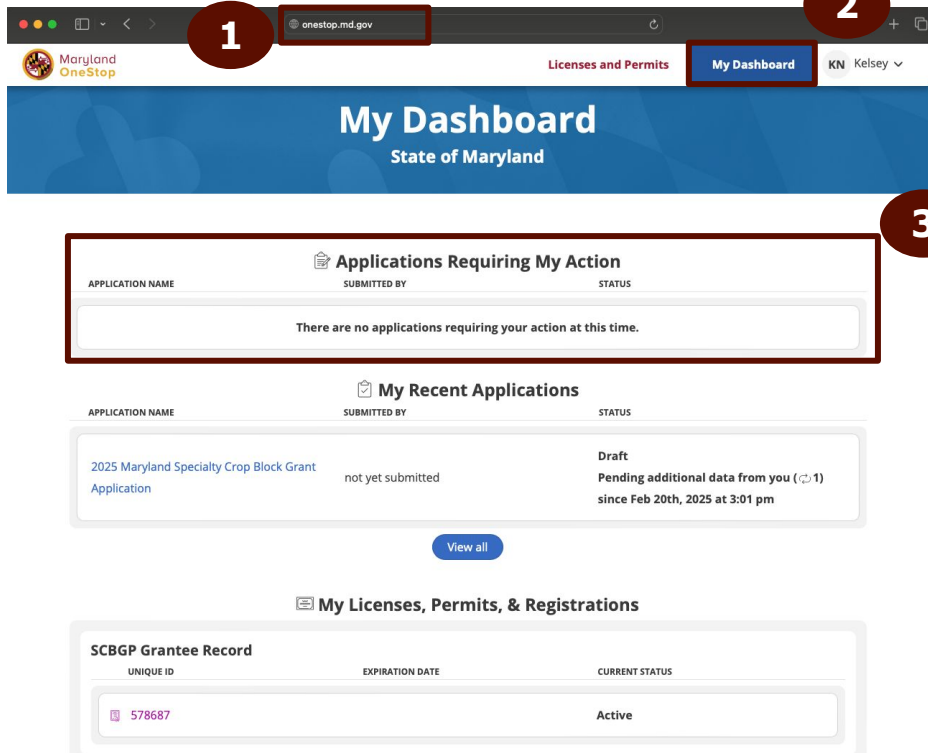
**SCBGP Grantee Record**

UNIQUE ID	EXPIRATION DATE	CURRENT STATUS
578687		Active

## Task Steps

1. Go to <https://onestop.md.gov/>
2. Login
3. Select My Dashboard tab

## Applications Requiring Your Action



The screenshot shows the Maryland OneStop My Dashboard. Annotation 1 points to the browser address bar containing [onestop.md.gov](https://onestop.md.gov). Annotation 2 points to the 'My Dashboard' tab in the navigation menu. Annotation 3 points to the 'Applications Requiring My Action' section, which contains a table with the following data:

APPLICATION NAME	SUBMITTED BY	STATUS
There are no applications requiring your action at this time.		

Below this section is the 'My Recent Applications' section, which contains a table with the following data:

APPLICATION NAME	SUBMITTED BY	STATUS
2025 Maryland Specialty Crop Block Grant Application	not yet submitted	Draft Pending additional data from you (0/1) since Feb 20th, 2025 at 3:01 pm

A 'View all' button is located below the 'My Recent Applications' table. At the bottom of the dashboard is the 'My Licenses, Permits, & Registrations' section, which contains a table with the following data:

UNIQUE ID	EXPIRATION DATE	CURRENT STATUS
578687		Active

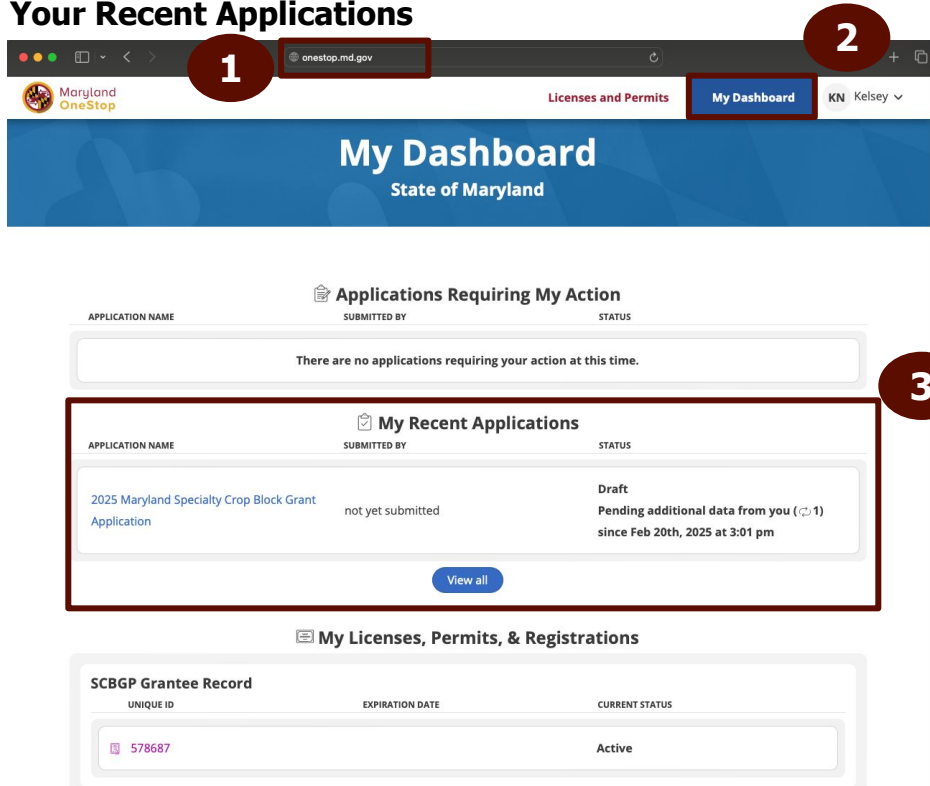
## Task Steps

1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *Applications Requiring Your Action*
  - a. View application statuses
  - b. You will be able to view applications that are in review and pending further action from you

## Making Revision Steps

- Make revisions by clicking into the application
- Make your revisions
- Submit the application again

## Your Recent Applications



The screenshot shows the Maryland OneStop My Dashboard. Callout 1 points to the browser address bar containing 'onestop.md.gov'. Callout 2 points to the 'My Dashboard' tab in the navigation menu. Callout 3 points to the 'My Recent Applications' section, which contains a table of applications.

APPLICATION NAME	SUBMITTED BY	STATUS
There are no applications requiring your action at this time.		
<b>My Recent Applications</b>		
2025 Maryland Specialty Crop Block Grant Application	not yet submitted	Draft Pending additional data from you (2/1) since Feb 20th, 2025 at 3:01 pm

Below the 'My Recent Applications' section is the 'My Licenses, Permits, & Registrations' section, which includes a table for the 'SCBGP Grantee Record'.

UNIQUE ID	EXPIRATION DATE	CURRENT STATUS
578687		Active

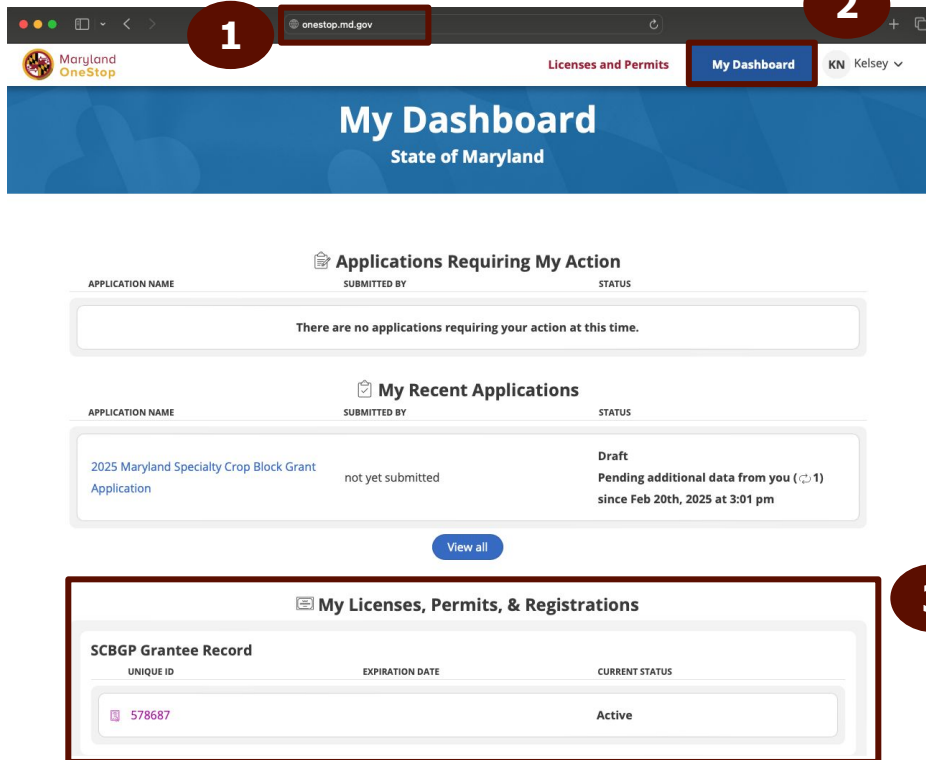
## Task Steps

1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *Your Recent Applications*
  - a. You will be able to view all applications that you have ever submitted.

## Making Revision Steps

- Make revisions by clicking into the application
- Make your revisions
- Submit the application again

## Your Licenses, Permits, and Registrations



1

2

3

My Dashboard  
State of Maryland

**Applications Requiring My Action**

APPLICATION NAME	SUBMITTED BY	STATUS
There are no applications requiring your action at this time.		

**My Recent Applications**

APPLICATION NAME	SUBMITTED BY	STATUS
2025 Maryland Specialty Crop Block Grant Application	not yet submitted	Draft Pending additional data from you (2/1) since Feb 20th, 2025 at 3:01 pm

[View all](#)

**My Licenses, Permits, & Registrations**

**SCBGP Grantee Record**

UNIQUE ID	EXPIRATION DATE	CURRENT STATUS
578687		Active

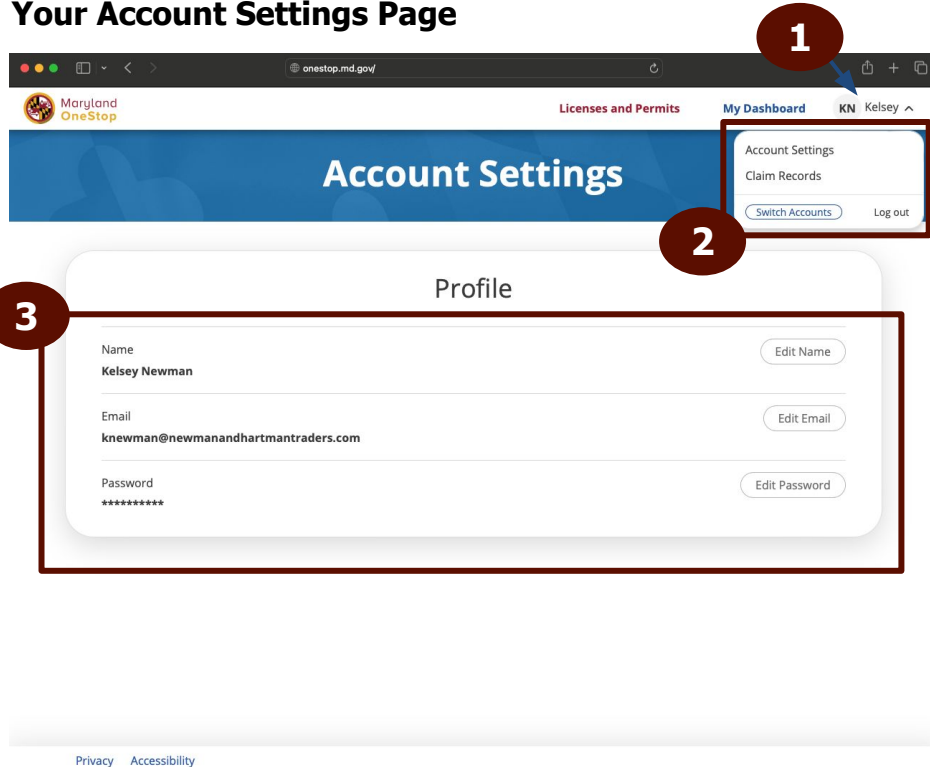
## Task Steps

1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *Your Recent Applications*
  - a. You will be able to view all applications that you have ever submitted.

## Making Revision Steps

- Make revisions by clicking into the application
- Make your revisions
- Submit the application again

## Your Account Settings Page



The screenshot displays the 'Account Settings' page on the Maryland OneStop website. The browser address bar shows 'onestop.md.gov'. The navigation menu includes 'Licenses and Permits', 'My Dashboard', and 'KN Kelsey'. The 'Account Settings' link is highlighted with a red box and a callout '1'. Below the navigation menu, the 'Account Settings' link is highlighted with a red box and a callout '2'. The profile section is highlighted with a red box and a callout '3'. The profile section contains the following information:

Profile	
Name Kelsey Newman	Edit Name
Email knewman@newmanandhartmantraders.com	Edit Email
Password *****	Edit Password

At the bottom of the page, there are links for 'Privacy' and 'Accessibility'.

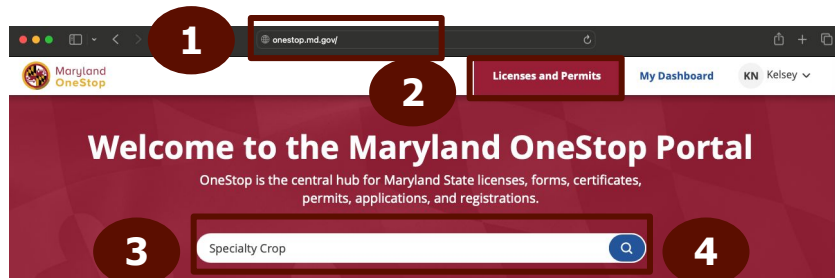
## Task Steps

1. Locate to the main menu navigation in the top right hand corner
2. Select account settings
3. Edit Options
  - a. Name
  - b. Email
  - c. Password



# Applying for a Maryland Specialty Crop Block Grant Application

## Navigating to Maryland Specialty Crop Block Grant Application



## Search Results for Maryland Specialty Crop Block Grant Application



### Task Steps

1. Go to <https://onestop.md.gov/>
2. Locate the Licenses and Permits tab
3. Use the search bar to find Maryland Specialty Crop Block Grant Application
4. Select the blue search icon

### Task Steps

1. Select Maryland Specialty Crop Block Grant Application



# Application Public Profile Page

## Maryland Specialty Crop Block Grant Application Public Profile

1

2025 Maryland Specialty Crop Block Grant Application Details

last revised 03/05/25 at 2:46 pm

### 2025 Maryland Specialty Crop Block Grant Application

The Maryland Specialty Crop Block Grant Program (SCBGP) is a reimbursable grant program to enhance the competitiveness of Maryland's specialty crops. Specialty crops are defined as fruits, vegetables, culinary herbs and spices, honey, hops, grapes, maple syrup, Christmas trees, and nursery crops. The Maryland Department of Agriculture (MDA) administers the program with funding made available from the Farm Bill through the ...

Show more

Mar 30, 2025 at 11:59 pm EDT  
Due Date

Apply or Register  
Click here to navigate to your dashboard.

Online Application  
Complete the form

Apply Now

2

### Task Steps

1. Read the application's public profile
2. Select 'Apply Online' button

## Application Instructions

Instructions

Review the steps - read carefully

01 **Application Requirements**

- **Federal Tax ID Number (EIN) and UEI Number:** Your organization must have both a Federal Tax ID Number (EIN) and a Unique Entity Identifier (UEI) Number.
- **W-9 Form:** Upload a copy of your organization's W-9 form, ensuring the address is up-to-date.
- **Proof of Good Standing:** Provide proof that your organization is in Good Standing with the Maryland State Department of Assessments and Taxation (SDAT).
  - To verify your organization's Good Standing status, visit the [Maryland SDAT Business Entity Search page](#). Use this tool to search for your organization's status.
- **Letters of Support:** Applicants must have the support of a specific specialty crop organization or group with at least three specialty crop producers. The application will allow you to submit up to 5 Letters of Support from other organizations that will help with your project. Each letter should include:
  - The name and contact information of the supporting organization.
    - The letterhead of the supporting organization is preferred but not mandatory.
  - If the supporting organization will assist with the project, the letter should outline their role and involvement.

02 **Create a Maryland OneStop Account**

If you do not have a Maryland OneStop account click "Register" in the upper right hand corner of the screen. Enter your first name, last name, email address, and create a password, then click "Register".

03 **Verify Your Maryland OneStop Account Email**

Once you have submitted your information to create an account you will receive an email from onestop.support@maryland.gov. Click the "Verify Your Email" button in the email.

04 **Click Apply Online**

Click the "Apply Online" button to navigate to the online application. Complete all required fields.



# Completing a Maryland Specialty Crop Block Grant Application

## Maryland Specialty Crop Block Grant Application

**1** Organization Details

**2** Project Profile Upload

**3** Grant Program Accounting Sys...

**4** Applicant Certification

**5** Review

### Maryland Specialty Crop Block Grant Program Application

Department of Agriculture

The Maryland Department of Agriculture (MDA) is seeking applications for the competitive Specialty Crop Block Grant Program (SCBGP) to award funds for projects that enhance the competitiveness of U.S. specialty crops in either domestic or foreign markets. Applications need to show impact and produce measurable outcomes for the specialty crop industry rather than a single institution or producer.

Funding for this program is provided to state departments of agriculture from the Farm Bill through the U.S. Department of Agriculture's (USDA) Agricultural Marketing Service.

The Maryland Department of Agriculture surveyed Maryland's specialty crop industries to create funding priorities for the department's Specialty Crop Block Grant. According to the survey, the current funding priorities include the following in order of importance:

1. Increasing Consumption and Consumer Purchasing of Specialty Crops
2. Improving Efficiency and Reducing Costs of Distribution Systems of Specialty Crops
3. Improve Pest and Disease Control Processes
4. Expand Specialty Crop Research and Development
5. Increase Food Safety Knowledge and Processes
6. Develop New Seed Varieties and Specialty Crops

The application will autosave as you enter information and you can come back to it anytime before the deadline. The fields with a red asterisk (\*) are required fields and any question mark icons (?) next to a question will provide additional information on the field.

### Organization Information

Organization Name\*  
Newman and Hartman Traders

Street Address\*  
\_\_\_\_\_

City\* State\* Zip\*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Point of Contact Information  
Program Point of Contact Name\*  
\_\_\_\_\_

Phone Number\* Email Address\*  
\_\_\_\_\_  
\_\_\_\_\_

**3**

## Task Steps

1. The application has a total of **4** pages. Navigate through the pages by clicking "Previous" and "Next" at the bottom of each page.
2. Read instructional information carefully and use examples provided to assist in answering questions.
  - a. Instructional information will take the form of blue hyperlinks, plain text, and help text(Ⓜ)
3. Complete the form by filling out all required fields
  - a. Required fields have red asterisks (\*) next to them

## Important Tips

- **Formula fields.** This form contains many fields that are not editable by you. These fields are calculated by the system based on other information that you have inputted into the form.
- **Conditional questions.** Additional questions may appear based on how you answer previous questions in the form.
- **Saving Your Application.** You can click out of an application and come back to it at anytime. The submission information will automatically save as a draft. This draft will live in your dashboard until you submit the application.



# Completing a Maryland Specialty Crop Block Grant Application

## Upload SCBG Project Profile Template

2025 Maryland Specialty Crop Block Grant Application

Organization Search | Project Profile Upload | Grant Program Accounting Op... | Applicant Certification | Review

### Project Information and SCBG Project Profile Upload

In this section, you will need to:

1. **Provide a Project Title:** Enter the title of your project.
2. **Specify Project Dates:** Indicate the start and end dates for your project.
3. **Complete and Upload the SCBG Project Profile Template:**
  - a. Download the SCBG Project Profile Template using the link provided below.
  - b. Complete every page of the PDF document.
  - c. Save the completed document.
  - d. Upload the saved document in the upload field at the bottom of the page.

**Important:** All applicants must complete the SCBG Project Profile Template to be considered for grant funding. Your uploaded document will be forwarded to the USDA for final review.

[Download SCBG Project Profile Template Here](#)

**1**

Project Information

Project Title\*

Project Start Date\*  Project End Date\*

**2**

Complete and Upload the SCBG Project Profile Template

All applicants must complete the SCBG Project Profile Template to be considered for grant funding. Please follow these steps:

1. **Download the PDF document** using the link below.
2. **Open the document using Adobe Acrobat Reader DC.**
  - a. If you do not have Adobe Acrobat Reader DC installed, [download and install it here](#).
  - b. Open Adobe Acrobat Reader DC.
  - c. Use the "File" menu to open the downloaded PDF document from within the Adobe Acrobat Reader DC software.
3. **Complete every page of the document.**
4. **Save the completed document.**
5. **Upload the saved document** in the upload field below.

For further instructions on downloading the SCBG Project Profile Template, please [click here](#) to watch the tutorial video.

**Important:** Your uploaded document will be forwarded to the USDA for final review.

[Download SCBG Project Profile Template Here](#)

Upload SCBG Project Profile\*

Drop your files here to upload  
Individual file size limit is 50 MB  
Total file size limit is 250 MB

## Task Steps

1. **Provide a Project Title:** Enter the title of your project.
2. **Specify Project Dates:** Indicate the start and end dates for your project
3. **Complete and Upload the SCBG Project Profile Template:**
  - a. Download the SCBG Project Profile Template using the link provided on the application.
  - b. Complete every page of the PDF document.
  - c. Save the completed document.
  - d. Upload the saved document in the upload field at the bottom of the page.

**Important:** All applicants must complete the SCBG Project Profile Template to be considered for grant funding. If approved for the State Plan, your uploaded document will be forwarded to the USDA for final review.



# Submitting a Maryland Specialty Crop Block Grant Application

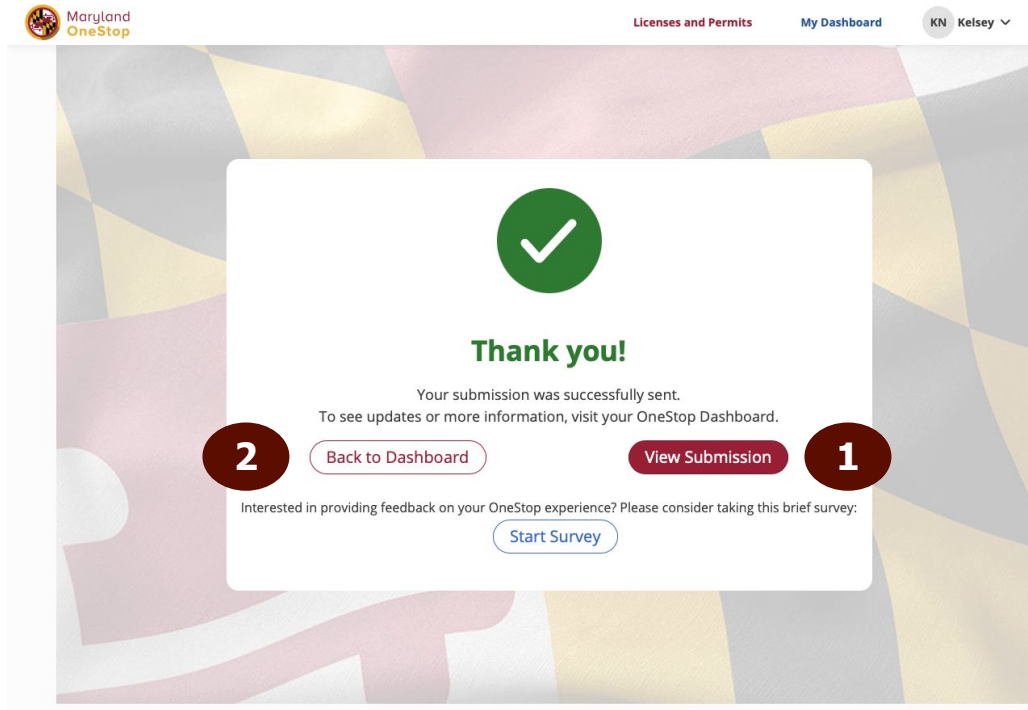
## Maryland Specialty Crop Block Grant Application

The screenshot shows the Maryland OneStop portal for the 2025 Specialty Crop Block Grant Application. The navigation bar includes 'Licenses and Permits', 'My Dashboard', and the user 'KN Kelsey'. The main heading is '2025 Maryland Specialty Crop Block Grant Application'. Below this are four numbered steps: 1. Organization Details, 2. Project Profile Upload, 3. Grant Program Accounting Sys..., and 4. Applicant Certification. A red box highlights the 'Review' button, which is the final step in the process. A large red circle with the number '1' is placed over the 'Review' button. Below the navigation bar, a message states: 'This page is the summary of your form. Please review your responses before submitting.' Below this message are two buttons: 'Previous' and 'Submit'. A large red circle with the number '2' is placed over the 'Submit' button. Below the buttons, the form displays validation fields. The first field is 'Federal Tax ID Number or EIN\*' with a red border and the text '16-16 characters required, 0 entered'. The second field is 'UEI Number\*' with a red border and the text '12-12 characters required, 0 entered'. Below these fields, there is a message: 'For the following questions, please verify your UEI number by visiting SAM.gov and the Maryland State Department of Assessments and Taxation website. Is your UEI Number listed on SAM.gov?\*'. There are two radio button options: 'Yes' and 'No'. A large red circle with the number '3' is placed over the 'No' option.

### Task Steps

1. After completing the application, you will land on the final, all pages tab. Review the entire application by scrolling through until you reach the bottom of the page.
2. Click the green Submit button to submit.
3. If you did not complete all required fields, you will be prompted to do so before you can submit. Fields that need your attention will be denoted by red validations.

## Form Submission Confirmation



### Task Steps

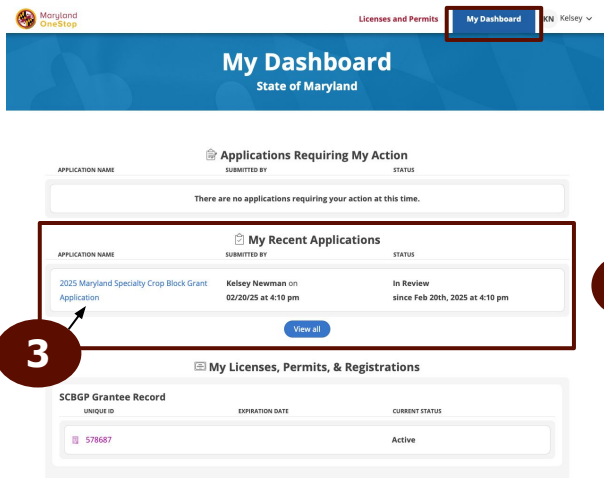
1. **View Submission:** Use this button to review your submission
2. **Back to Dashboard:** Use this button to navigate back to your dashboard



# Save and Print Your Form Submission

## Select Your Recent Application

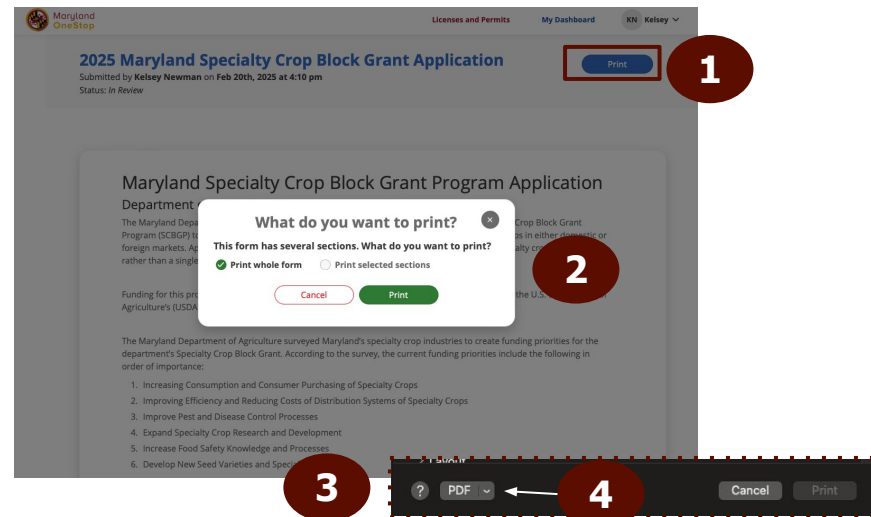
1



2

3

## Print or Save Submission



1

2

3

4

## Task Steps

1. Select *My Dashboard* tab
2. Locate *Your Recent Applications*
3. Click the Application Name to view the form submission

## Task Steps

1. Click the blue *Print* button
2. Select *Print whole form* and *Print*
3. Choose *Save as PDF* as the Print Destination to save to your desktop
4. Choose the name of your connected printer as the Print Destination to print the submission

Pop-up Window



# Access SCGP Grantee Record Detail View

## SCBGP Grantee Record & Unique ID

1

Maryland OneStop Licensures and Permits My Dashboard 2

My Licenses, Permits, & Registrations

SCBGP Grantee Record	UNIQUE ID	EXPIRATION DATE	CURRENT STATUS
	578687		Active

3

## Specialty Crop Block Grant Subrecipient Detail View

4

Specialty Crop Block Grant Grantee

Home > My Dashboard > Specialty Crop Block Grant Grantee

Grant Record for Kelsey Newman of Newman and Hartman Traders  
MDA Grant Number: 578687  
USDA Grant Number:

Grant Record Invoices Grant Reports Grant Application Record History

**Grant Record**

Organization Name	Federal ID or EIN	UEI
Newman and Hartman Traders	74-1231552	984132131323

## Task Steps

1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *My Licenses, Permits and Registrations*
  - a. You will be able to view all Licenses, Permits and Registrations that you own

Click the Unique ID to navigate to the record detail view

4. **SCBGP Grantee Record** Record Detail View

## Important Tip

*If you need to change the account holder's name in OneStop, please contact Karen Fedor at [scbgp.mda@maryland.gov](mailto:scbgp.mda@maryland.gov)*