



Maryland
OneStop

Maryland Department of Agriculture

Spay & Neuter Grant | Application End User Guide

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OneStop Home Page

The screenshot shows the Maryland OneStop Portal home page. The browser's address bar is highlighted with a red circle containing the number '1', indicating the first step in the task. The page features a dark red header with the Maryland OneStop logo and navigation links for 'Licenses and Permits', 'Login', and 'Register'. The main content area is white with a dark red background for the top section. It includes a search bar and three main categories: Professional, Organizational, and Personal. Below these are sections for 'Browse by State Agencies' with four agency-specific buttons.

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

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

Task Steps

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

Sign Up to OneStop

Register OneStop account

The screenshot shows the Maryland OneStop Portal registration form. A dark red circle with the number '2' highlights the registration form overlay. A dark red circle with the number '3' highlights the 'Register' button at the bottom of the form. The form includes fields for First Name, Last Name, Email, Password, and Confirm Password. Below the password fields, there are instructions: '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.' The background shows the portal's navigation menu and a 'Welcome to the Maryland OneStop Portal' message.

Task Steps

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

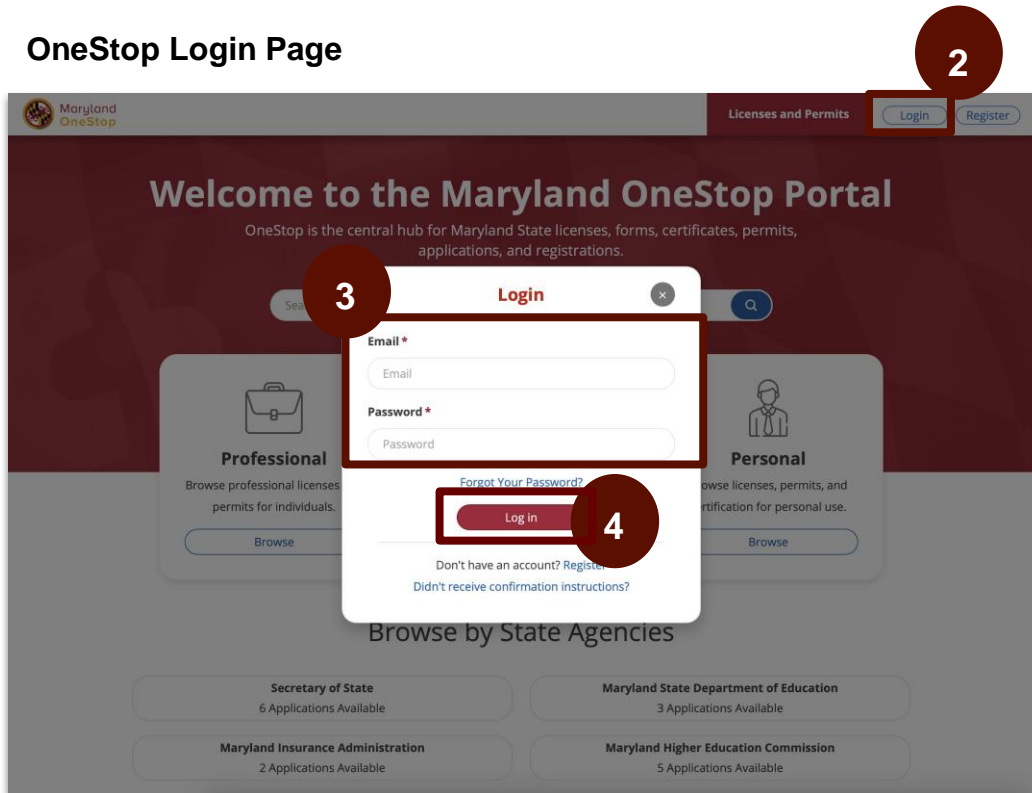
Verify your Email

The screenshot shows an email inbox with a verification email from OneStop. A dark red circle with the number '2' highlights the email header. A dark red circle with the number '3' highlights the 'Verify Your Email' button in the email body. The email body includes the Maryland OneStop logo, a 'Welcome Mda' message, and instructions to verify the email address by clicking the link below. The background shows the email interface with a search bar and a 'Verify Your Email' button.

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

Searching for Licenses and Permits | Search by Search Bar Navigation

Browse by Search Bar Navigation

The screenshot displays the Maryland OneStop Portal interface. At the top left is the Maryland OneStop logo. In the top right, there are links for 'My Dashboard' and 'MT Maryland'. A navigation bar contains a 'Licenses and Permits' tab, which is highlighted with a red box and a circled '2'. Below the navigation bar is a large red banner 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.' A search bar is located below the banner, highlighted with a red box and a circled '3'. Below the search bar are three categories: 'Professional' (Browse professional licenses and permits for individuals), 'Organizational' (Browse licenses and permits for business use), and 'Personal' (Browse licenses, permits, and certification for personal use). Each category has a 'Browse' button. At the bottom, there is a section titled 'Browse by State Agencies' 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. Locate the *Licenses and Permits* tab
3. Use the search bar tab to find forms and application

Browse by Categories

The screenshot shows the Maryland OneStop Portal interface. At the top, there is a navigation bar with the Maryland OneStop logo, a 'Licenses and Permits' tab (highlighted with a red box and a '2' in a circle), 'My Dashboard', and a dropdown menu for 'MT Maryland'. Below the navigation bar is a large red banner 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.' A search bar is located below the banner. Below the search bar are three category cards: 'Professional' (with a briefcase icon), 'Organizational' (with a storefront icon), and 'Personal' (with a person icon). Each card has a 'Browse' button. A red box highlights these three cards, with a '3' in a circle next to it. Below the category cards is a section titled 'Browse by State Agencies' 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. 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 interface. At the top, the 'Licenses and Permits' tab is selected, indicated by a red box and a circled '2'. Below the navigation bar, the main heading reads 'Welcome to the Maryland OneStop Portal' with a subtext: 'OneStop is the central hub for Maryland State licenses, forms, certificates, permits, applications, and registrations.' A search bar is present below the heading. Three main categories are displayed: 'Professional' (Browse professional licenses and permits for individuals), 'Organizational' (Browse licenses and permits for business use), and 'Personal' (Browse licenses, permits, and certification for personal use). Each category has a 'Browse' button. Below these categories, the 'Browse by State Agencies' section is highlighted with a red box and a circled '3'. This section lists four agencies with their respective application counts: 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).

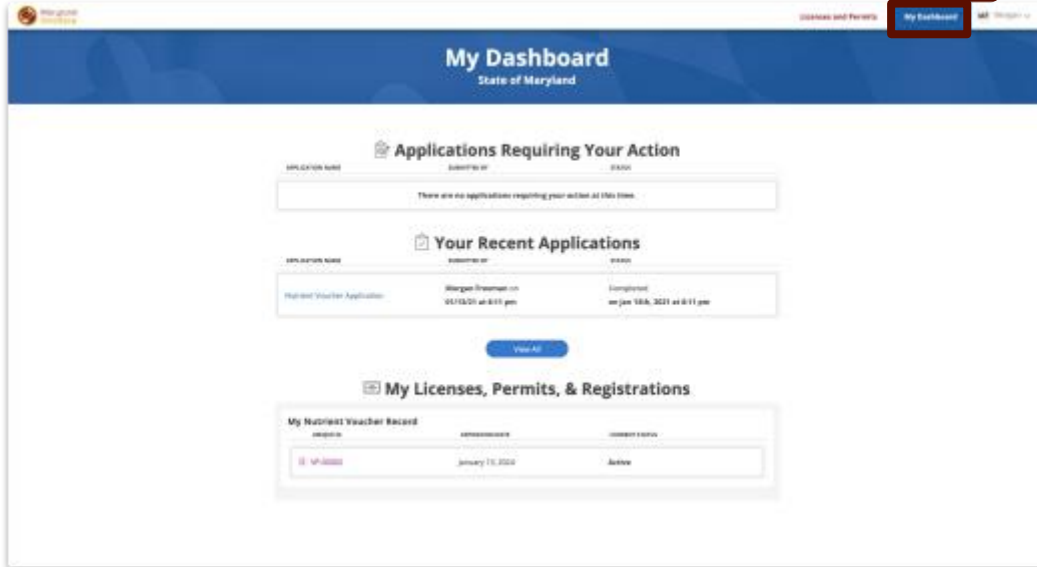
2

3

Task Steps

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

My OneStop Dashboard



This is an example image of a dashboard

Task Steps

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

Applications Requiring your Actions

Applications Requiring Your Action



This is an example image of a dashboard

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
- Submitting the application again

Your Recent Applications

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.
 - b. You will also be able to view all applications that need further actions from you

Making Revision Steps

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

Your Licenses, Permits and Registrations

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

Account Settings

Profile

Name [Edit Name](#)

Email [Edit Email](#)

Password [Edit Password](#)

Account Settings
Claim Records
Search Accounts
Log out

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 Grant Application

Navigating to one of the 3 grant applications

- Pet Focused
- Feral Cat
- Capital Expense Report



Task Steps

1. Go to <https://onestop.md.gov/>
2. Locate the Licenses and Permits tab
3. Use the search bar to find one of the 3 grant applications
4. Select the blue search icon

Search Results for Pet Focused Application (Feral Cat and Capital Expense will look similar)



Task Steps

1. Select Pet Focused Application

Application Public Profile Page

Pet Focused Application Public Profile

1

FY25 Pet Focused Grant Request Details

last revised 12/14/23 at 10:27 am

FY25 Pet Focused Grant Request

The Spay and Neuter Grant Program is designed to reduce the number of cats and dogs euthanized in shelters across the state. We hope to reduce these numbers by providing competitive grants to local governments and non-profit animal welfare organizations who will then provide free spay and neuter services to pet dogs and cats of low income Marylanders and to colonies of free-roaming cats. As of April 2016, county or municipal animal control facilities, organizations that are contracted by a county or municipality to provide animal control, or any organization that shelters animals and receives funds from the Program must meet the requirements of Sections

...

Show more



Apr 05, 2024 at 05:00 pm EDT
Due Date



1 - 4 hour
Completion Time



\$0.00
Application Fee

Apply or Register

Ready to apply?



Apply Online
Complete the form

Apply Online

2






Task Steps

1. Read the application's public profile
2. Select apply now button

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**  **Read Through the Guidelines**
When answering questions please keep in mind the purpose of the grant and attempt to answer questions in a way that it will demonstrate how your projects works to achieve that goal. "The purpose of the Fund is to reduce animal shelter overpopulation and cat and dog euthanasia rates by financing grants to local governments and animal welfare organizations for programs that most efficiently and effectively facilitate and promote the provision of spay and neuter services for cats and dogs in the State."
- 04**  **Enter the Application**
Log in using the email and password you created and click the "Apply Online" button to submit an application for a Spay and Neuter Grant.
- 05**  **Application Instructions**
While filling out the application for a Spay and Neuter Grant, please enter your organization's name and contact information as it will appear on the grant offer.

Submitting a Grant Application

Pet Focused Application

FY25 Pet Focused Grant Request

1

1 Proposal Administration Info... 2 Point of Contact & Organizat... 3 Project Details 4 Budget and Additional Funds ... Review

Please review **instructions** thoroughly and reference them as you complete this form.

A. Proposal Administration Information

The section provides not only information needed to administer the grant if funded, but also includes important information that is necessary for the Due Diligence portion of the review. If this information is missing, inaccurate or not current, this may be a basis for removing the application from further review.

Title of Proposed Project*

Total Amount Requested*

\$ No less than \$5,000

Name of Requesting Organization*

Signature *

Text Draw

Your Name

I agree to be legally bound by this document.

SUBMIT completed applications and attachments before the close of business (before 5:01 PM EST) as per the date stated in the RFP. Once submitted, changes are not permitted. If you have any questions, please contact the Program Coordinator as listed on the Program webpage or call MDA Spay and Neuter Program (410) 841-5766.

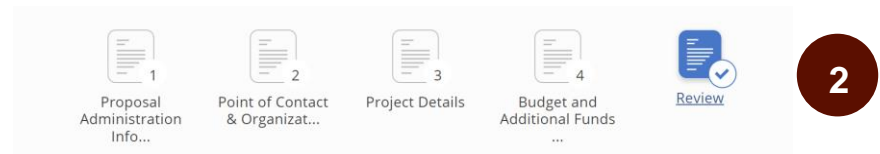
Please click next and review all pages before submitting the application.

Previous Submit

3

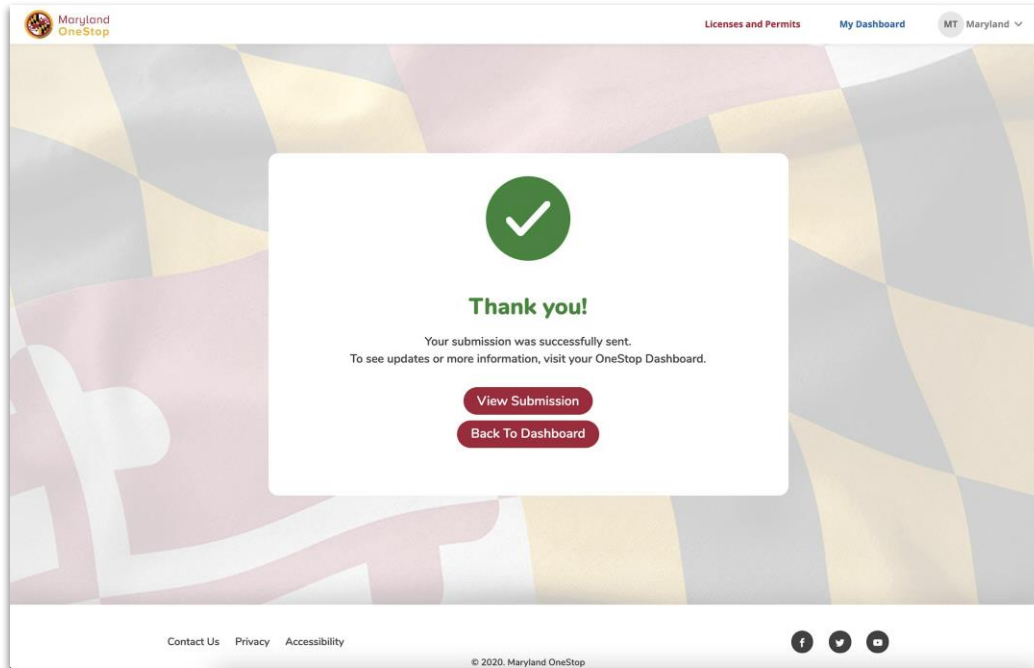
Task Steps

1. Complete the form by filling out all required fields
 - a. Required fields have red asterisks next to them
2. This form has multiple pages. You can select the 'Review' tab to review the entire application before submitting
3. Submit the application



Important Tip: 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.

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

You will also receive an email confirmation upon submission of your application.

Review Process of Your Submitted Application

Task Steps

1. After submission, your application will be 'In Review'
2. You will be notified via email if your application has been approved, or rejected
3. If approved, you will be asked to sign your Grant Agreement in OneStop

Pet Focused Application Review



My Recent Applications

APPLICATION NAME

SUBMITTED BY

STATUS

Pet Focused Application

SpayNeuter Tester on
08/04/21 at 10:15 am

In Review 1
since Aug 4th, 2021 at 10:15 am

Sign the Grant Agreement



Hello

Spay Neuter
Tester

Congratulations!

This email is to inform you that your application for the FY2021 grant cycle was selected for funding. Your project 25-678 for Pet Focused was selected to be funded, based on the recommendations of the Spay/Neuter Advisory Board and the approval of the Secretary of Agriculture. Please note we are still awaiting approval from the Department of Budget Management to be able to disburse payments for this grant (however we expect that approval to be secured before the contracts are signed).

This will provide \$10,500.00 to Spay/Neuter 200 cats/dogs.

Please confirm if you are still able to complete the project as proposed in your application and with any (if any) modifications listed within the grant agreement. Please also let me know of any other person(s) you would like to receive the group emails for quarterly reports or general notices other than the primary poc listed on your application.

Please click 'View Submission' below to view and sign your grant agreement.

Thank you and congratulations. I look forward to hearing from you and working with you in 20YY!

View Submission

2

Task Steps

1. If approved, you will receive an email to sign the grant agreement.
 2. Click the link in the email to view the grant agreement
- OR
3. Click on the application link in your dashboard

Applications Requiring My Action

APPLICATION NAME	SUBMITTED BY	STATUS
Pet Focused Application	SpayNeuter Tester on 08/04/21 at 10:15 am	Pending Grant Agreement Pending additional data from you since Aug 4th, 2021 at 10:23 am

3

Sign the Grant Agreement

Maryland Department of Agriculture 1

Grant Agreement

THIS GRANT AGREEMENT (this "Agreement") is made by and between (1) the Maryland Department of Agriculture ("MDA"), a principal department of the State of Maryland ("State") and ("Grantor"), and (2) the Morse and Hendrix Inc ("Grantee"), listed below.

Grant Agreement Number: FY25-678 (MDA 1938)

Grantee Name (Point of Contact-POC): Cupiditate eu nulla

Organization: Morse and Hendrix Inc

Address: Officia in laboriosa, Quod quibusdam qui m, Nevada 64612

POC Phone: +1 (658) 789-7843

POC Email: carakab@mailinator.com

Organization Web Address: <https://www.zizum.cm>

Federal ID Number: 99-5678909

Fiscal Point of Contact (FPOC): Est provident ad cu

FPOC Phone: +1 (638) 799-1605

FPOC Email: rebulix@mailinator.com

THIS AGREEMENT, together with the Exhibits referenced hereto and incorporated herein by reference, represents the complete, total and final understanding of the parties and no other understanding or representations, oral or written, regarding the subject matter of this Agreement, shall be deemed to exist or to bind the parties hereto at the time of execution.

WITNESS our hands and seals, all as of the date set forth below

Name of Grantee *

Text Draw

Your Name

Test User

Test User

2

I agree to be legally bound by this document.

Task Steps

1. Review the grant agreement
2. Sign your name
3. Click 'Submit'

THIS FORM WAS APPROVED FOR FORM AND LEGAL SUFFICIENCY BY THE ATTORNEY GENERAL'S OFFICE.

ITEMS APPENDED:

- AMENDMENT PAGE

Submit

Return to Admin

3

View Your Application Details

Note: You can only view your application details **after approval, and you have signed your grant agreement**

Grant Application Record & Unique ID

4  My Licenses, Permits, & Registrations

July 27 Test Project Title

UNIQUE ID

EXPIRATION DATE

CURRENT STATUS

5  23-789

6 December 31, 2022

7 Complete

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
4. Project Title
5. Application # (Your unique ID for this project)
6. Expiration Date (The end date of your project)
7. Status (Active or Completed)

View Your Application Details

Grant Application Record & Unique ID

 My Licenses, Permits, & Registrations

July 27 Test Project Title

UNIQUE ID

EXPIRATION DATE

CURRENT STATUS

 23-789

December 31, 2022

Complete

1

Task Steps

1. Click the Unique ID link to open your application details page
2. Application Details



Licenses and Permits

My Dashboard

ST Spay Neuter 

Application Overview

Home > My Dashboard > **Application Overview**

Nulla nemo eligendi , 25-678 Overview

Actions 

Project Overview

Quarterly Grant Pro...

Final Grant Progres...

Organization
Morse and Hendrix Inc

Title of Project
Nulla nemo eligendi

Start Date
Aug 1st, 2021

End Date
Aug 31st, 2021

Project Status
Active

Project Description
Debitis sit sunt su

Grant Information

Amount Awarded
\$10,500.00

Surgeries Funded
200

2

View Your Application Details



Application Overview

Home > My Dashboard > Application Overview

Nulla nemo eligendi , 25-678 Overview

Project Overview

Quarterly Grant Pro.

Final Grant Progress

Actions

Organization
Morse and Mendrix Inc

Start Date
Aug 1st, 2021

Project Status
Active

Project Description
Debitis sit sunt su

Grant Information

Amount Awarded
\$10,500.00

Title of Project
Nulla nemo eligendi

End Date
Aug 31st, 2021

Surgeries Funded
200

Task Steps

1. Project Overview of your application
 - a. This will display an overview of your application
2. Quarterly Grant Progress Reports
 - a. This will display all submitted and approved quarterly grant progress reports
3. Final Grant Progress Reports
 - a. This will display your submitted and approved final grant progress report
4. Actions
 - a. You will be able to take actions on your application, such as submit a quarterly or final grant report

Submit a Quarterly Grant Report

Application Overview

Overview

Nulla nemo eligendi , 25-678 Overview

Project Overview

Quarterly Grant Pro...

Final Grant Progres...

Actions ^

Submit Quarterly Grant Report

Submit Final Grant Report

2

1

3

Quarterly Grant Progress Report

Maryland Department of Agriculture
Spay and Neuter Grants Program

A. Project Administration Information

Organization Name *

Morse and Hendrix Inc

Project Title *

Nulla nemo eligendi

Type of Project *

Pet Focused Application

Grant # *

25-678

Date of Report *

MM/DD/YYYY

Covering Time Period Start Date *

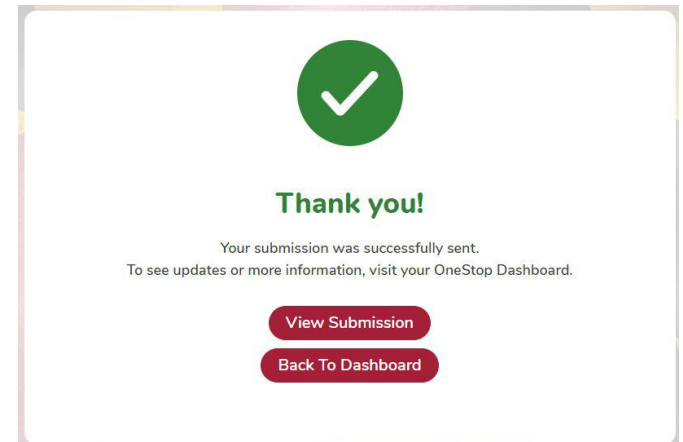
MM/DD/YYYY

Covering Time Period End Date *

MM/DD/YYYY

Task Steps

1. Click on the green 'Actions' button
2. Click 'Submit Quarterly Grant Report'
3. A form will open with pre-populated data about your project. Complete the form and click submit.
4. You will receive an email confirmation after successfully submitting your quarterly grant report.

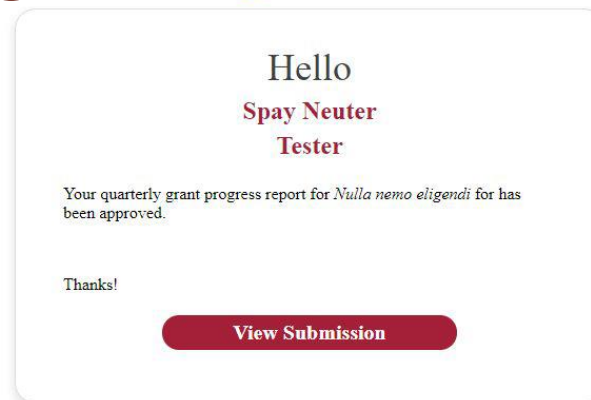


Review Quarterly Grant Report Submissions

Task Steps

1. You will receive an email after approval of your quarterly grant submission
2. You can review your submissions by viewing your Application Overview and selecting the 'Quarterly Grant Progress Reports' tab
3. All approved submissions will appear in this tab, and provide a snapshot of the information submitted

1



Nulla nemo eligendi , 25-678 Overview

Actions ▾

Project Overview

2

Quarterly Grant Pro...

Final Grant Progres...

Quarterly Grant Progress Reports

3

PROJECT INFORMATION	SUBMISSION DATE	GRANT EXPENDITURES	SURGERY INFO
Nulla nemo eligendi 25-678 Quarter 3	Aug 9th, 2021	Total Grant Awarded: \$10500 Grant Expenditure this Quarter: \$5000 Grant Amount Remaining: \$5500	Cats Spayed Cats Neuter Dogs Spayed Dogs Neuter

Submit a Final Grant Report

Application Overview

Overview

Nulla nemo eligendi , 25-678 Overview

Project Overview

Quarterly Grant Pro...

Final Grant Progres...

1

Actions ^

2

Submit Quarterly Grant Report

Submit Final Grant Report

1. Click on the green 'Actions' button
2. Click 'Submit Final Grant Report'
3. A form will open with pre-populated data about your project. Complete the form and click submit.
4. You will receive an email confirmation after successfully submitting your final grant report.

3

Final Grant Progress Report

Maryland Department of Agriculture
Spay and Neuter Grants Program

Contact Information

Project Title *

Nulla nemo eligendi

Project Type *

Pet Focused Application

Project # *

25-678

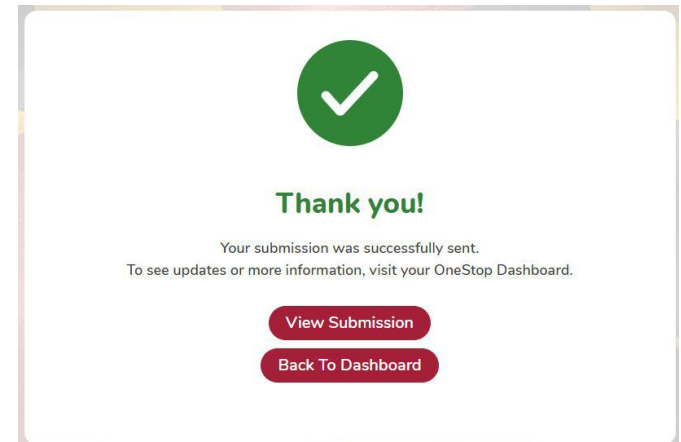
Date of Report *

MM/DD/YYYY

Project Contact Name *

Project Contact Telephone Number *

Project Contact Email *



Review Final Grant Submission

Task Steps

1. You will receive an email after approval of your final grant submission
2. You can review your submission by viewing your Application Overview and selecting the 'Final Grant Progress Report' tab
3. Your approved submission will appear in this tab, and provide a snapshot of the information submitted

1



Hello
Spay Neuter Tester

Your final grant progress report for *Nulla nemo eligendi* has been approved.

Thanks!

[View Submission](#)

Nulla nemo eligendi , 25-678 Overview

2

- Project Overview
- Quarterly Grant Pro...
- Final Grant Progres...**

Final Grant Progress Report

3

PROJECT INFORMATION	SUBMISSION DATE	GRANT EXPENDITURES	SURGERY INFO
Nulla nemo eligendi 25-678	Aug 9th, 2021	Amount Awarded: \$10500 Amount Remaining (to be returned to MDA): \$0 Amount Spent: \$10500	Number of C Number of C Number of I Number of I

Application Overview

Application Overview

Nulla nemo eligendi , 25-678 Overview

Project Overview | Quarterly Grant Pro... | Final Grant Progres...

Organization Morse and Hendrix Inc	Title of Project Nulla nemo eligendi
Start Date Aug 1st, 2021	End Date Aug 31st, 2021
Project Status Complete	
Project Description Debitis sit sunt su	
Grant Information	
Amount Awarded \$10,500.00	Surgeries Funded 200

2

Task Steps

1. Once your final grant progress report has been approved, your project will be marked 'Completed'
2. **Note:** You may no longer submit any quarterly or final grant reports for a completed project. Note that the green 'Actions' button is no longer accessible