Maryland Department of Agriculture

Spay & Neuter Grant | Application End User Guide
Task Steps

1. Go to https://onestop.md.gov/
Sign Up to OneStop

Register OneStop account

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

Verify your Email

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

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

Task Steps

1. Go to [https://onestop.md.gov/](https://onestop.md.gov/)
2. Locate the *Licenses and Permits* tab
3. Use the search bar tab to find forms and application
Task Steps

1. Go to [https://onestop.md.gov/](https://onestop.md.gov/)
2. Locate the *Licenses and Permits* tab
3. Locate Categories
   a. *Professional*
   b. *Organizational*
   c. *Personal*
Searching for Licenses and Permits | Search by State Agencies

Task Steps

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

Task Steps

1. Go to [https://onestop.md.gov/](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

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

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

This is an example image of a dashboard
Account Settings

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

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

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

Task Steps
1. Select Pet Focused Application
Task Steps

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

Application Instructions

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 overcrowpulation 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.
Resources and Links

Good to know - Find helpful information

- Maryland Department of Agriculture (MDA) Webpage
- Maryland Spay and Neuter Grant Program
- Program Regulations
- Pet Focused Instructions

Task Steps

1. Review resources and links
2. Read ‘What happens after submission’.

What happens after submission

01  Completion of grant application
Once received by MDA, no changes or updates may be made to the application and no additional information may be added, except at MDA’s request or with MDA’s approval. Applicants may only request a submitted application be withdrawn.

02  Review and Approval
MDA conducts a Due Diligence check on all Applicants to confirm eligibility, tax status, standing of project veterinarians and clinics with MDA Vet Board, standing with local animal control agencies, and standing with the IRS and the State of Maryland.

03  Notification to Applicant
All Applicants (whether approved for funding by the Secretary or turned down by the Secretary) are notified by email as promptly as possible after the Secretary’s final funding decision. Emails to Applicants approved for funding will include any changes in scope or budget MDA wishes to amend.

04  Grant Agreement
MDA sends out grant agreements to recipients usually within 30 days following approval. MDA will notify the recipients by email when the grant agreements have been mailed out.
Submitting a Grant Application

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 ‘All Pages’ 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 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.
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

<table>
<thead>
<tr>
<th>APPLICATION NAME</th>
<th>SUBMITTED BY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pet Focused Application</td>
<td>SpayNeuter Tester on 08/04/21 at 10:15 am</td>
<td>In Review since Aug 4th, 2021 at 10:15 am</td>
</tr>
</tbody>
</table>
Sign the Grant Agreement

Hello
Spay Neuter
Tester

Congratulations!

This email is to inform you that your application for the FY 2021 grant was selected for funding. Your project 75-072 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!

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

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Pet Focused Application</td>
<td>SpayNeuter Tester</td>
<td>Pending Grant Agreement</td>
</tr>
<tr>
<td>08/04/21 at 10:15 am</td>
<td>08/04/21 at 10:15 am</td>
<td>Pending additional data from you since Aug 4th, 2021 at 10:23 am</td>
</tr>
</tbody>
</table>
Sign the Grant Agreement

Maryland Department of Agriculture

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: caralab@mailinator.com
Organization Web Address: https://www.zizum.cn
Federal ID Number: 99-5678909

Fiscal Point of Contact (FPOC): Est provident ad cu
FPOC Phone: +1 (638) 799-1605
FPOC Email: rebole@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 *

Your Name

Text

Submit

I agree to be legally bound by this document.

Task Steps

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

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

Task Steps

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

2. Application Details
View Your Application Details

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

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
Submit a Final Grant Report

Task Steps

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.

Thank you!

Your submission was successfully sent.
To see updates or more information, visit your OneStop Dashboard.

View Submission
Back To Dashboard
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.

Nulla nemo eligendi, 25-678 Overview

<table>
<thead>
<tr>
<th>Project Overview</th>
<th>Quarterly Grant Progress Report</th>
<th>Final Grant Progress Report</th>
</tr>
</thead>
</table>

Nulla nemo eligendi

<table>
<thead>
<tr>
<th>PROJECT INFORMATION</th>
<th>SUBMISSION DATE</th>
<th>GRANT EXPENDITURES</th>
<th>SURGERY INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-678</td>
<td>Aug 9th, 2021</td>
<td>Amount Awarded: $10500</td>
<td>Number of (</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Amount Remaining (to be returned to MDA): $0</td>
<td>Number of (</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Amount Spent: $10500</td>
<td>Number of (</td>
</tr>
</tbody>
</table>
Review Application Status

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.