CANNABIS EQUITY GRANTS PROGRAM

FOR LOCAL JURISDICTIONS

Application Guide

INTRODUCTION

This reference guide is designed to help users complete the Cannabis Equity Grants Program for Local Jurisdictions (CEG) online application which is administered by the Governor's Office of Business and Economic Development (GO-Biz). Prospective applicants should read this guide before starting and while completing the application.

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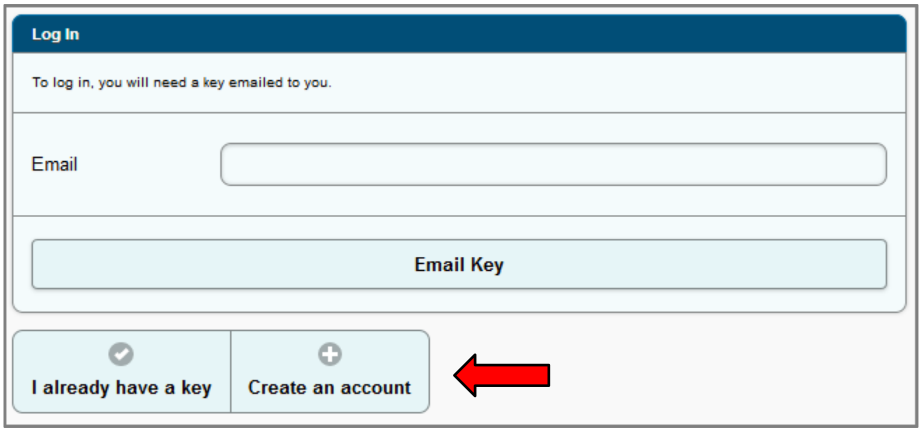
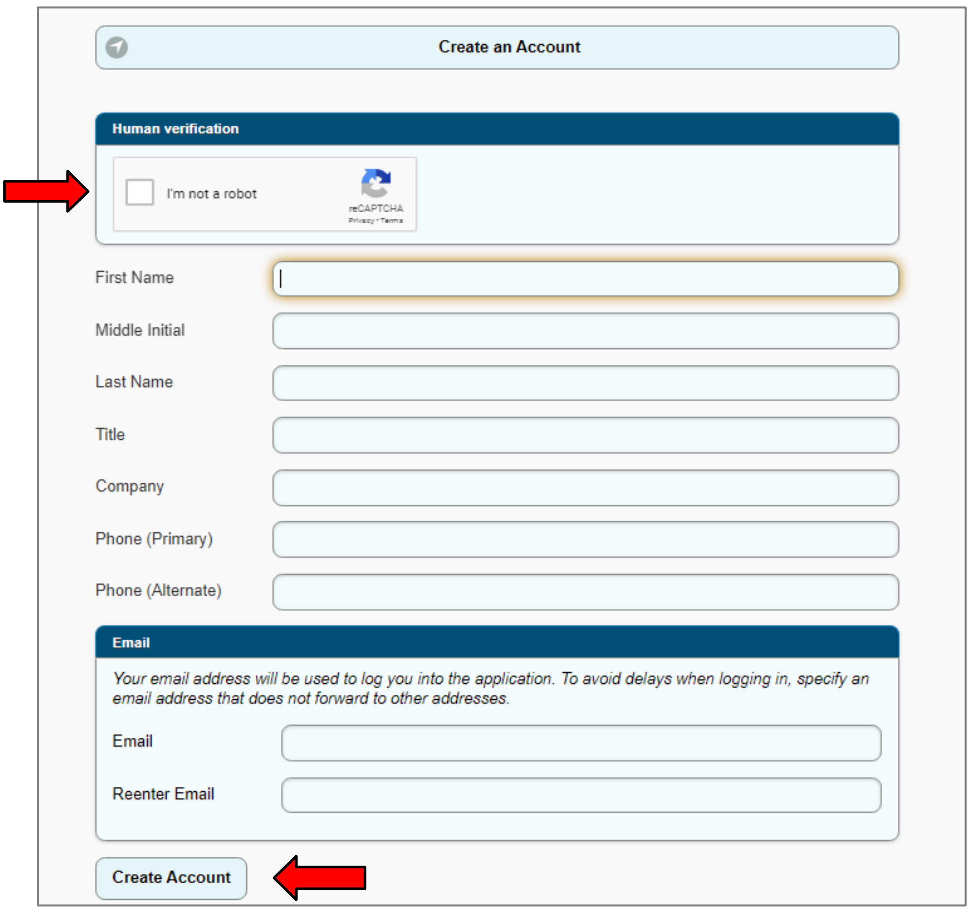
CREATING AN ACCOUNT

The CEG program application must be submitted electronically via the online portal available at www.CannabisEquityGrants.business.ca.gov.[1] First, applicants need to create an account by selecting the "Create an account" button on the login screen.



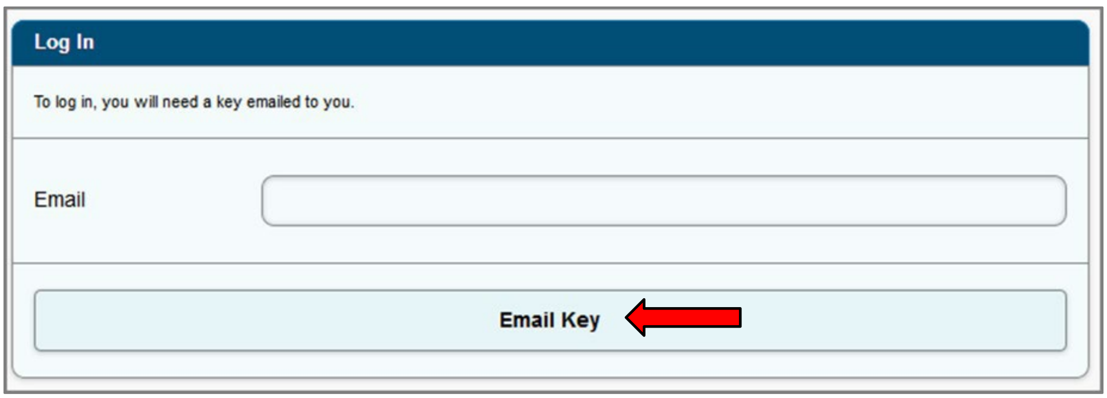
A new window will open, prompting the user to check the "human verification" box and enter their name, title, company (jurisdiction name), phone number(s), and email address. When all fields are complete, click the "Create Account" button.



[1] 1 GO-Biz complies with the Americans with Disabilities Act. If an applicant is unable to complete the online application due to a disability, please contact GO-Biz to request a reasonable accommodation.

Note: Each jurisdiction may submit only one application. If a single individual represents more than one jurisdiction (such as a consultant or other authorized representative) and needs to create more than one application, they should use their own personal contact information to create an account. They will then be able to create, edit, submit, and have access to multiple applications.

For security reasons, GO-Biz requires users to enter a unique six-digit access key each time they log into their account. Each time the user wishes to log into their account at www.CannabisEquityGrants.business.ca.gov, they must enter their email address in the "Email" field then click on the "Email Key" button. A six-digit access key will be emailed to the user, which they may copy and paste or type into the required text box. A new access key is needed each time a user logs in. For security reasons, access keys expire after 30 minutes. If the access key expires prior to the user logging into the account, the user must repeat the process and obtain a new access key.



Please Note:
Some email servers with aggressive spam/virus protection can delay delivery of the email. If the delay is greater than 30 minutes, the applicant will not be able to log in. There are two possible solutions:

1. The user should ask their employer's IT team to allow emails from CEG@gobiz.ca.gov to be immediately delivered and/or add this email address to a "trusted" list; or
2. The user may create an account using an alternative email provider (e.g., Gmail, Yahoo, Hotmail, etc.) that does not have the same delivery delays.

If the access code is not received, make sure that the email being used is the same email address that is associated with the account profile. Also, check any spam filters and junk folder as the email might have been blocked.

Once the account has been created, the user profile can be edited at any time by clicking on the account name in the top right corner of the application and selecting "Edit My Profile". Note that changing the email address in the user's profile will change the email address required for logging in.

CREATING AN APPLICATION

To create an application, log in at www.CannabisEquityGrants.business.ca.gov and click the “Create a New Application” button.

From the Create Application page, the applicant will be asked to provide basic information about their jurisdiction.

Local Jurisdiction Name (Please make sure the “Local Jurisdiction Name” is the official, legal name of the jurisdiction)

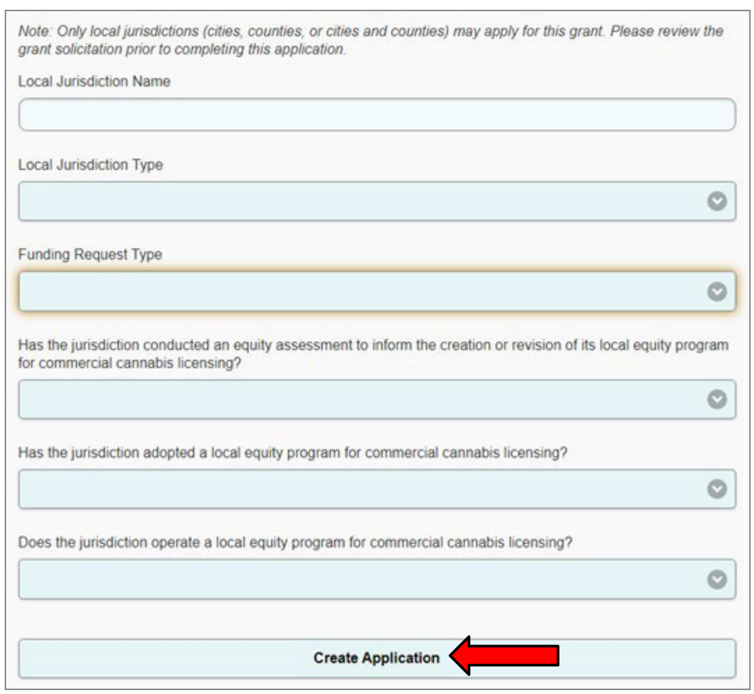
Local Jurisdiction Type (Select either City, County, or City and County)

Funding Request Type (Select either Funding Request Type 1: Assistance for Equity Assessment/Program Development, or Funding Request Type 2: Assistance for Equity Applicants and Licensees)

Has the jurisdiction conducted an equity assessment to inform the creation or revision of its local equity program for commercial cannabis licensing? (Select Yes or No)

Has the jurisdiction adopted a local equity program for commercial cannabis licensing? (Select Yes or No)

Does the jurisdiction operate a local equity program for commercial cannabis licensing? (Select Yes or No)

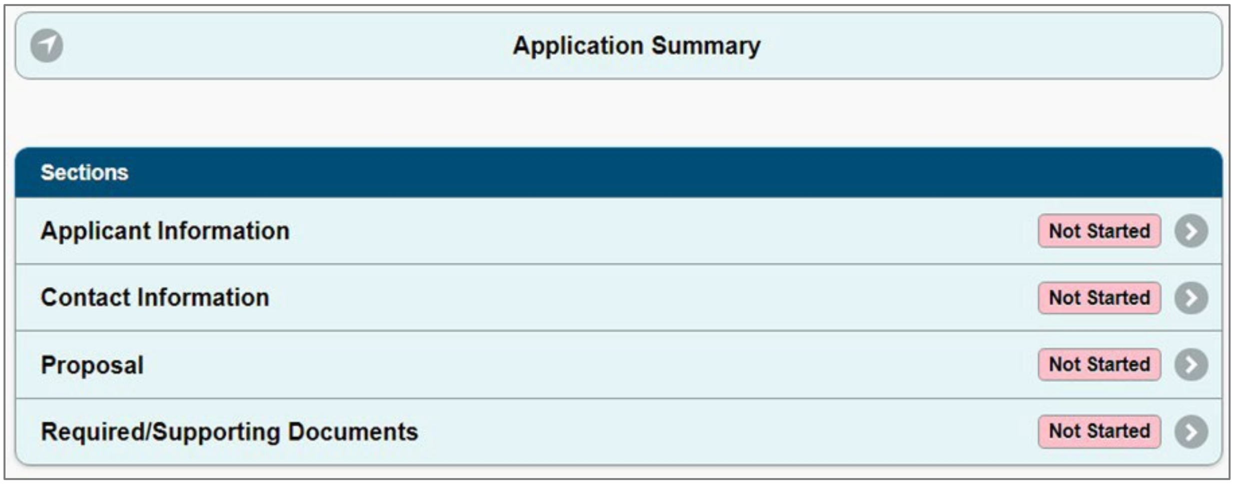


After completing all required information, click “Create Application.”

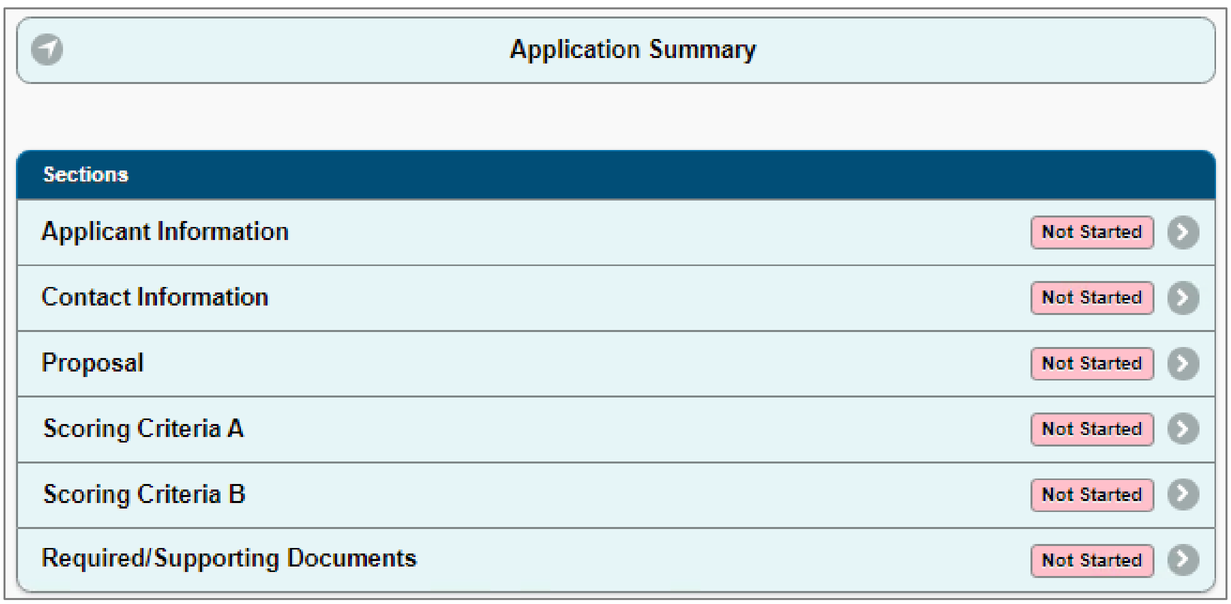
NAVIGATING AND SUBMITTING THE APPLICATION

Once the application is created, the Application Summary screen will populate with the application sections and status.

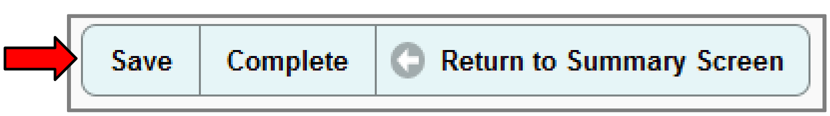
Type 1 Application Summary screen:



Type 2 Application Summary screen:

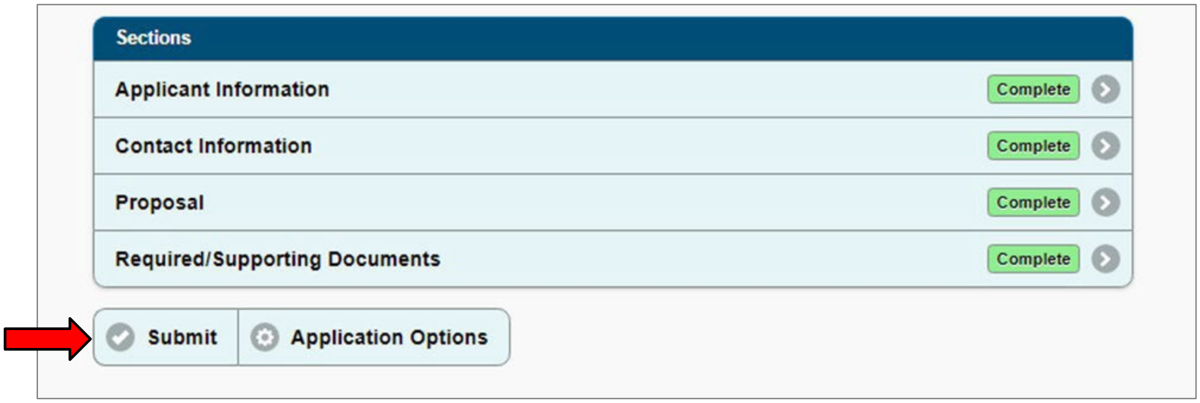


As questions are answered within each section, click the “Save” button at the bottom of each page to save progress. This action will update the Application Summary page to show the section is “In Progress”.

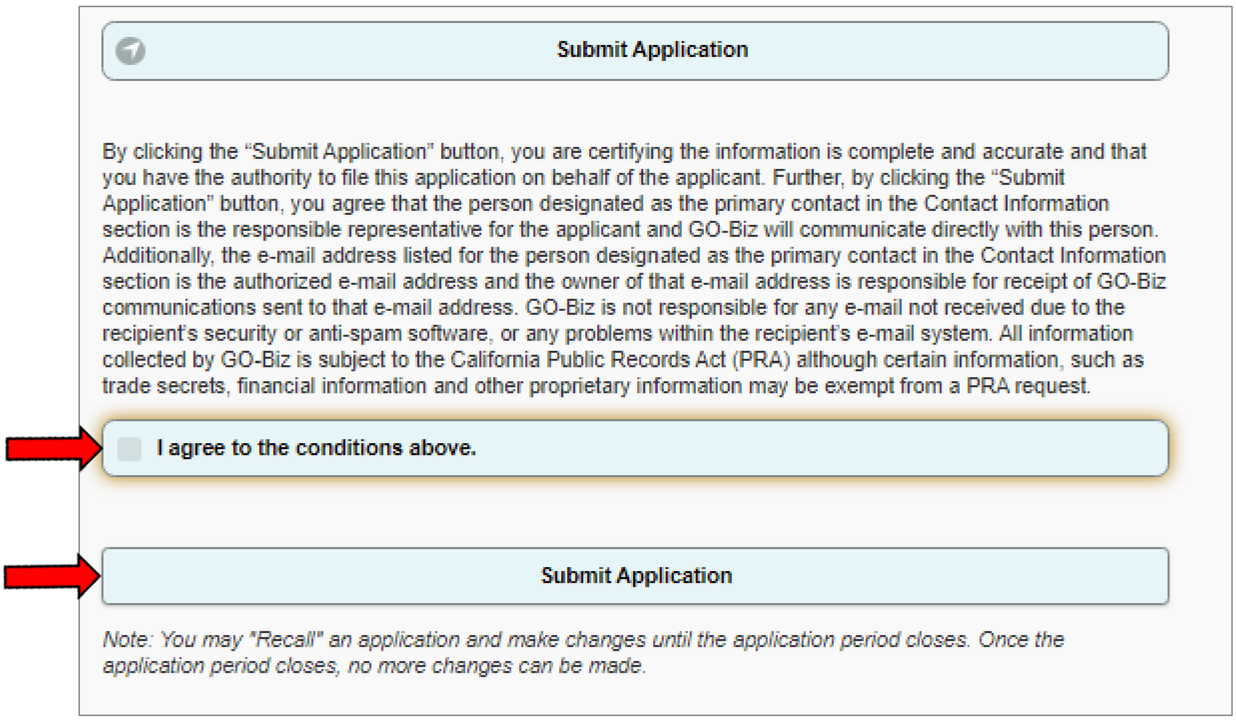


Once all required questions within a section have been completed, click the “Complete” button. All sections must be marked as “Complete” before the application can be submitted. Applicants can make changes to sections marked as complete for unsubmitted applications until the submission deadline.

When all required sections are completed, submit the application by clicking “Submit” on the Application Summary page.

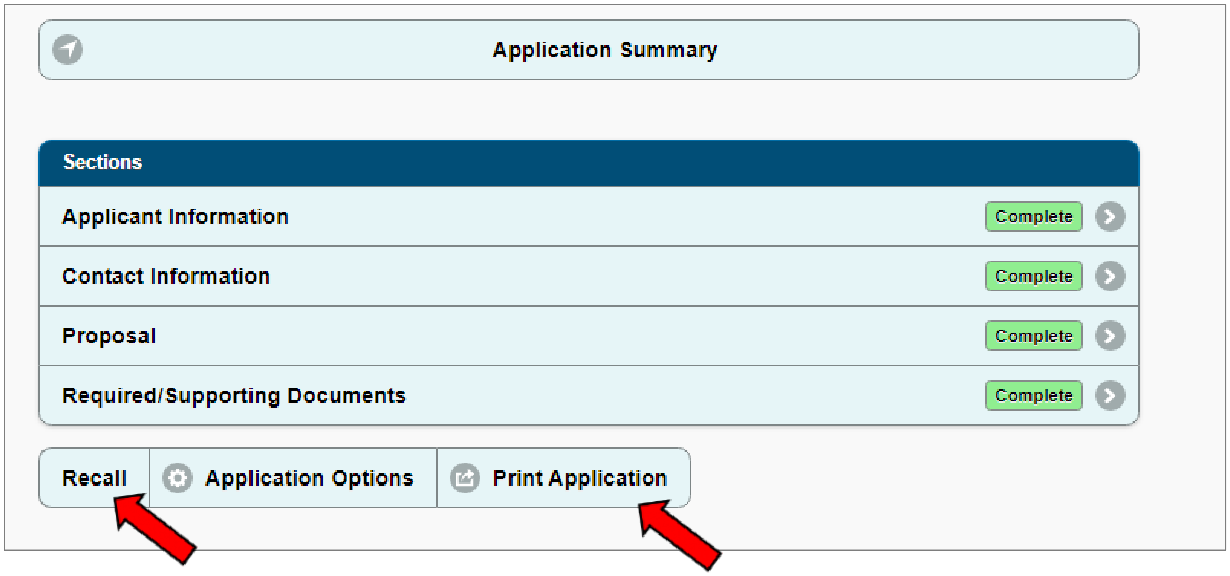


On the next screen the user will check the box to agree to specified conditions and click “Submit Application.”



The user will receive a confirmation email from CEG@gobiz.ca.gov within approximately 5 minutes with the subject “Your application was submitted.” Please retain this email for your records.

Once submitted, an applicant can print a PDF copy of the completed application by clicking on the “Print Application” button at the bottom of the Applicant Summary screen. Please retain this PDF for future reference and to ensure accurate data entry. Additionally, if the application period is still open, an applicant may “Recall” a previously submitted application, amend it, and resubmit it before the due date.



APPLICATION SECTIONS

The following will cover specific information for each section of the application.

APPLICANT INFORMATION

In this section please provide general information about the Local Jurisdiction.

Local Jurisdiction Name: The local jurisdiction name will be populated automatically when the application is created.

Federal Employer Identification Number: The Federal Employer Identification Number (FEIN or EIN) is a unique, nine-digit number issued by the Internal Revenue Service (IRS) to identify an organization. The FEIN must be entered in the correct format and match IRS documents.

Does the local jurisdiction have a culture or perspective on equity, including policies, programs, and/or practices that address social equity and justice?
(If yes, please describe)

Website address for the jurisdiction's local equity program (if applicable).

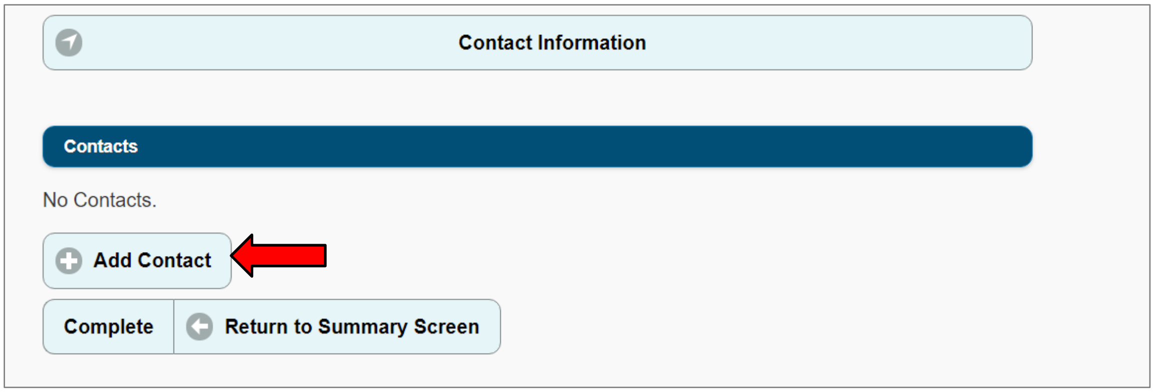
Mailing address: Enter the applicant jurisdiction's mailing address.

Payment address: Enter the address to which any grant payments should be sent if different than the mailing address.

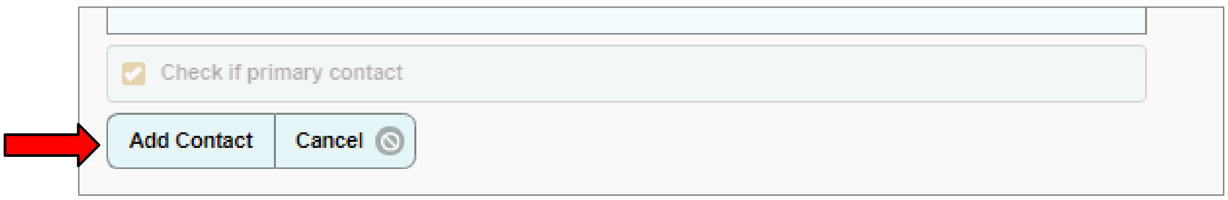
CONTACT INFORMATION

In this section, the user must add contact information (name, email address, phone number, etc.) for a primary contact and any additional individuals who may be contacted about the application.

Click “Add Contact.” A new screen will open.



Enter the name, email address, phone number, and other details in the fields provided. When finished, click the “Add Contact” button at the bottom of the screen.

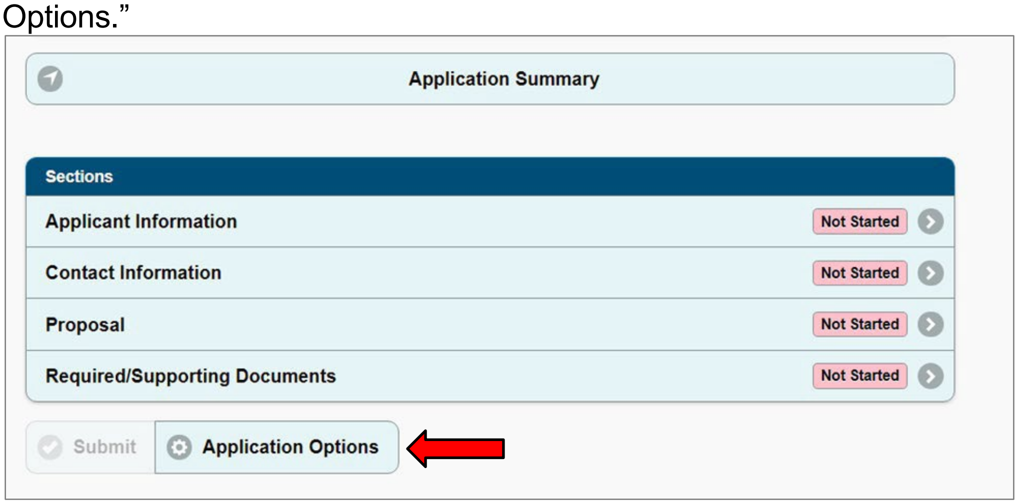


Primary Contact: A primary contact must be designated (by checking the “Check if primary contact” box pictured above) in order to complete this section. The primary contact will be the main point of contact that GO-Biz will communicate with during the application and evaluation period. Please ensure the email address provided for the primary contact is regularly monitored.

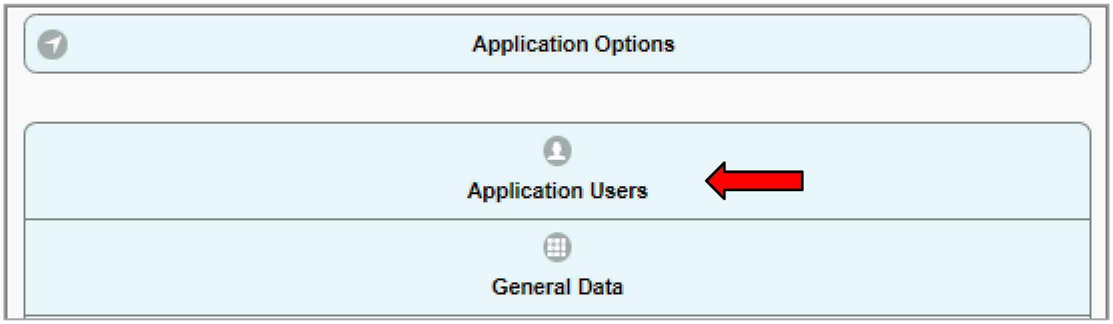
Note: GO-Biz is not responsible for unreceived emails due to spam filters, internet connectivity issues, or any other similar disruptions in service.

Adding Additional Application Users

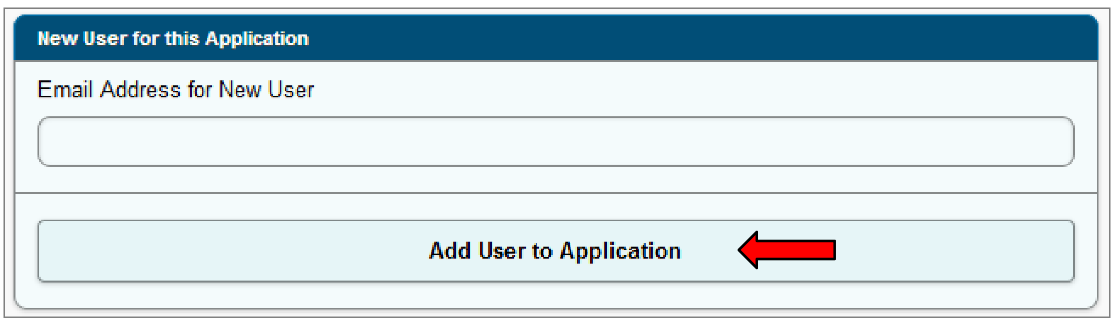
Contacts added in the Contact Information section are only used for communication purposes; this does not grant the contact access to the online application. In order to provide access to additional users, first make sure each additional user has created their own account, then go to the Application Summary screen and click on “Application Options.”



Then, click on “Application Users.”



Enter the new user’s email address and click “Add User to Application.”



PROPOSAL
In this section, the applicant will respond to a series of questions to provide detailed information about their proposal.

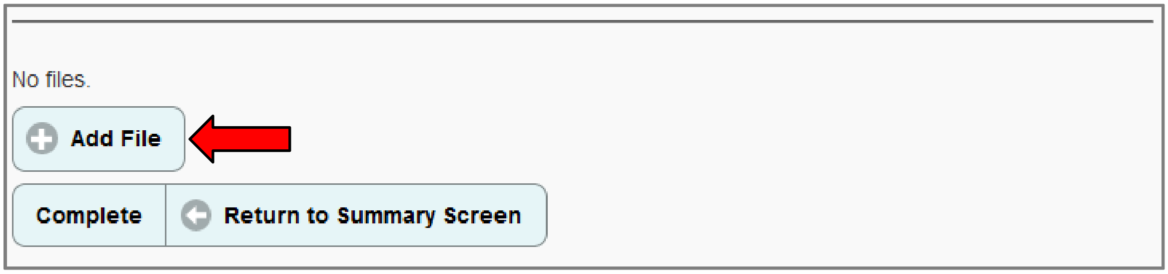
Applicants for **“Funding Request Type 1: Assistance for Equity Assessment/Program Development”** may request up to $75,000 and must complete the questions in the **Proposal** section of the online application.

Applicants for **“Funding Request Type 2: Assistance for Equity Applicants and Licensees”** may request up to $3,500,000 and must complete the questions in the **Proposal, Scoring Criteria A, and Scoring Criteria B** sections of the online application.

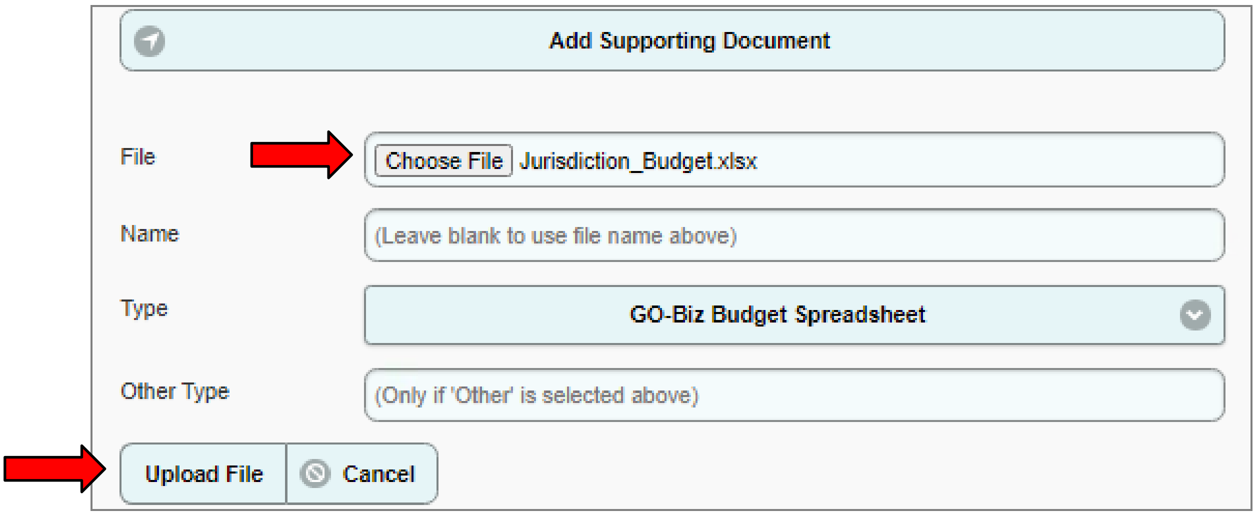
While completing the questions in the online application, users are encouraged to click “Save” at the bottom of the screen to save progress often. After completing all questions, click “Complete” at the bottom of the screen.

REQUIRED/SUPPORTING DOCUMENTS
In this section, the applicant will upload all required and supporting documentation.

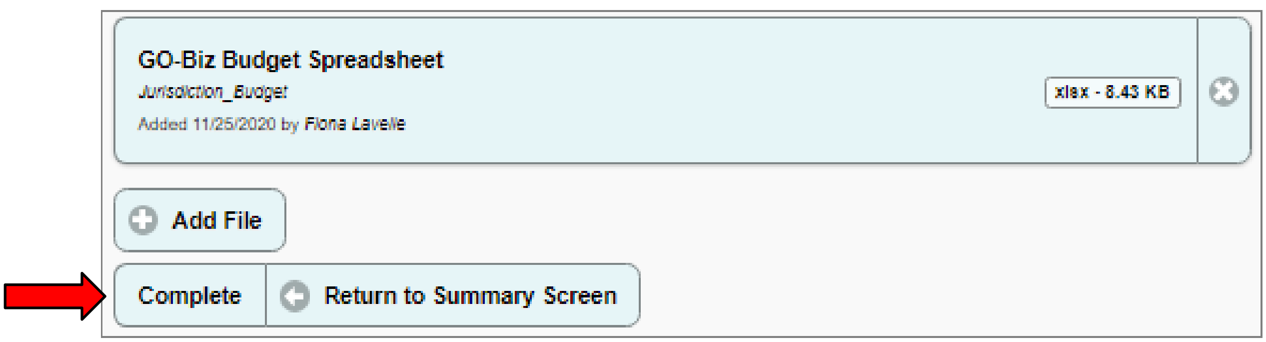
To upload a document, click the “Add File” button.



Select “Choose File” to find the file on your computer, enter the name of the file and select the document type using the drop-down menu. Then click “Upload File”.



Once all documentation is uploaded, click the “Complete” button. All required documentation must be uploaded in order to complete this section.



ADDITIONAL ASSISTANCE

If any additional assistance is needed, please contact the Cannabis Equity Grants Program team by emailing CEG@gobiz.ca.gov.