

Social Equity Renewal Application Instructions



Individuals should submit a social equity renewal application to the Cannabis Regulatory Agency (CRA) for eligibility determination. If eligible, the social equity team will notify the adult-use licensing section so that potential fee reductions can be applied to adult-use fees (e.g. application fee, initial licensure fee, renewal fees).

The social equity renewal application must be completed in its entirety upon submission. If the CRA identifies a deficiency in an application, the CRA will notify the applicant. The applicant must submit all missing information or proof that the deficiency has been corrected in its entirety to the CRA within 7 days of the date the applicant received the notice of deficiency. The failure of an applicant to completely correct a deficiency within 7 days of notification by the CRA may result in your application being placed in inactive status or the denial of the application.

Cannabis Regulatory Agency
Phone: (517) 284-8599
Website: www.michigan.gov/CRA
Email: CRA-SocialEquity@Michigan.gov

Social Equity Renewal Application Instructions



Dear Applicant,

It's time to renew your social equity eligibility!

Record Name: Applicant Name

Record Number: AU-SEA-000091

The renewal instructions and online portal can be viewed [here](#).



The Cannabis Regulatory Agency will begin to review your renewal application once it has been submitted.

If you do not complete the renewal of the above record by 12/10/2021, the above record will expire and you must start the social equity application process over.

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

Thank you,

Cannabis Regulatory Agency
Social Equity Program
(517) 284-8599
CRA-SocialEquity@Michigan.gov
www.michigan.gov/CRA

- 90 Days from the date of eligibility determination, the applicant will receive the following email notification.
- Once this email is received, the applicant should follow the link as indicated below and submit their application for renewal online.
[Link to Online Portal](#)
- Applicants will receive a follow up email 60 day and 30 days prior to the expiration date of the social equity eligibility determination if the renewal application has not been submitted.

Social Equity Renewal Application Instructions



To begin the social equity renewal application process, go to the online portal. [Link to Online Portal](#)

- Enter **User Name or E-mail** of an account that has access to the social equity record you are seeking to renew. Please contact CRA-SocialEquity@michigan.gov to request assistance gaining online access
- Enter **Password**.
- Select **Login**.

A screenshot of the online portal's login page. At the top, there is a navigation menu with the following items: "Home" (highlighted in a dark blue box), "Medical Facility Licensing", "Adult-Use Establishment Licensing", "Facility & Establishment Complaints", and "Registry Cards". Below the navigation menu is a light blue bar with the text "Advanced Search". The main login area has a light blue background and contains three elements: a label "User Name or E-mail:" followed by a white input box with a green border; a label "Password:" followed by a white input box with a green border; and a dark blue button with white text that says "Login »". Three green arrows point from the top of the input boxes down to the "Login »" button. At the bottom of the login area, there is a checkbox labeled "Remember me on this computer", a link "I've forgotten my password", and a link "New Users: Register for an Account".

Social Equity Renewal Application Instructions



- Select **Adult-Use Establishment Licensing**.

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

Dashboard My Records My Account Advanced Search

- Utilize the Record Number and Licensee Name columns to identify the license you are seeking to renew.

Showing 1-1 of 1 | Download results | Add to collection

| <input type="checkbox"/> | Record Number | Record Type | License Name | Address | Expiration Date | Status | Action |
|--------------------------|----------------------|---------------------------|----------------------|----------------------------|-----------------|----------|-----------------------------------|
| <input type="checkbox"/> | AU-SEA-000041 | Social Equity Application | Social Equity | 789 Lane, Lansing MI 48910 | 12/31/2020 | Eligible | Renew Application |

- Select **Renew Application** in the action column of the license you are seeking to renew.

Showing 1-1 of 1 | Download results | Add to collection

| Record Number | Record Type | License Name | Address | Expiration Date | Status | Action |
|---------------|---------------------------|---------------|----------------------------|-----------------|----------|--------------------------|
| AU-SEA-000041 | Social Equity Application | Social Equity | 789 Lane, Lansing MI 48910 | 12/31/2020 | Eligible | Renew Application |

Social Equity Application Instructions



Provide the residential address of the individual.

- 1. Enter individual's **Street Number**.
- 2. Enter individual's **Street Name**.
- 3. Enter **Street Type**.
- 4. Select **Unit Type**, if applicable.
- 5. Enter **Unit Number**, if applicable.
- 6. Enter individual's **City**.
- 7. MI is required for **State**.
- 8. Enter individual's **ZIP Code**.

Residential Address

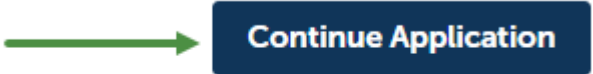
Provide your current residential address.

Street No.: 1 Street Name: 2 Street Type: 3

Unit Type: 4 Unit No.: 5

City: 6 State: 7 Zip: 8

• After entering the residential address for the individual, select **Continue Application**.



Social Equity Renewal Application Instructions



- Use the drop-down box to select if your level of education has increased:

Highest Level of Education Completed

HIGHEST LEVEL OF EDUCATION

Has your level of education increased:

--Select--
--Select--
Yes
No
I do not wish to answer

A screenshot of a web form section titled "Highest Level of Education Completed". Under the heading "HIGHEST LEVEL OF EDUCATION", there is a question "Has your level of education increased:". Below this question is a dropdown menu that is currently open, showing options: "--Select--", "--Select--", "Yes", "No", and "I do not wish to answer". A green arrow points to the dropdown menu.

- **Note:** The individual will need to provide their *Highest Level of Education* if **Yes** is chosen.

Highest Level of Education Completed

HIGHEST LEVEL OF EDUCATION

Has your level of education increased:

Please select the highest level of education that best applies to you:

Yes
--Select--
--Select--
Some High School
High School Diploma/GED
Technical/Occupational Certification
Some College
Associate Degree
Bachelor's Degree
Master's Degree
Doctorate Degree
Professional Degree (e.g. law, medical)
I do not wish to answer

A screenshot of a web form section titled "Highest Level of Education Completed". Under the heading "HIGHEST LEVEL OF EDUCATION", there are two questions. The first is "Has your level of education increased:" with a dropdown menu set to "Yes". The second question is "Please select the highest level of education that best applies to you:". Below this question is a dropdown menu that is open, showing a list of education levels: "--Select--", "--Select--", "Some High School", "High School Diploma/GED", "Technical/Occupational Certification", "Some College", "Associate Degree", "Bachelor's Degree", "Master's Degree", "Doctorate Degree", "Professional Degree (e.g. law, medical)", and "I do not wish to answer". A green arrow points to the dropdown menu.

Social Equity Renewal Application Instructions



- Use the drop-down box to select if your cannabis industry employment has improved:

Cannabis Industry Employment Status

CANNABIS INDUSTRY EMPLOYMENT

Has your employment status within the cannabis industry changed:

--Select--
--Select--
Yes
No
I do not wish to answer

A screenshot of a web form titled "Cannabis Industry Employment Status". Under the heading "CANNABIS INDUSTRY EMPLOYMENT", there is a question: "Has your employment status within the cannabis industry changed:". To the right of the question is a dropdown menu. The dropdown menu is open, showing options: "--Select--", "--Select--", "Yes", "No", and "I do not wish to answer". A green rectangular box highlights the dropdown menu, and a green arrow points from the right towards the menu.

- **Note:** The individual will need to provide their *Cannabis Industry Employment* if **Yes** is chosen.

Cannabis Industry Employment Status

CANNABIS INDUSTRY EMPLOYMENT

Has your employment status within the cannabis industry changed: Yes

Please select the employment status within the cannabis industry that best applies to you:

--Select--
--Select--
Temporary/Part Time
Full Time
Licensed Establishment Owner
Unemployed/Seeking Employment
Full-Time Student
Disabled
Not in the cannabis industry yet
I do not wish to answer

A screenshot of a web form titled "Cannabis Industry Employment Status". Under the heading "CANNABIS INDUSTRY EMPLOYMENT", there are two questions. The first question is "Has your employment status within the cannabis industry changed:" and the dropdown menu next to it has "Yes" selected. The second question is "Please select the employment status within the cannabis industry that best applies to you:". To the right of this question is another dropdown menu that is open, showing options: "--Select--", "--Select--", "Temporary/Part Time", "Full Time", "Licensed Establishment Owner", "Unemployed/Seeking Employment", "Full-Time Student", "Disabled", "Not in the cannabis industry yet", and "I do not wish to answer". A green rectangular box highlights the second dropdown menu.

Social Equity Renewal Application Instructions



- **Note:** The individual will need to provide their job title if *Temporary/Part Time* or *Full Time* employment are chosen.

Cannabis Industry Employment Status

CANNABIS INDUSTRY EMPLOYMENT

Has your employment status within the cannabis industry changed:

Please select the employment status within the cannabis industry that best applies to you:

Job Title: *

Social Equity Renewal Application Instructions



- Use the drop-down box to select if your individual income has increased:

Individual Income from the Previous Tax Year

INDIVIDUAL INCOME

Has your individual income increased:

--Select--
--Select--
Yes
No
I do not wish to answer

A green arrow points from the top right towards the dropdown menu, highlighting the selection options.

- **Note:** The individual will need to provide their *Individual Income for the Previous Tax Year* if **Yes** is chosen.

Individual Income from the Previous Tax Year

INDIVIDUAL INCOME

Has your individual income increased:

Yes

What is your individual income for the previous tax year? (Do not include income from other members in your household) Please select the level of income that best applies to you:

--Select--
--Select--
0 - 9,699
9,700 - 39,474
39,475 - 84,199
84,200 - 160,724
160,725 - 204,099
204,100 - 510,299
510,300+
I do not wish to answer

A green arrow points from the top right towards the dropdown menu, highlighting the selection options.

Social Equity Renewal Application Instructions



- After reviewing the social equity renewal application, **Check** the box to electronically sign and file the application thus certifying that the application is true, complete, correct, and that no material information has been omitted.
- Select **Continue Application** to submit the application.

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:

[Save and resume later](#) [Continue Application »](#)

Social Equity Renewal Application Instructions



- The social equity renewal application has now been submitted. Retain a copy of the record number.


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

Create an Application Search Applications

Social Equity Renewal

1 Renewal Information 2 Review 3 Record Issuance

Step 3: Record Issuance

 Your social equity renewal has been successfully submitted. Please print a copy of this page for your records.

Thank you for using our online services.
Your Record Number is AU-SER-000020. ←

Social Equity Renewal Application Instructions



- The person completing the application and the social equity applicant will receive the below email containing:
 - The renewal number.
 - The renewal name.

You have submitted an application to renew your social equity eligibility. The renewal application information is below.

Renewal Name: Applicant Name

Renewal Number: AU-SER-000020

The Cannabis Regulatory Agency has received your renewal application and will begin review. A letter will be sent via email once an eligibility determination has been made or if more information is required.

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

Thank you,

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