



Maryland
OneStop

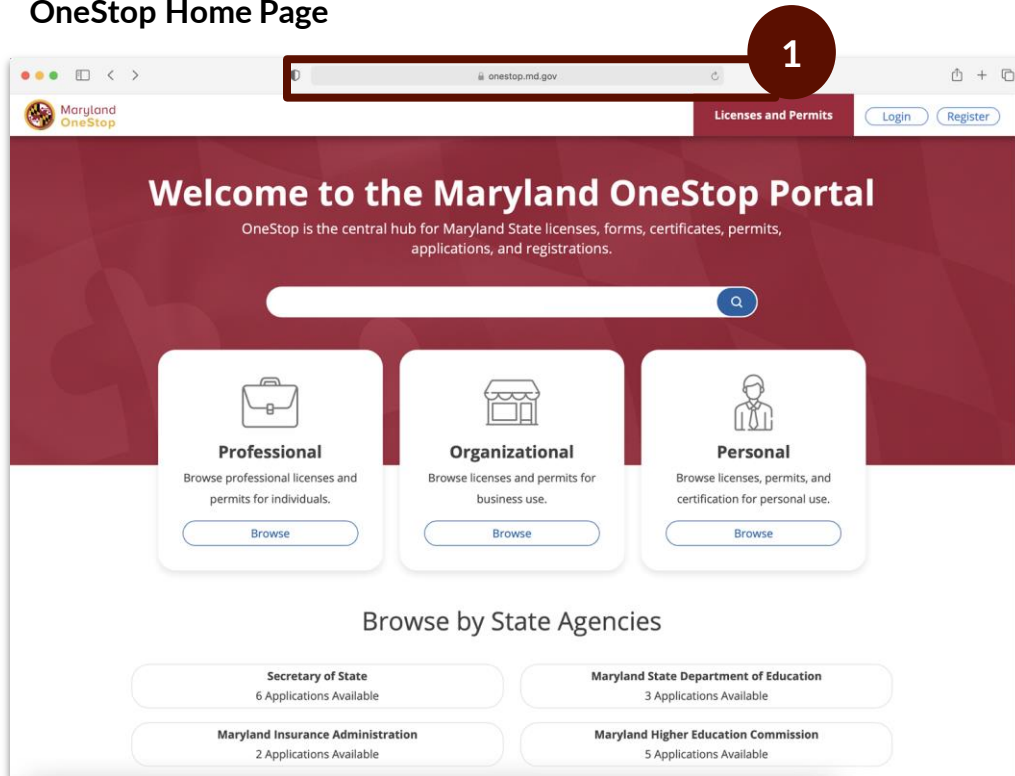
Maryland Department of Agriculture

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

2

3

Task Steps

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

Verify your Email

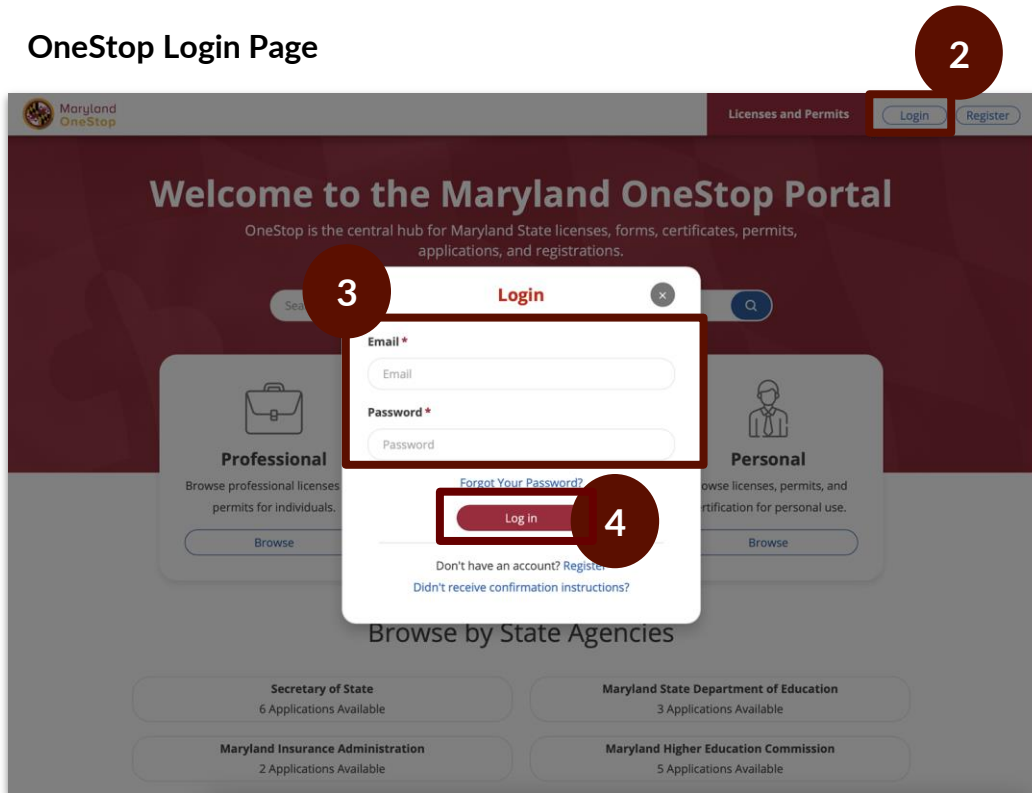
2

3

Task Steps

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

OneStop Login Page

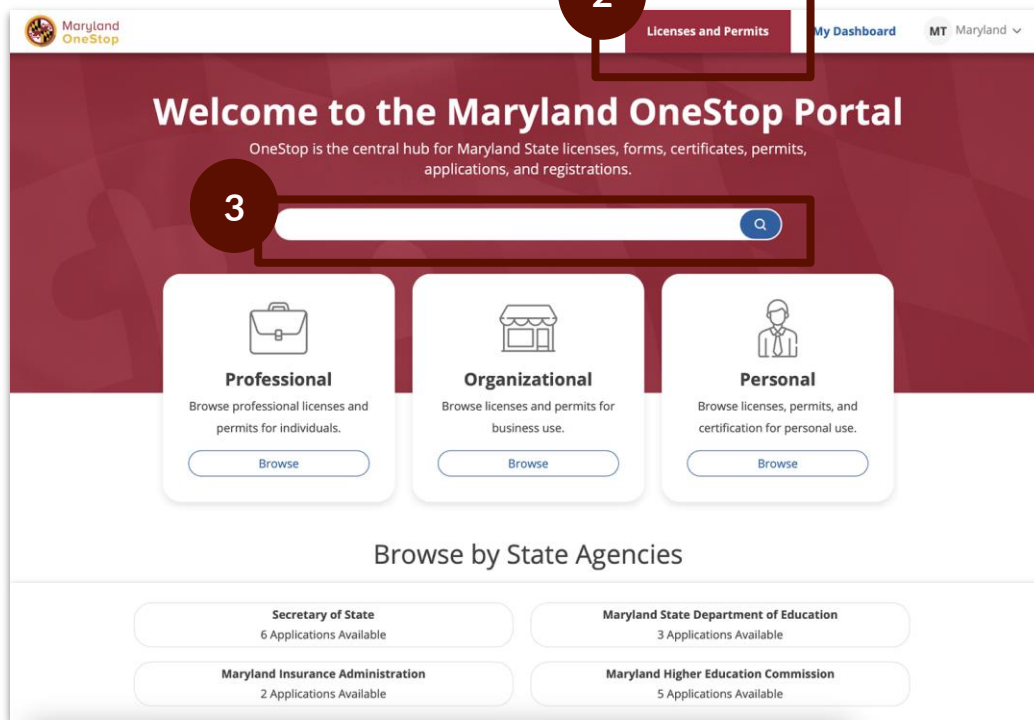


Task Steps

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



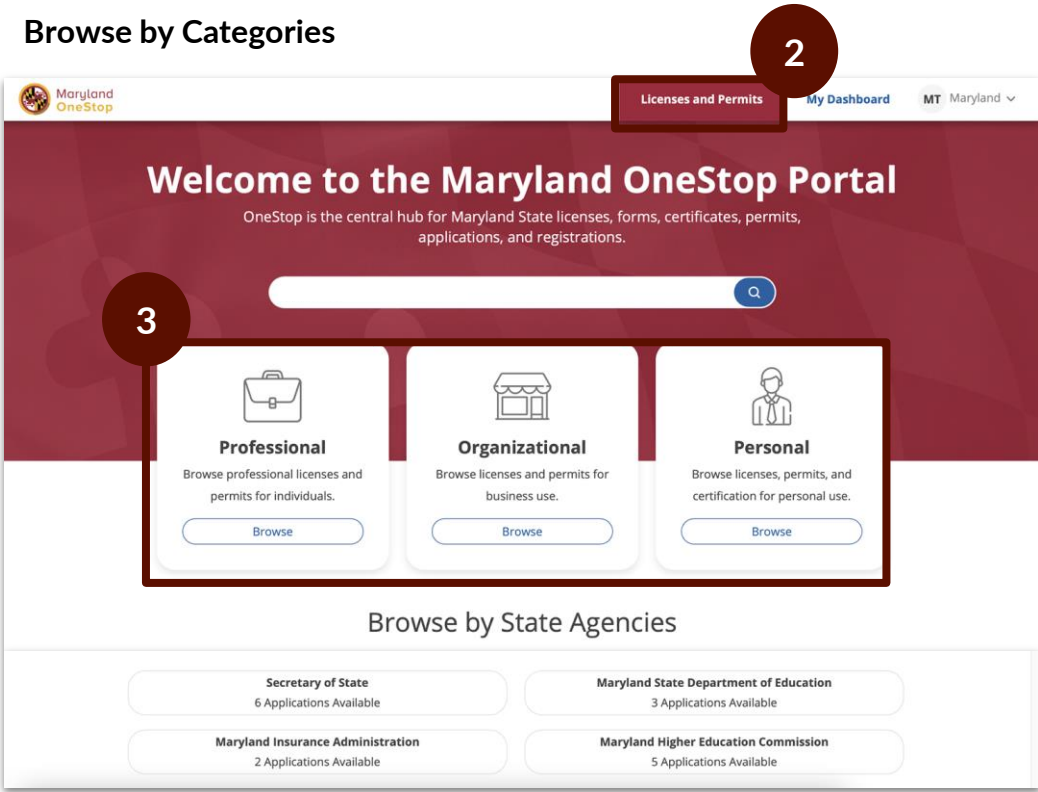
Browse by Search Bar Navigation



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*

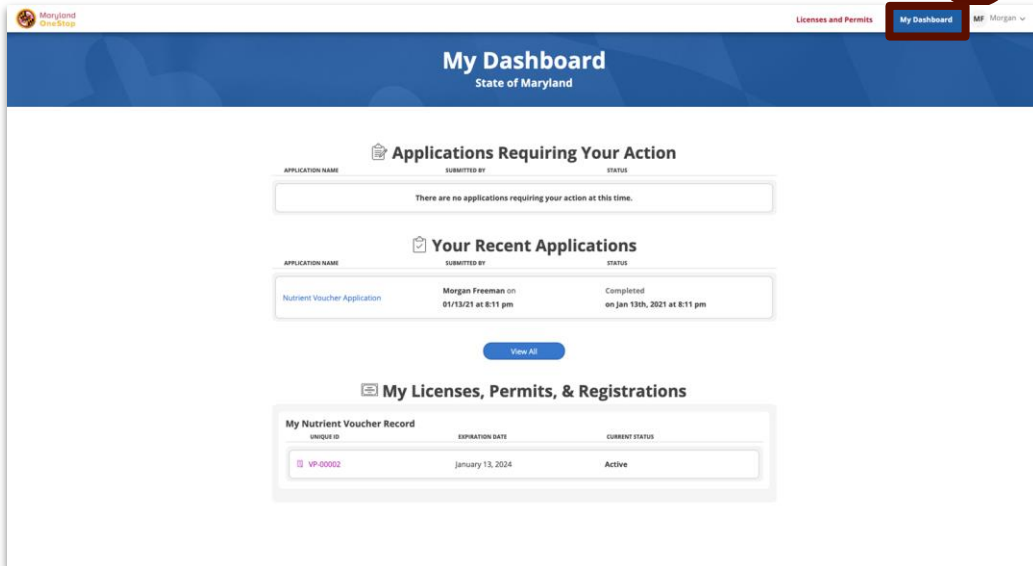
Browse by State Agencies

The screenshot shows the Maryland OneStop Portal interface. At the top, the 'Licenses and Permits' tab is selected and highlighted with 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).

Task Steps

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

My OneStop Dashboard



The screenshot shows the 'My Dashboard' interface for the State of Maryland. The top navigation bar includes 'Licenses and Permits', 'My Dashboard' (highlighted with a red circle and the number 3), and a user profile for 'Morgan'. The main content area is divided into three sections:

- Applications Requiring Your Action:** A table with columns 'APPLICATION NAME', 'SUBMITTED BY', and 'STATUS'. The message states: 'There are no applications requiring your action at this time.'
- Your Recent Applications:** A table with columns 'APPLICATION NAME', 'SUBMITTED BY', and 'STATUS'. It lists one application: 'Nutrient Voucher Application' submitted by 'Morgan Freeman on 01/13/21 at 8:11 pm' with a status of 'Completed on Jan 13th, 2021 at 8:11 pm'. A 'View All' button is located below the table.
- My Licenses, Permits, & Registrations:** A section titled 'My Nutrient Voucher Record' with a table containing one entry: 'VP-00002' with an expiration date of 'January 13, 2024' and a current status of 'Active'.

Task Steps

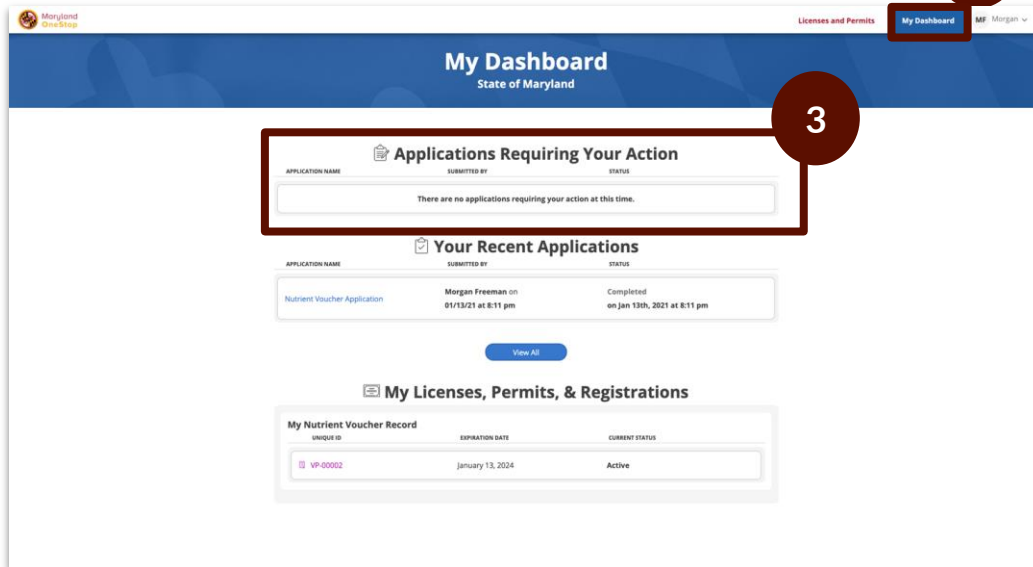
1. Go to <https://onestop.md.gov/>
2. Login
3. Select My Dashboard tab

This is an example image of a dashboard



Applications Requiring your Actions

Applications Requiring Your Action



This is an example image of a dashboard

2

3

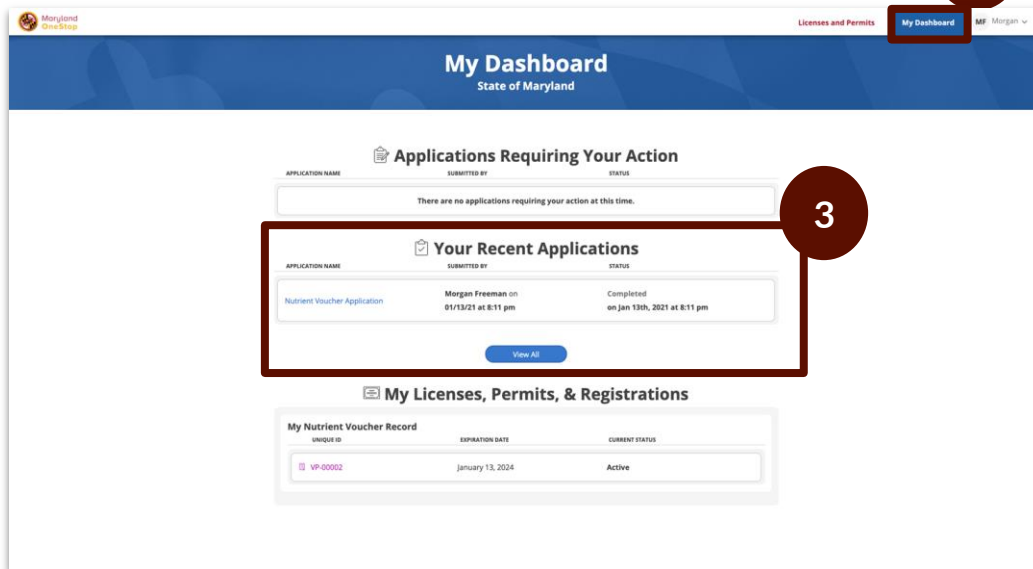
Task Steps

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

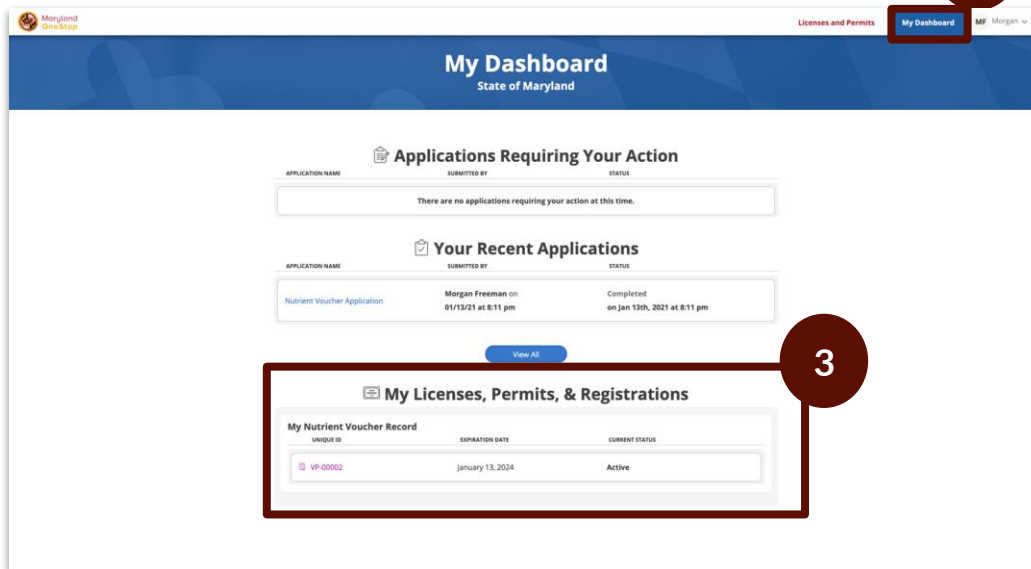
Task Steps

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

2

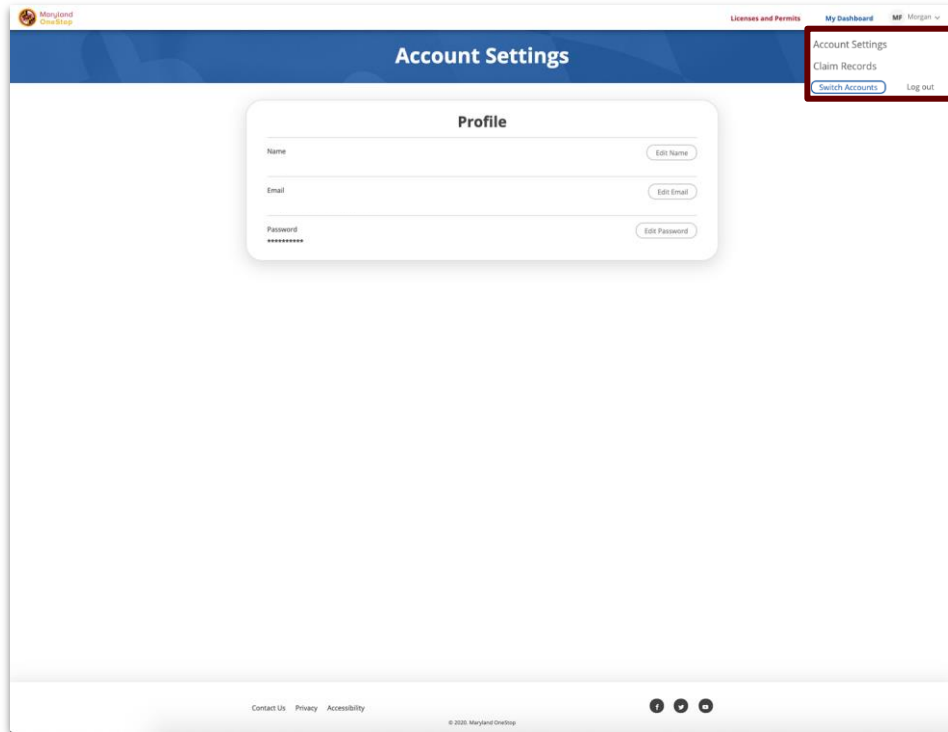
3

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



Task Steps

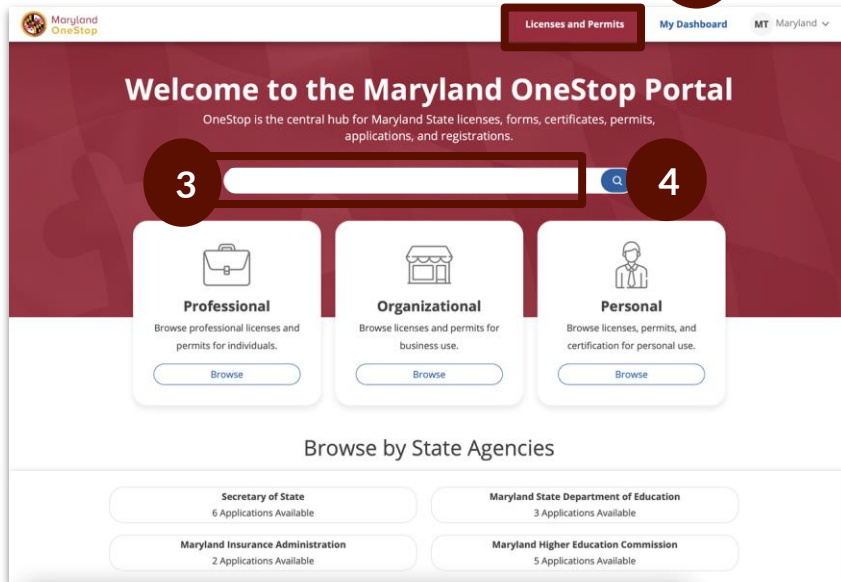
1. Locate to the main menu navigation in the top right hand corner
2. Select account settings
3. Edit Options
 - a. Name
 - b. Email
 - c. Password



Applying for a Maryland Specialty Crop Block Grant Application

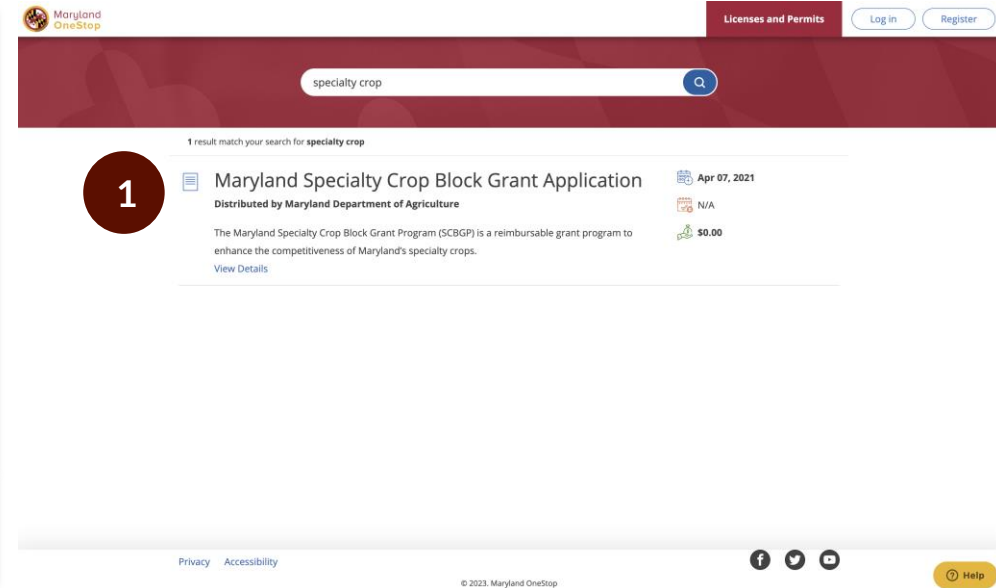
Navigating to Maryland Specialty Crop Block Grant Application

2



Search Results for Maryland Specialty Crop Block Grant Application

1



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

Application Instructions

The screenshot shows the public profile page for the 2024 Maryland Specialty Crop Block Grant Application. The page features a dark red header with the Maryland OneStop logo and navigation links for 'Licenses and Permits', 'Log In', and 'Register'. The main content area is white with a dark red background for the title '2024 Maryland Specialty Crop Block Grant Application Details'. Below the title, there is a section for the application details, including a 'Show more' link and a 'Mar 31, 2024 at 11:59 pm EDT Due Date' indicator. At the bottom, there is an 'Apply or Register' section with an 'Online Application' button and an 'Apply Now' button. A large red circle with the number '2' is overlaid on the 'Apply Now' button.

The screenshot shows the 'Instructions' page for the application. The page features a dark red header with the Maryland OneStop logo and navigation links for 'Licenses and Permits', 'Log In', and 'Register'. The main content area is white with a dark red background for the title 'Instructions'. Below the title, there is a section for 'Instructions' with a 'Review the steps - read carefully' note. The instructions are numbered 01 through 05, each with a green icon and a brief description of the step. At the bottom, there is a 'Resources and Links' section with a 'Good to know - Find helpful information' note and a list of links.

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

2024 Maryland Specialty Crop Block Grant Application

Organization Information Project Information Outcomes & Indicators Budget Narrative Accounting System & Finance... Applicant Certification 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.

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

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. Improve Environmental Sustainability of Specialty Crops
6. Increase Food Safety Knowledge and Processes
7. Develop New Seed Varieties and Specialty Crops

Organization Information

Organization Name* **3**

Street Address*

City* State* Zip*

Federal Tax ID Number or EIN*

10-10 characters required

UEI Number* **2**

Point of Contact Information

Program Point of Contact Name*	Phone Number*	Email Address*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Financial Point of Contact Name	Phone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

1

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

2024 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.

2

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.

Organization Information

Organization Name*

Please enter a value

Street Address*

Please enter a value

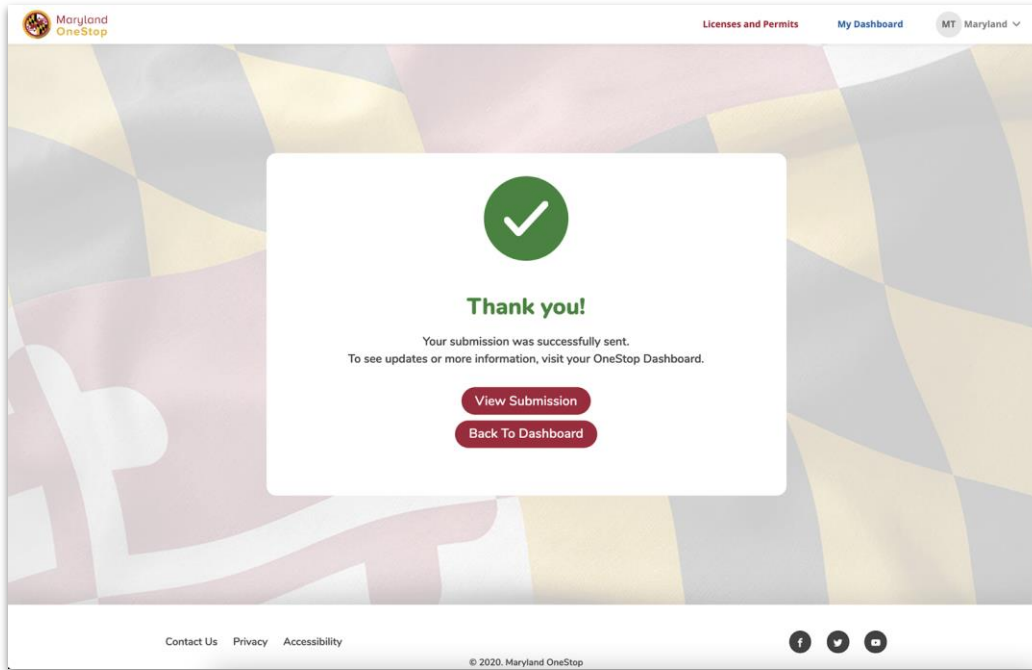
City* **State*** **Zip***

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

Federal Tax ID Number or EIN*

3

Form Submission Confirmation



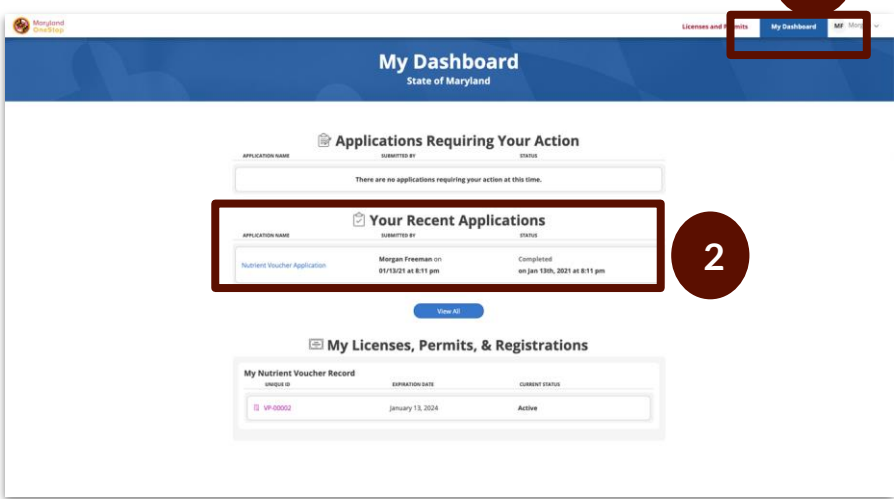
Task Steps

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

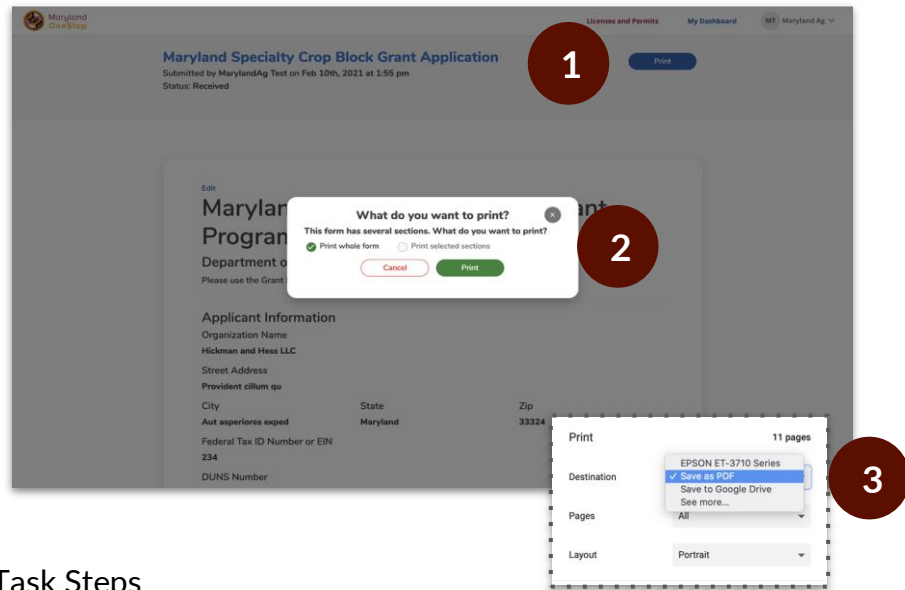
Select Your Recent Application



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

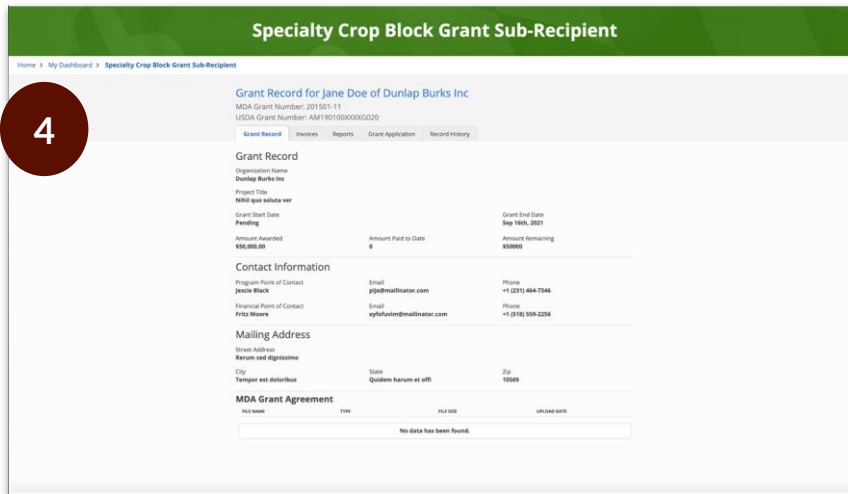


Access SCGP Grantee Record Detail View

SCBGP Grantee Record & Unique ID



Specialty Crop Block Grant Subrecipient Detail View



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