



Maryland  
**OneStop**

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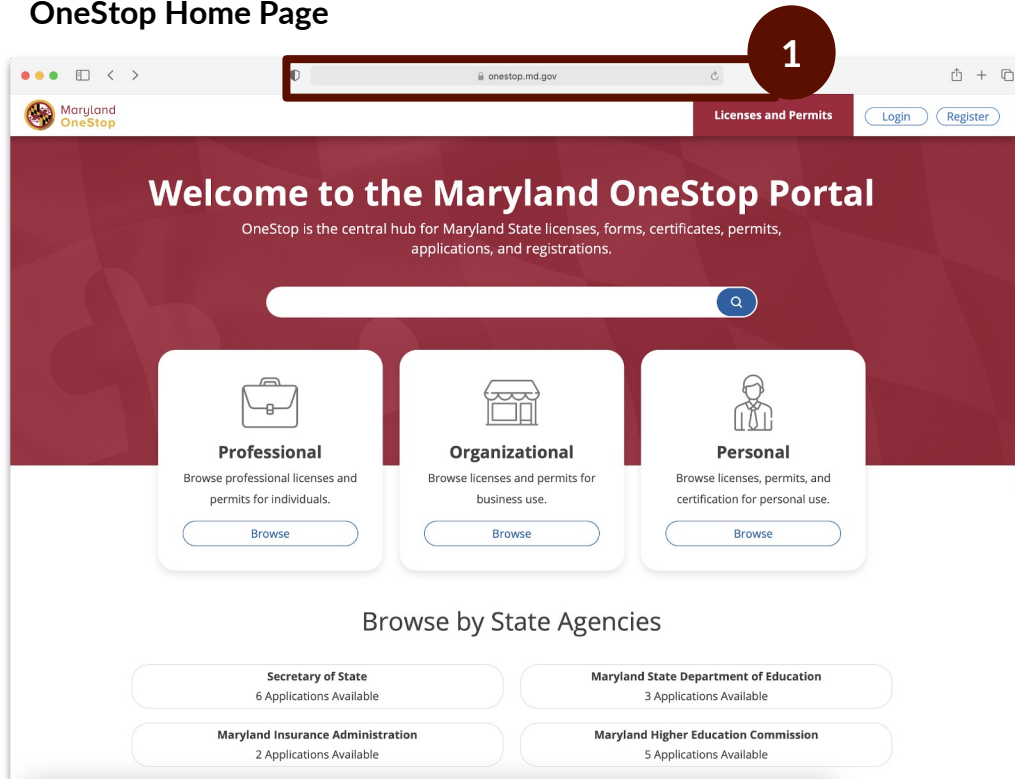
## Maryland Department of Agriculture

*Specialty Crop Block Grant Program | 2023 End User Guide*

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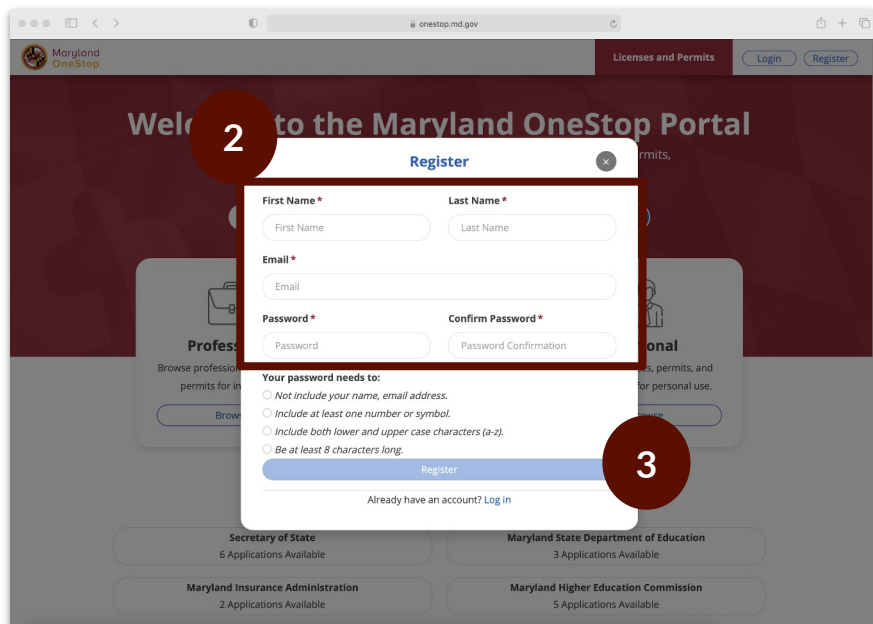
## OneStop Home Page



## Task Steps

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

## Register OneStop account



Register

First Name \*  
Last Name \*

Email \*

Password \*  
Confirm Password \*

Your password needs to:

- ☐ Not include your name, email address.
- ☐ Include at least one number or symbol.
- ☐ Include both lower and upper case characters (a-z).
- ☐ Be at least 8 characters long.

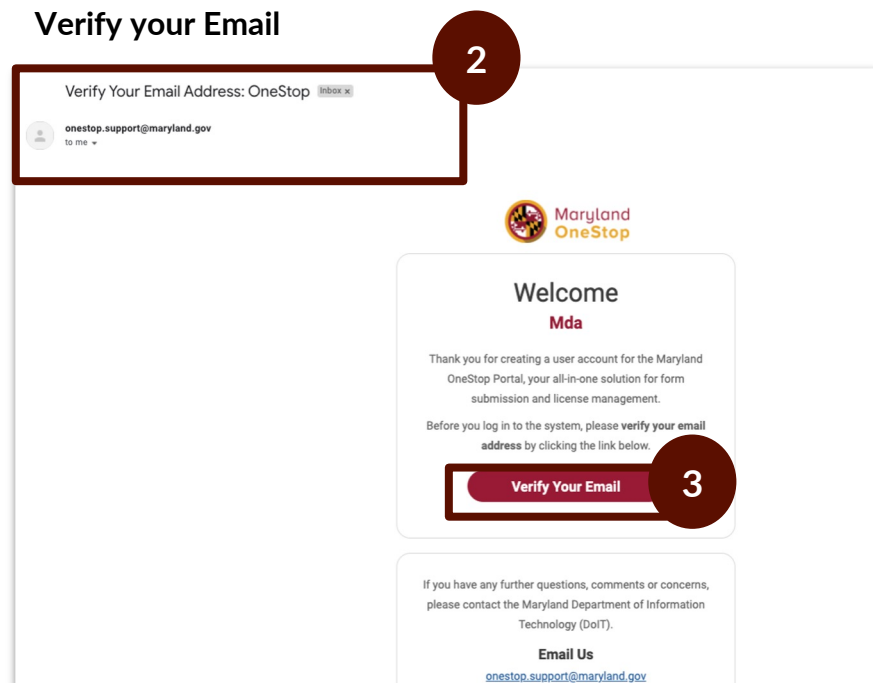
Register

Already have an account? Log in

## Task Steps

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

## Verify your Email



Verify Your Email Address: OneStop

onestop.support@maryland.gov

Welcome

Mda

Thank you for creating a user account for the Maryland OneStop Portal, your all-in-one solution for form submission and license management.

Before you log in to the system, please **verify your email address** by clicking the link below.

Verify Your Email

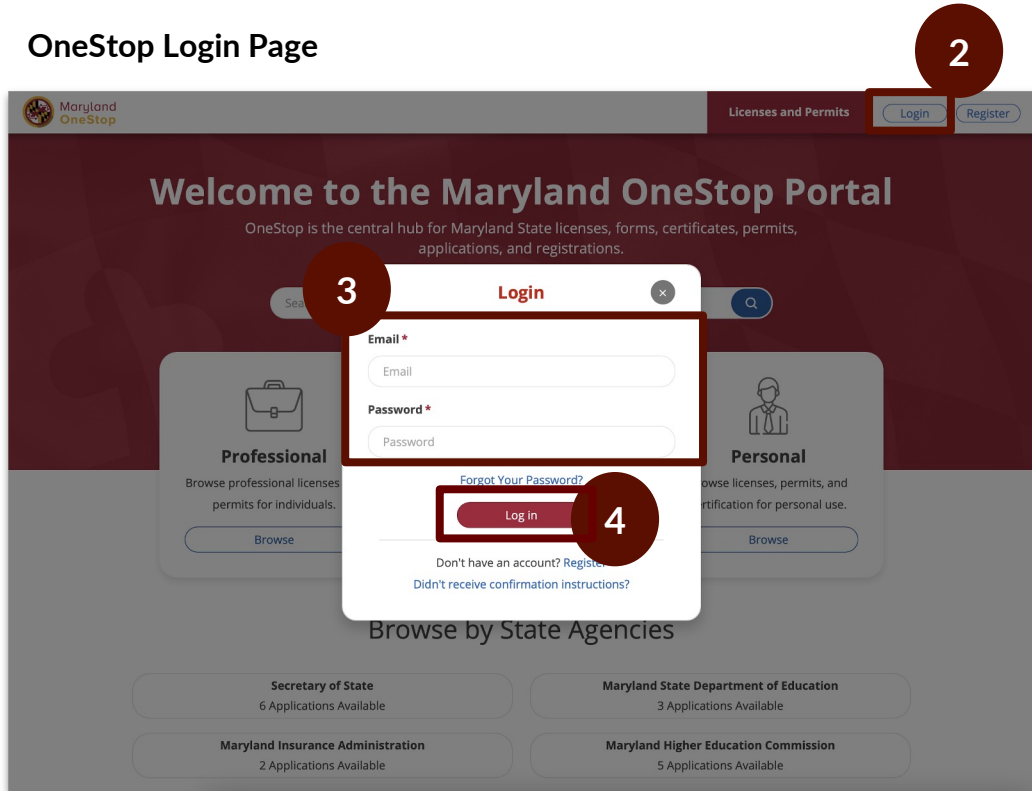
If you have any further questions, comments or concerns, please contact the Maryland Department of Information Technology (DoIT).

Email Us  
[onestop.support@maryland.gov](mailto:onestop.support@maryland.gov)

## Task Steps

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

## OneStop Login Page



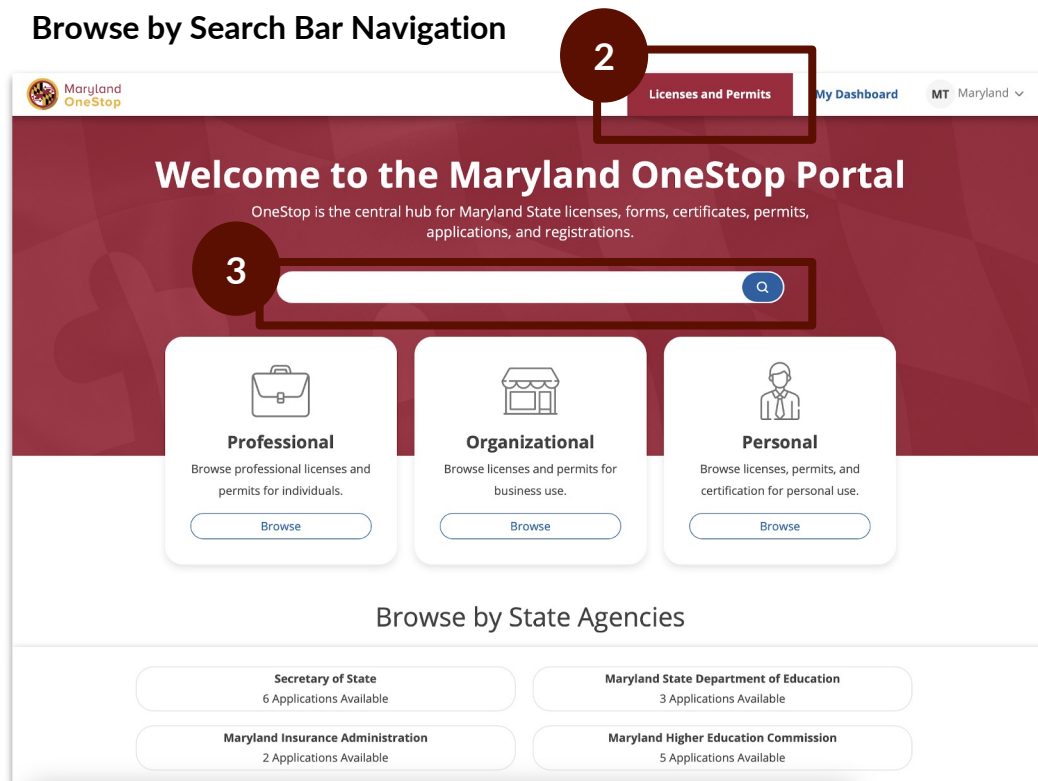
The screenshot shows the Maryland OneStop Portal login page. A dark red header bar contains the Maryland OneStop logo on the left and a navigation menu on the right with 'Licenses and Permits', 'Login', and 'Register' buttons. The 'Login' button is highlighted with a red box and a circled '2'. The main content area has a dark red background with the text 'Welcome to the Maryland OneStop Portal' and a sub-header 'OneStop is the central hub for Maryland State licenses, forms, certificates, permits, applications, and registrations.' Below this is a search bar and a 'Login' button. A white login modal is open in the center, with a red box around the 'Email' and 'Password' fields and a circled '3'. The modal has a 'Log in' button at the bottom, which is highlighted with a red box and a circled '4'. The modal also includes links for 'Forgot Your Password?', 'Don't have an account? Register.', and 'Didn't receive confirmation instructions?'. The background of the modal shows two main sections: 'Professional' (Browse professional licenses permits for individuals) and 'Personal' (Browse licenses, permits, and certification for personal use). At the bottom, there is a 'Browse by State Agencies' section with four buttons: 'Secretary of State' (6 Applications Available), 'Maryland State Department of Education' (3 Applications Available), 'Maryland Insurance Administration' (2 Applications Available), and 'Maryland Higher Education Commission' (5 Applications Available).

## 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

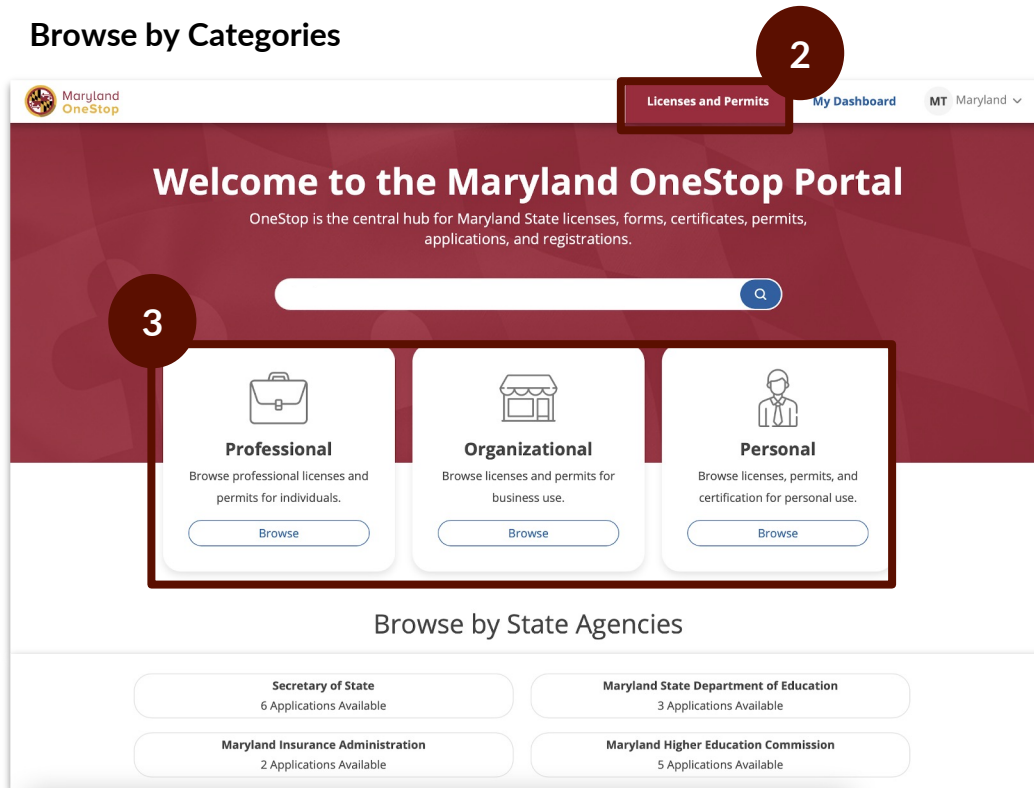


## Task Steps

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. A dark red circle with the number '2' highlights the 'Licenses and Permits' tab in the top navigation bar. A dark red circle with the number '3' highlights the 'Browse by State Agencies' section at the bottom of the page. The page features a search bar, three category cards (Professional, Organizational, Personal), and a list of state agencies with application counts.

**Welcome to the Maryland OneStop Portal**  
OneStop is the central hub for Maryland State licenses, forms, certificates, permits, applications, and registrations.

**Professional**  
Browse professional licenses and permits for individuals.  
[Browse](#)

**Organizational**  
Browse licenses and permits for business use.  
[Browse](#)

**Personal**  
Browse licenses, permits, and certification for personal use.  
[Browse](#)

**Browse by State Agencies**

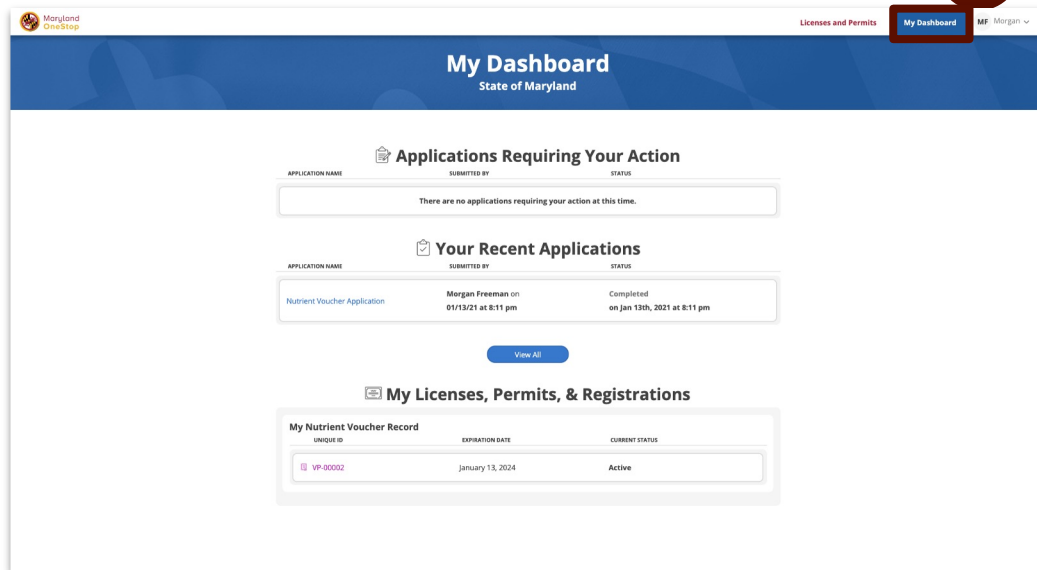
<b>Secretary of State</b> 6 Applications Available	<b>Maryland State Department of Education</b> 3 Applications Available
<b>Maryland Insurance Administration</b> 2 Applications Available	<b>Maryland Higher Education Commission</b> 5 Applications Available

## Task Steps

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



## My OneStop Dashboard

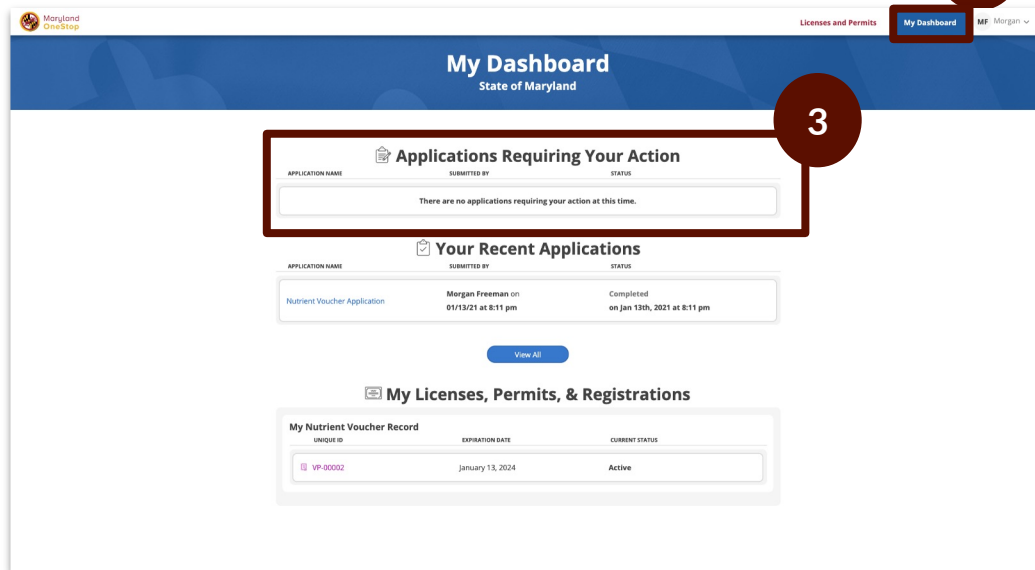


## Task Steps

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

This is an example image of a dashboard

## Applications Requiring Your Action



This is an example image of a dashboard

2

3

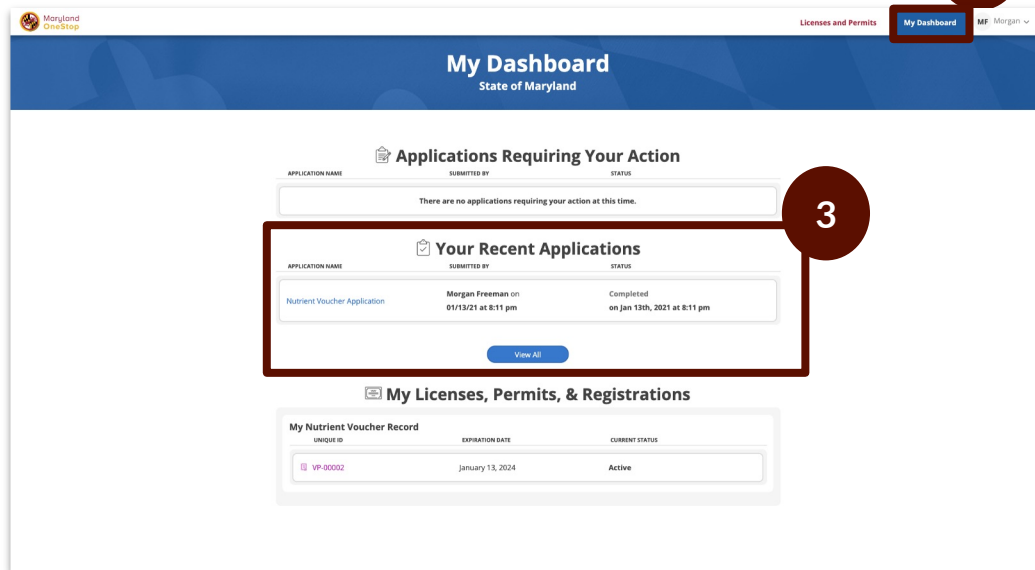
## Task Steps

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



This is an example image of a dashboard

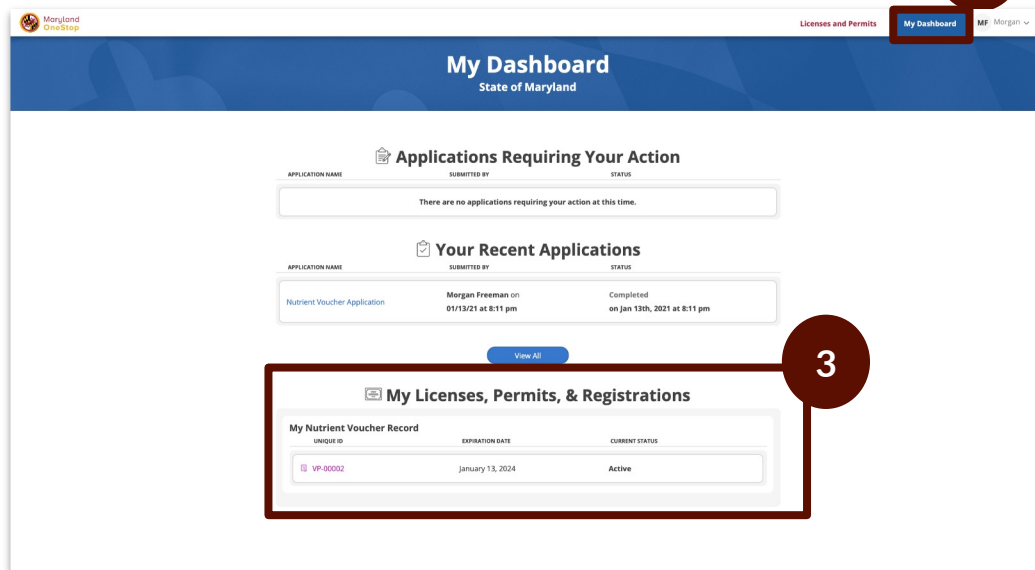
## Task Steps

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



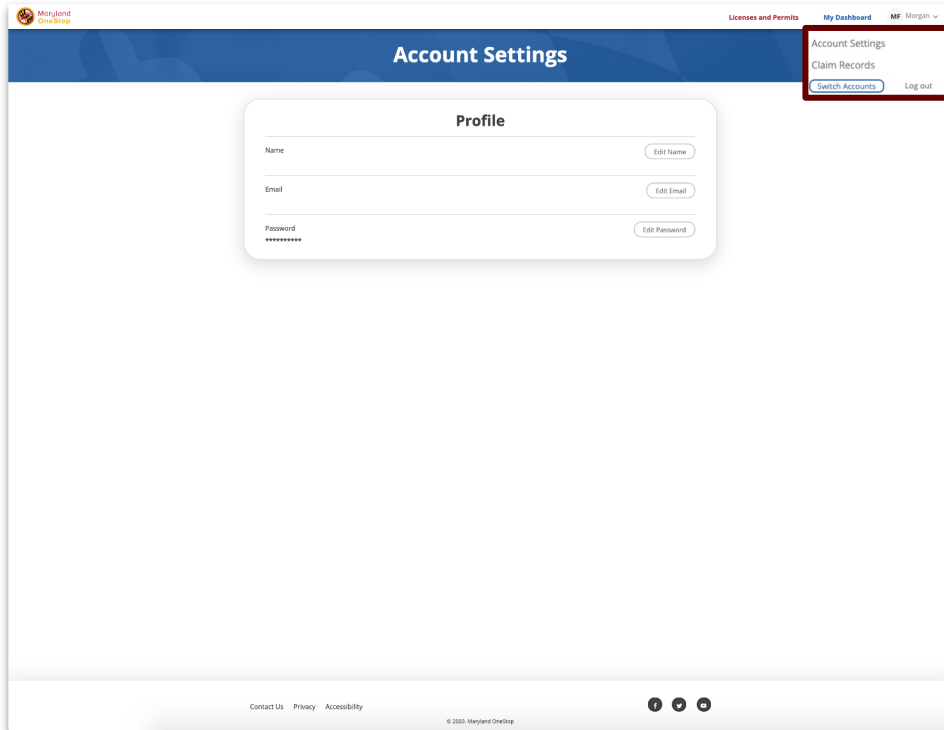
This is an example image of a dashboard

## 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

## Your Account Settings Page



MD Maryland OneStop

Licenses and Permits My Dashboard MF Morgan

Account Settings  
Claim Records  
Switch Accounts Log out

### Profile

Name  [Edit Name](#)

Email  [Edit Email](#)

Password  [Edit Password](#)

[Contact Us](#) [Privacy](#) [Accessibility](#)

© 2020 Maryland OneStop

## 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

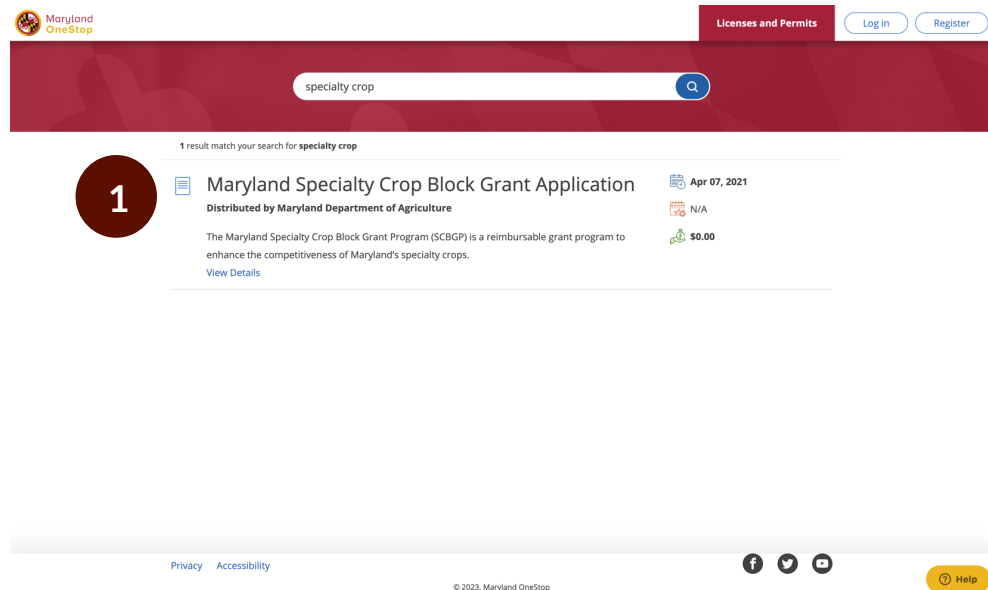
2



### 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

## Search Results for Maryland Specialty Crop Block Grant Application



### Task Steps

1. Select Maryland Specialty Crop Block Grant Application



## Maryland Specialty Crop Block Grant Application Public Profile

Maryland OneStop

Licenses and Permits

Log in

Register

### Maryland Specialty Crop Block Grant Application - 2023 Details

last revised 01/17/23 at 4:29 pm

#### Maryland Specialty Crop Block Grant Application - 2023

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 29, 2023 at 11:59 pm EDT

Due Date

Apply or Register

Online Application

Complete the form

Apply Now

2

## Application Instructions

### Instructions

Review the steps - [read carefully](#)

01

**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".

02

**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.

03

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

04

**Submit your grant application by Wednesday, March 29, 2023**  
Log in using the email and password you created and click the "Apply Online" button. Fill out the application and click the "Submit" button to submit the grant application.

05

**Notifications**  
You will be notified through OneStop of the status of your grant application.

### Resources and Links

Good to know - [Find helpful Information](#)

- MD SCBGP Website
- OneStop - SCBGP 2023 End User Guide
- Frequently Asked Questions

## Task Steps

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



# Completing a Maryland Specialty Crop Block Grant Application

## Maryland Specialty Crop Block Grant Application

### Maryland Specialty Crop Block Grant Application - 2023



### 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.

Review the Request for Proposals and FAQ's to become familiar with the application before you fill it out.

#### Organization Information

Organization Name\*

Street Address\*

For the following questions please verify your number by visiting [Sam.gov](https://sam.gov) and the [Maryland State Department of Assessments and Taxation](https://maryland.gov) website.

Is your UEI Number listed on SAM.gov?\*

- ☐ Yes  
☐ No

Financial Point of  
Contact Name

Phone Number

Email Address

1

Next

## Task Steps

1. The application has a total of 6 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.





# Submitting a Maryland Specialty Crop Block Grant Application

## Maryland Specialty Crop Block Grant Application



1

**Applicant Certification**

Please check each statement below to acknowledge that you have read them:

☐ I acknowledge and agree that all information provided in this application is true and accurate to the best of my knowledge.

☐ I acknowledge that I am authorized to submit this application to the Maryland Specialty Crop Block Grant Program.

Signatures provided by electronic means shall be deemed to be original.

Your Phone Number

Your Email Address

Authorized Representative's Signature

☒ Text ☐ Draw

Your Name

☐ I agree to be legally bound by this document.

Previous Submit

2

**Organization Information**

Organization Name\*

Please enter a value

Street Address\*

Please enter a value

City\* State\* Zip\*

Please enter a value Please enter a value Please enter a value

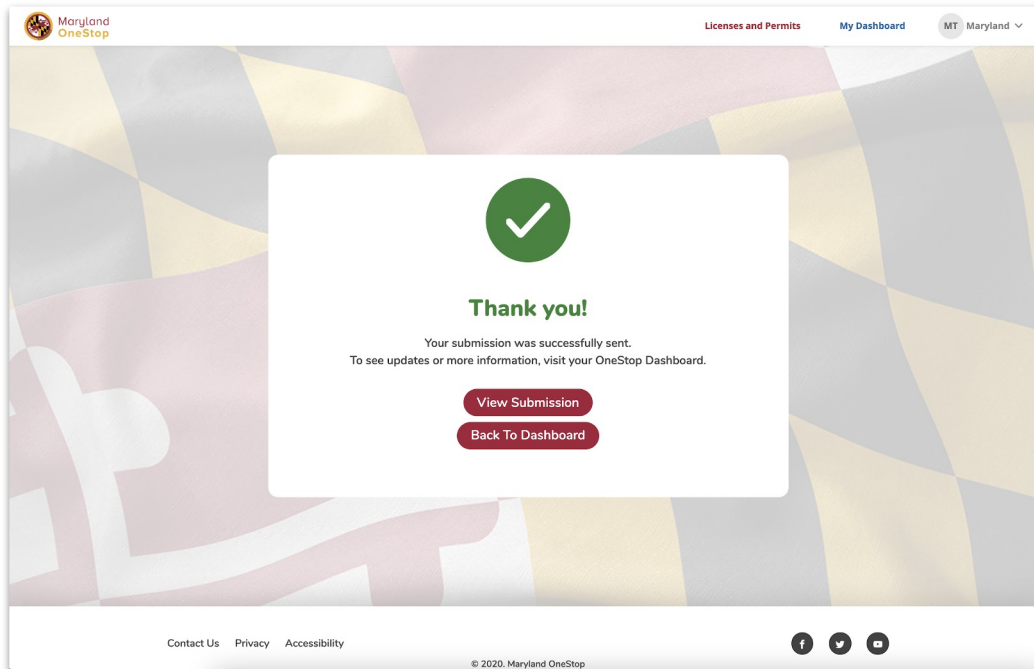
Federal Tax ID Number or EIN\*

3

### 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



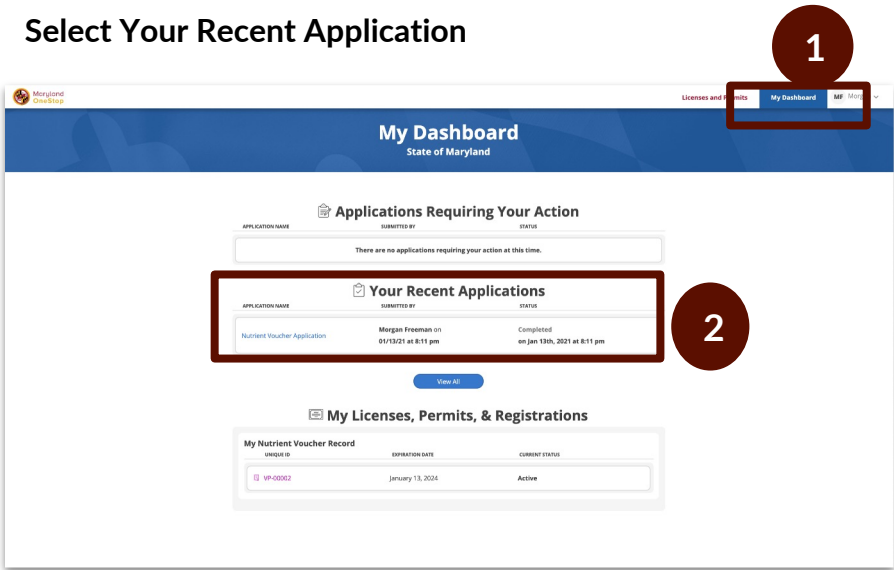
## Task Steps

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

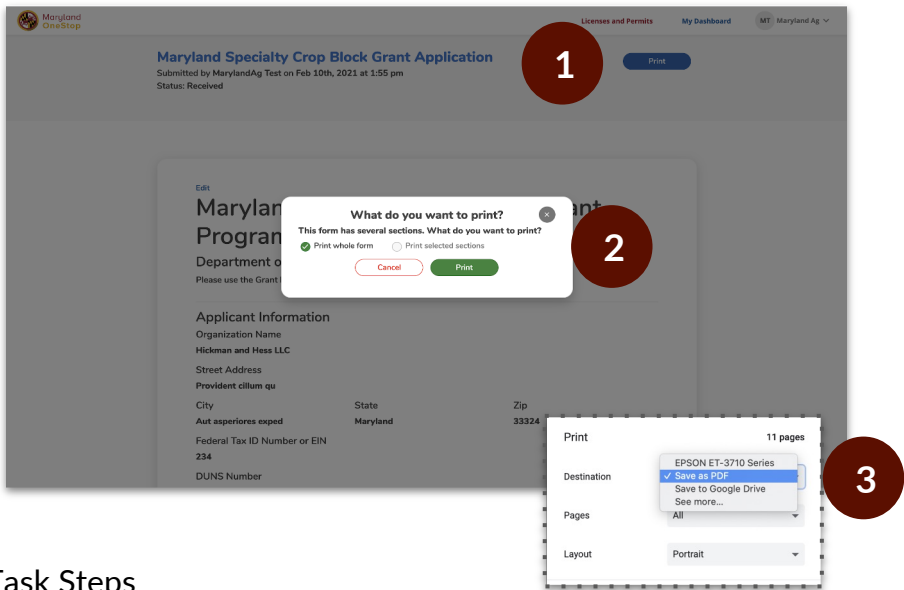
## Select Your Recent Application



### Task Steps

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

## Print or Save 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

My Licenses, Permits, & Registrations

UNIQUE ID	EXPIRATION DATE	CURRENT STATUS
201501-11	September 16, 2021	Active

This is an example image of My Licenses, Permits and Registrations

## Specialty Crop Block Grant Subrecipient Detail View

Specialty Crop Block Grant Sub-Recipient

Grant Record for Jane Doe of Dunlap Burks Inc

MDA Grant Number: 201501-11  
USDA Grant Number: AM1901000000G020

Grant Record | Invoices | Reports | Grant Application | Record History

Grant Record

Organization Name: Dunlap Burks Inc  
Project Title: MDA grant subrecipient  
Grant Start Date: Pending  
Grant End Date: Sep 16th, 2021  
Amount Awarded: \$50,000.00  
Amount Paid to Date: \$  
Amount Remaining: \$50,000

Contact Information

Program Point of Contact: Jenise Black  
Email: jpb@malinator.com  
Phone: +1 (202) 464-7346  
Financial Point of Contact: Fritz Moore  
Email: vylfu@malinator.com  
Phone: +1 (518) 559-2256

Mailing Address

Street Address: Recum sed dignissim  
City: Tempor est doloribus  
State: Quidem harum et off  
Zip: 10569

MDA Grant Agreement

FILE NAME:  FILE TYPE:  UPLOAD DATE:   
No data has been found.

This is an example image of a grant Detail View

## 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 [karen.fedor@maryland.gov](mailto:karen.fedor@maryland.gov)