



# CANNABIS REGULATION COMMISSION

*October 21, 2021, 2:00 p.m.*  
*(877) 853 - 5257 | Meeting ID: 860-838-7310 #*



**CANNABIS**  
**REGULATION**  
COMMISSION

# Roll Call



**CANNABIS**  
**REGULATION**  
COMMISSION

# General Public Comment & Single / Multiple Agenda Item Comment

# Agenda Item #1: Commission Business



**CANNABIS  
REGULATION**  
COMMISSION



# Agenda Item 2: DCR Communications Update



**CANNABIS  
REGULATION**  
COMMISSION

# September 16, 2021, Commission Recap



**CANNABIS  
REGULATION**  
COMMISSION

At the September 16, 2021, Cannabis Regulation Commission Meeting, in addition to providing a summary of DCR activities since the last meeting of the Cannabis Regulation Commission, DCR shared new information including but not limited to:

- Report from the SPARK Program update
- Report from the Department of Cannabis Regulation regarding the Licensing Program including the following:
  - Amendments to Articles 4 and 5 of Chapter X of the Los Angeles Municipal Code related to licensing and land use restrictions, effective July 1, 2021
  - New Pre-Application requirements, processes and anticipated timelines
  - New Temporary Approval Application requirements, processes and anticipated timelines
  - New Application and License modification requirements, processes and anticipated timelines
  - 2022 Renewal requirements and deadlines
  - Phase 2 requirements and deadlines
- Report from the Department of Cannabis Regulation regarding the Social Equity Program including the following:
  - Business, Licensing and Compliance Assistance Program
  - September Live Webinar Series
  - SEED Grant Program

# Summary of Activities to Date:

## General Administration



**CANNABIS  
REGULATION**  
COMMISSION

The Department of Cannabis Regulation is taking every precaution possible to prevent the spread of COVID-19. To help protect the health of our customers and staff, and in line with Mayor Garcetti's directives, DCR has implemented the following:

- Cannabis Regulation Commission meetings will be conducted virtually and telephonically until further notice.
- DCR's Public In Person Service Counter is currently closed.
- DCR is conducting virtual inspections.
- DCR Licensing and Information Services are still available online at [cannabis.lacity.org](https://cannabis.lacity.org) or by phone at 213-978-0738.

Visit [corona-virus.la](https://corona-virus.la) for information and resources regarding COVID-19 from the City of Los Angeles.

**BEGINNING APRIL 5, 2021**

**DCR VIRTUAL PUBLIC COUNTER  
SERVICE HOURS WILL CHANGE TO:**

**MONDAY - THURSDAY  
10AM - 4PM  
CLOSED ON FRIDAY**

# Summary of Activities to Date:

## Communications



**CANNABIS**  
**REGULATION**  
COMMISSION

### Stakeholder Meetings and Community Listening Sessions

On Tuesday, April 20, DCR launched SPARK, an initiative that seeks to engage a diverse group of stakeholders via the collection of stakeholder comments, administration of stakeholder surveys, and administration of one-on-one stakeholder interviews and facilitated discussions.



# SPARK



# Program Updates: SPARK Analytics



**CANNABIS  
REGULATION**  
COMMISSION

**545**

SPARK Session Attendees

**55,836**

Stakeholders Reached Through Media Engagements

**31,233**

Stakeholder Engaged through Email Outreach

**230**

Comments Collected

**200**

SPARK Surveys Taken



# SPARK Phases and Implementation



**CANNABIS  
REGULATION**  
COMMISSION



# Staying Connected to SPARK!



**CANNABIS  
REGULATION**  
COMMISSION

SPARK Virtual Meeting Room

DCR Website

DCR Email List

SPARK Email List

Cannabis Regulation Commission  
Meetings



**SPARK**





**CANNABIS**  
**REGULATION**  
COMMISSION

Agenda Item 2:  
END.

# Agenda Item #3: Social Equity Program Report



**CANNABIS  
REGULATION**  
COMMISSION



# Summary of Activities to Date: Social Equity Program



**CANNABIS  
REGULATION**  
COMMISSION

The Mission of the Social Equity Program is, “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 those communities.”



# Summary of Activities to Date: Social Equity Program



**CANNABIS  
REGULATION  
COMMISSION**

## Social Equity Program Benefits and Resources

- Application Processing
- Business, Licensing, and Compliance Assistance Program
- SEED Grant Program
- Pro Bono Legal Services



# Application Processing



**CANNABIS  
REGULATION  
COMMISSION**

License Type	License CAP	Are Applications Currently Being Accepted?	Application Processing Restrictions	Comments
Testing	No	Yes	No	Submission of Pre-Applications May Be Unavailable Until October 1, 2021
Distribution	No	Yes	No	Submission of Pre-Applications May Be Unavailable Until October 1, 2021
Non-Volatile Manufacturing	No	Yes	No	Submission of Pre-Applications May Be Unavailable Until October 1, 2021
Volatile Manufacturing	Yes	No	No	
Cultivation	Yes	No	Yes. Limited to Social Equity Applicants until January 1, 2025.	
Delivery	No	Yes	Yes. Limited to Social Equity Applicants until January 1, 2025 (Phase 3)	SEAs must be verified. SEAs may be verified under the original eligibility criteria or the expanded eligibility criteria. Submission of Pre-Applications May Be Unavailable Until October 1, 2021.
Retail	Yes	No	Yes. Limited to Social Equity Applicants until January 1, 2025 (Phase 3 Round 2)	Licenses are limited per CPA. To apply in a CPA that has reached Undue Concentration, eligibility must be verified pursuant to LAMC Sections 104.20(b) and 104.06.1(c)(3) before submitting a PCN Request. A lottery will be administered to determine which eligible SEAs are selected to apply for a License in a CPA that has not reached Undue Concentration. SEAs must be verified pursuant to LAMC Sections 104.20(b) and 104.06.1(c)(3) before being determined eligible to participate in the lottery.

# Business, Licensing, and Compliance



**CANNABIS  
REGULATION**  
COMMISSION



# BLC



# Activities to Date



**CANNABIS  
REGULATION**  
COMMISSION

August 21 - GROW Career Fair

August 24 - 26th - LA Cannabis Tech Week

September 9 - 30th - Cannabis Business Operations & Procedures Webinars

October 5 - November 4th - Cannabis Business Operations & Procedures Continued

October 12 & October 26th - How to Apply for a Cannabis License

LEARNING MANAGEMENT SYSTEM LAUNCH 10/22/21!





# Learning Management System



**CANNABIS  
REGULATION**  
COMMISSION



**BLC**  
BUSINESS LICENSING AND COMPLIANCE  
ASSISTANCE PROGRAM

Welcome to the City of Los Angeles Department of Cannabis Regulation's Business Licensing and Compliance Assistance portal. Business Licensing and Compliance Assistance is a program available through the City's Social Equity Program (SEP).

**Log In**




[Forgot Email?](#) | [Forgot password?](#)

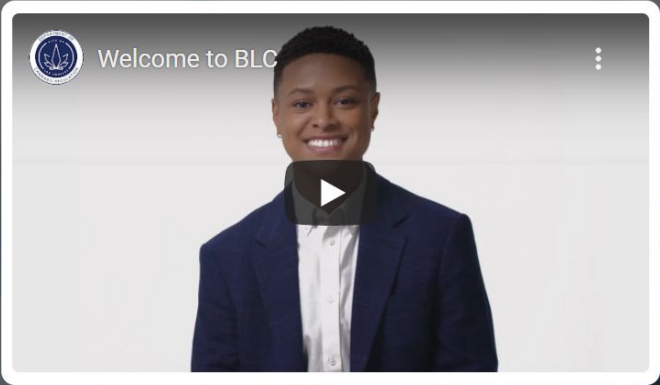
Need help logging in? Contact us at [DCR.SEP@lacity.org](mailto:DCR.SEP@lacity.org)

# Learning Management System



**CANNABIS  
REGULATION**  
COMMISSION







Welcome to BLC

## WELCOME


Welcome to the Department of Cannabis Regulation's new Business, Licensing and Compliance Assistance Program online Learning Management System (LMS). We hope that you will take advantage of the many resources available to you on this platform made available through the Social Equity Program.



Browse Courses



Digital Resources



Events Calendar

# September Webinar Series



**CANNABIS  
REGULATION**  
COMMISSION



## SCHEDULE

Thursday, September 9 (6 pm)  
**INVENTORY MANAGEMENT, PART I**

Tuesday, September 14 (6 pm)  
**SECURITY REQUIREMENTS, PART I**

Thursday, September 16 (6 pm)  
**ACCOUNTING**

Tuesday, September 21 (6 pm)  
**BRANDING AND MARKETING, PART I**

Thursday, September 23 (6 pm)  
**PAYROLL**

Tuesday, September 28 (6 pm)  
**RECORDS RETENTION**

Thursday, September 30 (6 pm)  
**INSURANCE**

Hosted by the City of Los Angeles Department of Cannabis Regulation's Business, Licensing and Compliance Assistance Program, this 90-minute webinar series will provide you with the **knowledge and skills to open your own cannabis business in the City of Los Angeles.**

**Join us on Tuesdays & Thursdays in September to learn more about each webinar topic listed here.**

**[tinyurl.com/Fall2021CannabisWebinars](https://tinyurl.com/Fall2021CannabisWebinars)**  
**Questions about this event?**  
**Contact [DCR.SEP@lacity.org](mailto:DCR.SEP@lacity.org)**





# October Webinar Series



**CANNABIS  
REGULATION**  
COMMISSION



## SCHEDULE

Tuesday, October 5 (6 pm)

**DELIVERY & TRANSPORTATION, PART I**

Thursday, October 7 (11:30 am)

**FINANCIAL PLANNING & MANAGEMENT**

Thursday, October 14 (6 pm)

**INVENTORY MANAGEMENT, PART II**

Thursday, October 21 (6 pm)

**SECURITY REQUIREMENTS, PART II**

Thursday, October 28 (6 pm)

**BRANDING & MARKETING, PART II**

Thursday, November 4 (6 pm)

**DELIVERY & TRANSPORTATION, PART II**

Hosted by the City of Los Angeles Department of Cannabis Regulation's Business, Licensing and Compliance Assistance Program, this 90-minute webinar series will provide you with the **knowledge and skills to open your own cannabis business in the City of Los Angeles.**

**Join us in October to learn more about each webinar topic listed here.**

**[tinyurl.com/DCRwebinarseries](https://tinyurl.com/DCRwebinarseries)**  
**Questions about this event?**  
**Contact [DCR.SEP@lacity.org](mailto:DCR.SEP@lacity.org)**





**CANNABIS  
REGULATION**  
COMMISSION

# HOW TO APPLY FOR A CANNABIS LICENSE

in the City of Los Angeles

HOSTED BY



**BLC**  
BUSINESS, LICENSING, AND COMPLIANCE  
ASSISTANCE PROGRAM

**OCTOBER 12, 2021**

6:00 – 7:30 pm

**OCTOBER 26, 2021**

6:00 – 7:30 pm





# Summary of Activities to Date:

## SEED Grant Program



**CANNABIS**  
**REGULATION**  
COMMISSION



# SEED

**ELEVATEIMPACTLA.COM**

# SEED: Background



**CANNABIS  
REGULATION  
COMMISSION**

- In April 2021, the City of Los Angeles established the Social Equity Entrepreneur Development (SEED) Grant Program formerly known as the Financial Grant Program.
- To date, the City of Los Angeles has dedicated **\$ 6 million** to the SEED Grant Program.
  - **\$5 million available via SEED 1.0**
  - **\$1 million available via SEED 2.0**
- **Application period opened - April 20, 2021**
- **Application period closed - August 18, 2021**



# SEED 1.0



**CANNABIS  
REGULATION**  
COMMISSION

- Total amount available: **\$5 million**
- Grant Eligibility: Phase 3 Retail Round 1 Social Equity  
Individual Applicants deemed eligible pursuant to Los Angeles  
Municipal Code 104.06.1(b)
- Grant Amount: **\$25,000**



# SEED 2.0



**CANNABIS  
REGULATION  
COMMISSION**

- Total Amount Available: **\$1 million**
- Grant Eligibility: verified Social Equity Individual Applicants
- Grant Amount: a total of **\$10,000** available in two disbursements:
  - (1) **\$5,000** when DCR deems the Pre-Application eligible for further processing; and
  - (2) **\$5,000** when the Applicant is eligible for a Notice of Local Compliance Underway



# SEED Outreach



**CANNABIS**  
**REGULATION**  
COMMISSION

27	E-Blasts
4	Lunch and Learn Webinars to assist Applicants with completing an Application
4	Rounds of Email invitations to Cannabis Trade Organizations (Lunch & Learns)

6	Text Campaigns
3	Application Tutorials with instructions on how to complete a successful Application
2	Rounds of Phone calls to Individual Applicants



# SEED Program Update - SEED 1.0



**CANNABIS**  
**REGULATION**  
COMMISSION

<u>Application Status</u>	<u>Number of Applicants</u>
Total Applications	211
Completed Applications	145
Approved Applicants	145
Grant Recipients	123
Total Amount Disbursed	\$3,075,000



# SEED Program Update - SEED 2.0



**CANNABIS**  
**REGULATION**  
COMMISSION

<u>Application Status</u>	<u>Number of Applicants</u>
Total Applications	97
Completed Applications	68
Approved Applicants	55
Grant Recipients	42
Total Amount Disbursed	\$305,000





# SEED Pro Rata Distribution

DCR will be disbursing any remaining funds not awarded 90 days prior to the end of the City's Agreement with the California Governor's Office of Business and Economic Development, on a pro rata basis to Applicants who applied by the deadline (August 18, 2021) and who are eligible for grant funds.

Any remaining 1.0 funds will be divided amongst eligible SEED 1.0 Applicants.

Any remaining 2.0 funds will be divided amongst eligible SEED 2.0 Applicants.



# SEED Pro Rata Distribution-Continued



**CANNABIS  
REGULATION**  
COMMISSION

## DEADLINE -OCTOBER 14th, 2021

- Eligible Applicants were required to complete Applications by October 14th, 2021.
- DCR is completing initial disbursements and will make final calculations for the Pro Rata distributions.
- Eligible applicants will be notified and must agree to accept Pro Rata funds.

\*Pro Rata distributions will be made no later than November 19th, 2021.





**CANNABIS  
REGULATION**  
COMMISSION

# LACBA Pro Bono Legal Assistance

LACBA is continuing to matching qualified SEAs with the pro-bono legal panel.

Additional attorneys now have capacity to take on new Applicants.

If you are interested PLEASE sign up on our website:

<https://cannabis.lacity.org/social-equity-program/program-benefit-and-resources/pro-bono-legal-services>







# Pro Bono Legal Services

**SIGN UP HERE**



Home > Social Equity Program > Program Benefit And Resources > Pro Bono Legal Services

The Los Angeles County Bar Association's Cannabis Section, in partnership with DCM, has created a Pro Bono Legal Assistance program which will operate through the Bar Association's Smart Law Referral Service for Social Equity Applicants.

The goals of this referral resource are to promote fair and equitable participation in the licensed commercial cannabis industry, and to foster a level playing field as it relates to access to legal counsel, and help deter predatory practices targeting the social equity community.

This referral service is available ONLY to Social Equity Applicants who applied in Phase 3 Retain Round 1 and were determined eligible for further processing under Los Angeles Municipal Code Section 104.06.1(b). Depending on demand and availability, these services may be expanded to other applicants in the future.

If you are a Phase 3 Social Equity Individual Applicant with an application deemed eligible for further processing and interested in receiving limited pro bono legal services, please complete the online survey titled "[Pro Bono Legal Services Survey](#)." You must complete the required information in the Pro Bono Legal Services Survey and upload the [Authorization Agreement](#) to the survey to complete the survey process.



**CANNABIS**  
**REGULATION**  
COMMISSION

Agenda Item #3:  
END.

# Agenda Item #4: Licensing Report



**CANNABIS  
REGULATION**  
COMMISSION

# Licensing Program Updates:

## No. of Business Premises By Phase and Record Status



Data Updated: OCTOBER 12, 2021

	Licensed Businesses		Businesses in the Application Process			Total Number of Businesses by Phase
	Annual Licenses Issued	Temporary Approvals Issued	Pending Temporary Approval Applications	Pending Pre-Applications	Pending Public Convenience or Necessity (PCN) Requests	
	LIC	TMP	APP	PREAPP	PCN	
LAMC 104.07 (Phase 1)	0	186	N/A	N/A	N/A	186
LAMC 104.08 (Phase 2)	0	316	111	N/A	N/A	427
LAMC 104.06.1(b) (Phase 3 Retail Round 1)	0	26	179	0	N/A	205
LAMC 104.06.1(d) (PCN)	0	0	5	0	1	6
LAMC 104.06.1(e)/(f) (Delivery/Non-Retail)	0	7	143	33	N/A	183
General Application Processing	0	10	42	17	N/A	69
LAMC 104.09 (Testing Labs)	0	4	10	1	N/A	15
<b>Total Number of Businesses by Stage</b>	0	549	490	51	1	<b>1091</b>



# Licensing Program Updates:

## Phase 3 Retail Round 1 Application Processing Update

To date:

**85** businesses have uploaded one or more Temporary Approval documents.

**58** of the **85** businesses have uploaded the minimum number of completed Temporary Approval documents and are eligible for a status of "Local Compliance Underway".

**34** of the **58** businesses have scheduled an Initial DCR Inspection.

**33** of the **34** have passed an Initial DCR Inspection.

**26** Phase 3 Retail Round 1 Applicants have received Temporary Approval.



# General Overview of Process Updates



**CANNABIS  
REGULATION**  
COMMISSION



### **Pre-Application Review Process**

Location Compliance  
and Eligibility

### **Temporary Approval (TA) Process**

TA Application  
Initial Inspection  
Equity Share Review

### **Environmental Analysis**

CEQA

### **Annual Licensing Process**

Annual Application  
Final Inspection  
Public Notice  
Community Meeting  
(retail only)  
Public Hearing (retail only)



On October 1, 2021, the Department of Cannabis Regulation (DCR) began accepting new applications for the following commercial cannabis activities via the DCR Licensing Portal:

- Delivery Only (Limited to Social Equity Applicants Only)
- Delivery Only (Microbusiness) (Limited to Social Equity Applicants Only)
- Distribution
- Distribution - Transport Only
- Manufacturing - Type 6
- Manufacturing - N
- Manufacturing - P
- Manufacturing - S
- Cultivation - Processor
- Nursery (Limited to Social Equity Applicants Only)
- Testing

# Overview of Commercial Cannabis Activity: Retail Types



**CANNABIS  
REGULATION  
COMMISSION**

- **Non-Storefront Retailer (Delivery Only) or Microbusiness (Delivery Only)**

A non-storefront retailer sells cannabis goods to customers only through delivery.



# Overview of Commercial Cannabis Activity: Cultivation Types

- Nursery – for cultivators that only grow clones, immature plants, seeds or other types of cannabis used for propagation
- Processor – for cultivators that only trim, cure, dry, grade, package or label cannabis





# Overview of Commercial Cannabis Activity: Non-Volatile Manufacturing Types

- **Manufacturer Level 1/Non-Volatile Manufacturing (Type 6) can:**
  - Use non-volatile solvents for extraction or post processing
  - Use mechanical methods for extraction
  - Make cannabis products through infusion; infusion mixes cannabis extract or plant material with other ingredients to make a cannabis product
  - Package and label cannabis products
- **Type N (Infusion of Products) Manufacturers can make cannabis products through infusion plus package and label cannabis products**
- **Type P (Packaging and Labeling) can only package and label cannabis products**
- **Type S (Shared-Use Facility) Manufacturers can extract cannabis using butter or cooking oils; make cannabis products through infusion; and Package and label cannabis**

# Overview of Commercial Cannabis Activity: Distribution and Testing Types



**CANNABIS  
REGULATION  
COMMISSION**

- **Distributors can:**
  - Move cannabis and cannabis products between cultivation, manufacturing or distribution premises
  - Move finished cannabis goods to retail premises
  - Provide storage services to other licensees
  - Arrange for testing of cannabis goods
- **Distributor (Transport-Only) can:**
  - Move cannabis and cannabis products between cultivation, manufacturing or distribution premises
- **Testing laboratories can test cannabis goods prior to sale at a retailer**
  - Testing laboratories must obtain and maintain ISO/IEC 17025 accreditation. A Temporary Approval license may be used while you work on your accreditation.

# Pre-Application Review



**CANNABIS  
REGULATION**  
COMMISSION

# New Pre-Application Requirements, Process and Anticipated Timelines



**CANNABIS**  
**REGULATION**  
COMMISSION

Pre-Application Review is about determining **Business Premises Location Compliance** and Eligibility before applying for Temporary Approval

What factors will DCR consider when making its determination?

- Location Eligibility
- Distancing from Sensitive Uses
- General Zoning Restrictions
- Distancing from other commercial cannabis businesses with onsite retail sales (if applicable)

# New Pre-Application Requirements, Process and Anticipated Timelines



**CANNABIS  
REGULATION  
COMMISSION**

## Original Pre-Application Requirements

1. Create a Pre-Application Review Record
2. Pay Fee(s)
3. Proposed Commercial Cannabis Activity/Type
4. Proposed Business Premises Address
5. List of Primary Personnel and Owners
6. Primary Personnel and Owner Attestation
7. Ownership and Financial Interest Disclosure
8. Radius Map Attestation
9. Business Premises Diagram
10. Dated Radius Map
11. Site Plan

## New Pre-Application Requirements

1. Create a Pre-Application Review Record
2. Pay Fee(s)
3. Proposed Commercial Cannabis Activity/Type
4. Proposed Business Premises Address
5. Landowner Attestation: Location Eligibility

# Pre-Application Review

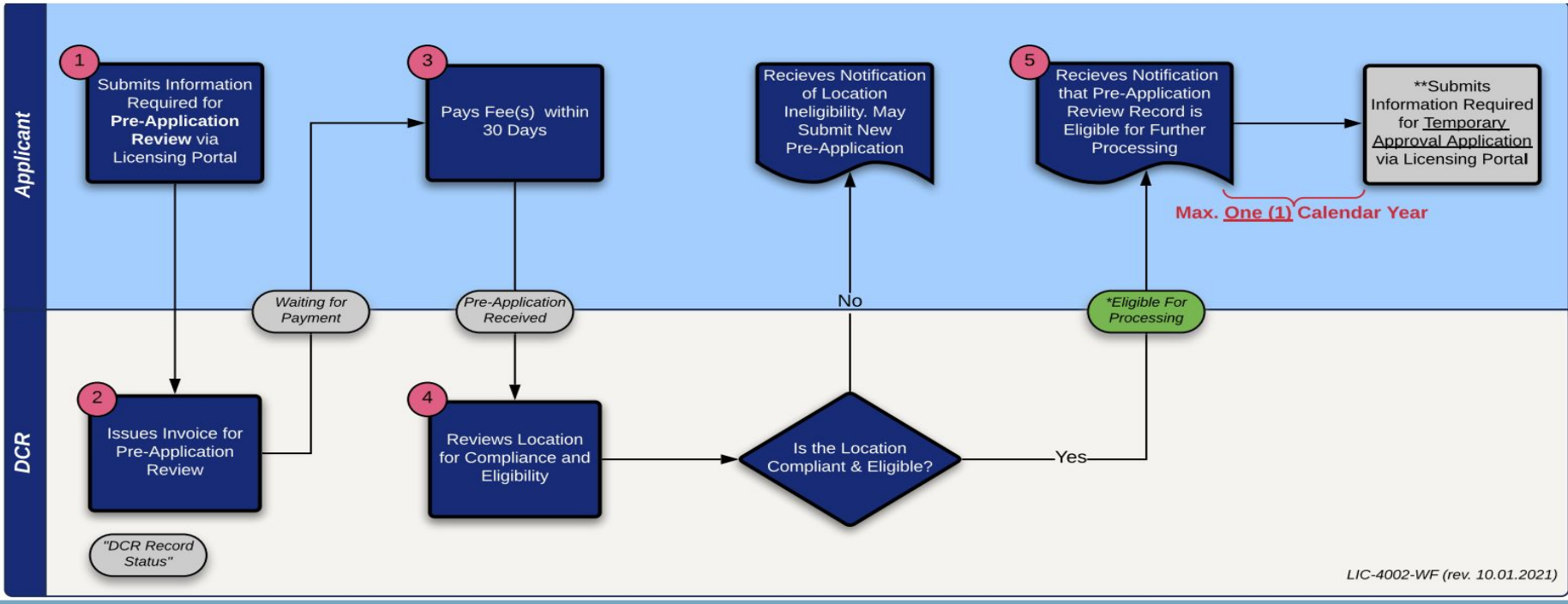


**CANNABIS  
REGULATION  
COMMISSION**



CITY OF LOS ANGELES DEPARTMENT OF  
**CANNABIS  
REGULATION**

## PRE-APPLICATION REVIEW WORKFLOW





# Temporary Approval Application



**CANNABIS  
REGULATION**  
COMMISSION



# Temporary Approval

## Required Temporary Approval Application Information

### Required Form(s):

- List of Primary Personnel and Owner(s) (LIC-4003-FORM)
- Primary Personnel and Owner Attestation (LIC-4004-FORM)
- Indemnification Agreement (LIC-4005-FORM)
- Labor Peace Agreement Attestation (LIC-4006-FORM)
- Landowner Attestation: Commercial Cannabis Activity (LIC-4007-FORM)
- Ownership and Financial Interest Holder Form (LIC-4008-FORM)
- Temporary Approval Attestation (LIC-4010-FORM)
- No Alcohol or Tobacco Applicant Attestation (LIC-4020-FORM)
- Business Premises Diagram (DCC Form)
- Financial Information Form (DCC Form)
- Social Equity Program - Owner Compliance Attestation (SEP-6001-FORM) [Social Equity Applicants ONLY]



# Temporary Approval

## Required Temporary Approval Application Information

### Required Document(s):

- Executed lease agreement or property deed, or other evidence of legal right to occupy the Business Premises
- Business formation and organization documents. Common examples include:
  - California (CA) Secretary of State documents, including any formation or registration documents and/or Statement of Information forms;
  - Articles of Incorporation or Certificate of Organization for LLCs or Certificate of Limited Partnership, and any amendments or Restated Certificates;
  - Bylaws; Operating Agreements; Partnership Agreements; Merger documents; Conversion documents; and/or Purchase agreements.
- Equity Share Documents. Applicants and Licensees subject to LAMC Section 104.20 shall provide Equity Share Documents, including but not limited to, all information, business records and agreements necessary to demonstrate that the Social Equity Individual Applicant owns the minimum Equity Share required under LAMC Section 104.20(a)(2). [Social Equity Applicants ONLY]

# Temporary Approval

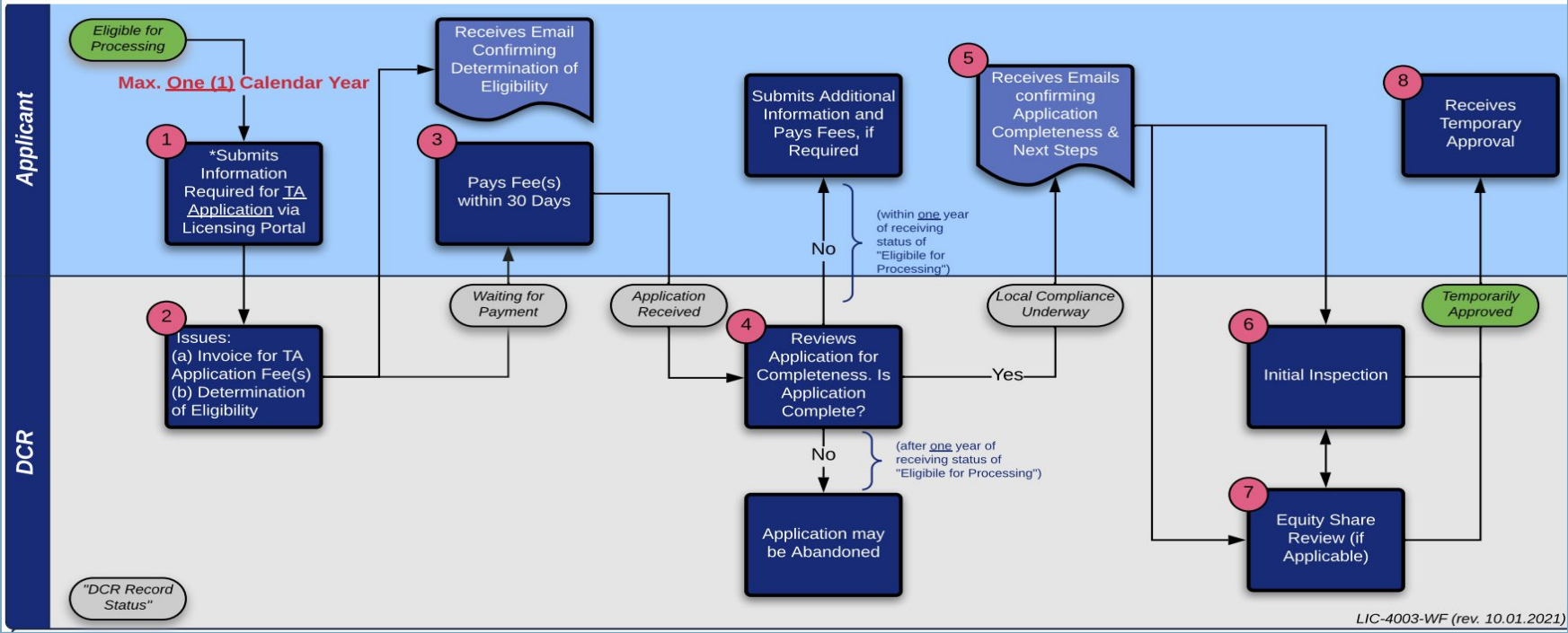


**CANNABIS  
REGULATION  
COMMISSION**



CITY OF LOS ANGELES DEPARTMENT OF™  
**CANNABIS  
REGULATION**

## TEMPORARY APPROVAL WORKFLOW





# Modification Requests



**CANNABIS  
REGULATION**  
COMMISSION

# New Application and License Modification Requirements, Process and Anticipated Timelines



Effective September 1, 2021:

- A simpler and quicker way to modify your application or license record.
- Applicants and Licensees are no longer required to register an intent to submit a modification request prior to the submission of modification request.
- Certain modifications are limited to licensees based on the revised workflows.
- DCR has created a table to help applicants and licensees understand which types of modifications can be made during different stages of the application process.

Modification Type	Pre-App	Pending Temporary Approval Application	Temporary Approval	Annual License
Legal Name Change	N/A	Yes	Yes	Yes
Remove/Add Owners	N/A	No, file a New Pre-App	Yes	Yes
Entity Substitution	N/A	No, file a New Pre-App	Yes	Yes
Entity Substitution (Phase 3 Retail Round 1)	N/A	Yes, until 12/31/21	Yes	Yes
Relocation - All Activities	N/A	No, file a New Pre-App	Yes	Yes
Relocation - Some Activities	N/A	No, file a New Pre-App	Yes	Yes
Relocation - All Activities (Phase 3 Retail Round 1)	N/A	Yes, until 12/31/21	Yes	Yes
Add Cannabis Activity	N/A	No, file a New Pre-App	No, file a New Pre-App	No, file a New Pre-App
Remove Cannabis Activity	N/A	Yes	Yes	Yes
Business Premises Diagram	N/A	Yes	Yes	Yes
Fictitious Business Name	N/A	Yes	Yes	Yes
Ownership Structure	N/A	No, file a New Pre-App	Yes	Yes
Withdrawal or Cancellation	N/A	Yes	Yes	Yes

# Submit a Modification Request in the DCR Licensing Portal






- A unique modification request must be submitted for each type of change requested.
  - If all required documentation and forms are not uploaded at the time of submission, the record may be deemed incomplete and abandoned.
  - If all applicable fees are not paid within 30 days, the modification record will be deemed abandoned.
  - If any part of the modification request is ineligible for further processing, the entire modification request is deemed ineligible for further processing.
    - A new modification request may be submitted for eligible changes.
- For modification requests applied to an existing Temporary Approval Application, the requester must submit all required documentation and forms at the time the modification record is created and an invoice for all applicable fees will be generated within minutes of submission.
- For modification requests that generate a new Temporary Approval Application, the requester must submit all basic documentation and forms at the time the modification record is created and pay the initial review fee of \$542. If the request is eligible for further processing, an invoice for all applicable fees will be generated when the new record is created.



# Submit a Modification Request in the DCR Licensing Portal



 **LOS ANGELES**

311  

**Los Angeles Department of Cannabis Regulation**

Announcements ☐ Accessibility Support Register to Apply for a License Login

Home Activities


Submit a Modification Request

Advanced Search

User Name or E-mail:

Password:

Login »

☐ I'm not a robot  
 reCAPTCHA  
[Privacy](#) - [Terms](#)

☒ Remember me on this computer I've forgotten my password **New Users:** Register to Apply for a License

**Welcome to the Department of Cannabis Regulation Portal "DCR" Portal**  
We are pleased to offer our residents, customers, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

# Submit a Modification Request in the DCR Licensing Portal



LOS ANGELES 311

Los Angeles Department of Cannabis Regulation

Announcements Logged in as: DCR Staff Account Management Logout

Search...

Home Activities

Dashboard My Records My Account **Submit a Modification Request** Advanced Search

Hello, DCR Staff

My Collection (2) [View Collections](#)

1 Records	DCR Example Records for Training Last Updated 09/14/2021
7 Records	DCR Test MOD Records Last Updated 09/14/2021

# Submit a Modification Request in the DCR Licensing Portal



**CANNABIS**  
**REGULATION**  
COMMISSION

[Home](#) **Activities**

[Apply for a License](#) [Search for a License](#)

---

**Application Modification Request**

1 Modification Request

2 Contacts/Location

3 Documents

4 Review

5 Pay Fees


6

Please input your Business Application Record ID. Modification Request submittals are allowed under certain conditions.

\* indicates a required field.

**Business Application Record Number**

\* Application ID:



LA-P-19-310898-DCR-APP

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

# Submit a Modification Request in the DCR Licensing Portal



**CANNABIS**  
**REGULATION**  
COMMISSION

[Home](#) **Activities**

[Apply for a License](#) [Search for a License](#)

---

### Application Modification Request

1 Modification Request

2 Contacts/Location

3 Documents

4 Review

5 Pay Fees

6

The purpose of this record is to request a modification to a previously submitted application to the Department of Cannabis Regulation (DCR) for a License to conduct Commercial Cannabis Activities. The applicable modification fees must be paid prior to DCR's review of the requested modifications. DCR must review and approve any modifications before the changes become effective and may request supporting documentation to complete the request. Please note: a majority owner or a sufficient number of Owners to constitute a majority ownership of the business is necessary to request an Application or License modification. This cover page must be submitted along with applicable forms the modification(s) requested. Please check the box or boxes for the requested Application modification(s):

\* indicates a required field.

### Modification Requests

Legal Business Name or Fictitious Business Name(DBA):	<input type="checkbox"/>
Primary Personnel Changes:	<input type="checkbox"/>
Other Contact Changes:	<input type="checkbox"/>
Ownership Structure Change (Less than 100%):	<input type="checkbox"/>
Social Equity Application Ownership Structure Change (Less than 100%):	<input type="checkbox"/>
Business Premises Diagram:	<input type="checkbox"/>
Remove Cannabis Activity:	<input type="checkbox"/>
Remove Owner (Equity transferred to other Owners on the record):	<input type="checkbox"/>
Remove Social Equity Individual Applicant (SEIA) Owner (Equity transferred to other Owners on the record):	<input type="checkbox"/>
Withdrawal or Cancellation:	<input type="checkbox"/>

# Submit a Modification Request in the DCR Licensing Portal



**CANNABIS  
REGULATION**  
COMMISSION

## Modification Requests - Creates New Record

- Business Premises Relocation - All Activities: ☐
- Business Premises Relocation - Some Activities: ☐
- Business Premises Relocation - All Activities (Phase 3 Retail Round 1): ☐
- Entity Substitution (Phase 3 Retail Round 1): ☐
- Entity Substitution: ☐
- Ownership Structure Change (100%): ☐
- Social Equity Application Ownership Structure Change (100%) : ☐

Save and resume later

Continue »

# Record Milestone/Modification Options



**CANNABIS  
REGULATION  
COMMISSION**

Record Milestone	Modification Options
"Blank"	None
Pre-Application	None
Eligibility Determination	None
Temporary Approval Application	Limited
P3RR1 Temporary Approval Application	Full
Temporary Approval	Full
Environmental Review	Limited
Annual License Application	Full
Annual License	Full
Eligible for Renewal	None
Renewal Application	Full



# Modification Requests Applied to an Existing Temporary Approval Application Record



**CANNABIS**  
**REGULATION**  
COMMISSION

Modification Type	Limited	Full
<b>Changes to Existing Temporary Approval Record</b>		
Legal Name Change/Fictitious Business Name (DBA)	X	X
Other Contact Changes	X	X
Business Premises Diagram	X	X
Remove Cannabis Activity	X	X
Withdrawal or Cancellation	X	X
Ownership Structure (less than 100%)		X
SEA Ownership Structure (less than 100%)		X
Primary Personnel Changes		X
Remove Owner		X
Remove SEIA Owner		X

# Modification Requests that will Create a New Temporary Approval Application Record



Modification Type	Limited	Full
<b>Creates a New Temporary Approval Record</b>		
Ownership Structure (100%)		X
SEA Ownership Structure (100%)* *P3RR1 SEIAs may not be removed until Temporary Approval is granted		X
Entity Substitution - All Activities		X
Entity Substitution - Some Activities		X
Entity Substitution (Phase 3 Retail Round 1)		X
Relocation - All Activities		X
Relocation - Some Activities		X
Relocation - All Activities (Phase 3 Retail Round 1)		X

# 2022 Temporary Approval Renewals



**CANNABIS  
REGULATION**  
COMMISSION

# 2022 Renewal Requirements and Deadlines



**CANNABIS  
REGULATION**  
COMMISSION

- On **September 2, 2021**, eligible 2021 Temporary Approval (TA) Records were updated to “Eligible for Renewal”
  - 2021 TA Records expire after 11:59PM on December 31, 2021, and will automatically be updated to “Expired License”.
  - DCR Records updated to a status of Temporarily Approved will also need to complete a Renewal Application Record and pay applicable 2022 licensing fees.
- To file a 2022 TA Renewal Application, a Licensee must:
  - Create a 2022 TA Renewal Application in the DCR Licensing Portal
  - Submit all required Pre-Application and Temporary Approval Application documents in the current document format.
  - Pay all applicable renewal fees.

# General Licensing

## DCR Record No. Updates



- Updated DCR Record No. ID Masking Rules: LA-X-YY-PRnnnn-LL-DD-Suffix
  - LA – City of Los Angeles
  - X – Record Type
    - C – General / Non-Social Equity
    - P – Records requiring a Public Convenience or Necessity (PCN) Finding
    - S – Social Equity – Subject to LAMC 104.20 Requirements
    - T – Testing
  - YY – last 2 digits of the year to which the record applies
  - PRnnn– Phase and Round (if applicable)/Record sequence number
  - L – Location code (0-9, sequential for each time location moved)
  - D – Deprecation (reflects changes in business entity)
  - Suffix – PREAPP, APP, TMP, LIC, REN, MOD, AMD



# City Council Motion - C.F. 21-1083



**CANNABIS  
REGULATION**  
COMMISSION





In response to City Council Motion - C.F. 21-1083, DCR will release a report that details several actions and recommendations from the Department.

- DCR plans to:
  - Communicate recently established application processing goals and regularly report outcomes to the CRC, City Council and other stakeholders.
  - Authorize the use of Expedited Services (ES) beginning December 27, 2021.
    - The additional ES fee is \$287 for the Pre-Application process, \$3,345 for the Temporary Approval Application process, and \$261 for the initial review of Relocation, Entity Substitution, and ownership modification requests.
    - Payment of ES fees will cover costs associated with reviewing the record on an overtime basis. Records reviewed on an overtime basis will have a separate processing queue.
  - Recommend amendments to the relocation requirements to allow Applicants to either seek a relocation to a Community Plan Area that has not reached “Undue Concentration.”
  - Rescind the December 31, 2021, Phase 3 Retail Round 1 modification deadline.
  - Update the “Sensitive Use” layers on the Licensing Map quarterly and update the Retail Storefront layers weekly.
  - Recommend technical amendments to the Municipal Code to align local regulations with the State’s recently adopted emergency regulations.
    - Changes to the definitions of “Owner”, “Financial Interest Holder”, and “Foreign Entity” will be addressed.
  - Recommend City Council adopt a “refiling process” for Applicants that are unable to move forward with their existing application.
  - Apply for the California Local Jurisdiction Assistance Grant Program (\$22 Million) and regularly report to the CRC, City Council and other stakeholders regarding the outcome of the application and the Department’s plan to administer related CEQA requirements.



**CANNABIS**  
**REGULATION**  
COMMISSION

Agenda Item #4:  
END.

Thank You



**CANNABIS  
REGULATION**  
COMMISSION