WELCOME, STAKEHOLDERS

THE CITY OF LOS ANGELES MAYOR’S OFFICE
AND THE
DEPARTMENT OF
CANNABIS REGULATION

WELCOME YOU TO THE PHASE 3 ROUND 1 LICENSING AND SOCIAL EQUITY PROGRAM WORKSHOP

WWW.CANNABIS.LACITY.ORG | 221 NORTH FIGUEROA STREET, SUITE 1245, LOS ANGELES, CA 90012 | CANNABIS@LACITY.ORG
OVERVIEW

● General Information & Updates
● Licensing
● Social Equity Program
  ○ Special Announcement
  ○ General Information & Updates
  ○ Council Updates Cannabis Laws, Restructuring Phase 3
  ○ Eligibility Verification
  ○ Round 1 Retail Processing
The next Cannabis Regulation Commission will convene on Thursday, August 22, 2019.
Priority Processing Phase 1:
- Existing Medical Marijuana Dispensaries (EMMDs)
- 187 temporary approvals issued
  - Microbusiness
  - Retail
  - Manufacturing (Non-Volatile)
  - Distribution
  - Cultivation
- Annual Licensing Application
DCR Licensing Activities to Date

- **Priority Processing Phase 2:**
  - Non-Retail “Existing Supply Chain”
  - 570 Applications submitted
  - 122 Temporary approvals issued
    - Cultivation
    - Manufacturing
    - Distribution

- **Testing:**
  - 16 Temporary Approvals Issued
  - Applicants seeking local authorization should email dcrlicensing@lacity.org with “Testing Application” in the subject line
The Social Equity Program

“To promote equitable ownership and employment opportunities in the cannabis industry in order to decrease disparities in life outcomes for marginalized communities, and to address the disproportionate impacts of the War on Drugs in these communities.”
Introducing the Social Equity Program Director

- Urban policy and planning expert focusing on small business development, sustainable urban land use, and public policy
- Doctorate from USC in Policy, Planning, and Development
- Over twenty years of experience in community and government relations
- Co-founded the LAMTA Vendor Relations Department and negotiated multi-million dollar professional services contracts

Dr. Imani Brown
Components of the Social Equity Program

- Outreach and Recruitment
- Priority Processing
- Business, Licensing & Compliance Assistance
- Fee Deferral Program
- Technical Assistance
- Property Assistance
- Social Equity Analysis
- Social Equity Agreements
- Other Services

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The Bureau of Cannabis Control (BCC) was appropriated $10 million to award to cities and counties assisting equity applicants and licensees through their local equity programs focusing on inclusion and support of persons in the cannabis industry who were negatively or disproportionately impacted by cannabis prohibition.

- Initially released on March 1, 2019; Grant application recalled on March 29, 2019
- Re-released by BCC on July 31, 2019; accepting applications until August 30, 2019
- Only local jurisdictions are eligible for grant funding
- DCR is currently preparing its grant application.
Request for Qualifications (RFQ) for SEP’s Business, Licensing and Compliance Assistance

- Purpose: to retain on-call business development services for the City’s Social Equity Program (SEP). The RFQ seeks one or more consultants to develop and conduct business development curriculum, training, licensing and compliance assistance, and related services intended to support applicants and licensees eligible to participate in the SEP pursuant to Los Angeles Municipal Code Section 104.20

- Initially released on June 5, 2019; responses due by July 12, 2019

- In order to support robust and quality programming, DCR may re-release the RFQ at a future date TBD in order to identify and retain additional service providers

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On April 30, 2019, City Council instructed DCR to conduct an “expanded social equity analysis” to review the following:

- Boyle Heights, Downtown, San Fernando Valley neighborhoods
- The effects of Gang Injunctions with respect to the War on Drugs in the City of Los Angeles
Glossary of Terms

- **Applicant** - an owner applying for a City License
- **Social Equity Applicant** - an applicant who has been verified by DCR as having Tier 1 or Tier 2 Social Equity Status
- **Technical Assistance** - Assistance and educational materials provided by DCR to aid in the completion of the “Pre-Vetting” and priority processing application.
- **BLC Assistance** - Business, Licensing and Compliance Assistance (BLC). BLC assistance will be provided by vendors selected through the RFQ to develop and conduct a business development curriculum, training, business, licensing, and compliance assistance; and related services intended to support applicants and licensees eligible for the Social Equity Program.
Glossary of Terms

- **Fee Deferral** - A program adopted by the City that allows qualified SEP Verified Applicants to defer their City application fees to be paid at a later date.

- **Undue Concentration** - DCR is allowed to license 1 storefront retailer for every 10,000 residents in each of the City’s 35 Community Plan Areas (CPA). Once the 1:10,000 ratio is reached in a CPA, a retailer applicant must apply to City Council for a finding of Public Convenience or Necessity (PCN) to be eligible to have its license application processed. Non-storefront retailers (delivery-only) are not subject to undue concentration.
Social Equity Program
Policy and Program Development

Policy Development
■ Initial policy passed in December 2017
■ City Council, DCR, and Cannabis Regulation Commission received continuous feedback from SEP Stakeholders throughout 2018 while DCR administered Phase 1 and Phase 2 Priority Processing
  ● Financial Burden due to Property Requirements / Exacerbated by “Methodical Process,” DCR Staffing Shortages
  ● “Byzantine” or Complex Process/ Need for Assistance
  ● Predatory Practices
  ● Eligibility Criteria
Social Equity Program
Policy and Program Development

Policy Development

▪ DCR encourages SEP stakeholders to stay engaged in policy development by:
  ▪ Public Comment via City Council and Mayor
    ▪ Public Comment via Rules Committee
    ▪ Public Comment via Budget and Finance Committee
  ▪ Sharing Recommendations and Feedback with DCR
  ▪ Advocating for SEP Funding
▪ DCR asks City Council to consider amending Licensing Process related to Social Equity Program
Social Equity Program
Policy and Program Development

Program Funding

- Education and Outreach - $850,000
- Analysis - $150,000
- Phase 3 Fee Deferral Program - $500,000
- Business, Licensing, and Compliance Assistance - $3 million
“LAMC Section 104.06.1 Retailer Commercial Cannabis Activity Application Processing”

- ‘Pre-Vetting’
- Technical Assistance

- Retail Round 1
- Retail Round 2

- Delivery Pilot
- Delivery ‘Add-On’ Priority Processing
  - Phase 2 Priority Processing Applicants
  - Retail Round 1 and 2 Applicants ineligible due to other competing, ‘first-in-time’ Retail within 700 ft. or an Undue Concentration Finding
“LAMC Section 104.06.1 Retailer Commercial Cannabis Activity Application Processing”

● ‘Pre-Vetting’

“Social Equity Applicant Verification. For a period of 60 calendar days, beginning on a date at DCR's sole discretion, an individual may apply to be verified as a Tier 1 or Tier 2 Social Equity Applicant as defined in Section 104.20. If the City Council adopts additional Tier 1 or Tier 2 Social Equity Applicant eligibility criteria pursuant to an addendum to the Social Equity Analysis report, DCR shall establish a 30-calendar-day period, which may be concurrent or non-concurrent with the 60 calendar day verification period, for individuals to apply to be verified under any additional eligibility criteria.”
“LAMC Section 104.06.1 Retailer Commercial Cannabis Activity Application Processing”

- Technical Assistance

“DCR shall not accept or process Type 9 or Type 10 applications under this section before it has made technical assistance available for a period of at least 45 calendar days”
“LAMC Section 104.06.1 Retailer Commercial Cannabis Activity Application Processing”

- Round 1 Retail

“Type 10 Application Processing - Round 1. DCR shall, on at date starting at its sole discretion, accept Type 10 applications for processing under this subsection for a period of 14 calendar days, provided that DCR posts written notice of the processing period on its website at least 15 calendar days before the start date of the processing period.”
Council Instructions

Instructions from City Council on 4/30/2019:

○ Instruct DCR to begin the pre-vetting process for Social Equity applicants no later than Tuesday, May 28, 2019
○ Instruct DCR to open the application window for Round 1 of Phase 3 Retail no later than Tuesday, September 3, 2019
Technical Assistance

- Local law requires DCR to provide technical assistance at least 45 days before the start of Round 1
  - Began on May 16, 2019
- Four Technical Assistance Workshops and SEP Stakeholder Meetings held throughout the City of Los Angeles
  - 1,000+ attendees
- Approx. 250 One-on-One Technical Assistance Clinics
- Technical Assistance via Website
“Pre-Vetting”
The Social Equity Program Eligibility Verification Application

- Social Equity Applicant “Pre-Vetting”
  - Initial window open from May 28 to July 29, 2019
    - Approx. 2,000 applicants submitted documents for verification
    - Approx. 700 applicants have been verified so far
  - Applicants who do not participate in Phase 3 Round 1 Retail processing may still participate in Phase 3 Round 2 processing or the Delivery Pilot Program
“Pre-Vetting”
The Social Equity Program Eligibility Verification Application

Tips to Successful Pre-Vetting

- **Review Eligibility Criteria**
- Check email regularly; timely response to DCR inquiries
  - Applicants have 1 week to respond if DCR has requested additional documents to verify Social Equity Program status
  - In an effort to be as inclusive as possible, DCR will allow prospective Social Equity Program Applicants to continue to submit eligibility verification documents as long as an initial application was submitted by Monday, July 29, 2019
- Applicants receive an email when their Social Equity Program Status changes
"Pre-Vetting" - Requests for Info
The Social Equity Program Eligibility Verification Application

DCR staff requests additional information regarding cannabis arrests or convictions when:

○ DCR receives evidence of arrests or convictions in California NOT related to a Cannabis arrest/conviction; or
○ The Cannabis-related arrest of conviction occurred after November 8, 2016.

To Remedy:
○ Submit documentation for another arrest and/or conviction which is related to the sale, possession, use, manufacture, cultivation, or transportation of Cannabis in the State of California which occurred prior to November 8, 2016. Acceptable documents: Arrest/Warrant Records, Booking Records, Court Records, Criminal Records or Police Reports

○ If the Code Section is not cannabis/marijuana specific, then the record must indicate that cannabis/marijuana was involved. Booking reports and police reports typically include this level of detail
“Pre-Vetting” - Requests for Info
The Social Equity Program Eligibility Verification Application

DCR Staff Requests Additional Information Regarding Income when:

○ Gross and total household income exceeds $45,644 in 2017 or 2018
○ If you are married filing separately, and you did not provide a copy of your spouse's tax return
○ If you have investment, rental, or other income and you did not include it as part of your household income

To Remedy:
○ Provide your spouse's tax return for 2017 or 2018, only if the sum of the incomes is less than $45,644 in 2017 or 2018
    Note: Household income is calculated by its gross income before making subtractions for taxes, losses, or other deductions.
○ Approved supporting documentation for income include: Federal tax return (IRS Form 1040) or IRS Form 4506-T for a transcript for filing or non-filing
“Pre-Vetting” - Requests for Info
The Social Equity Program Eligibility Verification Application

DCR Staff Requests Additional Information Regarding Residency when:

○ Not enough documentation was provided to support residency in a Disproportionately Impacted Area (DIA); or
○ A lease agreement is provided to support multiple years, however, it only counts for the year the agreement was signed
○ The applicant is the son/daughter or spouse of the person who signed a lease agreement, or whose name appears on utility bills

To Remedy:

○ Provide additional dated documents, such as DWP, SoCal Gas, Edison, etc.
○ Provide certified school records or transcripts which list home address
○ Provide a birth certificate or marriage certificate to show the relationship to the person on the lease/utility bill
○ Provide tax returns which lists you as a dependent
Phase 3 Retail Round 1

- In order to both comply with Council Instructions, and to allow applicants the maximum time to prepare their application, DCR shall begin Phase 3 Retail Round 1 on September 3, 2019
- Retail Only ---100 Licenses Available
- DCR shall provide notice at least 15 days before the start of Round 1
  - DCR website
  - Verified Social Equity Applicants
- Applications will be accepted for 14 calendar days (104.06.1 c)
- FIRST-COME, FIRST-SERVED
Phase 3 Retail Round 1: General Application Requirements

1. First, Get Verified as Social Equity Program Applicant
   - Log in to User Profile Account
2. Know whether the proposed Business Premises is located in an Area of Undue Concentration
3. Select Which Commercial Cannabis Activity/License Type you are seeking
   - Medical Retail
   - Adult-Use Retail
4. Enter Business Premises Address Information
5. Upload Required Application Documents
6. Review Application
7. Submit Application
8. Only PCN applications will be invoiced immediately
Required Application Documents

The following documents must be provided to be eligible for Round 1:

1. Executed lease or purchase agreement
2. Ownership information
3. Financial information
4. Business premises diagram
5. Proposed staffing and security plan
6. A dated radius map including horizontal lines and labeling of any sensitive uses relative to a Type 10 License
7. Labor peace agreement
8. Indemnification agreement
9. Equity share information
Application Documents:

**Executed Lease or Purchase Agreement**

- An Applicant must submit an executed, binding agreement to lease or purchase; however, such agreements may contain an opt-out clause in the event an applicant is not eligible for Round 1 processing or does not ultimately receive a Type 10 license. **DCR will not accept a non-binding letter of intent to lease or purchase a property**

- If one of the owners of the application owns the Business Premises and is leasing it to the Applicant, then the Applicant must provide a lease agreement

- An Applicant may submit proof of deposit for a lease in the form of a financial record that reflects the deposit, including but not limited to a copy of a check, money order, or financial institution document
Location requirements:
  ○ Sensitive use restrictions
    ■ Retail location must be 700 feet from any school, public park, public library, alcoholism or drug abuse recovery or treatment facility, day care center, permanent supportive housing, or other Type 10 retail license (105.02)
  ○ Zoning restrictions
  ○ Undue Concentration

Applicants shall be prohibited from amending the location of the proposed Business Premises once an application is submitted
Application Documents: Ownership and Financial Information

- An Applicant must submit a complete Ownership and Financial Interest Holder Disclosure Form (Form: DCR-LIC-001). The form includes instructions on how to complete it. An Applicant may amend this form if its ownership structure or financial interest holders change during the application process (provided, of course, that all Social Equity ownership requirements are met). DCR suggests, but does not require, that an Applicant with a multi-level ownership structure attach an ownership chart to this form.

- An Applicant must submit a complete Financial Information Form (Form: BCC-LIC-013). This is the same form the California Bureau of Cannabis Control requires an Applicant to submit for a state license.
Phase 3 Retail Round 1:
Important License Owner Information

- **Owner requirements:**
  - Applicants must be verified for Tier 1 or Tier 2 of the SEP
  - One application per Verified Social Equity Applicant/Owner
  - An EMMD owner may not submit a Phase 3 Round 1 Retail application, but may be listed as an owner on someone else’s application as otherwise allowed
An Applicant must submit a business premises diagram that meets the following requirements:

- The diagram shall be to scale;
- The diagram shall show the boundaries of the property and the proposed retail premises to be licensed, showing all boundaries, dimensions, entrances and exits, interior partitions, walls, rooms, windows, and doorways;
- If the proposed premises consists of only a portion of a property, the diagram must be labeled to indicate which part of the property is the proposed premises;

The diagram does not need to provide any information not listed above, such as the placement of security cameras or specific descriptions of the types of activities that will take place in each area of the premises. DCR is only concerned with areas of the premises that will be licensed for retail activity.

If an Applicant is eligible for Round 1 processing, it will later be required to submit a more detailed diagram that meets all of the requirements found in BCC Regulation Sec. 5006. An Applicant will be permitted to amend its diagram as it completes its build out.
Application Documents:
Staff/Security/Radius/Labor/Indemnification

- **Proposed Staffing and Security Plans**
  - An Applicant must complete the proposed staffing and security plan form provided by DCR
  - Later in the licensing process, after an Applicant has completed their build-out and made further progress in establishing operating procedures, an Applicant will have to submit more detailed staffing and security plans

- **Radius Map**
  - An applicant must provide a dated radius map including horizontal lines and labeling of any sensitive uses relative to a Type 10 License. This radius map can be either (i) a radius map prepared by a mapping or surveying company or (ii) a ZIMAS map prepared by the applicant along with a sensitive use check attestation form. Further instructions for the second option are forthcoming.

- **Labor Peace Agreement Attestation Form**
  - An Applicant must submit an executed Labor Peace Agreement Attestation Form

- **Indemnification Agreement**
  - An Applicant must submit an executed indemnification agreement
Application Documents: Equity Shares

- All business records and agreements necessary to demonstrate that a Tier 1 or Tier 2 Social Equity Applicant owns the minimum Equity Share in the Applicant required under Section 104.20
- An Applicant must provide DCR all business records and agreements necessary to demonstrate that the Equity Share requirements are met. These records will vary based upon the structure of the business seeking a license
- Additionally, an Applicant must provide DCR all agreements or contracts the Applicant or its owners have entered into concerning the distribution of the business’ profits or revenues or the right to control the business, including but not limited to, subscription agreements, management agreements, loan agreements, and profit-sharing agreements
- For more information about Equity Share requirements, review the guidance on DCR’s website
Next Steps in Round 1

● For SEP Verified Applicants:
  ○ Prepare required application documents for future submittal
  ○ Apply for Phase 3 Round 1 Retail beginning September 3, 2019

● If you are one of the 100 selected for processing:
  ○ Begin build-out of retail premises
  ○ Prepare for DCR inspection
  ○ Prepare for LAFD inspection
  ○ Obtain state provisional license
  ○ Submit full local annual license application
Things to Know:

- Tier 1 applicants have priority processing over Tier 2 applicants (104.06.1 c)
  - The first 75 Tier 1 applications that meet all requirements will be eligible for Round 1
  - Remaining 25 applicants may be Tier 1 or Tier 2

- Application Fees:
  - Retail fee: $8,059 (104.19)
  - Applicant only has to pay fee if determined eligible for Round 1
Once submitted, the entity applying for Round 1 processing will be unable to amend the verified Social Equity Program application or the location of the business premises.
Disclaimer Regarding The Use of Third-Party Agents in the Eligibility Verification Application and other Licensing Processes:

It is your responsibility to: (1) submit the eligibility verification application, and (2) have access to the user account associated with your application so that you can participate in Social Equity Program Retail Priority Processing, which opens September 3, 2019.
Is Your Proposed Business Premises in an Area of Undue Concentration?

Through September 2, 2019, Type 10 (Retail Storefront) applications submitted in the following Community Plan Areas subject to Undue Concentration findings: I) Central City, II) Central City North, III) Harbor Gateway, IV) Sherman Oaks – Studio City – Toluca Lake – Cahuenga Pass, V) Sun Valley – La Tuna Canyon, and VI) Venice.

Are you applying for a Type 10 (Retail Storefront) Commercial Cannabis Activity license in an area of Undue Concentration?:

[ ] Yes [ ] No

Save and resume later

Continue »
An error has occurred.
Unable to proceed. Your Social Equity Status has not been verified for this round of licensing.

<table>
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<td>2 Documents Required</td>
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Phase 3 Retail Round 1 - Application
# Phase 3 Retail Round 1 - Application

## Commercial Cannabis Activities

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<tr>
<td>Medical Retail</td>
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[Save and resume later] [Continue »]
Phase 3 Retail Round 1 - Application

Cannabis Business Application

1. Basic Information
2. Documents Required
3. Review
4. Pay Fees
5. Record Issuance

*Indicates a required field.

Required Documents

The maximum file size allowed is 50 MB. Only document file types are allowed to be uploaded.

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<th>Type</th>
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Select from Account  Add

Save and resume later  Continue >
Phase 3 Retail Round 1 - Application

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**Type:**

- Select:
  - Diagram of Premises
  - Financial Information
  - Indemnification Agreement
  - Labor Peace Agreement Attestation Form
  - Lease Agreement
  - Lease Deposit or Financial Record
  - Multi-Document Submission
  - Ownership Disclosure Form
  - Security Plan
  - Staffing Plan

[Save and resume later] [Add] [Remove All] [Continue »]
### Required Documents

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**Type:**

- Multi-Document Submission

File:

03 - Account Registration Sheet

100%

- Save
- Select from Account
- Add
- Remove All

Save and resume later

Continue »
### Phase 3 Retail Round 1 - Application

#### Cannabis Business Application

**Record Type**

**Custom Fields**

- **Through September 2, 2019, Type 10 (Retail Establish)** No applications submitted to the following community plan areas subject to undue concentration rebuildings: 3.5% *Centra City *Central City North *Horst Gateway *Van Nuys Oaks *Tujunga Valley *College Area *Los Angeles *San Fernando Valley *West Los Angeles *Northeast Los Angeles
- Are you applying for a Type 10 (Retail Establish)? Commercial Cannabis Activity: No

**Business Premises Address**

- **625 S Hill Rd 8440**
  - Los Angeles, LOS ANGELES CA 90021

**Commercial Cannabis Activities**

- **Adult-use Retail:** Yes
- **Medical Use:** No

**Required Documents**

*The maximum file size allowed is 64 MB. Only document types are allowed to be uploaded.*

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Phase 3 Retail Round 1 - Application

Cannabis Business Application

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Your commercial cannabis application has been successfully submitted.

If you submitted a Public Convenience and Necessity (PCN) application, you are required to pay your PCN application fee within 10 days at the Office of Finance. If payment has not been received within 10 days, the application will be deemed abandoned. Click “Print/View Invoice” below for further instructions.

Thank you for using our online services.
Your Record Number is LA-C-19-000054-R-APP.

You will need this number to check the status of your application.

Print/View Summary
Is Your Proposed Business Located in an Area of Undue Concentration?

- Currently, the following Community Plan Areas are subject to Undue Concentration findings for Type 10 Retail Storefront licenses:
  - Central City
  - Central City North
  - Harbor Gateway
  - Sherman Oaks - Studio City - Toluca Lake - Cahuenga Pass
  - Sun Valley - La Tuna Canyon
  - Venice

- [https://neighborhoodinfo.lacity.org/](https://neighborhoodinfo.lacity.org/)
https://neighborhoodinfo.lacity.org/
PCN Applications

- To obtain Public Convenience or Necessity approval (104.03 a)
  - An area must be at its Undue Concentration limit of Type 10 retail licenses
  - Apply for PCN with City Council
  - If PCN is denied by Council, the applicant cannot proceed with the application
  - If PCN is approved by Council, the applicant may then proceed to apply with DCR for a Type 10 retail license
Next Steps for Verified Social Equity Applicants NOT participating in Retail Round 1

- Phase 3 Round 2 (104.06.1 d)
  - Approximately 150 Type 10 retail licenses will be available
  - Must be verified Tier 1 or Tier 2 Social Equity Applicant to participate
  - Commencement TBD, generally dependent on BLC Programming

- Delivery Pilot Program (104.06.1 f)
  - 60 Type 9 Delivery licenses available
  - Commencement TBD
New Phase 3 Retail Round 1
Information Page Coming Soon
QUESTIONS?