



GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT
STATE OF CALIFORNIA • OFFICE OF GOVERNOR GAVIN NEWSOM

CANNABIS EQUITY GRANTS PROGRAM FOR LOCAL JURISDICTIONS

Application Guide

INTRODUCTION

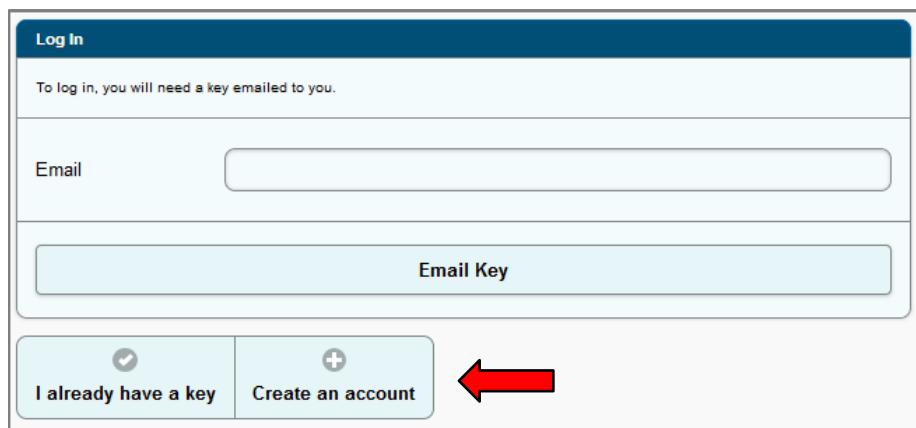
This reference guide is designed to help users complete the Cannabis Equity Grants Program for Local Jurisdictions (CEG) online application which is administered by the Governor's Office of Business and Economic Development (GO-Biz). Prospective applicants should read this guide before starting and while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

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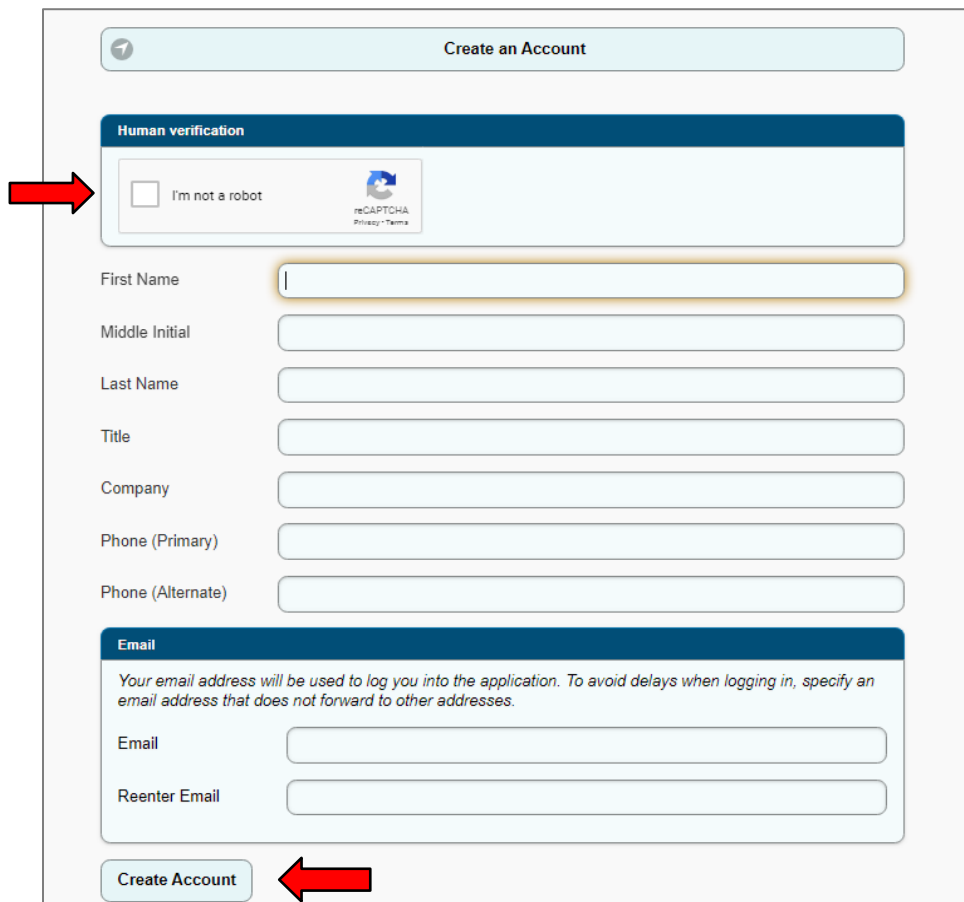
CREATING AN ACCOUNT

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.



The screenshot shows the 'Log In' interface. At the top, a blue header contains the text 'Log In'. Below it, a light blue box contains the instruction 'To log in, you will need a key emailed to you.' There are two input fields: 'Email' and 'Email Key'. At the bottom, there are two buttons: 'I already have a key' (with a checkmark icon) and 'Create an account' (with a plus icon). A red arrow points to the 'Create an account' button.

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.

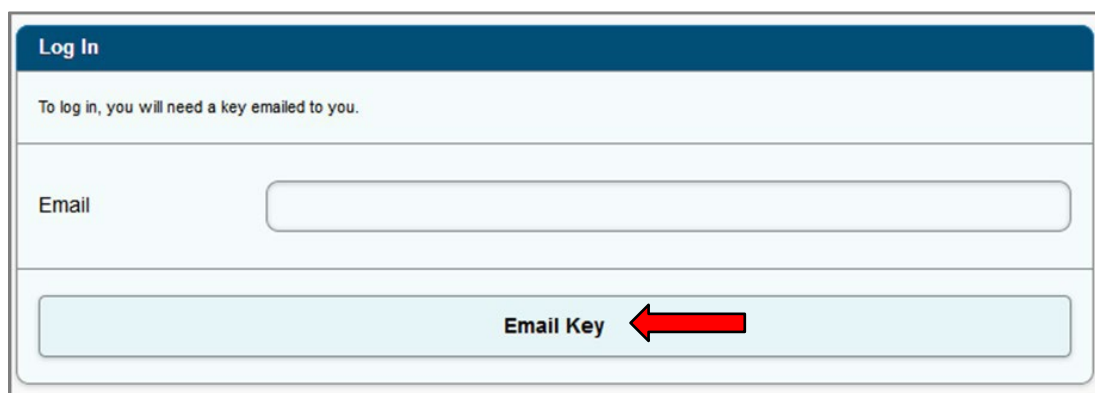


The screenshot shows the 'Create an Account' form. At the top, a blue header contains the text 'Create an Account'. Below it, a section titled 'Human verification' contains a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. A red arrow points to the checkbox. Below this section are input fields for 'First Name', 'Middle Initial', 'Last Name', 'Title', 'Company', 'Phone (Primary)', and 'Phone (Alternate)'. Below these fields is a section titled 'Email' containing the instruction 'Your email address will be used to log you into the application. To avoid delays when logging in, specify an email address that does not forward to other addresses.' and two input fields labeled 'Email' and 'Reenter Email'. At the bottom, there is a 'Create Account' button. A red arrow points to 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)

Note: Only local jurisdictions (cities, counties, or cities and counties) may apply for this grant. Please review the grant solicitation prior to completing this application.

Local Jurisdiction Name

Local Jurisdiction Type

Funding Request Type

Has the jurisdiction conducted an equity assessment to inform the creation or revision of its local equity program for commercial cannabis licensing?

Has the jurisdiction adopted a local equity program for commercial cannabis licensing?

Does the jurisdiction operate a local equity program for commercial cannabis licensing?

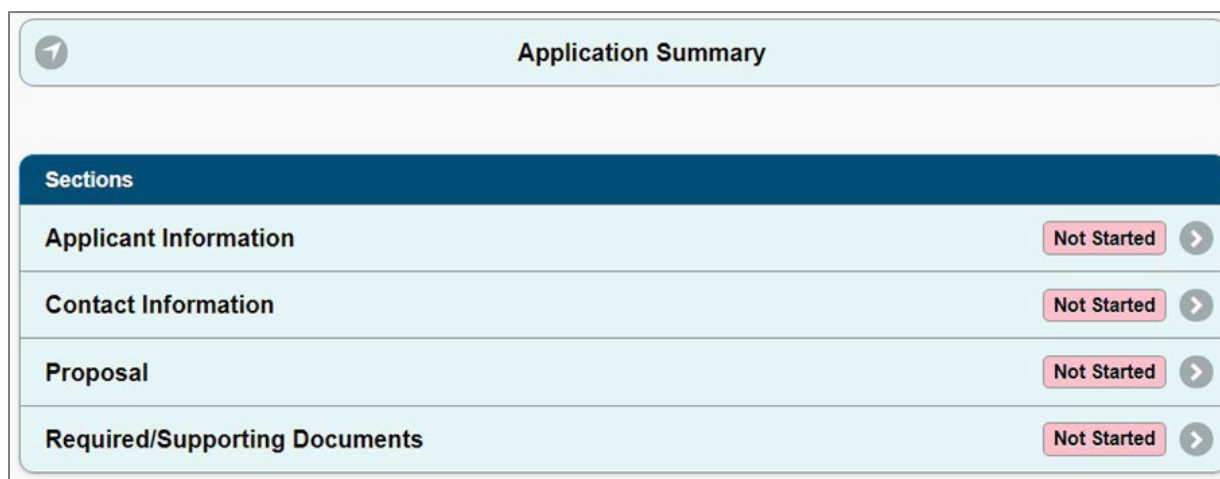
Create Application

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.

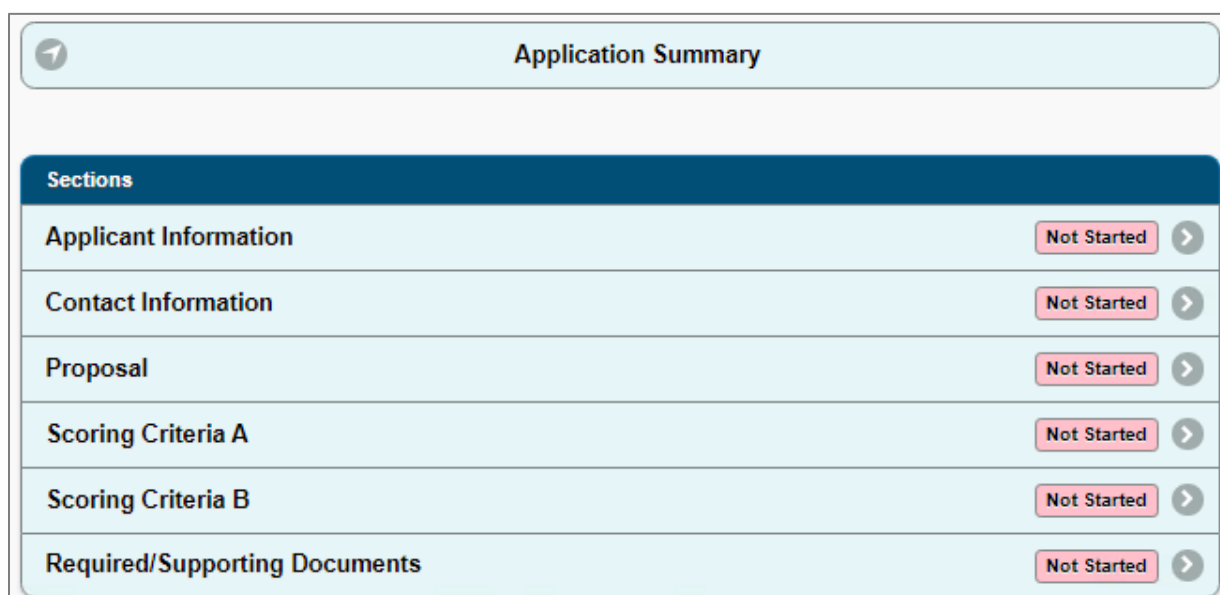
Type 1 Application Summary screen:



The Type 1 Application Summary screen features a header bar with a tab icon and the title "Application Summary". Below this is a table with a dark blue header row labeled "Sections". The table contains four rows, each representing a section of the application. Each row has a section name on the left and a status indicator on the right, consisting of a pink "Not Started" button and a right-pointing chevron icon.

Application Summary	
Sections	
Applicant Information	Not Started >
Contact Information	Not Started >
Proposal	Not Started >
Required/Supporting Documents	Not Started >

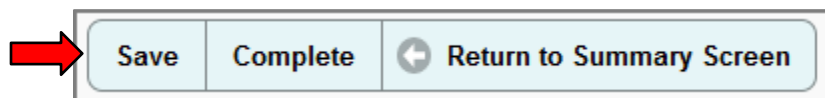
Type 2 Application Summary screen:



The Type 2 Application Summary screen is similar to the Type 1 screen but includes an additional section. It features a header bar with a tab icon and the title "Application Summary". Below this is a table with a dark blue header row labeled "Sections". The table contains six rows, each representing a section of the application. Each row has a section name on the left and a status indicator on the right, consisting of a pink "Not Started" button and a right-pointing chevron icon.

Application Summary	
Sections	
Applicant Information	Not Started >
Contact Information	Not Started >
Proposal	Not Started >
Scoring Criteria A	Not Started >
Scoring Criteria B	Not Started >
Required/Supporting Documents	Not Started >

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".



A horizontal bar containing three buttons. A red arrow points to the "Save" button. The buttons are "Save", "Complete", and "Return to Summary Screen" (which includes a left-pointing chevron icon).

Save	Complete	< Return to Summary Screen
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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.

The screenshot shows a table with four rows, each representing a section of the application. Each row has a 'Complete' button and a right-pointing arrow. Below the table are two buttons: 'Submit' (with a checkmark icon) and 'Application Options' (with a gear icon). A red arrow points to the 'Submit' button.

Sections	
Applicant Information	Complete >
Contact Information	Complete >
Proposal	Complete >
Required/Supporting Documents	Complete >

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

The screenshot shows a page titled 'Submit Application'. It contains a paragraph of text explaining the terms of submission. Below the text is a checkbox labeled 'I agree to the conditions above.' and a 'Submit Application' button. A red arrow points to the checkbox, and another red arrow points to the 'Submit Application' button.

Submit Application

By clicking the “Submit Application” button, you are certifying the information is complete and accurate and that you have the authority to file this application on behalf of the applicant. Further, by clicking the “Submit Application” button, you agree that the person designated as the primary contact in the Contact Information section is the responsible representative for the applicant and GO-Biz will communicate directly with this person. Additionally, the e-mail address listed for the person designated as the primary contact in the Contact Information section is the authorized e-mail address and the owner of that e-mail address is responsible for receipt of GO-Biz communications sent to that e-mail address. GO-Biz is not responsible for any e-mail not received due to the recipient’s security or anti-spam software, or any problems within the recipient’s e-mail system. All information collected by GO-Biz is subject to the California Public Records Act (PRA) although certain information, such as trade secrets, financial information and other proprietary information may be exempt from a PRA request.

☐ I agree to the conditions above.

Submit Application

Note: You may “Recall” an application and make changes until the application period closes. Once the application period closes, no more changes can be made.

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 Summary	
Sections	
Applicant Information	Complete >
Contact Information	Complete >
Proposal	Complete >
Required/Supporting Documents	Complete >
Recall < Application Options Print Application	

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).

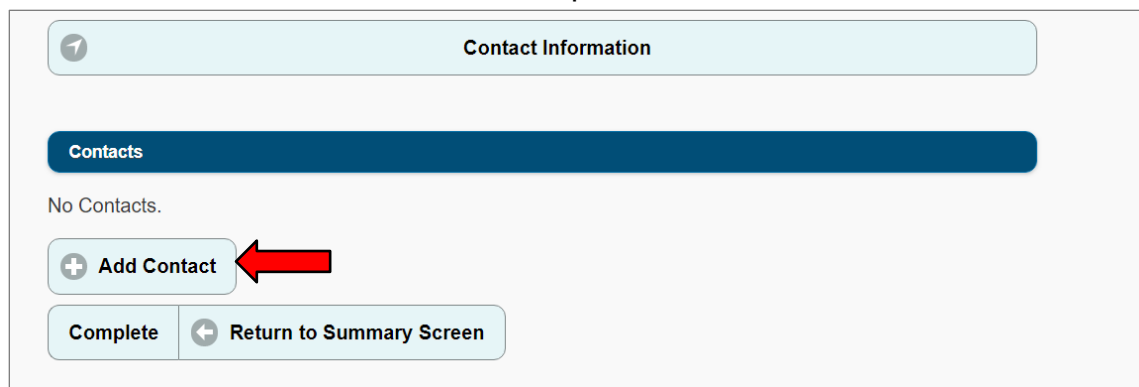
Mailing address: Enter the applicant jurisdiction's mailing address.

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

CONTACT INFORMATION

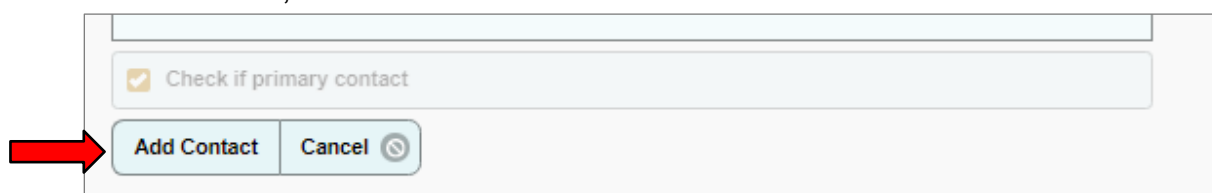
In this section, the user must add contact information (name, email address, phone number, etc.) for a primary contact and any additional individuals who may be contacted about the application.

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



The screenshot shows the 'Contact Information' screen. At the top is a header bar with a back arrow and the title 'Contact Information'. Below this is a dark blue bar with the word 'Contacts'. Underneath, it says 'No Contacts.' There are two buttons: a light blue 'Add Contact' button with a plus icon, and a light blue 'Return to Summary Screen' button with a left arrow. A red arrow points to the 'Add Contact' button. At the bottom are two buttons: a light blue 'Complete' button and a light blue 'Return to Summary Screen' button with a left arrow.

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.



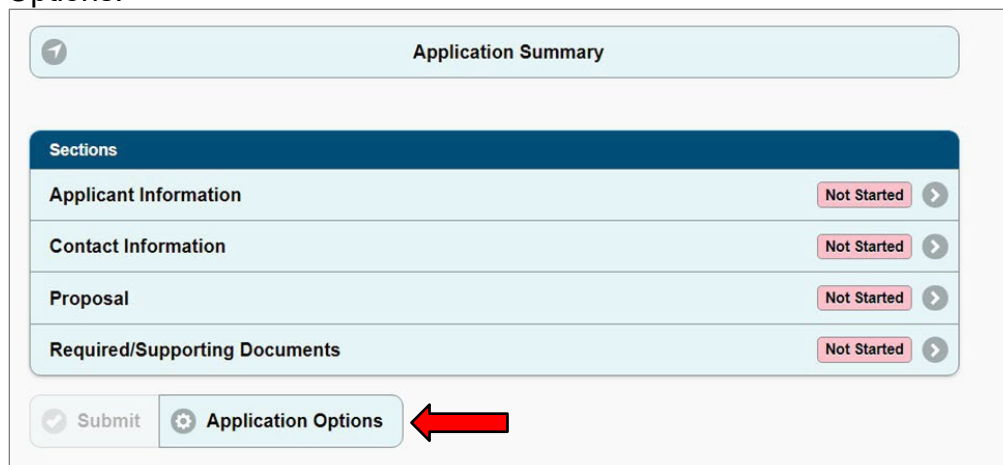
The screenshot shows the 'Add Contact' screen. It has a light blue header bar with a back arrow and the title 'Add Contact'. Below the header is a text input field. Underneath is a checkbox labeled 'Check if primary contact' which is checked. At the bottom are two buttons: a light blue 'Add Contact' button and a light blue 'Cancel' button with a close icon. A red arrow points to the 'Add Contact' button.

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.

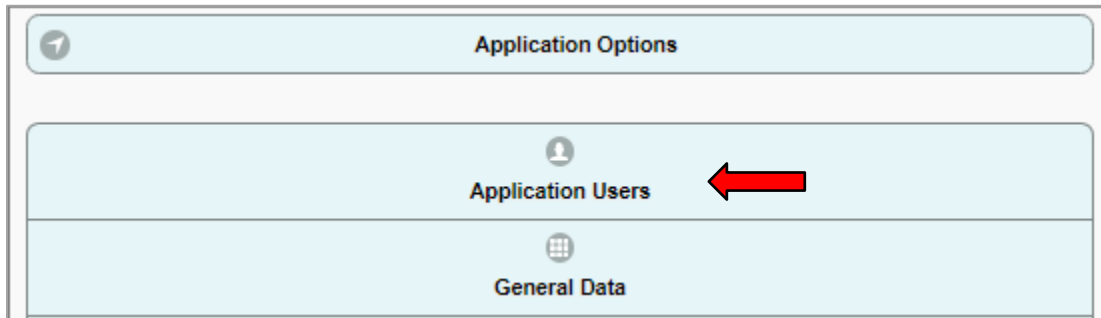
Adding Additional Application Users

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.”

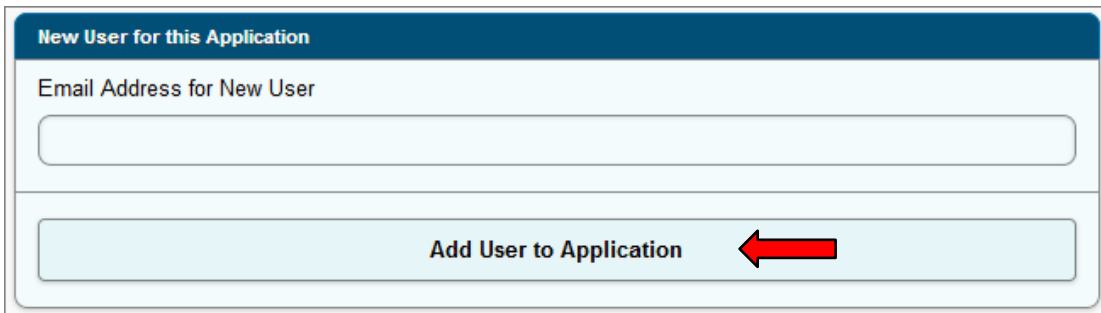


The screenshot shows the 'Application Summary' screen. It has a light blue header bar with a back arrow and the title 'Application Summary'. Below the header is a dark blue bar with the word 'Sections'. Underneath is a table with four rows: 'Applicant Information', 'Contact Information', 'Proposal', and 'Required/Supporting Documents'. Each row has a 'Not Started' button and a right arrow. At the bottom are two buttons: a light blue 'Submit' button with a checkmark icon and a light blue 'Application Options' button with a gear icon. A red arrow points to the 'Application Options' button.

Then, click on “Application Users.”

A screenshot of a web application interface. At the top, there is a light blue header bar with a circular icon containing the number '1' and the text 'Application Options'. Below this header, there are two main menu items. The first item is 'Application Users', which is preceded by a person icon and is highlighted with a red arrow pointing to it from the right. The second item is 'General Data', which is preceded by a grid icon.

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

A screenshot of a web application form titled 'New User for this Application' in a dark blue header. Below the header, there is a text input field labeled 'Email Address for New User'. At the bottom of the form, there is a light blue button labeled 'Add User to Application', which is highlighted with a red arrow pointing to it from the right.

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.

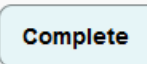
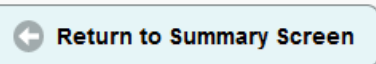
REQUIRED/SUPPORTING DOCUMENTS

In this section, the applicant will upload all required and supporting documentation.

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

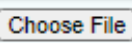
No files.

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”.

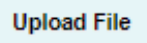
 **Add Supporting Document**

File   Jurisdiction_Budget.xlsx

Name

Type 

Other Type

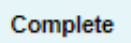
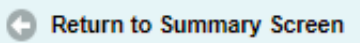
Once all documentation is uploaded, click the “Complete” button. All required documentation must be uploaded in order to complete this section.

GO-Biz Budget Spreadsheet

Jurisdiction_Budget xlsx - 8.43 KB 

Added 11/25/2020 by Fiona Lavelle



ADDITIONAL ASSISTANCE

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