



Reporting Form Instructions

Reporting Form Process - Enforcement

Cannabis Regulatory Agency
517-284-8599
Michigan.gov/CRA
CRA-Amendments@michigan.gov

Reporting Form Instructions

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Reporting Form Instructions

General Overview

Reporting Form Instructions

General Overview

Per the MMFLA, MRTMA, and the Administrative Rules, applicants/licensees shall report to the agency any proposed changes as indicated in R 420.14 and R 420.802.

The applicant/licensee must submit the Reporting Form for each item being reported and/or requested. If a proposed change applies to both Medical Facilities Licensing and Adult-Use Licensing, only one Reporting Form should be filed as this will be indicated on the Reporting Form.

The Reporting Form must be submitted with the appropriate supporting documentation as listed on page one of the Reporting Form. Reporting Forms must be filed on the Accela Citizen Access Portal (ACA). Any additional documents after the initial submission should also be uploaded to ACA. Please do not email documents.

After initial review of the Reporting Form, additional supporting documentation may be required, and the applicant/licensee will receive a notice from the agency if applicable.

If there are any questions regarding a Reporting Form, please contact the agency by calling (517) 284-8599 or emailing CRA-Amendments@michigan.gov.

Reporting Form Instructions

Supporting Documentation

Reporting Form Instructions – Enforcement

Supporting Documentation

Before initiating the Reporting Form process, be advised each Reporting Form type will have a specific set of documents that will be required to be submitted with the Reporting Form. The following documentation will be required in addition to the Reporting Form:

If reporting a **change of processing machinery or equipment**, provide:

- Description of Change

If reporting a **change to operational or method changes requiring inspection**, provide:

- Description of Change

Additions or reductions in equipment or processes, provide:

- Description of Change

Increase or decrease in the size or capacity of the marijuana business, provide:

- Description of Change

Alterations of ingress or egress, provide:

- Description of Change

Reporting Form Instructions – Enforcement

Supporting Documentation

Before initiating the Reporting Form process, be advised each Reporting Form type will have a specific set of documents that will be required to be submitted with the Reporting Form. The following documentation will be required in addition to the Reporting Form:

Changes that impact **security, fire safety, and building safety**, provide:

- Description of Change

If reporting any **change or modification to the marijuana business**, provide:

- Updated floor plan
- Updated marijuana business location plan

If reporting any **action by another party or employee in violation of the acts or rules**, provide:

- Name of the “other” party or name of the employee
- Description of conduct

If reporting **an unwanted fire**, provide:

- Date of fire
- Date licensee notified BFS
- Report number (if available)
- Copy of report (if available)
- Description of event

Reporting Form Instructions – Enforcement

Supporting Documentation

Before initiating the Reporting Form process, be advised each Reporting Form type will have a specific set of documents that will be required to be submitted with the Reporting Form.

The following documentation is required to be uploaded to Accela in addition to the Reporting Form:

If reporting any theft or loss of any marijuana product or criminal activity at the marijuana business, provide:

- Date of incident
- Date reported to police
- Name of law enforcement agency
- Report number (if available)
- Copy of report (if available)
- Description of event
- Required Documentation for the affected products including:
 - Spreadsheet exported from METRC that includes a list of package tags affected and amounts stolen/lost
 - Copy of METRC adjustment report showing affected tags have been adjusted

Reporting Form Instructions

Completing the Reporting Form

Reporting Form Instructions

Reporting Form – Enforcement - Checklist

Checklist: Indicate on the checklist which item you are reporting. Only one item should be reported per reporting form.

Supporting Documents Checklists
<p>If reporting a change of processing machinery or equipment, provide:</p> <p><input type="checkbox"/> Description of the change</p> <p><input type="checkbox"/> [[No Title]]</p>
<p>If reporting a change operational or method changes requiring inspection, provide:</p> <p><input type="checkbox"/> Description of the change</p>
<p>Additions or reductions in equipment or processes, provide:</p> <p><input type="checkbox"/> Description of the change</p>
<p>Increase or decrease in the size or capacity of the marijuana business, provide:</p> <p><input type="checkbox"/> Description of the change</p>
<p>Alterations of ingress or egress, provide:</p> <p><input type="checkbox"/> Description of the change</p>
<p>Changes that impact security, fire safety, and building safety, provide:</p> <p><input type="checkbox"/> Description of the change</p>
<p>If reporting any change or modification to the marijuana business, provide:</p> <p><input type="checkbox"/> Updated floor plan</p> <p><input type="checkbox"/> Updated marijuana business location plan</p>
<p>If reporting action by another party or employee in violation of the acts or rules, provide:</p> <p><input type="checkbox"/> Name of the "other" party or name of the employee</p> <p><input type="checkbox"/> Description of conduct</p>
<p>If reporting an unwanted fire, provide:</p> <p><input type="checkbox"/> Date of the fire</p> <p><input type="checkbox"/> Date licensee notified BFS</p> <p><input type="checkbox"/> Report number (if available)</p> <p><input type="checkbox"/> Copy of report (if available)</p> <p><input type="checkbox"/> Description of event</p>
<p>If reporting theft or loss of any marihuana product or criminal activity at the marihuana business, provide:</p> <p><input type="checkbox"/> Date of incident</p> <p><input type="checkbox"/> Date reported to police</p> <p><input type="checkbox"/> Name of law enforcement agency</p> <p><input type="checkbox"/> Report number (if available)</p> <p><input type="checkbox"/> Copy of report (if available)</p> <p><input type="checkbox"/> Description of event</p> <p><input type="checkbox"/> Spreadsheet exported from METRC that includes a list of package tags affected and amounts stolen/lost</p> <p><input type="checkbox"/> Copy of METRC adjustment report showing affected tags have been adjusted</p>

Reporting Form Instructions

Reporting Form - Enforcement - General Information

General Information: Complete all fields within the general information section.

- Main Applicant/Licensee Legal Name - This section should be the official name of the company, not an Assumed Name/Doing Business As name.
- Main Applicant/Licensee Prequalification Record Number (e.g., ERG-000000, AU-ER-000000) - This section requires all prequalification record numbers the specific Reporting Form will apply to. If you are unsure of the record number, please login to your ACA account to find the correct numbers or send an email to CRA-Amendments@michigan.gov.
- If the update pertains to a licensed location, provide the assumed name or DBA being used at the location (if applicable): - This section requires the current name being used for this location, if different than the entity legal name.
- If the update involves a licensed location, provide the license number (e.g., PC-000000, AU-R-000000) - This section requires the specific license number the Reporting Form will apply to.

General Information	
Main Applicant/Licensee Legal Name:	Main Applicant/Licensee Prequalification Record Number (e.g., ERG-000000, AU-ER-000000):
If the update pertains to a licensed location, provide the assumed name or DBA being used at the location (if applicable):	If the update involves a licensed location, provide the license number (e.g., PC-000000, AU-R-000000):
Change applies to: <input type="checkbox"/> Medical (MMFL) Only <input type="checkbox"/> Adult-Use (AU) Only <input type="checkbox"/> Both MMFL and AU	Date applicant/licensee became aware of change/update:
Physical Address (if more than one location, please file a separate form):	

Reporting Form Instructions

Reporting Form - Enforcement - General Information

General Information: Complete all fields within the general information section.

- Change applies to – One checkbox must be selected to indicate if this Reporting Form will apply to Medical, Adult-Use, or both.
- Date applicant/licensee became aware of change/update – This section requires the date the applicant/licensee became aware of the item being reported.
- Physical Address – This section requires the physical location of the license. Only one address can be listed per form.

General Information	
Main Applicant/Licensee Legal Name:	Main Applicant/Licensee Prequalification Record Number (e.g., ERG-000000, AU-ER-000000):
If the update pertains to a licensed location, provide the assumed name or DBA being used at the location (if applicable):	If the update involves a licensed location, provide the license number (e.g., PC-000000, AU-R-000000):
Change applies to: <input type="checkbox"/> Medical (MMFL) Only <input type="checkbox"/> Adult-Use (AU) Only <input type="checkbox"/> Both MMFL and AU	Date applicant/licensee became aware of change/update:
Physical Address (if more than one location, please file a separate form):	

Reporting Form Instructions

Reporting Form - Enforcement

Reporting Form Type: Select the checkbox that is associated to the type of item the licensee is reporting.

Item(s) Being Reported
<input type="checkbox"/> Change of processing machinery or equipment
<input type="checkbox"/> Change operational or method changes requiring inspection
<input type="checkbox"/> Additions or reductions in equipment or processes
<input type="checkbox"/> Increase or decrease in the size or capacity of the marijuana business
<input type="checkbox"/> Alterations of ingress or egress
<input type="checkbox"/> Changes that impact security, fire safety, and building safety
<input type="checkbox"/> Change or modification to the marijuana business
<input type="checkbox"/> Action by another party or employee in violation of the acts or rules
<input type="checkbox"/> The occurrence of an unwanted fire
<input type="checkbox"/> Theft or loss of any marijuana product or criminal activity at the marijuana business

Reporting Form Instructions

Reporting Form - Description of Proposed Reporting Form

Provide a Detailed Description of the Item/Change Being Reported: Give a detailed explanation of the item or change being reported, including the names of all parties involved.

- For example: ABC 123 Inc. is adding a new egress window to its location at 567 Example St. Lansing, MI 48906.

Provide a Detailed Description of the Item/Change Being Reported

Reporting Form Instructions

Reporting Form - Description of Proposed Reporting Form

Onsite Contact for Purposes of this Reporting Form Only: Provide the first and last name, phone number, and email address for the person who will be the contact for the CRA and BFS while these changes are being made.

Onsite Contact for Purposes of this Reporting Form Only:		
First and Last Name:	Phone:	Email:

Reporting Form Instructions

Reporting Form - Person Completing Form

Signature & Declaration: Complete all fields in this section.

- Signature – This form must be signed by an authorized individual.
- Date- Provide the date the form was signed.
- Printed Name - Provide the name of the person who signed the form.
- Affiliation with Main Applicant/Licensee - Provide the affiliation that the person signing the form has with the Main Applicant/Licensee.

Signature & Declaration	
I attest the information I provided on this reporting form is true and accurate and that I will comply with the requirements of the Medical Marihuana Facilities Licensing Act (MMFLA) and/or the Michigan Regulation and Taxation of Marihuana Act (MRTMA) and associated rules. I understand that falsified or fraudulent information could subject the licensee to disciplinary action as provided in the MMFLA, MRTMA, and associated rules, up to and including license revocation.	
Signature:	Date:
Printed Name:	
Affiliation to Main Applicant/Licensee:	

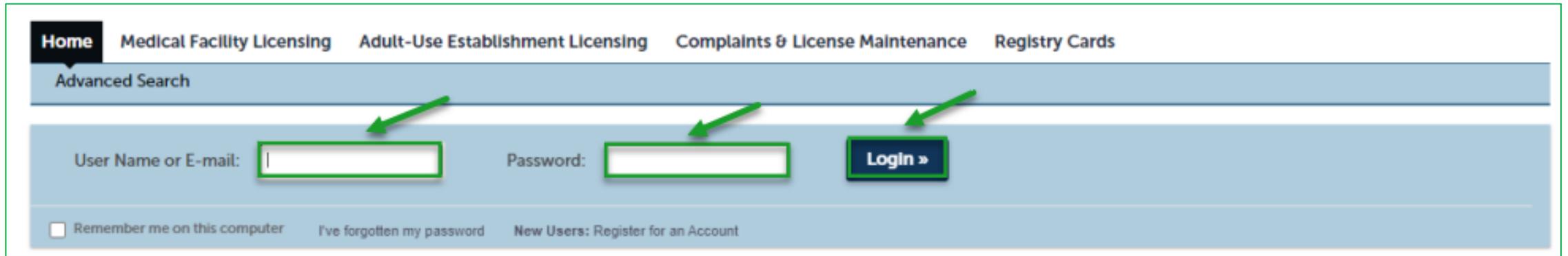
Reporting Form Instructions

Submitting the Reporting Form

Reporting Form Instructions

Reporting Form Submission - Login to ACA

- Go to ***www.Michigan.gov/CRAonline***.
- Enter ***User Name or E-mail***.
- Enter ***Password***.
- Select ***Login***.



Home Medical Facility Licensing Adult-Use Establishment Licensing Complaints & License Maintenance Registry Cards

Advanced Search

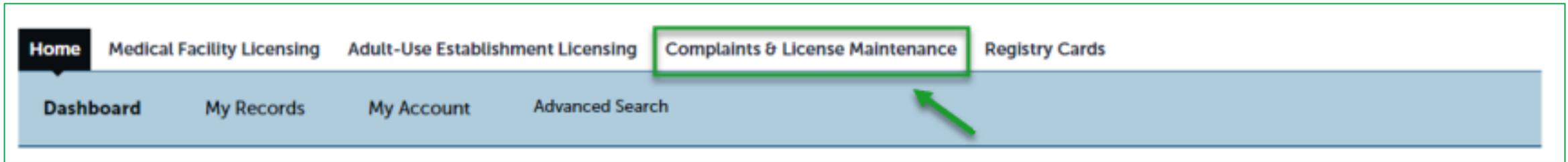
User Name or E-mail: Password: **Login >**

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

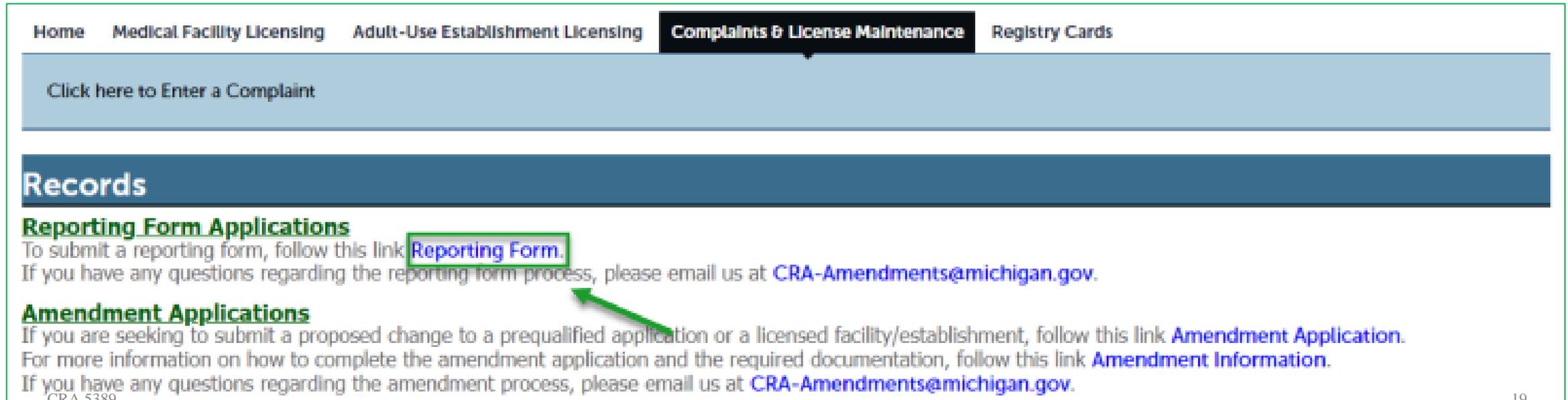
Reporting Form Instructions

Reporting Form Submission - Select Licensing Section

- Select **Complaints & License Maintenance**.



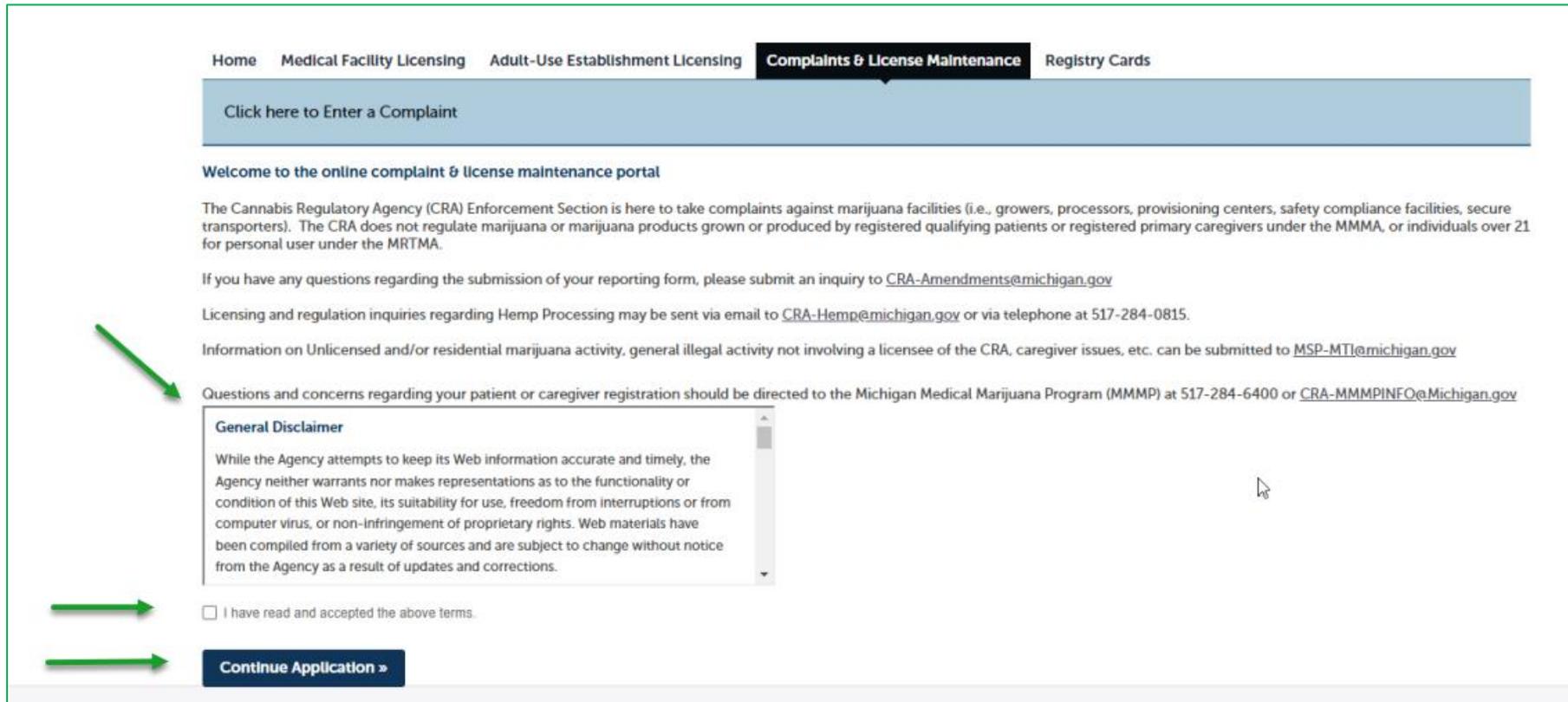
- Select **Reporting Form**.



Reporting Form Instructions

Reporting Form Submission - General Disclaimer

- Read the **General Disclaimer**.
- Check the box stating ***I have read and accepted the above terms.***
- Select **Continue Application**.



Home Medical Facility Licensing Adult-Use Establishment Licensing **Complaints & License Maintenance** Registry Cards

[Click here to Enter a Complaint](#)

Welcome to the online complaint & license maintenance portal

The Cannabis Regulatory Agency (CRA) Enforcement Section is here to take complaints against marijuana facilities (i.e., growers, processors, provisioning centers, safety compliance facilities, secure transporters). The CRA does not regulate marijuana or marijuana products grown or produced by registered qualifying patients or registered primary caregivers under the MMMA, or individuals over 21 for personal use under the MRTMA.

If you have any questions regarding the submission of your reporting form, please submit an inquiry to CRA-Amendments@michigan.gov

Licensing and regulation inquiries regarding Hemp Processing may be sent via email to CRA-Hemp@michigan.gov or via telephone at 517-284-0815.

Information on Unlicensed and/or residential marijuana activity, general illegal activity not involving a licensee of the CRA, caregiver issues, etc. can be submitted to MSP-MTI@michigan.gov

Questions and concerns regarding your patient or caregiver registration should be directed to the Michigan Medical Marijuana Program (MMMP) at 517-284-6400 or CRA-MMMPINFO@Michigan.gov

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

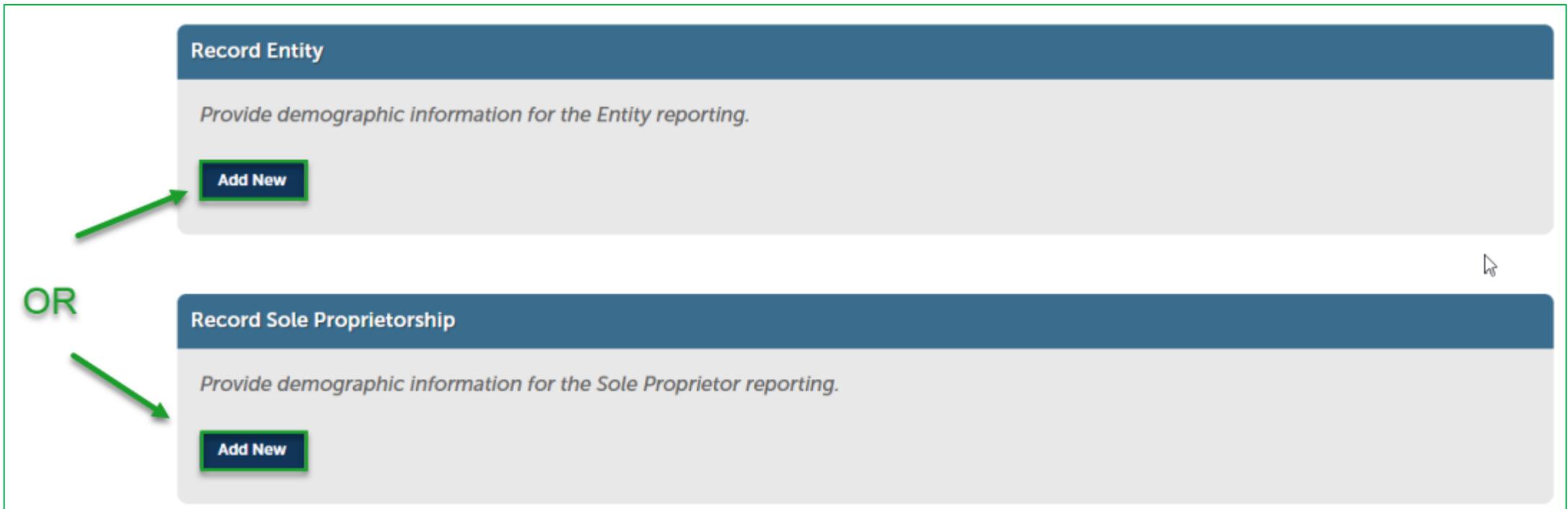
Continue Application »

Reporting Form Instructions

Reporting Form Submission - Select Reporting Form Applicant Contact Type

- For a Reporting Form for an entity, provide demographic information for the entity by selecting **Add New under Record Entity**.
- For a Reporting Form for an individual, provide demographic information for the individual by selecting **Add New under Record Sole Proprietorship**.

Note: you must **Add New** for either Record Entity OR Record Sole Proprietorship.

A screenshot of a web interface showing two options for reporting form submission. The top option is "Record Entity" with a sub-instruction "Provide demographic information for the Entity reporting." and an "Add New" button. The bottom option is "Record Sole Proprietorship" with a sub-instruction "Provide demographic information for the Sole Proprietor reporting." and an "Add New" button. A green "OR" is placed between the two options, with green arrows pointing from the "OR" to each "Add New" button. A mouse cursor is visible on the right side of the "Record Sole Proprietorship" section.

Record Entity

Provide demographic information for the Entity reporting.

Add New

OR

Record Sole Proprietorship

Provide demographic information for the Sole Proprietor reporting.

Add New

Reporting Form Instructions

Reporting Form Submission - Add Contact Info: Entity

For an entity:

- Enter **Entity** name.
- Enter **Assumed Name** if operating publicly with a name other than the Reporting Form entity name. Separate multiple assumed names with commas.
- Enter **Federal Employer Identification Number (FEIN)**.
- Enter **Phone Number**.
- Enter **E-mail Address**.
- Select **Add Additional Contact Address**. Another window will open.

Contact Information ✕

*Entity Name:
 Assumed Name:

*FEIN:
 *Phone:
 *E-mail:

*Individual/Organization:

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Continue
Clear
Discard Changes

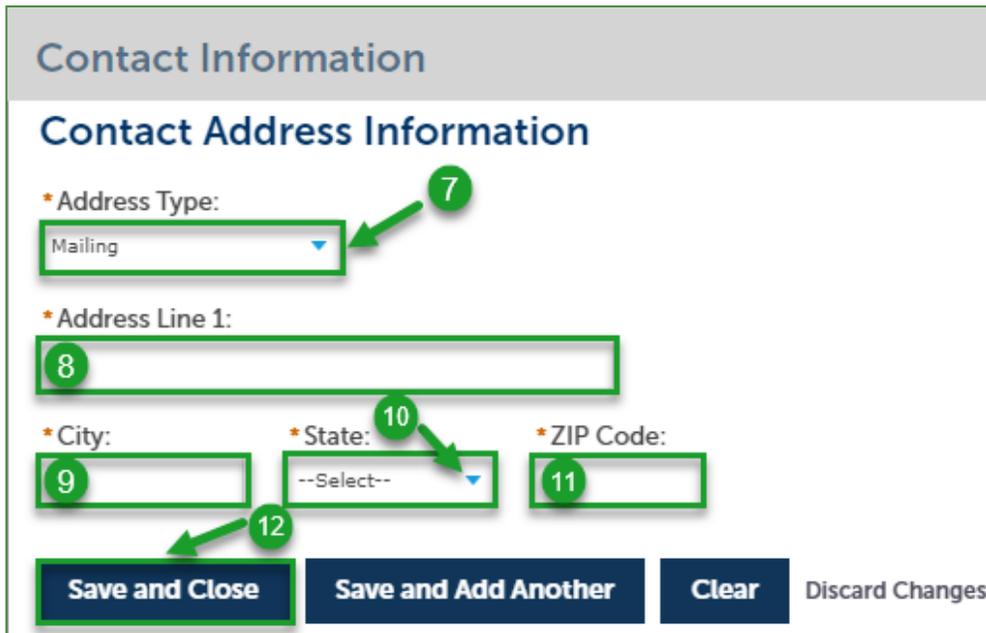
Reporting Form Instructions

Reporting Form Submission - Add Contact Address: Entity

For an entity:

- ***Mailing Address** type is required.
- Enter **Street Address**.
- Enter **City**.
- Select to add **State**.
- Enter **ZIP Code**.
- Select **Save and Close**.

- **Contact Address Added Successfully** message will appear.
- Select **Continue**.



Contact Information

Contact Address Information

* Address Type: (7)

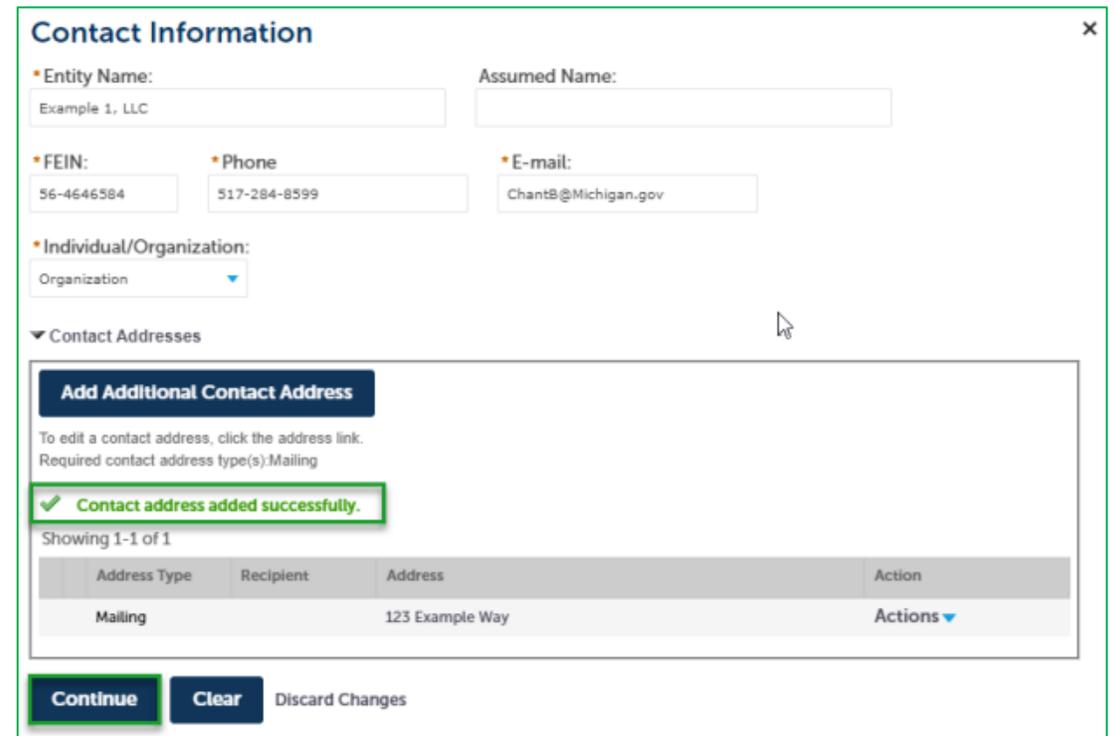
* Address Line 1: (8)

* City: (9)

* State: (10)

* ZIP Code: (11)

(12)



Contact Information

* Entity Name: Assumed Name:

* FEIN: * Phone: * E-mail:

* Individual/Organization:

▼ Contact Addresses

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Contact address added successfully.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		123 Example Way	Actions ▼

Reporting Form Instructions

Reporting Form Submission - Add Contact Info: Individual

For an individual:

- Enter Individual's **First Name**.
- Enter Individual's **Last Name**.
- Enter Individual's **Date of Birth (DOB)**.
- Enter Individual's **Social Security Number (SSN)**.
- Enter Individual's **Phone Number**.
- Enter Individual's **E-mail Address**.
- Enter Individual's **Doing Business As (DBA)**, if applicable.
- Select **Add Contact Address**. Another window will open.

Contact Information ✕

* First: Middle: * Last:

* Date of Birth:  * SSN: FEIN: * Phone:

* E-mail:

Doing Business As (DBA) Name:

* Individual/Organization:

▼ Contact Addresses 8

Add Contact Address

To edit a contact address, click the address link.
 Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Address
No records found.	

Continue **Clear** Discard Changes

Reporting Form Instructions

Reporting Form Submission - Add Contact Address: Individual

For an individual:

- *Mailing Address type is required.
- Enter **Street Address**.
- Enter **City**.
- Select to add **State**.
- Enter **ZIP Code**.
- Select **Save and Close**.

- **Contact Address Added Successfully** message will appear.
- Select **Continue**.

Contact Information

Contact Address Information

* Address Type: 9

* Address Line 1: 10

* City: 11

* State: 12

* ZIP Code: 13

14 Discard Changes

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

✓ **Contact address added successfully.**

Showing 1-1 of 1

Address Type	Address
Mailing	453 Main St

15 Discard Changes

Reporting Form Instructions

Reporting Form Submission - Select Person Completing Application Contact

- Choose **Select from Account**.

Person Completing Application

Provide demographic information for the person completing the online application by selecting "Select from Account" to use an existing contact.

Select from Account ←

- Select the box for **Mailing Address**.
- Select **Continue**.

Select Contact from Account

Person Completing Application

Select contact addresses for this contact to attach to the record.

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Address
<input checked="" type="checkbox"/>	Mailing	

Continue Discard Changes

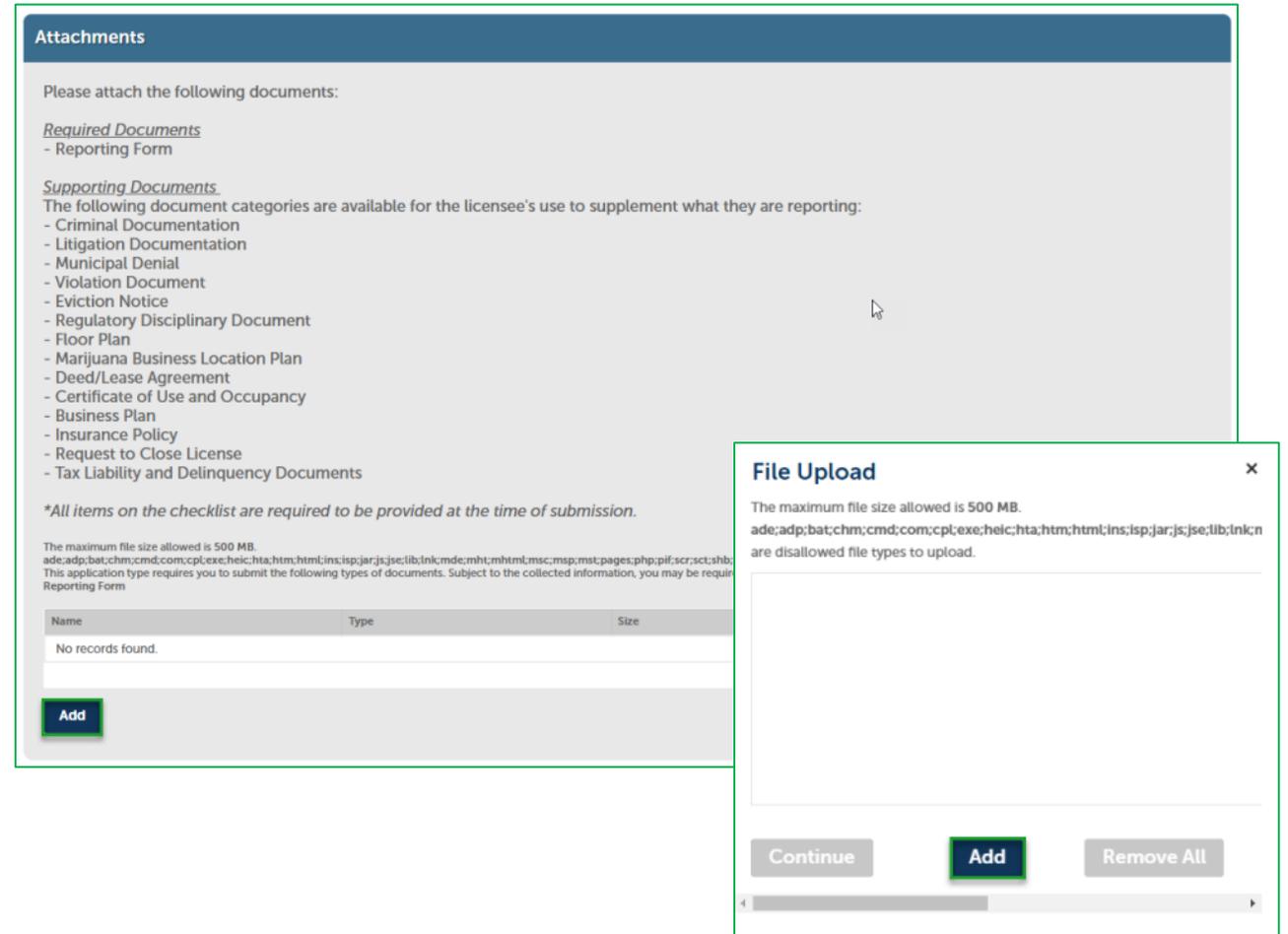
- After entering the demographic information for the Reporting Form applicant and the person completing the application, select **Next**

→ **Next**

Reporting Form Instructions

Reporting Form Submission - Upload Supporting Documents

- All applicable items on the checklist are required to be provided at the time of submission.
- Failure to submit any of the applicable checklist items may result in the denial of your reporting form.
- Each document in the checklist must be uploaded individually; documents cannot be combined and uploaded as a single PDF.
- To attach documents, Select **Add** on the attachments page.
- Select **Add** on the file upload pop out window. Please see next page to continue.



Attachments

Please attach the following documents:

Required Documents

- Reporting Form

Supporting Documents

The following document categories are available for the licensee's use to supplement what they are reporting:

- Criminal Documentation
- Litigation Documentation
- Municipal Denial
- Violation Document
- Eviction Notice
- Regulatory Disciplinary Document
- Floor Plan
- Marijuana Business Location Plan
- Deed/Lease Agreement
- Certificate of Use and Occupancy
- Business Plan
- Insurance Policy
- Request to Close License
- Tax Liability and Delinquency Documents

**All items on the checklist are required to be provided at the time of submission.*

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;heic;hta;htm;html;ins;isp;jar;js;json;lib;lnk;...
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit the following types of documents. Reporting Form

Name	Type	Size
No records found.		

Add

File Upload

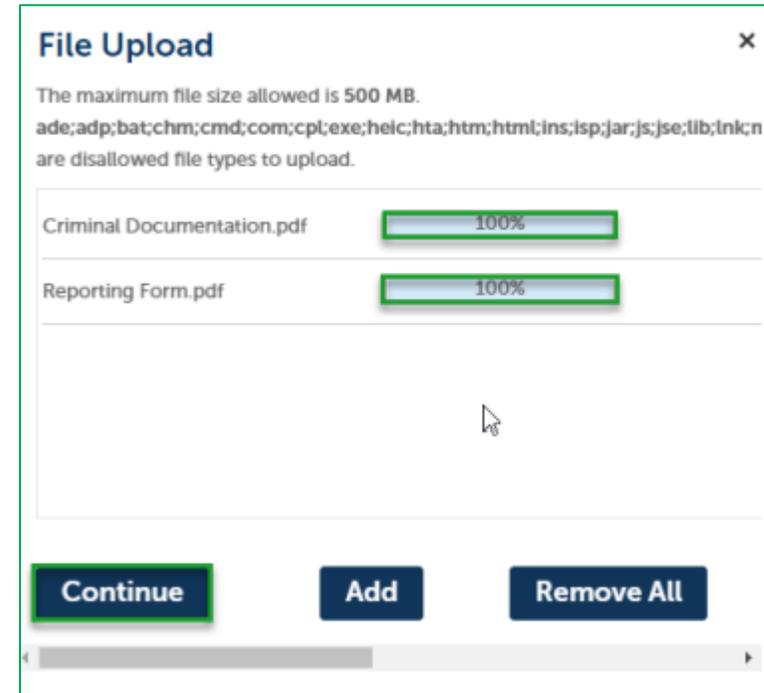
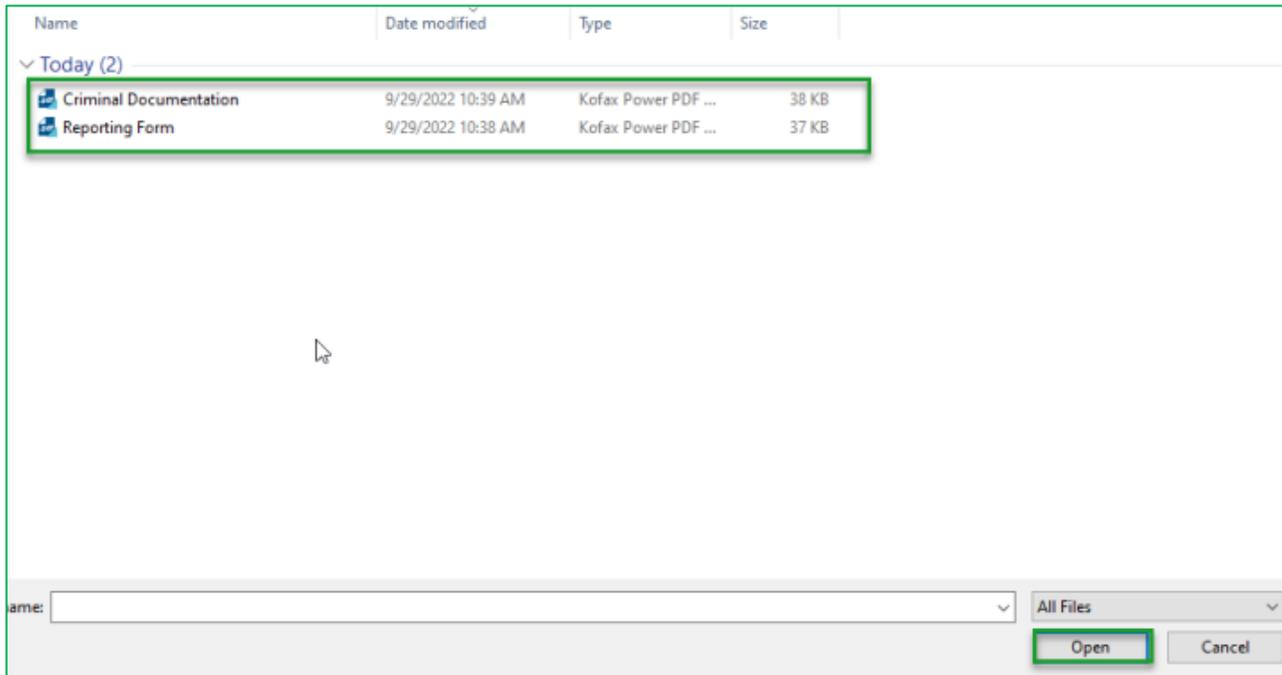
The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;heic;hta;htm;html;ins;isp;jar;js;json;lib;lnk;...
are disallowed file types to upload.

Continue **Add** **Remove All**

Reporting Form Instructions

Reporting Form Submission - Upload Supporting Documents

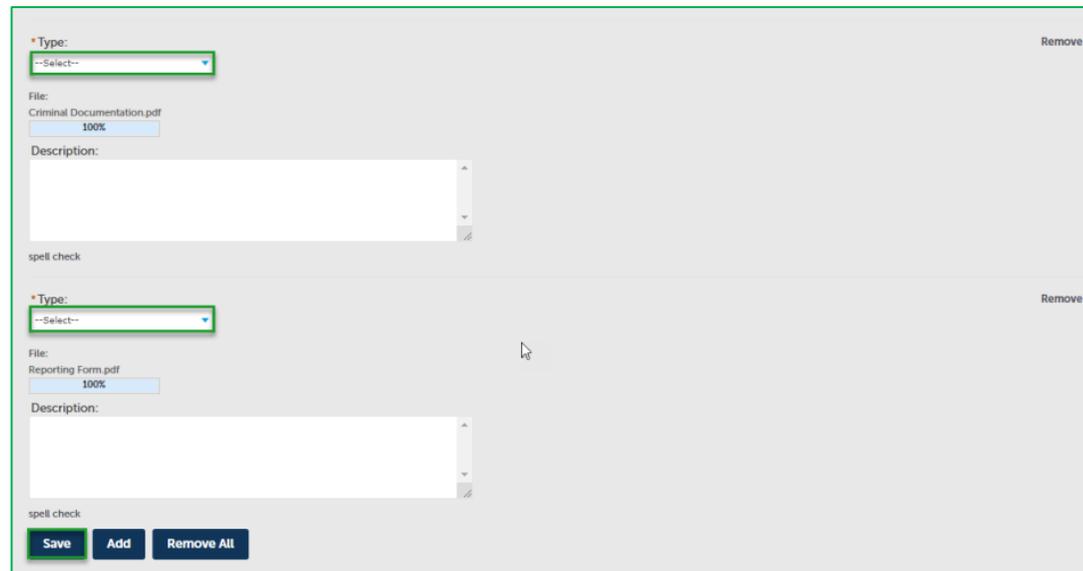
- **Select** and **Open** the file(s) you wish to upload.
 - Attachments should be uploaded in PDF format.
 - Files should be named according to their document type. For example, the Reporting Form PDF should be named “Reporting Form.”
- Confirm the file(s) are 100% uploaded and select **Continue**.

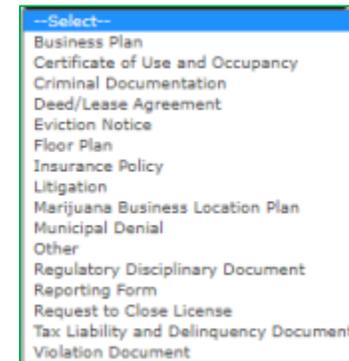


Reporting Form Instructions

Reporting Form Submission - Upload Supporting Documents

- Select document **Type**.
 - All documents on the checklist have a corresponding type. You must choose the corresponding document type for each document that is uploaded. For example, when uploading the Criminal Documentation, you must select the “Criminal Documentation” type. If you do not have a corresponding document type for your document, you must use the “Other” type.
- Select **Save**.
- **You must repeat the process depicted for the Reporting Form and for all applicable documents on the checklist.**

A screenshot of a web application interface for uploading supporting documents. It shows two rows of document entries. Each row has a dropdown menu for "Type" (currently set to "--Select--"), a "File:" field showing the document name and a "100%" progress indicator, and a "Description:" text area. Below each row is a "spell check" link and a "Remove" button. At the bottom of the interface are "Save", "Add", and "Remove All" buttons.

- 
- A dropdown menu listing various document types. The list includes: Business Plan, Certificate of Use and Occupancy, Criminal Documentation, Deed/Lease Agreement, Eviction Notice, Floor Plan, Insurance Policy, Litigation, Marijuana Business Location Plan, Municipal Denial, Other, Regulatory Disciplinary Document, Reporting Form, Request to Close License, Tax Liability and Delinquency Documents, and Violation Document.

Reporting Form Instructions

Reporting Form Submission - Upload Supporting Documents

- After all applicable documents have been uploaded and **their corresponding document types have been selected and saved**, select ***Continue Application***.

Attachments

Please attach the following documents:

Required Documents

- Reporting Form

Supporting Documents

The following document categories are available for the licensee's use to supplement what they are reporting:

- Criminal Documentation
- Litigation Documentation
- Municipal Denial
- Violation Document
- Eviction Notice
- Regulatory Disciplinary Document
- Floor Plan
- Marijuana Business Location Plan
- Deed/Lease Agreement
- Certificate of Use and Occupancy
- Business Plan
- Insurance Policy
- Request to Close License
- Tax Liability and Delinquency Documents

**All items on the checklist are required to be provided at the time of submission.*

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;heic;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;pages;php;plf;scr;scrt;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Name	Type	Size	Description	Action
Criminal Documentation.pdf	Criminal Documentation	37.51 KB		Actions ▾
Reporting Form.pdf	Reporting Form	36.40 KB		Actions ▾

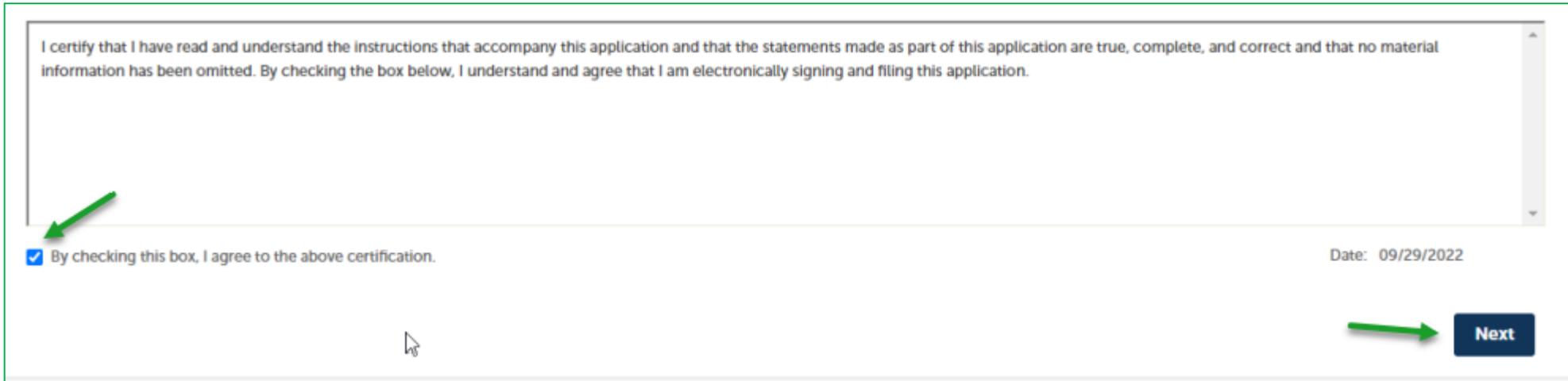
Add

➔ **Next**

Reporting Form Instructions

Reporting Form Submission - Application Certification

- After reviewing the Reporting Form, **Check** the box to electronically sign and file the reporting form thus certifying that the reporting form is true, complete, correct, and that no material information has been omitted.
- Select **Next** to submit the reporting form.



I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

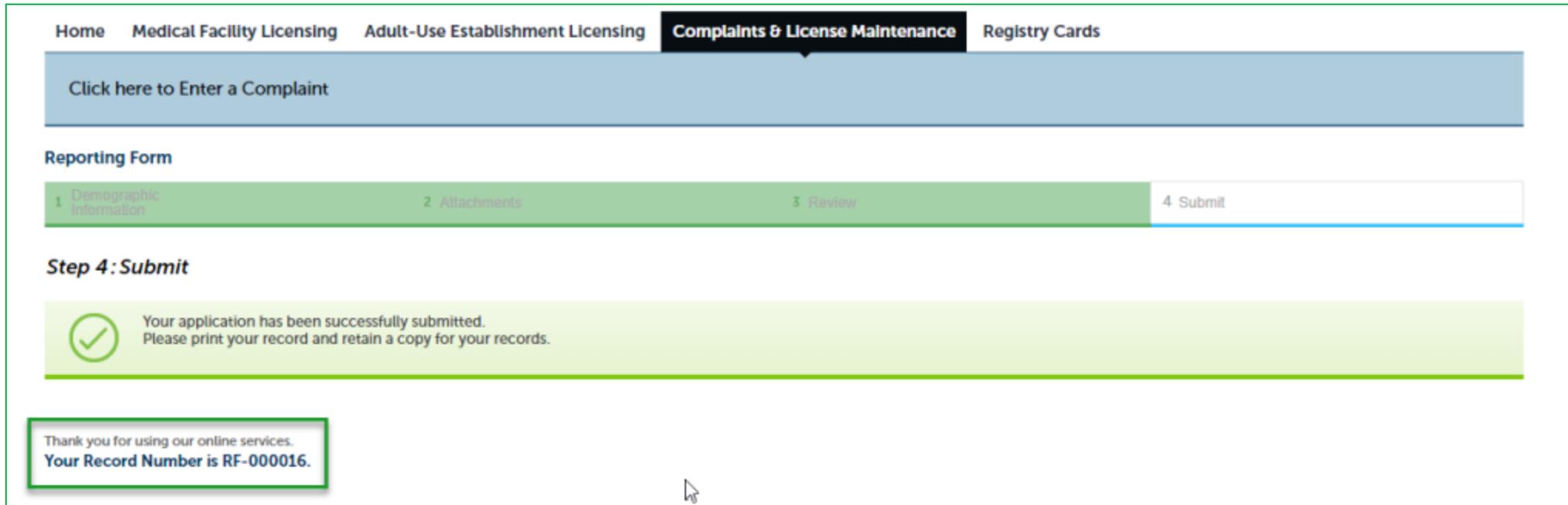
Date: 09/29/2022

[Next](#)

Reporting Form Instructions

Reporting Form Submission - Record Issuance

- The Reporting Form has now been submitted. Retain a copy of the record number.



Home Medical Facility Licensing Adult-Use Establishment Licensing **Complaints & License Maintenance** Registry Cards

Click here to Enter a Complaint

Reporting Form

1 Demographic Information 2 Attachments 3 Review 4 **Submit**

Step 4: Submit

 Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is RF-000016.

Reporting Form Instructions

Reporting Form Submission - Submission Email

- The person completing the application and the Reporting Form applicant will receive the below email confirming the record was submitted, containing:
 - The Reporting Form number.
 - The Reporting Form name.

Dear Example 1, LLC,

You have successfully submitted a reporting form. The reporting form information is below. Make sure to retain this information for your records.

Reporting Form Name: Example 1, LLC

Reporting Form Number: RF-000016

An analyst will contact you if further information is required or when a determination has been made.

If there are any questions regarding this reporting form, please contact the Cannabis Regulatory Agency via telephone at (517) 284-8599 or via email at CRA-Amendments@michigan.gov.

Thank you,

Cannabis Regulatory Agency

Licensing Division

(517) 284-8599

CRA-Amendments@michigan.gov |

www.michigan.gov/cra



517-284-8599

CRA-Amendments@michigan.gov

Michigan.gov/CRA