



Civil Rights, Inclusion  
and Opportunity  
OFFICE OF CANNABIS AFFAIRS

# 2025 License Renewal Reminder

(Click Titles for Additional Information and Resources)

\*Renewal Application Available April 1st on [www.homegrowndetroit.org](http://www.homegrowndetroit.org)

## CHECKLIST

### GOVERNING ORDINANCES

Government Issued ID for each individual with an ownership interest

Diagram of organizational structure with all owners and ownership percentages indicated

### CERTIFICATE OF COMPLIANCE

Executed and approved organizational document that indicates each owner's share

Statement of ownership changes since the previous renewal

### BLIGHT CLEARANCE

Blight clearance approval dated after March 1, 2025

### FIRE INSPECTION

Treasury clearance for licensed entity and all individual owners

2024 or 2025 Certificate of Compliance with correct legal land use

### TREASURY CLEARANCES

2025 Annual City of Detroit fire inspection

Most recent Annual Financial Statement submitted to Michigan CRA or CRA letter with future compliance date

### GOOD NEIGHBOR PLAN

Residency Documentation for Retailer Owners with Equity Status

**For Adult Use Retailers** - Upload an executed copy of the following applicable documents with your other renewal documents:

**ALL OWNERS WITH  
EQUITY STATUS**

**MAJORITY OWNER OF  
NON-EQUITY LICENSEES**

# **GOOD NEIGHBOR PLAN SELECTIONS**

## **A**

**Maintaining at least 50% of full-time employees who are Detroit residents or have a prior controlled substance record for jobs paying at least \$15 an hour.**

## **B**

**A Retailer purchasing and displaying Detroit based resident-owned brands developed under a CRA management agreement or purchasing and displaying products from a Detroit licensed Processor or Grower at least 12 times in the calendar year. Each purchase must be at least \$1000.00 wholesale.**

## **C**

**A Grower or Processor making 25% of Detroit retailer sales to an Equity Retailer destination.**

## **D**

**A Processor in a CRA approved management agreement with a Detroit resident-owned brand and produces and distributes the products to licensed Retailers in Detroit for the brand at least twelve times in the preceding calendar year. Each sale must be at least \$1000.00 wholesale.**

## **E**

**Donating annually a minimum of one quarter of one percentage point (.25%) of the licensee's annual gross sales to a duly organized Detroit-headquartered 501(c)(3) charitable organization, or to the Homegrown Social Equity Fund established by the City of Detroit for the purpose of funding social equity initiatives, licensee programming, and substance use prevention programs.**



# GOOD NEIGHBOR PLAN SCORING



Licensees are responsible for initiating the annual audit required before your license(s) can be renewed. If the audit is not initiated by Licensee, the Auditor will send the Licensee a notification during the renewal season (April 1-September 30) to request documentation of the Good Neighbor Plan commitment selected upon renewal in the prior year. We highly recommend starting this process as soon as possible to avoid delays. To initiate an audit, please contact:

**Mitzi Ruddock**  
**Good Neighbor Plan Auditor**  
**Info@ouraccess.org**  
**313-737-7606**

**After review, the Licensee will receive one of three scoring designations:**

**PASS:** Licensee has met all Good Neighbor Plan commitments.

**Correction Order -** Licensee has not met Good Neighbor Plan commitments and has been asked to submit a corrective plan.

**FAIL:** Licensee has not provided documentation of its Good Neighbor Plan commitment to the Auditor within 30 days of the initial contact or within 30 days of a Correction Order.

**Correction Order:** Licensee has an opportunity to improve scoring assignment by completing the following:

- Scheduling an Issue Identification call with the Good Neighbor Plan Auditor within 7 days of fail assignment notification.
- Submitting a corrective plan with timeline within 7 days of Issue Identification call with Auditor.
- Corrective plan must be signed and dated by the Licensee and approved by the Office of Marijuana Ventures.

# Good Neighbor Plan Guidelines

These guidelines are provided to assist Licensees in complying with the annual Good Neighbor Plan Audit. **Please note:** Some of these guidelines may conflict with what you have done previously and may overlap. We appreciate your understanding as we adjust and get everyone on the same timeline for administrative efficiency. All AU Licensees that have been operational for at least 12 months must comply with the GNP Audit.

## Process:

Licensees are responsible for initiating the annual audit required before your license(s) can be renewed. If the audit is not initiated by Licensee, the Auditor will send the Licensee a notification during the renewal season (April 1-September 30) to request documentation of the Good Neighbor Plan commitment selected upon renewal in the prior year. We highly recommend starting this process as soon as possible to avoid delays. To initiate an audit, please contact:

Mitzi Ruddock  
Good Neighbor Plan Auditor  
Info@ouraccess.org  
313-737-7606

## GNP Options:

**A. Maintaining at least 50% of full-time employees who are Detroit residents or have a prior controlled substance record\* for jobs paying at least \$15 an hour.**

1. The period measured is January 1 to December 31 of the previous calendar year. In the 2025 renewal cycle, the period measured will be calendar year 2024.
2. **Documents required for Option A:**
  - a. Current Employee roster;
  - b. Annual Hiring Summary Sheet including everyone who worked for the licensee during 2024 divided into Detroit residents and non-Detroit residents, including hourly rate for each, and the date their employment ended, if applicable;
  - c. Copies of government ID for each Detroit resident employed by Licensee during 2024;
  - d. Owners may be included if paid as an employee.

*\*Prior controlled substance record means to have been convicted as an adult or adjudged to be a ward of the juvenile court, for any crime relating to sale, possession, use, cultivation, processing, or transport of marijuana prior to November 7, 2018.*

***B. A Retailer purchasing and displaying Detroit based resident-owned brands developed under a CRA management agreement or purchasing and displaying products from a Detroit licensed Processor or Grower at least twelve times in the calendar year. Each purchase must be at least \$1000.00 wholesale.***

1. The period measured is January 1 to December 31 of the previous calendar year. In the 2025 renewal cycle, the period measured will be calendar year 2024.
2. **Documents required for Option B:**
  - i. Metric transactions identifying the seller in PDF & (CSV or XLSX) format;
  - ii. Verification that the Processor is in a CRA management agreement with a Detroit resident whose brands are purchased; and
  - iii. Photos of each product display or Detroit designated area of store if photos of each product are not available.

***C. A Grower or Processor making 25% of Detroit retailer sales to an Equity Retailer destination.\*\****

1. The period measured is January 1 to December 31 of the previous calendar year. In the 2025 renewal cycle, the period measured will be calendar year 2024.
2. **Documentation required for Option C:** METRC transactions that identify the purchaser in PDF & (CSV or XLSX) format

**\*\*This does not mean every transaction made in Michigan by Licensee. It only applies to sales to licensed retailers in Detroit. 1 out of 4 sales to Detroit retailers would have to be to an Equity Retailer to meet this commitment. Please contact [Rodney.Wilson@detroitmi.gov](mailto:Rodney.Wilson@detroitmi.gov) if you need the list of Equity Retailers.**

***D. A Processor in a CRA approved management agreement with a Detroit resident-owned brand and produces and distributes the products to licensed Retailers in Detroit for the brand at least twelve times in the preceding calendar year. Each sale must be at least \$1000.00 wholesale.***

1. The period measured is January 1 to December 31 of the previous calendar year. In the 2025 renewal cycle, the period measured will be calendar year 2024.

**2. Documentation required for Option D:**

- i.** METRC transactions that identify the purchaser in PDF & (CSV or XLSX) format; and
- ii.** Verification that the Processor is in a CRA management agreement with a Detroit resident whose brands are purchased

***E. Donating annually a minimum of one quarter of one percentage point (.25%) of the licensee’s annual gross sales to a duly organized Detroit-headquartered 501(c)(3) charitable organization,\*\*\* or to the Homegrown Social Equity Fund established by the City of Detroit for the purpose of funding social equity initiatives, licensee programming, and substance use prevention programs.***

- 1. The period measured is January 1 to December 31 of the previous calendar year. In the 2025 renewal cycle, the period measured will be calendar year 2024.

**2. Documentation required option E:**

- i.** METRC report of all sales for the previous calendar year in PDF & (CSV or XLSX) format, and if applicable, an accountant letter explaining what transactions should be excluded (such as internal transactions for vertically integrated licensees)
- ii.** Verification that donations were made by the Licensee entity
- iii.** If applicable, an acknowledgement of the donation from each 501(c)(3) on the organization’s letterhead including the headquarters address, the Tax ID number (EIN), and the following language or similar:

**“Acknowledgement of your \$xxx donation to XXXX on DATE. XXXX is a 501(c)(3) tax exempt charitable organization. Your contribution is tax deductible to the extent allowed by law. No goods or services were provided in exchange for your generous financial donation”**

- 3. If applicable, donations to the Homegrown Social Equity Fund can be made as follows:
  - i.** MiCIA Detroit Homegrown Fund -For ACH or Wire sent to Dart Bank: Account 27452192 Routing 072410903
  - ii.** Or make check to: **“MiCIA Detroit Homegrown”** and mail to MiCIA, 101 S Washington Square #820 Lansing, MI 49933
- 4. Donations made to 501(c)(3) organizations related to a Licensee owner are not acceptable (i.e. an owner is a board member or founder).

**\*\*\* We highly recommend donations be made to the following types of charitable organizations:**

- **Reentry Services for Formerly Incarcerated Individuals:** Non-profits that assist Detroiters transitioning back into society after incarceration with support such as housing, job placement, and counseling services.
- **Youth Programs and Violence Prevention:** Programs that provide positive opportunities and safe spaces for young people in Detroit
- **Social Equity and Advocacy Organizations:** Non-profits that support economic opportunities for Detroiters including job training, business mentorship, entrepreneurial training, and legal assistance programs, etc.
- **Community Health and Wellness Programs:** Organizations that promote mental health, addiction recovery, and general well-being, particularly in urban communities affected by substance misuse and systemic challenges.
- **Education and Workforce Development:** Non-profits offering training programs and educational resources focused on job skills.

## 2025 Business License Renewal Document Upload Instructions

Create the following zip files:\*

- **Licensee Information**
- **Inspections and Clearances**
- **CRA**
- **Social Equity (*Only AU Retail*)**

Place the following documents in each zip file as indicated, and upload the zip files to the application:

### **Licensee Information:**

- Government Issued ID for everyone with an ownership interest in the Licensee
- Diagram of organizational structure of Licensee with all owners (including entity owners) and ownership percentages indicated
- Executed and approved operating agreement, bylaws, partnership agreement or other organizational document that indicates each owner's share
- Owners contact information
- Statement of ownership changes since the last renewal

### **Inspections and Clearances:**

- Blight clearance approval dated after March 1, 2025
- Treasury clearances for licensed entity and all owners
- Current Certificate of Compliance with correct legal land use
- 2024 Annual City of Detroit fire inspection
- Good Neighbor Plan Audit approval (all AU licensees state licensed over 12 months)

### **CRA:**

- PDF of state operating licenses associated with the City licenses being renewed
- If applicable, copies of documents pertaining to CRA violations received in the past 12 months
- Most recent Annual Financial Statement submitted to Michigan CRA, or CRA letter with future compliance date if an AFS has never been submitted by Licensee

### **Social Equity (*Adult Use Retailer, Microbusiness or Designated Consumption Licensees Only*):**

a. *Primary Residence Documentation*- Three of the following documents indicating the primary residence for individual owners with Equity status if the Equity or Non-Equity Licensee received Social Equity points in the application process based on the individual's Equity status:

- Deed or land contract
- Lease
- Voter registration
- Principal Residence Exemption
- W2
- Auto Registration
- Auto Insurance Declarations Page
- Homeowners Insurance Declarations Page
- Renters Insurance Declarations Page
- Property Tax Documentation showing Homestead Exemption



*b. Adult Use Retailer Affidavits:*

All owners with Equity Status:

[https://drive.google.com/drive/folders/1VNU\\_rReu6a67OmzofSSMPVZzcuVaP5ne](https://drive.google.com/drive/folders/1VNU_rReu6a67OmzofSSMPVZzcuVaP5ne)

Majority owners of Non-Equity Licensees:

[https://drive.google.com/drive/folders/1VNU\\_rReu6a67OmzofSSMPVZzcuVaP5ne](https://drive.google.com/drive/folders/1VNU_rReu6a67OmzofSSMPVZzcuVaP5ne)

\*Zip File Instructions:

By clicking the link below you will find directions on how to create a Zip File.

<https://detroitmi.gov/document/how-create-zip-file>

**Retailer Licensee Non-Equity Owner  
LICENSE RENEWAL AFFIDAVIT**

State of Michigan  
County of Wayne

The undersigned, \_\_\_\_\_ (“Affiant”), being duly sworn, attests to the following:  
Name

1. For the purposes of this Affidavit, I represent the majority of ownership of the Licensee holding Business License No. BUS\_\_\_\_\_, issued by the City of Detroit.  
License Number

2. Select one of the following:

Licensee received points in its license application for a real estate transaction with an Equity Applicant, and the transaction is still in effect and in good standing.

Name of Equity Applicant:

Sale Close Date:

Land Contract Completion Date:

Lease Expiration Date:

Address of Property:

Licensee received points in its license application for a joint venture with an Equity partner. I have inquired and confirmed that all owners of Licensee with Equity status:

- a. Maintain his or her primary residence in a disproportionately impacted community;
- b. do not own a home in Michigan with a recorded Principal Residence Exemption outside of a disproportionately impacted community; and
- c. have submitted an Affidavit of Primary Residence with this renewal application

I hereby affirm my understanding that maintaining the above criteria is required for the renewal of Business License No. BUS\_\_\_\_\_, issued by the City of Detroit.

Under penalty of perjury, I affirm that the above statements are accurate and true.

Signature: \_\_\_\_\_

**ACKNOWLEDGED:**

This document was subscribed to and sworn to before me, a Notary Public, on this \_\_\_ day of \_\_\_\_\_, 2025 by

\_\_\_\_\_  
Full Name of Affiant

Signed: \_\_\_\_\_

Notary Public, State of Michigan

Printed Name:

County of:

My Commission Expires:

Acting in County of:

SEAL



**Retailer License Equity Owner  
AFFIDAVIT OF PRIMARY RESIDENCE  
(must be submitted by all owners with Equity status)**

State of Michigan  
County of Wayne

The undersigned, \_\_\_\_\_ (“Affiant”), being duly sworn,  
Name  
attests to the following:

1. I represent \_\_\_% ownership of the Equity Licensee holding  
Business License No. BUS \_\_\_\_\_ issued by the City of Detroit;  
License Number
2. My primary residence is in the disproportionately impacted community of  
\_\_\_\_\_  
City and State
3. I currently reside at \_\_\_\_\_;  
Street Address
4. I do not own a home in Michigan with a recorded Principal Residence Exemption outside of  
a disproportionately impacted community;
5. I am not registered to vote in a different jurisdiction than the primary residence indicated in  
this affidavit;
6. If I own a home outside of Michigan, it is not considered my primary residence in any  
context; and
7. I hereby affirm my understanding that continued residency in a disproportionately impacted  
community, by 51% of the Licensee's ownership, is required for the renewal of Business  
License No. BUS \_\_\_\_\_, issued by the City of Detroit.

Under penalty of perjury, I affirm that the above statements are accurate and true.

Signature: \_\_\_\_\_

**ACKNOWLEDGED:**

This document was subscribed to and sworn to before me, a Notary Public, on this \_\_\_ day of \_\_\_\_\_, 2025 by

\_\_\_\_\_  
Full Name of Affiant

Signed: \_\_\_\_\_  
Notary Public, State of Michigan  
Printed Name:  
County of:  
My Commission Expires:  
Acting in County of:  
SEAL