

Agenda

Economic Development Corporation

Board of Directors

City of Kalamazoo



Thursday, January 18, 2024

7:45 AM

CPED Main Conference Room - 245 N. Rose Street, Suite 100

A. CALL TO ORDER/ROLL CALL

B. ADOPTION OF FORMAL AGENDA

C. APPROVAL OF MINUTES

1. Approval of the minutes from the meeting of the Economic Development Corporation on December 21, 2023 (**Action: Motion to Approve**) - Voice Vote.

D. PUBLIC COMMENTS

E. DIRECTOR COMMENTS

F. NEW BUSINESS

1. Approval of a recommendation to the City Clerk to Approve the 1-year renewal of the Adult Use Retailer Permit for Compassionate Care Advisors, LLC DBA Pincanna (**Action: Approval of a recommendation to the City Clerk to Approve the 1-year renewal of the Adult Use Retailer Permit for Compassionate Care Advisors, LLC DBA Pincanna**) - Roll Call Vote
2. Approval of a Contract with Detroit Cannabis, LLC to form the Social Equity Cannabis Chamber consistent with the terms and conditions set forth in the RFP and its proposals as submitted. (**Action: Approval of a Contract with Detroit Cannabis, LLC to form the Social Equity Cannabis Chamber consistent with the terms and conditions set forth in the RFP and its proposals as submitted**) - Roll Call Vote.
3. Approval and Ratification of the Award of a Contract to Camoin Associates, Inc. for the Economic Strategy Consultant Services (**Action: The EDC Approves and Ratifies the Award of a Contract to Camoin Associates, Inc. for the Economic Strategy Consultant Services**) Roll Call Vote

G. UNFINISHED BUSINESS

1. Approval of a recommendation to the City Clerk to approve the 1-year renewal of the Medical Grower Class C and Adult Use Grower Class C Marijuana Business Permit for The Woods Cultivation LLC DBA AHKI Canna pending completion of dumpster enclosure by January 30, 2024. **(Action: Approval of a recommendation to the City Clerk to approve the 1-year renewal of the Medical Grower Class C and Adult Use Grower Class C Marijuana Business Permit for The Woods Cultivation LLC DBA AHKI Canna pending completion of dumpster enclosure by January 30, 2024) - Roll Call Vote**

H. COMMUNICATIONS AND ANNOUNCEMENTS**I. STAFF REPORTS AND UPDATES****J. ADJOURNMENT**

CITY OF KALAMAZOO
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
Thursday, December 21, 2023
Community Planning and Economic Development
245 N. Rose Street, Kalamazoo, MI 49007

MEMBERS PRESENT: Kyle Gulau; Kevan Hess; Lucas Middleton; Michael Gurnee; Sharon Ferraro; Torean Greeley; Andrew Schipper; Rachel Bair

MEMBERS ABSENT: Qianna Decker; Jason Novotny; Nathan Bolton

CITY STAFF PRESENT: Jamie McCarthy (Sustainable Development Coordinator); PJ Thuringer (Economic Development Supervisor); Jessica Wood (Attorney, Dickinson Wright); Logan Mulholland (Fishbeck, Consultant); Jared Chambers (Business Specialist); Heidi Gartley (Brownfield Project Assistant)

Meeting was called to order at 7:50 AM by Director Hess.

MOTION TO EXCUSE ABSENT MEMBERS: Director Bair moved to excuse absent members; seconded by Director Gurnee. Motion approved by voice vote unanimously.

APPROVAL OF AGENDA: Director Schipper moved approval of the agenda as presented; seconded by Director Middleton. Motion approved by voice vote unanimously.

APPROVAL OF MINUTES: Director Ferraro moved approval of the minutes from the meeting of November 16, 2023; seconded by Director Gurnee. Motion approved by voice vote unanimously.

PUBLIC COMMENTS

None.

DIRECTORS' COMMENTS

None.

NEW BUSINESS

1. Approval of a recommendation to the City Clerk to Approve the 2-year renewal of the Medical Safety Compliance and Adult Use Safety Compliance Marijuana Business Permits for SV Laboratories.

Mr. Thuringer presented information on the business, as found in the agenda packet.

Mr. Marlon Williams, representative of SV Labs, thanked the board for having him.

Director Greeley moved approval of a recommendation to the City Clerk to Approve the 2-year renewal of the Medical Safety Compliance and Adult Use Safety Compliance Marijuana Business Permits for SV Laboratories; seconded by Director Middleton.

A roll call vote was taken, and the motion passed unanimously.

2. Approval of a recommendation to the City Clerk to Approve the 1-year renewal of the Adult Use Grower Class C (x2) Marijuana Business Permits for Pure, LLC.

Mr. Thuringer presented information on the business, as found in the agenda packet.

Director Gurnee moved approval of a recommendation to the City Clerk to Approve the 1-year renewal of the Adult Use Grower Class C (x2) Marijuana Business Permits for Pure, LLC; seconded by Director Middleton.

A roll call vote was taken, and the motion passed unanimously.

3. Nomination and Approval of New Officer Positions for Chair, Vice Chair, and Treasurer/Secretary Effective January 1, 2024.

Mr. Thuringer shared the nominations are Kevan Hess as Chair, Jason Novotny as Vice Chair, and Lucas Middleton as Treasurer-Secretary.

Director Ferraro moved nomination and approval of New Officer Positions for Chair, Vice Chair, and Treasurer/Secretary Effective January 1, 2024; seconded by Director Schipper.

A voice vote was taken, and the motion passed unanimously.

UNFINISHED BUSINESS

1. Approval of a recommendation to the City Clerk to approve the 1-year renewal of the Adult Use Retailer Marijuana Business Permit for QPS Michigan Holdings, LLC DBA High Profile – Boutique Cannabis (815/823 W Michigan).

Mr. Thuringer shared that the business has completed previous zoning inspection issues noted at the approval of their 90-day permit renewal.

Director Middleton moved approval of a recommendation to the City Clerk to approve the 1-year renewal of the Adult Use Retailer Marijuana Business Permit for QPS Michigan Holdings, LLC DBA High Profile – Boutique Cannabis (815/823 W Michigan); seconded by Director Greeley.

A roll call vote was taken, and the motion passed unanimously.

2. Approval of a recommendation to the City Clerk to Approve the 1-year renewal of the Adult Use Retailer Marijuana Business Permit for QPS Michigan Holdings, LLC DBA High Profile – Cannabis Shop (4037 S Westnedge).

Mr. Thuringer shared that the business has completed previous zoning inspection issues noted at the approval of their 90-day permit renewal.

Director Gurnee moved approval of a recommendation to the City Clerk to Approve the 1-year renewal of the Adult Use Retailer Marijuana Business Permit for QPS Michigan Holdings, LLC DBA High Profile – Cannabis Shop (4037 S Westnedge); seconded by Director Ferraro.

A roll call vote was taken, and the motion passed unanimously.

COMMUNICATIONS AND ANNOUNCEMENTS

Mr. Thuringer shared the board retreat will be scheduled for February 29, 2024. There will be more information to come.

STAFF REPORTS AND UPDATES

Mr. Thuringer stated the other company that needs to come back before the board for a renewal following a 90-day period is The Woods Cultivation. Mr. Chambers has tried to communicate with the business, and he has not heard much on their status.

Mr. Thuringer shared they had a great kick-off meeting with the consultant, Camoin Associates, who was chosen for the economic development strategy. The consultant will likely present at the retreat in February.

Mr. Chambers has worked hard and scheduled two finalists for the Cannabis Chamber that went out last year. It will be coming before the board for approval in the next month or two.

ADJOURNMENT: Meeting was adjourned at 8:05 AM by Director Hess.

Signature

Signature

Name/Chair

Heidi Gartley/Recording Clerk

INTER-OFFICE MEMO

To: The Economic Development Corporation Board of Directors

From: Paul Thuringer, Economic Development Supervisor
Jared Chambers, Business Specialist

Date: November 29, 2023

Re: Adult-Use Retailer Permit Renewal for Compassionate Advisors, LLC d/b/a Pincanna

The City Clerk's Office has requested that the Economic Development Corporation (EDC) Board of Directors evaluate the *Marihuana Facility Permit Renewal Application* submitted by: Compassionate Advisors, LLC d/b/a Pincanna for its facility at 123 E. South Street and that the EDC Board provide a recommendation regarding the renewal of this permit. The City Operating Permit, issued on January 19, 2023, is scheduled to expire on January 31, 2024, and must be renewed before its expiration for the facility to continue operating. The applicant has submitted the required renewal application and the annual permit fee. Below is the ordinance language that describes the specific role and responsibilities of the EDC in this process:

§ 20B-12

C. In determining whether to grant a renewal of a permit, the members of the City's Economic Development Corporation board will evaluate the permit holder's compliance with the statements it provided with its initial application and submission with its request for renewal of the following information:

1. The Staffing plan for the business which describes the actual number of employees, including the number and type of jobs that the facility has created, and the amount and type of compensation (including benefits) paid for such jobs;
 - They have 3 full-time & 6 part-time employees.
 - 1 General Manager - \$70,000/year.
 - 1 Assistant General Manager - \$40,000/year.
 - 1 Supervisor - \$37,440/year.
 - 1 Inventory Lead - \$ 35,360/year.
 - 5 Budtenders - \$20,000/year.
 - In addition to health insurance, full-time employees receive dental & vision insurance as well as PTO for all full-time and part-time employees.
 - The company contributes 67.5% to 86% of health insurance costs depending on the selected plan.
2. An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the business, results of efforts for community outreach and worker training programs;
 - Critical home repair donations to Community HomeWorks in the amount of

- \$1,000 so far and \$2,000 by the end of 2023.
 - Donated \$500 worth of items to the YWCA from their Amazon wish list, including diapers, blankets, towels, etc.
 - \$13,662 of inventory is purchased locally from Pure, LLC, a Kalamazoo City-based Grow facility.
 - They post jobs on local job boards such as the City Center Market Board and the City Center Mall as well as posting on Indeed targeting the Kalamazoo area. This has led to 2 new hires of Kalamazoo City residents which will bring the total employee count to 11.
 - They put on the Heart to Hart Annual sock drive to donate to local families and the homeless in the area.
 - They do an annual fall food drive to donate to Loaves and Fishes. Pincanna staff volunteers their time for which they are compensated their normal wage.
 - Susan G. Komen Breast Cancer Foundation - In October they sell specialty breast cancer pre-rolls and donate the profits.
3. An explanation, with supporting factual data, of the efforts and success achieved by the social equity plan of the business to promote and encourage participation in the marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement, and the positive impact of the social equity plan on local residents;
- Approximately 19.3% of the Company's current operational expenditures are with diverse suppliers of goods and services, including minorities, women, LGBTQ, and individuals and businesses that have been disproportionately impacted by marijuana prohibition and enforcement.
 - Some of their Diverse Suppliers include;
 - Steel Guard Security - \$32,000
 - Korotkin Insurance Group (KIG) - \$19,187 per year
 - Jeremiah Armstrong - \$10,000
 - The Company intends to continue to spend no less than 5% of its expenses for goods and services with qualified suppliers who identify as members of disproportionately affected groups.
4. A statement that the business is not in default to the City for any property tax, special assessment, utility charges, fines, fees, or other financial obligation owed to the City;
- They are in good standing with the City.
5. A statement that the hiring and public accommodation practices of the facility conform to the City's Nondiscrimination Ordinance provisions and documentation of the total number of employees broken out by managerial and operational employees, number of women, and number of minority employees and number of employees disproportionately impacted by marihuana prohibition and enforcement.
- The facility conforms to the City's Nondiscrimination Ordinance provisions.
 - They have 4 employees in management, 2 are women and 2 are minorities.
 - They have 5 operational employees, 2 are women and 1 is a minority.
 - They currently have no employees disproportionately impacted by marihuana prohibition and enforcement.

6. A statement, with supporting documentation, providing answers to the following questions:
 - a. How many City residents do you currently employ?
 - 6 employees.
 - b. How many current employees reside in Census Tracts 1 (Eastside); 9, 10 (Edison), and/or 2.02,3 (Northside)?
 - There are 2 residing in Edison and 2 in the northside neighborhood.
 - c. What is your plan to employ residents of the identified census tracts?
 - They plan to continue to advertise in these specific census tracts and continue to develop tools to assist hiring managers in identifying and supporting diversity and inclusion in the recruitment and hiring process.
 - d. How many of your employees have prior marihuana convictions (excepting a conviction for delivery or distribution to a minor)?
 - No current employees.
 - e. What is your plan for employees with a prior marihuana conviction to move up within your business and/or the marihuana industry?
 - They support an all-inclusive culture and comply with the State screening process.
7. Proof that the marihuana business has received recognition and maintains the status as a Silver Level Social Equity All-Star or better with the Michigan Cannabis Regulatory Agency.
 - As of November 2023, they have received Silver level.

Please see the attached Marihuana Renewal Application Checklist, completed by City staff to verify if all requirements of the ordinance have been met. The City Clerk has verified that the applicant has no outstanding financial obligations to the City, there have been no complaints to the City Manager regarding compliance with the City's anti-discrimination ordinance, and the facility has passed its City Fire and Zoning inspections. The applicant has met all the requirements for renewal.

RECOMMENDATION

Staff and the Cannabis Committee recommend that the EDC Board recommend to the City Clerk's Office a 1-year approval of the Adult-Use Retailer Permit to Compassionate Advisors, LLC d/b/a Pincanna.

ATTACHMENTS

Renewal Application, (Staffing Plan), (Community Benefits Statement), and (Social Equity Plan) from the applicant.

Application Checklist – see next page

Adult Use Retailer Marihuana Renewal Application Checklist for:

Compassionate Care Advisors, LLC DBA PINCANNA

121 & 123 E South Street, Kalamazoo, MI 49007

Contact: Martin Stoneman

martinstoneman@mstonemanpc.com

Type: Adult Use Retailer

	Date Received	Received By	Comments	
Renewal Application Received	11/15/2023	Scott Borling		
Inspection Type:	Inspection Date	Completed by:	Satisfactory?	Notes
Zoning Inspection	11/28/2023	Pete Eldridge	Yes	
Fire Inspection	11/28/2023	Scott Brooks	Yes	
	Date	Name	Comments	
Business Community Benefits Check-In	11/29/2023	Jared Chambers		
	Invite Sent	EDC Meeting Date		
Invite to EDC Meeting		1/18/2024		
	Full-Time	Part-Time	Comments	
Jobs Created	3	6		
	Yes/No	Comments:	Verified by:	
Any Past Due Financial Obligations with City? (i.e. taxes owed, fees, fines, etc)	No		Andrew Falkenberg	
Silver Level Social Equity All-Star or better status with the Michigan Cannabis Regulatory Agency	Silver			
Attachments	Staffing Plan	City Economic Benefits Plan	Social Equity Plan	Handbook
	Yes	Yes	Yes	N/A

All Items Complete Yes



Dykema Gossett PLLC
Capitol View
201 Townsend Street, Suite 900
Lansing, MI 48933
WWW.DYKEMA.COM

Tel: (517) 374-9100
Fax: (517) 374-9191

Cheyenne L. Benyi
Direct Dial: (517) 374-9174
Direct Fax: (888) 552-3024
Email: CBenyi@dykema.com

November 15, 2023

Kalamazoo City Clerk
Via email: greenapps@kalamazoocity.org

Re: Compassionate Advisors, LLC d/b/a Pincanna
Renewal Application

To Whom it May Concern:

On behalf of Compassionate Advisors, LLC, please find enclosed our Adult-Use Marihuana Business Permit Renewal Application with supporting documentation. Please note, we do not intend to renew Pincanna's Medical Permit with the City. We have submitted a Request for Closure form with the CRA requesting that the medical license be closed on its expiration date, December 23, 2023.

We have mailed the required fees, overnight, in the amount of \$5,000 to the City of Kalamazoo on November 15, 2023. Should you require anything further, please don't hesitate to reach out.

Thank you for your attention to this matter, and I look forward to working with the City on this matter.

Best regards,

Dykema Gossett PLLC

A handwritten signature in blue ink, appearing to read "C Benyi", written over a light blue horizontal line.

Cheyenne L. Benyi

MARIHUANA BUSINESS PERMIT RENEWAL APPLICATION

Pursuant to Chapter 20B of the Kalamazoo City Code

City of Kalamazoo
Office of the City Clerk
241 West South Street
Kalamazoo, MI 49007

(Please Print)

BUSINESS INFORMATION (The entity that is licensed by the state and that holds a City MMF permit)

Official Business Name Compassionate Advisors, LLC d/b/a Pincanna

Business Address 31731 Northwestern Hwy., Ste. 100 E

City Farmington Hills **State** MI **Zip Code** 48334 **Business Phone** 248-770-1264

Business E-mail martinstoneman@mstonemanpc.com **Business Website** pincanna.com

TYPE OF PERMIT BEING RENEWED

Medical

Grower:

☐ Class A (500 plants)

☐ Class B (1,000 plants)

☐ Class C (1,500 plants) No. of Class C Permits

☐ Processor

☐ Safety Compliance

☐ Provisioning Center

☐ Secure Transporter

Adult Use

Grower:

☐ Class A (100 plants)

☐ Class B (500 plants)

☐ Class C (2,000 plants) No. of Class C Permits

☐ Excess Grower

☐ Processor

☐ Safety Compliance

☐ Microbusiness

☒ Retailer

☐ Secure Transporter

☐ Designated Consumption Lounge

FACILITY INFORMATION

Property Address 121 & 123 E. South Street, Kalamazoo, MI 49007

Real Property Parcel Number 06-15-391-230

Advertised Facility Name Pincanna

Manager - Full Name Kelsey Bradshaw

CONTACT INFORMATION [the primary point(s) of contact for this application]

Name Martin Stoneman (Owner)

Address 31731 Northwestern Hwy, Ste. 100 E

City Farmington Hills

State MI

Zip Code 48334

Phone 248-770-1264

E-mail martinstoneman@mstonemanpc.com

Name Cheyenne L. Benyi (Attorney)

Address 201 Townsend St. Ste 900

City Lansing

State MI

Zip Code 48933

Phone 517-374-9174

E-mail CBenyi@dykema.com

ATTACHMENTS

Please attach the following as separate documents to this application:

1. The attached Staffing Plan worksheet and any additional pages that provide a description of the actual number of employees, including the number and type of jobs that the licensed facility has created, and the amount and type of compensation (including benefits) paid for such jobs; and
2. An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the facility; the results of community outreach efforts; and worker training programs.
3. A social equity plan that: (a) promotes and encourages participation in the marihuana industry by local residents who have been disproportionately impacted by marihuana prohibition and enforcement; and (b) positively impacts local residents.
4. Documentation that indicates your business qualifies as a Silver Social Equity All-Star or better with the Michigan Cannabis Regulatory Agency. **A marihuana business must meet this qualification to be eligible for permit renewal with the City of Kalamazoo.**

The City's Economic Development Corporation will use the information provided in these documents to evaluate the permit holder's compliance with the statements it provided with its initial application (specifically the representations made in Attachment G – Staffing Plan and Attachment H – Community Benefits Statement).

Please complete the following certifications:

- ☒ The permitted facility is not in default to the City for any property tax, special assessment, utility charges, fines, fees or other financial obligation owed to the City.
- ☒ The hiring and public accommodation practices of the permitted facility conforms to the City's anti-discrimination ordinance provisions.
- ☒ I consent to an inspection of the permitted premises as required by ordinance to ensure the premises and its systems are in compliance with the requirements of Chapter 20B of the Kalamazoo City Code.
- ☒ I understand that renewal of a City Operating Permit is contingent on the renewal of the State Operating License for this facility.

I hereby certify under the penalty of perjury that the statements made in this application, including all attachments thereto, are true. I further certify that I am an officer, director, or managerial employee of the applicant or a person who holds a direct or indirect ownership interest in the applicant.

Applicant Signature: _____

Date: 11-15-23

Name (printed):

Martin Stoneman

Position:

Manager of the Manager of the Licensee

STAFFING PLAN

Summary

Please indicate the number of employees who work at the licensed facility:

Full-time employees (32+ hours per week) 3 Part-time employees (< 32 hours per week) 6

Position Types and Compensation

Please provide a description of the types of jobs the licensed facility has created, along with the amount of compensation and benefits paid for such jobs:

Position Title: General Manager Annual Average Compensation \$ \$70,000

How many people are employed in this position at the licensed facility? 1

Are health insurance benefits available for employees in this position? Yes ☒ No ☐

If yes, please indicate the employer contribution to health insurance costs: All ☐ Partial ☒ None ☐

Position Title: Assistant General Manager Annual Average Compensation \$ \$40,000

How many people are employed in this position at the licensed facility? 1

Are health insurance benefits available for employees in this position? Yes ☒ No ☐

If yes, please indicate the employer contribution to health insurance costs: All ☐ Partial ☒ None ☐

Position Title: Supervisor Annual Average Compensation \$ \$37,440

How many people are employed in this position at the licensed facility? 1

Are health insurance benefits available for employees in this position? Yes ☐ No ☒

If yes, please indicate the employer contribution to health insurance costs: All ☐ Partial ☐ None ☐

Position Title: Inventory Lead Annual Average Compensation \$ \$35,360

How many people are employed in this position at the licensed facility? 1

Are health insurance benefits available for employees in this position? Yes ☒ No ☐

If yes, please indicate the employer contribution to health insurance costs: All ☐ Partial ☒ None ☐

Position Title: Budtender Annual Average Compensation \$ \$20,000

How many people are employed in this position at the licensed facility? 5

Are health insurance benefits available for employees in this position? Yes ☐ No ☒

If yes, please indicate the employer contribution to health insurance costs: All ☐ Partial ☐ None ☐

Please provide information on any benefits other than health insurance that are offered to all employees:
In addition to health insurance, we offer our full time employees dental and vision insurance, as well as PTO for all full time and part time employees. Our company contribution to health insurance costs ranges from 67.5% to 86%, depending on the plan. Also, we are always willing to work with our employees should any emergencies come up in their lives. We encourage taking time off to address personal issues so that our employees are in the right mindset when they show up for work.

Attach additional pages as necessary.

ECONOMIC BENEFITS

Please fill out the information below relating to Economic Benefits to the City and the job creation for local residents achieved by the business, results of efforts for community Outreach and worker training programs

ECONOMIC BENEFITS		
Economic Benefit	Description	Amount
Community Homeworks	Critical Home Repair, donation	\$1,000 so far, \$2,000 by end of 2023
YWCA	Donating highly critical items from their Amazon wish list, including diapers, personal items, blankets, and towels.	~\$500 worth of items
Pure LLC	This is a Kalamazoo-based Marijuana Grow facility from which we purchase inventory.	~\$13,662
Mason Jar Plant Shop	This is a Kalamazoo-based, women-owned store from which we purchase interior decor.	N/A

JOB CREATION FOR LOCAL RESIDENTS		
Initiative/Description	Date(s)	Outcomes
Local job boards	Ongoing	We advertise available employment on local community job boards.
Indeed job postings	Ongoing	Our Indeed listing is set specifically to the Kalamazoo area.

COMMUNITY OUTREACH		
Initiative/Description	Date(s)	Outcomes
Heart to Hart	Every year from the end of November until the end of December.	Annual sock drive provides one of the most needed items to local families and the homeless in the area.
Kalamazoo Loaves and Fishes	November	This is an annual fall food drive where our team volunteers their time for which they are compensated their normal wage.
Matchhead Coffee	Ongoing	This is a Kalamazoo-based non-profit coffee shop where we frequently host meetings and interviews. All profits go to support Kalamazoo organizations.
Susan G. Komen Breast Cancer Foundation	October	Selling specialty breast cancer pre-rolls

WORKER TRAINING PROGRAMS		
Initiative/Description	Date(s)	Outcomes
Extensive Team Training Platform	Ongoing	Our Training platform supports our employees with safety and active shooter training in the event of an emergency, cannabis knowledge, coaching, understanding compliance, etc.
Active Shooter Training		Each employee has partaken in this training as evidenced by the attached sign-off sheets

SOCIAL EQUITY

Please fill out the information below relating to Social Equity with an explanation, with supporting factual data, of the efforts and success achieved by the social equity plan of the business to promote and encourage participation in the marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement, and the positive impact of the social equity plan on local residents;

SOCIAL EQUITY PLAN INITIATIVE		
Initiative/Description	Date(s)	Outcomes
Spending to diverse suppliers: Steel Guard Security	2022-2023	~\$32,000
Spending to diverse suppliers: Korotkin Insurance Group (KIG)	Ongoing	~\$19,187 per year
Spending to diverse suppliers: Jeremiah Armstrong	2022-2023	~\$10,000

EMPLOYEE DEMOGRAPHIC INFORMATION

Total Number of Employees:		
Employees in Managerial Positions	Total Employees	4
	Number of Women	2
	Number of Minorities	2
Employees in Operational Positions:	Total Employees	5
	Number of Women	2
	Number of Minorities	1

How many City Residents do you currently employ?	Total Employees	6
How many residents do you currently employ from these Census Tracts?	Census Tract 1 (Eastside Neighborhood)	0
	Census Tracts 9 and/or 10 (Edison Neighborhood)	2
	Census Tracts 2.02, and/or 3 (Northside Neighborhood)	2

1. What is your plan to employ residents of the identified Census Tracts?

We will continue to advertise job listings in these specific Census Tracts. Continue to develop and implement tools to assist hiring managers in identifying and supporting diversity and inclusion in the recruitment and hiring proces.

Attach additional pages as necessary.

2. How many of your employees have prior marihuana convictions or expungements (excepting a conviction for delivery or distribution to a minor)?

Number of employees with marihuana convictions 0

3. What is your plan for employees with a prior marihuana conviction to move up within your business and/or the marihuana industry?

Our hiring process supports the importance of an all-inclusive culture and complies with the State of Michigan screening process. We do not discriminate against any individuals who were previously disproportionately impacted by marijuana enforcement.

Attach additional pages as necessary.

4. Please attach proof that the marihuana business has received recognition and maintains the status as a Silver Level Social Equity All-Star or better with the Michigan Cannabis Regulatory Agency.

ATTACHMENTS

**PHOTO ID OF INDIVIDUAL SIGNING
RENEWAL APPLICATION**

STAFFING PLAN

**Compassionate Advisors LLC d/b/a Pincanna
Kalamazoo Retail Staffing Plan
as of 11.02.23**

Pincanna intends to continue employing at least 9 people at its Kalamazoo location during the next 12 months of operations. Depending on demand, we may extend this to employ up to 15 people during the next 12 months of operations.

Hiring Procedures

Pincanna provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Pincanna complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, and leaves of absence, compensation, and training.

All prospective employees must complete an application and consent to background and reference checks. If the background checks come back without any concerns, Management will have an in-person interview to verify the prospective employee's application and resume and to ensure that the prospective employee will be a good fit with the company.

All new employees will be properly credentialed with METRC within 7 days of hiring and shall be promptly removed from METRC upon termination. All Pincanna employees are and will at all times be at least 21 years of age.

Background and Reference Checks

To ensure that individuals who join Pincanna are well qualified and to ensure that Pincanna maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks include, but are not limited to, a criminal background check and verification of any information on the applicant's resume or application form. All offers of employment are conditioned on receipt of a background check report that is acceptable to Pincanna. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead Pincanna to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment. Employees must

also be screened against the Cannabis Regulatory Agency's list of excluded employees before hire, consistent with the Rules.

Additional checks such as a driving record or credit report may be made on applicants for job categories if appropriate and job-related. Pincanna also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Regardless of when it is discovered, employees who provide false information on their employment application may be disciplined up to and including termination.

METRC will be updated immediately upon hiring an employee or any change in employment status.

All employees are required to report any new or pending charges or convictions. In the event that an employee is charged or convicted for a controlled substance-related felony or any other felony, Pincanna will report that event to the CRA.

Employee Evaluation Period

The Employee Evaluation Period serves as an extension of the selection process. It provides 90 calendar days for the new employee to adjust and allows the supervisor time to ensure the new employee can satisfactorily meet the performance expectations. The Evaluation Period provides an opportunity for a new employee to demonstrate the ability to perform the essential functions of their job. If necessary, this Evaluation Period may be extended up to 180 days.

Internal Transfers/Promotions

Employees with more than 90 days of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, the company may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements.

Pincanna offers employees promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level unless outside recruitment is in the company's best interest.

To be considered, employees must have held their current position for at least 90 days, have a satisfactory performance record, and have no disciplinary actions during the last 12 months.

Management retains the discretion to make exceptions to the policy.

Separation of Employment

Separation of employment within an organization can occur for several different reasons.

1. Resignation: Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where the job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.

2. Job Abandonment: Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resource Department at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.

3. Termination: Employees of Pincanna are employed on an at-will basis, and the company retains the right to terminate an employee at any time.

Employee Rehire

Former employees who left Pincanna in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Human Resource Department, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Supervisors must obtain approval from the Human Resource manager or designee prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. The previous tenure will not be considered in calculating longevity, leave accruals, or any other benefits.

An applicant or employee who is terminated for violating policy or who resigned, if termination from employment is due to a policy violation, will be ineligible for rehire.

Employee Training and Customer Education

General Training

Pincanna will train employees and have an employee training manual that includes, but is not limited to, employee safety procedures, employee code of conduct, facility security protocols, and marihuana educational training. Training will include, but will not be limited to, (i) the methods by which marihuana is grown and processed, and (ii) marihuana product information, such as marihuana strains, uses, dosage forms, and daily limits.

Pincanna will establish the point of sale or transfer procedures for employees at retail stores performing any transfers or sales to persons age 21 and older. The qualifications and restrictions will include but are not limited to, training in dosage, marihuana product information, health or

educational materials, point of sale training, daily purchasing limits, CBD and THC information, serving size, and consumption information including any warnings.

In addition to the required department training, all of Pincanna's principal employees will be required to train on the general training modules below.

- Laws and regulations governing Adult Use Marijuana.
- Retail center overview, Pincanna's company mission, vision, and culture of compliance, and Applicant's Employee Handbook.
- Computer and technology systems.
- Safety, security, sanitary practices, and emergency/disaster preparedness
- Customer confidentiality and privacy and proper recordkeeping
- Substance abuse
- METRC and Cova overview

In addition to the general training modules outlined above, some employees will be required to participate in additional training as outlined below.

- Marijuana Professional Training: marijuana training to include marijuana adverse effects, dosing and safety.
- Inventory Management Training: Protocols for inventory control and diversion prevention.
- Security/Transportation Training: Protocols for liaising with security personnel and secure transporter licensees.

Job Descriptions

Accounting and Control

Oversees accounting controls and procedures by developing and implementing systems for collecting, analyzing, verifying, and reporting financial information. Achieves accounting operational objectives by contributing accounting information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change. These duties are undertaken at Applicants administrative offices in Farmington Hills, Michigan

Human Resources Manager (HR)

The HR Manager oversees policies, procedures, and compliance relating to Pincanna employees and ensures all human resources activities are in compliance with local, state and federal laws. It is the further responsibility of the HR manager to: (i) implement and oversee programs related to employee benefits and initiatives, (ii) make recommendations on potential policy changes to ensure the company offers a competitive package of salary and comprehensive benefits to its employees, (iii) ensure the workplace is accommodating and free of harassment, and (iv) handle complaints in accordance with policy and relevant laws. These duties are undertaken at Applicants administrative offices in Farmington Hills, Michigan.

Retail Center General Manager

The Retail Center General Manager supports and coordinates with the COO on marihuana product mix and production levels. Other responsibilities are outlined below.

- Supervise and coordinate activities of retail center staff, schedules, processes, inventory, and vendor relations.
- Operate as the resident expert for retail center staff regarding products and Services.
- Document all applicable provisioning center activities in accordance with state and local requirements and internal Pincanna standards.
- Maintain inventory records as required by Michigan regulations and submit documentation to information and records manager.
- Maintain all retail center-related records, reports, and organization policies, and submit as required by Michigan regulations to information and records manager.
- Establish and implement standard operating protocols relating to data security.
- Maintain extensive knowledge of Michigan regulations governing marihuana.
- Develop standard operating protocols for provisioning center
- Target products with specific cannabinoid profiles to provide customers with high quality and consistent marihuana products.
- Design and manage business procedures for the detection, investigation, correction, disciplinary action, and/or prosecution related to information security breaches, violations, and incidents.
- Act as liaison to Michigan department officials during inspections and audits.
- Oversee the safekeeping and security of all processing books, records, invoices, reports, and other documentation, both confidential and otherwise, and submit as required by Michigan regulations to information and records manager.
- Perform extra duties based on the needs of the organization.

In association with the compliance team, the Retail Center General Manager is responsible for overseeing the inventory control system which includes day-to-day operations of Pincanna's dispensing, packaging, administrative offices and inventory control as well as the Cova/METRC interface. Duties include ensuring compliance with inventory reporting requirements; ensuring compliance with labeling and packaging; and managing office functions of the retail center to ensure smooth operations; ensuring and maintaining the retail center's standard operating protocols; ensuring that the standard operating protocols are compliant with municipality and state rules, regulations and laws; ensure that employees have completed and thoroughly understand the applicant's standard operating protocols; conduct random weekly checks for inventory, security, and the overall provisioning center condition.

Shift Manager

The Shift Manager is responsible for overseeing all shift operations of the retail center including sales, money, inventory, storage of marihuana and marihuana products, cleanliness and organization of the retail center and signage in the retail center. The Shift Manager will also be responsible for ensuring that all shift operations are compliant with state and local law and that all

appropriate steps are being taken to mitigate exposure under federal law. The duties of Shift Manager are performed by both the Assistant General Manager and the Supervisor

Customer Intake Coordinator (Receptionist)

The Customer Intake Coordinator is responsible for checking in all customers and ensuring not only that the customer is not only age 21 or over, but also that the customer has not met its daily marihuana purchase allowance. The Customer Intake Coordinator is a customer's first point of contact in the retail center; therefore, it is imperative that this person is professional, knowledgeable, and trustworthy. The inventory leads, budtenders, and security personnel perform the Customer Intake Coordinator duties.

Consultants or "Budtenders"

The Consultants will be stationed in the facility dispensing area and will educate the customer about marihuana products following all regulatory guidelines. The "Budtenders" will enter customer-specific data such as prior usage, benefits of particular strains, disease states, and other clinically relevant information. Other responsibilities will include providing each customer with knowledgeable and welcoming service and working closely with the store managers to ensure the retail center area is clean and organized.

Cashier

The Consultants will be stationed in the retail center dispensing area and will dispense marihuana products to customers following all regulatory guidelines. Other responsibilities will include providing each customer with knowledgeable and welcoming service, entering each sale into the point of service (POS) system, and working closely with the retail center managers to ensure the retail center area is clean and organized. These duties are primarily undertaken and performed by the Budtenders.

Information and Records Manager

The Information and Records Manager will maintain all required records and documentation, including:

- Maintaining required bookkeeping, records, invoices, and other company documents;
- Maintaining required reports including inventory reports and delivery transactions;
- Meets with the CCO;
- Ensures retail facility compliance with Michigan regulations;
- Liaison to Michigan law enforcement;
- Assists with Michigan inspections;
- Reports to the Board of Directors;

These duties are undertaken at Applicants administrative offices in Farmington Hills, Michigan

Inventory Manager

The Inventory Manager ensures the accuracy of all records, logs, and inventory control systems, including:

- Maintaining current and accurate controls on the inventory level of all marihuana products and other products used in the retail store.
- Training of agents in the use of inventory control procedures and software.
- Storing of all records and duplicating as necessary.
- Making records available for inspection by the State, law enforcement agents, or others as necessary.
- Maintaining all required transaction documents for the information and records manager's recordkeeping.
- Ensuring that retail center purchase orders match the secure transporter delivery manifests.
- Reporting and discrepancies immediately to the CCO.

The inventory leads perform these duties

Cleaning

The Cleaning staff will be responsible for:

- Wiping down countertops, desks, and other surfaces;
- Scrub bathroom fixtures, including toilets and urinals;
- Collecting and dispose of office trash and recycling;
- Spot cleaning cabinets, drawers, and glass surfaces;
- Steel-shine appliances and fixtures;
- Sweeping, vacuuming, and mopping floors;
- Ensuring locations are properly locked and secured when leaving the area;
- Interact positively with fellow team members;
- Communicating professionally with managers and executives;
- Committing to continued learning and training throughout employment;
- Arriving at all sessions and meetings on time; and
- Complying with safety and security policies and procedures.

All staff collaborate in performing these duties.

**ECONOMIC BENEFITS, JOB CREATION,
COMMUNITY OUTREACH, AND WORKER
TRAINING**

Compassionate Advisors LLC d/b/a Pincanna Supplement to Marihuana Business Permit Renewal Application

Economic Benefits to the City:

In our initial application to the City of Kalamazoo, we provided a community benefits statement stating if Pincanna was granted a Marijuana Business Permit in the City of Kalamazoo, we would make financial contributions to local community groups, including the YWCA Kalamazoo. We have kept that promise and have donated approximately \$500 to YWCA Kalamazoo by donating highly critical items from their Amazon wish list. These items include necessities such as diapers, personal diapers, blankets, and towels. YWCA Kalamazoo is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all. It provides individuals and families with victim-focused counseling and advocacy services as well as shelter for survivors of violence, transitional housing, and legal services. Their variety of family programs are designed to improve the lives of the most vulnerable population. This association is near and dear to our hearts and we intend to continue donating to them in the future.

We have also made a financial donation to Community Homeworks, which was founded with the mission of providing low-income families in Kalamazoo County resources and opportunities to create a more stable and sustainable home environment. At this time, we have donated \$1,000 to Community Homeworks' Critical Home Repair program and have a plan to donate an additional \$1,000 by the end of 2023. The Critical Home Repair program specifically focuses on issues that affect the health and safety of the household. This program helps low-income families with repairs such as furnace repairs, water heater repairs, gas line repairs, critical plumbing repairs, smoke detectors/CO detectors, and electrical service and panel upgrades.

Mason Jar Plant Store is a Kalamazoo-based, women-owned store from which we purchase interior decor. At this time, we have paid approximately \$1,000 to this supplier and intend to continue shopping with them as opportunities arise.

To date, we have spent approximately \$10,000 to design our Kalamazoo facility. This was paid to a diverse supplier recognized by the CRA All-Star program. Improvements to commercial buildings within the City are direct economic benefits to the City.

We have purchased inventory from Pure LLC, a Kalamazoo based Marihuana Grow facility. We have purchased approximately \$13,662 worth of inventory from this supplier, which is a direct economic benefit to a Kalamazoo-based company.

Job Creation for Local Residents:

Currently, 6 of our 9 employees are residents of the City of Kalamazoo, with 2 from Census Tracts 9 and/or 10 (Edison Neighborhood), and 2 from Census Tracts 2.02 and/or 3 (Northside Neighborhood).

We advertise available employment on local community job boards at the City Center Market Board and the City Center Mall and also advertise available job positions as well as community events on our own community board, located inside our store. We have also set our Indeed listing specifically to the Kalamazoo area. The last time we posted a job listing on Indeed for our Kalamazoo store, we received 153 applications in the first week. As a result of this recent posting, we have hired an additional two employees who are scheduled to start with us next week. One of these employees was hired as a receptionist and the other as a budtender. Both of these new employees are Kalamazoo residents it is our understanding that one resides in Census Tracts 9 and/or 10 (Edison Neighborhood) and the other resides in Census Tracts 2.02 and/or 3 (Northside Neighborhood) This will bring our total employee count to 11, 8 of which being Kalamazoo residents.

We also prioritize promoting from within. Since opening its doors in Kalamazoo, Pincanna has promoted two of its employees from budtender positions to higher up positions.

Community Outreach:

Heart to Hart is an annual sock drive held from November-December to provide one of the most needed items to local families and the homeless in the area. We set up a donation bin during this time as shown on the attached screenshot of our Facebook page and flyer which was posted in-store. We intend to participate in this sock drive every year.

Kalamazoo Loaves and Fishes describes itself as a “Food Bank Plus,” which means they acquire food through donations and their pennies-on-the-pound purchasing power, and distribute food at 77 distribution sites throughout Kalamazoo County. They hold an annual food drive in November in which our team volunteers their time and are compensated their normal wages for doing so. We intend to continue offering this incentive to our employees.

Matchhead Coffee shop is a Kalamazoo-based non-profit coffee shop where we frequently host team meetings and conduct interviews. All profits earned by Matchhead go to support Kalamazoo organizations in four key areas: education, arts, health & wellness, and parks & recreation.

The Susan G. Komen Foundation funds more breast cancer research than any other nonprofit while providing real-time help to those facing the disease. As shown on the attached screenshot from our Facebook page, we’ve created an exclusive Pincanna line in support of the Susan G. Komen Foundation, helping to fight breast cancer while raising awareness across Michigan.

The attached Pincanna flyer illustrates how Pincanna gives back to the Kalamazoo community. This flyer is posted in-store so that customers can get involved and help out as well.

Worker Training Programs:

We have created an extensive training platform that supports our employees from day one. As shown on the attached screenshot of our SharePoint training platform, this provides our employees with onboarding training, cannabis knowledge training, coaching, understanding compliance, and specialty training such as safety/active shooter training in the event of an emergency. All 9 of our employees have completed the Active Shooter Safety Training as evidenced by the attached sign-off sheets. This training platform also provides walkthroughs & FAQs, regional meeting recaps, and company documents so they are available to any employee at any time. Additional trainings provided on our platform include retail sales, inventory management, cultivation, extraction, packaging, maintenance, and compliance. Pincanna employees also benefit from on-the-job training, including training on marijuana products, safe marijuana consumption and dosing, customer service, inventory management, and sales.

PINCANNA™ GIVES BACK

How we show up for each other, how we show up in our communities, giving back to get better

THE  IS FOR "PEOPLE"

Peo·ple ['pēp(ə)l] :

Our employees, our customers,
our community



2023 Social Equity Initiatives

Loaves and Fishes - Food Drive



Promoting a Hunger-Free Community Since 1982

YWCA - Supplies Donation Drive

**eliminating racism
empowering women**

ywca

Funky Sock Drive



PINCANNA™

Loaves and Fishes - Food Drive

KALAMAZOO LOAVES & FISHES FOOD WISH LIST

Kalamazoo Loaves & Fishes is a community food provider that serves Kalamazoo County. Our Grocery Pantry Program (GPP), the largest of our five food programs, serves 500-600 people per day. Community donations are key to the success of the GPP, especially during the COVID-19 pandemic.

OUR GREATEST FOOD NEEDS

Canned Fruit
Ramen Noodles
Easy-to-Open, Main-Meal Dishes
Snacks for Children
Spaghetti Sauce & Noodles
Soup
Canned Vegetables
Peanut Butter
Lactose-Free, Shelf-Stable Milk
High-Protein Meal Drinks Like Boost® & Ensure®



901 Portage Street
Kalamazoo, MI 49001
kzoolf.org • 488.2617

MONTH OF NOVEMBER



PINCANNA™

Funky Extracts - Sock Drive

*Funky
Extracts*

ANNUAL

**HOLIDAY
SOCK
DRIVE**

HELP US KEEP THOSE LESS
FORTUNATE WARM THIS WINTER

DONATE TODAY



MONTH OF DECEMBER



PINCANNA™

YWCA - Supplies Donation Drive



eliminating racism
empowering women
ywca
Kalamazoo

IN-KIND NEEDS

*You can support YWCA Kalamazoo
and its programs through a donation
of in-kind items.*

CRITICAL NEEDS

Diapers
(sizes 3, 4, 5, 6)

Baby Wipes

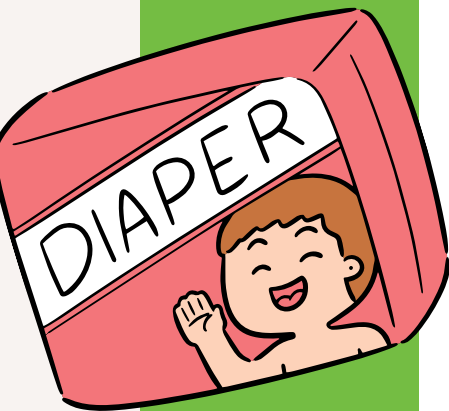
Gift Cards
(any denomination)

Personal Care Items
(full size body wash, deodorant, hair care
products, lotion, etc.)

Linens
(twin sheets, blankets, towels, etc.)



For questions or more information, please
contact Anne Marie Olbrot, Development
Coordinator at (269) 345-5595 ext. 302
or email aolbrot@ywcakalamazoo.org.



MONTH OF JANUARY

BENEFITTING LOCAL CHARITIES



**DONATE NEW SOCKS
(WOOL ARE PREFERRED)**

This photo is from a post.

[View post](#)



Pincanna

December 9, 2022 · 🌐



Like



Comment



Share



Write a comment...





Pincanna

October 12 · 🌐



F*ck Breast Cancer. This exclusive Pincanna line is in support of the Susan G. Komen foundation, helping to fight breast cancer while raising awareness across Michigan, and the country!

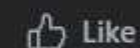
#Pincanna #FarmLabMarket
#BreastCancerAwareness

Products are not for sale. Photos/Videos are for educational purposes only. Must be 21+ to follow.



7

2



Like



Comment



Share



Write a comment...



F*CK BREAST CANCER

27% THC - ETHER OG
19% THC - CAKED UP
22% THC - JUNGLE CAKE

PROCEEDS FROM
THESE PREROLLS
WILL BE USED TO
FIGHT AGAINST
BREAST CANCER

WITH DONATIONS TO THE
SUSAN G. KOMEN
FOUNDATION



F*CK BREAST CANCER

All proceeds from our F*ck Cancer prerolls will be used to fight against Breast Cancer with donations to the Susan G. Komen Foundation.



ADVERTISEMENT



OUR BEST OFFER OF THE SEASON

UP TO

\$700 OFF

PELOTON BIKES

Terms apply.

SHOP NOW

Retail Receptionist

Kalamazoo, MI

Search

Retail Receptionist

POSTED ON 11/4/2023 AVAILABLE BEFORE 1/2/2024



Pincanna

Kalamazoo, MI

Part Time



Retail Receptionist



Salary



Salary Calculator



Job Openings

Pincanna is a vertically-integrated cannabis company with headquarters in Farmington Hills, Michigan. Pincanna has a 135,000 square foot cultivation and production facility in Pinconning, Michigan, retail locations in Kalkaska, East Lansing, and Kalamazoo.

We are looking for friendly, dependable, and responsible receptionists with excellent communication skills for our newest retail location in Kalamazoo, MI.

Duties and Responsibilities:

- Answering telephones, and directing calls to appropriate staff or department
- Greeting all visitors and IDing all visitors and customers
- Ensure visitors follow all required visitor and COVID-19 protocol as determined by state and local regulations
- Handling all customer interactions in a responsible and professional manner
- Keep the reception area tidy and presentable
- Assist security team as needed
- Other administrative duties as assigned

Qualifications and Requirements:

- Experience in reception, concierge or other customer service environment
- Must be able to sit, stand, walk and work continuously for at least eight hours a day
- Excellent communication skills with a wide variety of clientele
- Flexibility: Must be able to quickly change direction throughout the day

Pay: From \$14.00 per hour

Benefits:

Flexible schedule

Paid time off

Schedule:

4 hour shift

8 hour shift

Day shift

Holidays

Monday to Friday

Night shift

Weekends as needed

Ability to commute/relocate:

Kalamazoo, MI 49007: Reliably commute or planning to relocate before starting work (Required)

Experience:

Customer service: 2 years (Required)

Work Location: In person

[View Less](#)

☒ **Apply for this job**

☒ **Receive alerts for other Retail Receptionist job openings**

 [Report this Job](#)



ADVERTISEMENT

UP TO \$700 OFF PELOTON BIKES

Terms apply.

Popular Search Topics

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[Within 2-7 Days](#)

Hourly Wage Estimation for **Retail Receptionist** in Kalamazoo, MI

\$13.98 to \$18.09



FORM. LAB. MAR. ET.

Active Shooter Safety Training – A Retail Location

Our Active Shooter Safety Training was created to prepare all retail employees for any potential events involving an active shooter. Our number one goal is to keep all employees safe. This training includes the steps to take during a shelter in place order, steps to take if an active shooter is in the building, and a descriptive Emergency Action Plan, specific to each retail location.

Resources

Emergency Action Plan

Active Shooter Training PowerPoint

Active Shooter Booklet

Run. Hide. Fight. Training Video

ACKNOWLEDGEMENT

I know what room is the safest during an active shooter situation. CH (initials)

I have reviewed and understand the emergency action Plan. CH (initials)

I am aware of the locations of all panic buttons in the store. CH (initials)

I understand what a shelter in place order means. CH (initials)

By signing below, I confirm that I have received the Active Shooter Safety Training and understand the Emergency Action Plan put in place for an active shooter situation or shelter in place order.

EMPLOYEE NAME:

EMPLOYEE SIGNATURE:

DATE: 5/11/2023



ARM. LAB. MAR. ET.

Active Shooter Safety Training – At Retail Location

Our Active Shooter Safety Training was created to prepare all retail employees for any potential events involving an active shooter. Our number one goal is to keep all employees safe. This training includes the steps to take during a shelter in place order, steps to take if an active shooter is in the building, and a descriptive Emergency Action Plan, specific to each retail location.

Resources

Emergency Action Plan

Active Shooter Training PowerPoint

Active Shooter Booklet

Run. Hide. Fight. Training Video

ACKNOWLEDGEMENT

I know what room is the safest during an active shooter situation. JL (initials)

I have reviewed and understand the Emergency action Plan. JL (initials)

I am aware of the locations of all panic buttons in the store. JL (initials)

I understand what a shelter in place order means. JL (initials)

By signing below, I confirm that I have received the Active Shooter Safety Training and understand the Emergency Action Plan put in place for an active shooter situation or shelter in place order.

EMPLOYEE NAME: Jennifer Clayton

EMPLOYEE SIGNATURE: Jennifer Clayton

DATE: 10/20/23



FARM. LAB. MARKET.

Active Shooter Safety Training – A Retail Location

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Resources

Emergency Action Plan

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Run. Hide. Fight. Training Video

ACKNOWLEDGEMENT

I know what room is the safest during an active shooter situation. JC (initials)

I have reviewed and understand the emergency action Plan. JC (initials)

I am aware of the locations of all panic buttons in the store. JC (initials)

I understand what a shelter in place order means. JC (initials)

By signing below, I confirm that I have received the Active Shooter Safety Training and understand the Emergency Action Plan put in place for an active shooter situation or shelter in place order.

EMPLOYEE NAME: Jacob Coyle

EMPLOYEE SIGNATURE: [Signature]

DATE: 10/21/23



FARM. LAB. MARKET.

Active Shooter Safety Training – All Retail Locations

Our Active Shooter Safety Training was created to prepare all retail employees for any potential events involving an active shooter. Our number one goal is to keep all employees safe. This training includes the steps to take during a shelter in place order, steps to take if an active shooter is in the building, and a descriptive Emergency Action Plan, specific to each retail location.

Resources

Emergency Action Plan

Active Shooter Training PowerPoint

Active Shooter Booklet

Run. Hide. Fight. Training Video

ATTACHMENT

I know what room is the safest during an active shooter situation. MSA (initials)

I have reviewed and understand the Emergency action plan. MSA (initials)

I am aware of the locations of all panic buttons in the store. MSA (initials)

I understand what a shelter in place order means. MSA (initials)

By signing below, I confirm that I have received the Active Shooter Safety Training and understand the Emergency Action Plan put in place for an active shooter situation or shelter in place order.

EMPLOYEE NAME: Mino Sato

EMPLOYEE SIGNATURE: MSA

DATE: 3.26.23



FARM. LAB. MARKET.

Active Shooter Safety Training – All Retail Locations

Our Active Shooter Safety Training was created to prepare all retail employees for any potential events involving an active shooter. Our number one goal is to keep all employees safe. This training includes the steps to take during a shelter in place order, steps to take if an active shooter is in the building, and a descriptive Emergency Action Plan, specific to each retail location.

Resources

Emergency Action Plan

Active Shooter Training PowerPoint

Active Shooter Booklet

Run. Hide. Fight. Training Video

A. KNOWLEDGEMENT

I know what room is the safest during an active shooter situation. JY (initials)

I have reviewed and understand the Emergency action plan. JY (initials)

I am aware of the locations of all panic buttons in the store. JY (initials)

I understand what a shelter in place order means. JY (initials)

By signing below, I confirm that I have received the Active Shooter Safety Training and understand the Emergency Action Plan put in place for an active shooter situation or shelter in place order.

EMPLOYEE NAME: JAYSON 'OUN

EMPLOYEE SIGNATURE: [Signature]

DATE: 3/23/2023



FARM. LAB. MARKET.

Active Shooter Safety Training – All Retail Locations

Our Active Shooter Safety Training was created to prepare all retail employees for any potential events involving an active shooter. Our number one goal is to keep all employees safe. This training includes the steps to take during a shelter in place order, steps to take if an active shooter is in the building, and a descriptive Emergency Action Plan, specific to each retail location.

Resources

Emergency Action Plan

Active Shooter Training PowerPoint

Active Shooter Booklet

Run. Hide. Fight. Training Video

ACKNOWLEDGEMENT

I know what room is the safest during an active shooter situation. LB (initials)

I have reviewed and understand the Emergency Action Plan. LB (initials)

I am aware of the locations of all panic buttons in the store. LB (initials)

I understand what a shelter in place order means. LB (initials)

By signing below, I confirm that I have received the Active Shooter Safety Training and understand the Emergency Action Plan put in place for an active shooter situation or shelter in place order.

EMPLOYEE NAME: Musey Brown

EMPLOYEE SIGNATURE: Musey Brown

DATE: 3-22-23



ARM. LAB. MAR. ET...

Active Shooter Safety Training – All Retail Locations

Our Active Shooter Safety Training was created to prepare all retail employees for any potential events involving an active shooter. Our number one goal is to keep all employees safe. This training includes the steps to take during a shelter in place order, steps to take if an active shooter is in the building, and a descriptive Emergency Action Plan, specific to each retail location.

Resources

Emergency Action Plan

Active Shooter Training PowerPoint

Active Shooter Booklet

Run. Hide. Fight. Training Video

ACKNOWLEDGEMENT

I know what room is the safest during an active shooter situation. EL (initials)

I have reviewed and understand the Emergency action Plan. EL (initials)

I am aware of the locations of all panic buttons in the store. EL (initials)

I understand what a shelter in place order means. EL (initials)

By signing below, I confirm that I have received the Active Shooter Safety Training and understand the Emergency Action Plan put in place for an active shooter situation or shelter in place order.

EMPLOYEE NAME: Elizabeth LeBaron

EMPLOYEE SIGNATURE: Elizabeth LeBaron

DATE: Oct 19th 2023



FARM. LAB. MARKET.

Active Shooter Safety Training – A | Retail Location

Our Active Shooter Safety Training was created to prepare all retail employees for any potential events involving an active shooter. Our number one goal is to keep all employees safe. This training includes the steps to take during a shelter in place order, steps to take if an active shooter is in the building, and a descriptive Emergency Action Plan, specific to each retail location.

Resources

Emergency Action Plan

Active Shooter Training PowerPoint

Active Shooter Booklet

Run. Hide. Fight. Training Video

ACKNOWLEDGEMENT

I know what room is the safest during an active shooter situation. MS (initials)

I have reviewed and understand the Emergency action Plan. MS (initials)

I am aware of the locations of all panic buttons in the store. MS (initials)

I understand what a shelter in place order means. MS (initials)

By signing below, I confirm that I have received the Active Shooter Safety Training and understand the Emergency Action Plan put in place for an active shooter situation or shelter in place order.

EMPLOYEE NAME:

Megan Thompson

EMPLOYEE SIGNATURE:

[Signature]

DATE:

10/19/23



FARM. LAB. MARKET.

Active Shooter Safety Training – A | Retail Location

Our Active Shooter Safety Training was created to prepare all retail employees for any potential events involving an active shooter. Our number one goal is to keep all employees safe. This training includes the steps to take during a shelter in place order, steps to take if an active shooter is in the building, and a descriptive Emergency Action Plan, specific to each retail location.

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Active Shooter Booklet

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ACKNOWLEDGEMENT

I know what room is the safest during an active shooter situation. BTL (initials)

I have reviewed and understand the Emergency action Plan. BTL (initials)

I am aware of the locations of all panic buttons in the store. BTL (initials)

I understand what a shelter in place order means. BTL (initials)

By signing below, I confirm that I have received the Active Shooter Safety Training and understand the Emergency Action Plan put in place for an active shooter situation or shelter in place order.

EMPLOYEE NAME: Brandon Longenecker

EMPLOYEE SIGNATURE: [Signature]

DATE: 10/19/23

SOCIAL EQUITY PLAN



Pincanna

AU-G-C-000152
AU-G-C-000267
AU-G-C-000268
AU-G-C-000269

AU-G-C-000270
AU-G-EX-000136
AU-P-000119

AU-R-000195
AU-R-000478
AU-R-000738

This entity qualifies for the Silver level tier of
the Social Equity All-Star Program

PINCANNA

www.Pincanna.com

Social Equity Plan All-Star Program

11.03.2023

Compassionate Advisors, LLC d/b/a Pincanna
Kalamazoo Marihuana Retail Location
121 & 123 E. South Street
Kalamazoo, MI 49007

Social Equity Plan
Compassionate Advisors, LLC d/b/a Pincanna
Kalamazoo Store
10/05/2023

1. Introduction

Compassionate Advisors, LLC d/b/a Pincanna (the "**Company**") has developed initiatives to demonstrate its dedication to assisting those who have been disproportionately impacted by marijuana prohibition and enforcement. The Company has already opened two facilities in communities harshly affected by marijuana prohibition; East Lansing and Kalamazoo. In each of these communities, we have hired, trained and provided competitive compensation to community residents who have been disproportionately impacted. We believe our initiatives will encourage entrepreneurship, support workforce development, and provide those employees with opportunities to improve their skills while being able to comfortably support themselves. We plan to make an ongoing assessment of these initiatives, and further update them, so that additional opportunities for recruitment, employee training, and community outreach projects are suitably explored.

2. Providing Job Opportunities

The Company, in addition to its store in Kalamazoo, has opened retail stores in Kalamazoo and East Lansing. The Company also expects to open retail stores in Pinconning, Mount Pleasant, and Saline within the next 3 to 5 months together with additional stores thereafter. Opening such facilities, throughout the State, will create extensive job opportunities for those residing within disproportionately impacted communities; whether they live within the communities where the stores are located or reside in neighboring locales.

Our store in Kalamazoo, in concert with our other sister facilities, plans to work to implement our social equity goals. This work will include advertising job openings that target community members that have been more harshly affected by marijuana prohibition. In Kalamazoo, as many as 50% of our current employees self-identify as part of a social group, or as members of communities, that satisfy the CRA's requirements for eligibility to its Social Equity Program. Apart from the benefits such diversity of employment has provided to these persons, employment diversity has proven to be "good business". The unique insights, perspectives, knowledge and passion for the industry, demonstrated by these individuals, are of service to our customers and benefit our business. As our business in Kalamazoo grows, we expect further opportunities for employment and job growth to be provided to eligible community members. We understand the importance of giving back to those communities that have previously endured harsher treatment. This is why we intend to ensure having a positive impact in Kalamazoo and in every city in which we operate.

3. Incorporating Training Opportunities

Implementing training opportunities in marijuana operations and sales help provide our Kalamazoo employees with the skills and knowledge needed to perhaps one day be able to operate their own businesses. This will help development of the marijuana industry by educating those who may later enter the industry as business owners. Not only are employees being trained in the marijuana products themselves, but they also receive training in business operations which includes, but is not be limited to, sales, customer service, business management and leadership training.

Employees are provided with competitive pay together with a compensation package which includes PTO and sick leave for team members including qualified part time hourly staff. This allows our staff to comfortably support themselves and gives them the financial freedom to focus on other important aspects of their lives such as education, health and community relations. In addition to the financial resources being provided to our Kalamazoo store, the Company is also providing such resources to our sister facilities within affected communities, ensuring that they too are financially capable of implementing our company-wide social equity goals. The Company aims to ensure that each employee's life is enhanced through their employment with the Company. This benefits the Company as well as the employee.

4. Spending

Approximately 19.3% of the Company's current operational expenditures are with diverse suppliers of goods and services, including minorities, women, LGBTQ, and individuals and businesses that have been disproportionately impacted by marijuana prohibition and enforcement. Examples of our diverse suppliers include:

Mexico Mexico LLC:

Facility Designer, Jeremiah Armstrong

LGBTQ and Racial Minority owned

Approximately \$10,000 was paid to this supplier.

Mason Jar Plant Store:

Local Plant Vendor

Women owned

Approximately \$1,000 has been paid to this vendor and we intend to continue purchasing from this vendor to supply our inventory.

SteelGuard Security Services:

Facility Security Services

Since we commenced operations in Kalamazoo, we have operated under a working assumption that SteelGuard Security Services is a minority-owned company. This was based on the fact that the executive leadership of the company, with whom we routinely interact, and the individuals who perform direct on-site security services on our behalf, are all, or nearly exclusively, "Minorities"(Latino, African

American, LGBTQ, and women). In addition, we have been advised by SteelGuard that most of these individuals live in Kalamazoo. However, we have since determined that ownership of SteelGuard is held by a person of Middle East decent (Arab American). While we are unsure if this disqualifies SteelGuard as a minority business, any substitution to some other minority owned business may have a negative impact on the number of minority jobs that are provided through SteelGuard on our behalf.

Approximately \$32,000 has been paid to this vendor and we intend to continue using their security services for our Kalamazoo location.

Korotkin Insurance Group (KIG Insurance)

Insurer of Facility

Our nearly exclusive interface and contact with this company is with an individual who identifies as a member of the LGBTQ community. This is a family owned insurance group owned by the Korotkin family, and the individual we work with at KIG is a member.

Approximately \$19,187 per year is paid to this supplier and we intend to continue using their services for our Kalamazoo location as well as our other locations.

The Company intends to continue to spend no less than 5% of its expenses for goods and services with qualified suppliers who identify as members of disproportionately affected groups.

5. Conclusion

The Company is committed to improving the livelihood of those more deeply affected by marijuana prohibition and enforcement through its support of the Social Equity Program and its implementation of social equity principles. As the Company continues to expand, we intend to provide additional opportunities to counter the disproportionate effect of previous prohibition. We plan to continually assess whether we are doing everything we can to promote our social equity goals. The Company is dedicated to leading the way toward mitigating damage caused by the disparate treatment of marijuana prohibition and enforcement.



EDC Board of Directors Staff Report

City of Kalamazoo

TO: The Economic Development Corporation Board of Directors

FROM: Antonio Mitchell, Director of Community Planning and Economic Development
Prepared by: Jared Chambers, Business Specialist

DATE: January 18, 2024

SUBJECT: Approval of a Contract with Detroit Cannabis, LLC to form the Social Equity Cannabis Chamber consistent with the terms and conditions set forth in the RFP and its proposals as submitted. **(Action: Approval of a Contract with Detroit Cannabis, LLC to form the Social Equity Cannabis Chamber consistent with the terms and conditions set forth in the RFP and its proposals as submitted) - Roll Call Vote.**

SUMMARY:

Approval of a Contract with Detroit Cannabis, LLC to form the Social Equity Cannabis Chamber consistent with the terms and conditions set forth in the RFP and its proposals as submitted. **(Action: Approval of a Contract with Detroit Cannabis, LLC to form the Social Equity Cannabis Chamber consistent with the terms and conditions set forth in the RFP and its proposals as submitted) - __ Vote.**

BACKGROUND:

The Social Equity Cannabis Chamber initiative is a direct response to the City's commitment to addressing disparities in the cannabis industry, as outlined in the Marihuana Social Equity Policy No. 30.9, adopted on May 18, 2020. Specifically, "Section C. Community Impact" of this policy mandates that at least 25% of marijuana business fee and tax revenue received by the City be allocated to support key programs and initiatives. These include training for people of color for ownership and operations in the marijuana sector, community outreach and education on marijuana use, support for the Shared Prosperity Kalamazoo priorities (Strong Youth, Strong Families, Good Jobs), and blight elimination. The RFP was developed with the intention of addressing these key items, while expanding its scope to include more related objectives.

In September 2023, the city issued an RFP for the establishment of the Chamber, receiving proposals from five organizations. An evaluation committee, comprising five city staff members, was tasked with reviewing these proposals. After a thorough scoring process, the Detroit Cannabis Project emerged as the top proposer, followed by the Ponder Diversity Group.

Both organizations were then interviewed by the committee. Based on initial scoring in the evaluation and the subsequent interview, the Detroit Cannabis Project was unanimously selected. This decision was based on the organization's comprehensive approach to meeting the policy's goals, particularly in training, community education, and supporting the Shared Prosperity Kalamazoo initiatives. The Detroit Cannabis Project's proposal aligned closely with the city's vision of fostering equitable growth in the cannabis industry and ensuring that the benefits extend to historically underrepresented communities, particularly in the SPK neighborhoods. Therefore, we recommend award of this contract to Detroit Cannabis Project, LLC for the not-to-exceed amount of \$300,000 per year for a total three-year contract of \$900,000.

Fiscal Impact Summary:

The funding is available in the Economic Development Corporation's budget (account code 244-728-00.000-801.000). The total combined price to be paid for all services provided by the Social Equity Cannabis Chamber pursuant to the Contract and is based on approval of budget funding, year-to-year, and will be 25% of excise tax and cannabis permit revenue.

Funds will be awarded in the following estimated amounts:

- FY2024 = \$300,000
- FY2025 = \$300,000
- FY2026 = \$300,000

There is no impact on the General Fund nor new staffing needs.

RECOMMENDATION:

It is recommended that the EDC Board approve a three-year contract in the amount of \$900,000.00 with Detroit Cannabis Project, LLC for establishing and administering a social equity cannabis chamber as outlined in the contract.

**CITY OF KALAMAZOO ECONOMIC
DEVELOPMENT AUTHORITY**

**RESOLUTION RECOMMENDING CITY COMMISSION APPROVAL OF
DETROIT CANNABIS, LLC TO FORM SOCIAL EQUITY CANNABIS
CHAMBER**

Boardmember _____, supported by Boardmember _____,
moved the adoption of the following resolution:

WHEREAS:

1. The City of Kalamazoo Economic Development Corporation (the “EDC”), pursuant to the provisions of Act 338 of 1974, as amended, seeks to provide resources to alleviate and prevent conditions of employment by assisting and retaining local industrial and commercial enterprises and encouraging the location and expansion of industrial and commercial enterprises; and
2. The Purchasing Division of the City of Kalamazoo, in consultation with the EDC and the City of Kalamazoo Community Planning and Economic Department, issued a request for proposals (the “RFP”) for the establishment of a Social Equity Cannabis Chamber in order to address disparities in the cannabis industry consistent with the City’s Marihuana Social Equity Policy, which mandates that at least 25% of marihuana business fee and tax revenue received by the City be allocated to, *inter alia*, support workforce training, community outreach and education on marihuana use, and blight elimination
3. Following a thorough scoring and interview process, a City evaluation committee comprised of five city staff members unanimously selected the Detroit Cannabis Project, LLC to form the Social Equity Cannabis Chamber as detailed in its proposal. The evaluation committee determined that the proposal of Detroit Cannabis Project, LLC aligned most closely with the City’s vision of fostering equitable growth in the cannabis industry and ensuring that benefits extend to historically underrepresented communities and neighborhoods.

RESOLVED:

1. That the EDC recommends that the City Commission approve a contract with Detroit Cannabis, LLC to form the Social Equity Cannabis Chamber consistent with the terms and conditions set forth in the RFP and its proposal as submitted; and
2. That all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YEAS: Boardmembers _____

NAYS: Boardmembers _____

ABSTAIN: Boardmembers _____

ABSENT: Boardmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: January 18, 2024

_____, Secretary

CERTIFICATION

I, the undersigned duly qualified and acting Secretary of the City of Kalamazoo Economic Development Corporation, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of the Economic Development Corporation at a meeting held on January 18, 2024, and that public notice of said meeting was given pursuant to, and in accordance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: January 18, 2024

_____, Secretary



Price Proposal



Price Proposal

Programming	Costs
Monthly Cost Webinars & In person classes	\$10,000-\$14,000
Monthly Cost Office Hours	\$12,000-\$16,000
Monthly Administrative Cost	\$6,000-\$10,000
Networking Events (each)	\$6,000-\$10,000
TOTAL Annual Cost	\$225,000- \$300,000

* Our hourly rate for subject matter experts is \$200/hr

* Our hourly rate for administrative support is \$100/hr

* Our programming is flexible and depending on City budget approval we can develop a programming cadence that fits budgetary constraints. For example we can develop a monthly or weekly class schedule. We can have events quarterly or monthly. We can have one on one office hours weekly instead of daily.

Our statement declaring that the proposer and sub-consultants are not currently and will not, during the performance of these services, participate in any other similar work involving a third party with interests currently in conflict or likely to be in conflict with the City of Kalamazoo's interests. Additionally, we have no pending litigation.



RFP Overview Documents

**SECTION II
PROPOSAL AND AWARD**

The undersigned having become thoroughly familiar with and understanding all of the proposal/contract documents incorporated herein, agrees to provide professional services as specified herein:

SOCIAL EQUITY CANNABIS CHAMBER

The total combined price to be paid for all services provided by the Cannabis Chamber pursuant to this Contract is based on approval of budget funding, year-to-year, and will be 25% of excise tax and cannabis permit revenue with an anticipated yearly minimum of \$200,000.00.

A price proposal shall be submitted in a separate sealed envelope marked “**Price Proposal**”. **The pricing in the sealed envelope shall be the only listed pricing in the proposal.** This Price Proposal shall only be opened by City personnel after the scoring of other evaluation criteria has been completed. Details on information to include in the Price Proposal are outlined in Section IV, Scope of Work and Requirements, 7. Compensation.

All prices and fees must be in U.S. dollars.

Proposer/Contractor has examined and carefully studied the bidding documents and attachments, and acknowledges receipt of the following addenda:

Addendum No: 96128-002.0

Dated: 10/23/23

Proposer shall provide all of the information as requested herein with their proposal. **Failure to do so and/or failure to provide post-proposal requested information may be cause for rejecting the proposal as non-responsive.**

By my signature below, I certify that the firm bidding on this contract, when making hiring decisions, does not use a past criminal conviction as a bar to or preclude a person with a criminal conviction from being considered for employment with the bidding firm unless otherwise precluded by federal or state law. I further certify that I have read and agree to be bound by the provisions of the City’s Non-Discrimination Clause found in Appendix A and as updated by City Ordinance 1856.

Signed: [Signature] Name: 10/23/23
Title: Founder

QUALIFICATIONS QUESTIONNAIRE

Please answer the following questions completely. You may submit answers on this form or as an attachment to this document, additional information (brochures, illustrations, etc.) will also be used in determining qualifications. If not using this form, please follow its format.

1. Firm name: Detroit Cannabis Project, LLC
2. Established: Year 2021 State MI
3. Type of organization:
 - a. Individual _____
 - b. Partnership _____
 - c. Corporation LLC
 - d. Other _____
4. Former firm name(s) if any, and year(s) in business:

5. Home office business address and telephone number where work will be performed.
1284 17th st, Detroit MI 48216
6. Branch office(s) if work will be performed there:
731 E Kalamazoo st, Lansing MI 48216 AND 251 North Rose Street STE 200, Kalamazoo, MI 49007
7. Personnel of firm who will be working on this project. Attach resumes of key personnel:

NAME AND TITLE	SPECIALTY	YRS EXPERIENCE	EXPECTED ROLE
<u>Rebecca Colett</u>	<u>Cannabis business</u>	<u>8</u>	<u>Point of Contact</u>
<u>LaToyia Rucker</u>	<u>Cannabis Cultivation</u>	<u>10</u>	<u>Key Personnel</u>
<u>Malcolm Muhammad</u>	<u>Entrepreneurship</u>	<u>10</u>	<u>Key Personnel</u>
<u>Kristin Mcfarland</u>	<u>Marketing</u>	<u>9</u>	<u>Key Personnel</u>
<u>Cam Carter</u>	<u>Finance</u>	<u>8</u>	<u>Key Personnel</u>

QUALIFICATIONS QUESTIONNAIRE (cont)

8. Total personnel of firm:

a. Professional: X b. Non-professional:

9. Attach a list of similar projects performed over the last five (5) years. Include: description of professional services provided, project size, contact person and phone number. Projects should demonstrate experience in the types of professional services you wish to provide.

10. Identify projects in Item 9 which most closely match the work required by the City.

City of Detroit Social Equity Program

11. Provide your understanding of the project and any special qualifications you bring to this project.

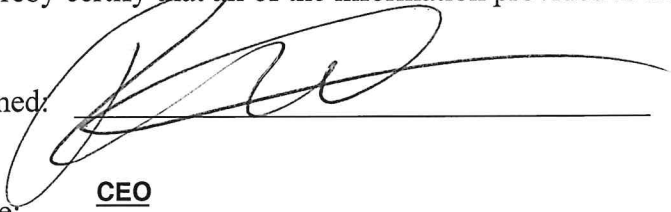
12. Identify any additional professional service(s) you will utilize to work on this project and their expected role(s).

We will contract with attorneys, accountants and Cannabis Subject Matter Experts. These independent contractors would asisstance in the event a program attendee needs this relevant assistance.

13. Provide the address for your website.

www.detroitcannabisproject.com

I hereby certify that all of the information provided is true and answered to the best of my ability.

Signed: 

Name: Rebecca Colett

Type or Print

Title: CEO

Date: 10/23/23

CITY OF KALAMAZOO EX-OFFENDER POLICY CHECKLIST

As part of the City's commitment to reducing unacceptable poverty, encouraging rehabilitation, reducing recidivism and strengthening families in Kalamazoo, the City has updated its Purchasing Policy to ensure that firms with whom the City does business share in this commitment by utilizing hiring practices that do not unfairly deny people with arrest and conviction records gainful employment. *(Important: This requirement also extends to any subcontractors the bidder intends to use to fulfill the contract for goods or services being sought from the City.)*

Part I: Proof that the bidder does not inquire about an individual's past arrest or criminal history on the bidder's employment application form

☒ Attach a copy of the current application for employment being used by the bidder

Part II: Certification that the bidder does not use an individual's past arrest or criminal history to unlawfully discriminate against them by checking *one or more* of the following:

- ☐ That pursuant to federal or state law bidder is precluded from hiring persons with certain criminal records from holding particular positions or engaging in certain occupations by providing a cite to the applicable statute or regulation; if checking this box, provide a citation to the applicable statute or rule upon which the bidder is relying: _____
- ☐ That bidder conducts criminal history background checks only as necessary, and only after making a conditional offer of employment; that any withdrawal of an offer of employment to an individual because of a past criminal history is job-related and consistent with business necessity after the individual has been provided an individualized assessment opportunity to review and challenge or supplement the history of past criminal conduct being relied upon by the bidder;
- ☒ That the use by bidder of criminal history background checks complies with the U.S. Equal Employment Opportunity Commission's Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions and that the bidder has not had a determination rendered against it in past 7 years that it discriminated against a person through the use of an individual's arrest or criminal history

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE

10/23/23
Date


Signature

Rebecca Colett
Printed Name

Founder
Position

CITY OF KALAMAZOO – ADDENDUM #1
Social Equity Cannabis Chamber
RESPONSE TO QUESTIONS (cont.)

Proposal Reference #: 96128-002.0
Page 2

also coordinate closely with the EDC Board and City staff, seeking their recommendations and approval for new initiatives.

Q5: What is the level of program development through the chamber?

A5: The chamber will take a lead role in both developing and administering the programs. While collaborating closely with the City, the EDC, and other economic development-centric entities, the chamber will employ its expertise to create tailored strategies, actionable plans, and oversee their execution to ensure the program's success.

Q6: So let's say one group has a functional idea, and another has a functional process, is there potential to share or split the RFP?

A6: Absolutely, collaboration is encouraged. If one organization brings a viable idea and another offers an effective process, combining their strengths can be invaluable. In situations where multiple organizations apply and their individual expertise complements each other, we recommend forming either a partnership agreement or establishing a new collaborative entity that brings together the best of both parties. The RFP does have extensive requirements, and by merging resources and expertise, organizations can enhance the overall efficiency and effectiveness of the chamber.

PLEASE NOTE: No further questions will be accepted before the proposal due/opening date.

The Addendum can be viewed and downloaded from the City's website at <https://www.kalamazoocity.org/bidopportunities>.

In order for a proposal to be responsive, this signed addendum should be returned with your proposal. If you have already submitted your proposal, acknowledge receipt and acceptance of this addendum by signing in the place provided and returning it to the undersigned and it shall be incorporated in your proposal. Please identify your return envelope with the proposal reference number and project description.

Sincerely,



Michelle Emig
Purchasing Division Manager

c: Jared Chambers, Economic Development Business Specialist
Evaluation Committee Members

FIRM: Detroit Cannabis Project

SIGNED: 

NAME: Rebecca Colett
(Type or Print)

DATE: 10/25/23

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted by the City of Kalamazoo. I hereby state that I have not communicated with nor otherwise colluded with any other proposer, nor have I made any agreement with nor offered/accepted anything of value to/from an official or employee of the City of Kalamazoo that would tend to destroy or hinder free competition.

The firm's identification information provided will be used by the City for purchase orders, payment and other contractual purposes. If the contractual relationship is with, or the payment made to, another firm please provide a complete explanation on your letterhead and attach to your bid. Please provide for accounts payable purposes:

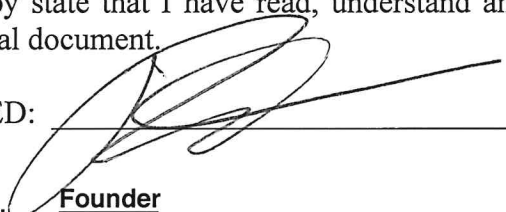
Tax Identification Number (Federal ID): 86-3028996

Remittance Address: 1284 17th st, Detroit MI 48216

Financial Contact Name: Rebecca Colett Financial Contact Phone Number: 248-342-9748

Financial Contact Email Address: rebecca@detroitcannabisproject.com

I hereby state that I have read, understand and agree to be bound by all terms and conditions of this proposal document.

SIGNED: 

NAME: Rebecca Colett
(Type or Print)

TITLE: Founder

DATE: 10/23/23

FIRM NAME: Detroit Cannabis Project, LLC
(if any)

ADDRESS: 1284 17th St, Detroit MI 48216

(Street address)

(City)

(State)

(Zip)

PHONE: 248-342-9748

FAX: _____

EMAIL ADDRESS: rebecca@detroitcannabisproject.com

FOR CITY USE ONLY - DO NOT WRITE BELOW



Detroit Cannabis Project, LLC

To whom it may concern: The Detroit Cannabis Project does not use employment applications. Our facilitators and subject matter experts are engaged on a referral basis.

The Detroit Cannabis Project does not use employment applications to fill our positions.

*DCP, LLC
1284 17th St Detroit, MI 48216
info@detroitcannabisproject.com*



Detroit Cannabis Project, LLC
RFP Response
City of Kalamazoo, MI

Cover Letter Overview

- All elements of this RFP have been reviewed and understood.
- Contact information for DCP: Detroit Cannabis Project, LLC. 1284 17th st Detroit, MI 48216. 248-342-9748. rebecca@detroitcannabisproject.com
- Detroit Cannabis Project, LLC proposes the intent to perform the below key services as outlined in the RFP for:
 - Community Outreach and Education (Health + Law Education)
 - Workforce Development
 - Entrepreneurship Development
 - Cannabis Business Incubator Program
 - Cannabis Business Retention
- Detroit Cannabis Project, LLC is willing to enter into an agreement under the terms and conditions prescribed by this RFP's insurance requirements.
- The Detroit Cannabis Project (DCP) is a social equity technical assistance incubator. We bring together subject matter experts from across the country to provide End to End support and education for equity applicants throughout the Cannabis licensing and startup process. Our curriculums focus on business operations and back end best practices. Running a Cannabis business is more than knowing how to grow or make edibles. We dig into the areas that help Cannabis businesses grow, expand and scale. Our mission is to be End to End support and education for equity applicants throughout the Cannabis licensing and startup process. Detroit Cannabis Project's goal is to educate and deliver tangible



resources that an applicant can use to build and retain a successful Cannabis business throughout their home state and beyond. From cultivation to microbusiness our programming assists with business plan, financials, go to market strategies and more! Collectively our team is composed of diverse operators from across the entire Cannabis supply chain, consultants, attorneys, marketers, accountants, architects, advocates and more. We have current partnerships in Michigan with the City of Detroit, City of Grand Rapids and Cannabis Regulatory Agency of Michigan. Outside of Michigan we have cohorts in California and Washington state. We have successfully managed cohorts for the last 4 years engaging with over 500 social equity entrepreneurs. We have 10-15 employees, and we engage with 20 + Cannabis mentors for Peer to Peer one on one engagement post licensure. Our home office is in Detroit and Lansing Michigan, however many of our team members are based in the greater Kalamazoo area. Many of our programs/classes are virtual for the convenience and safety of our students however we do partner with local community organizations to rent space for networking/ in person workshops if needed. We have partnered locally with the Co Working cafe on North Rose St in Kalamazoo.

- Our team confirms that we have 4 years of verifiable, relevant experience facilitating the workshops mentioned but also in partnering with local and state governments to roll out the programs, market them and measure program effectiveness.
- Our program was created by women of color licensed operators who are also social equity entrepreneurs. We are very capable of conducting community engagement, workshops, and one-on-one meetings. We understand this community because we are from this community as 85% of our team, consultants and mentors are POC.



RFP Response Summary Approach

The COVID pandemic has permanently reshaped the playing field for businesses. The adoption of digital platforms, new channels, and new business standards has advanced 10 years in less than 24 months.

This has created an opportunity for companies to reset how they run, what they stand for, the ways they add value for customers, and even the very model in which they go to market. Cannabis businesses who capitalize on this once in a lifetime occurrence stand to gain a wealth of rewards:

- Gain the ability to leap forward in the competitive cannabis market
- Grow loyalty by dramatically increasing their understanding of their customers
- Acquire the coverage to make significant shifts in revenue models that better align to their customers' evolved behaviors
- Decrease their cost of sales and increase profit margins

That's why we've developed a transformative virtual incubator model to help equity businesses enter the cannabis industry succeed and thrive! Technology and tools are powerful, and we can deploy them to add great value. But the most important aspect of our workforce and ability to excel is people. People drive progress and move us forward through their skills, experiences, and ability to transform things that were once basic into amazing experiences and delightful journeys.

OUR CAPABILITIES:

Branding:

- Brand Identity
- Brand Positioning/Differentiation
- Brand Standards

Go To Market Strategies:

- Omni-channel Marketing Strategies
- Holistic Digital Strategies
- Audience Segmentation
- Persona Development
- Project Management
- Cannabis Compliance Training



Marketing & Branding :

- UI / UX
- Social Content Creation & Publishing
- Social Community Development & Management (Youtube, Instagram, Facebook) ●
- Reputation Management
- Corporate Communications

Operations:

- Hiring and Training staff
- Developing Facility Standard Operating Procedures
- Business Plan and Financial Projections
- 280e Accounting Compliance
- Cannabis financial statements

Legal:

- Entity formation and ongoing support
- Fundraising
- Contracts and Agreements
- Application Deficiency Response
- Community Benefits Plans
- Municipal conditional land use process support

Facility:

- Architect and Design
- Site Plans
- SOPs
- 3D Renderings
- Drainage Calculations
- Environmental resources

COMPETITIVE STRENGTHS & STRATEGIC POSITION:

- **Cannabis Industry Experience:** We operate in 3 legal markets Michigan, California, and Washington state. Our team has a wide amount of experience when it comes to knowing the local Cannabis landscape. We are familiar with the application process and have partnerships with local operators. A key competitive advantage of our team is that the majority of us are POC operators. Operating a Cannabis business and being a consultant in the industry are totally different perspectives. We pride ourselves on having key relevant real Cannabis industry experiences.



- **Operation Experience:** We have experience helping operators improve their business model. Whether it's adding more technology to improve efficiencies. Or creating a revamped recruitment plan to attract the best talent we've done. Our team has a ton of corporate Cannabis experience that helps brands start up and scale.
- **Application Experience:** Our team has experience completing successful application processes. With vast amounts of experience writing SOPs, developing site plans, security plans, and compliance plans.
- **Fundraising Experience:** We have experience developing investor decks, detailed PPMs, Letter of Intent templates, valuation calculations, SEC crowdfunding compliance standards.
- **Metrc Compliance Training:** We have partnered with Metrc experts in offering a free 3 part Metrc compliance training series to our equity entrepreneurs.
- **Workforce Development experience:** Our Workforce development program includes partnering with local licensed Cannabis companies and local municipalities and executing Cannabis job and resource fairs. We also work with hiring Cannabis companies and pre-screen applicants and support the applicant throughout the application and interview process by providing resume reviews, and mock interviews. We have hosted job fairs in Michigan in partnership with the City of Detroit, City of Grand Rapids, City of Flint. More to come!
- Sample resources available at our events:
 - Hiring Cannabis Companies
 - Hiring Companies (outside of the Cannabis industry) who are ok with ex Cannabis offenders
 - City department resources
 - Expungement resources
 - Subsidized resources (ex: internet)
 - Non profit programs



- **Value Added Services:** We have over 3 years of social equity data from around the country. Including information recently for a CRA survey. We utilize this data to understand the key areas that social equity applicants need help and support with. We also analyze data on an ongoing basis through entry and exit surveys. Through this data collection we are able to identify trends in students' learning patterns and well as measure the effectiveness of our programs. We also provided peer to peer mentorship to support the equity businesses beyond licensure. Cannabis businesses also need assistance with learning efficiencies, learning how to scale, and identifying competitive strategies for Multi State Operator competition.

We provide office hours and peer to peer mentorship, in person and virtual tours of licensed Cannabis facilities, Cannabis networking events and access to our ecosystem of support services and private social media networking groups with resources for general contractors, staffing, insurance and more.

The Incubator Plan:

Topic	Details
The Program	Introductions of people
The Program	What to expect
Know Yourself	What are your goals
Know Yourself	What are your strengths and weaknesses



Know Yourself	What are your whys
The Industry	National legalization and the numbers
The Industry	Detroit/MI legalization/numbers Core Team
Legal	What are the local license types and how do they function/eligibility
Legal	What are the key local regs
Legal	What does the local licensing process look like for each license type
Business Plan	The basics of the business plan
Business Plan	Template cannabis business plan
Business Plan	Example SWOT Cannabis
Business Plan	Example fundraising deck
Financials	Basic financial statements, Cannabis Crowdfunding Regulations
Financials	Example cannabis financial Cannabis statements, Valuation calculations
Financials	All license types Cannabis
Financials	How to raise money, Proformas, Projections
Go To Market	Real estate, Zoning, Purchase agreements, Lease agreements
Go To Market	Operations, HR, Compliance



Go To Market	Branding/marketing channels
Put it all together	Fundraising pitch decks

Other Programs

- **Cannabis Business Plan Bootcamp**

1 Month immersive and review of the suggested components of a Cannabis business plan including but not limited to: Executive Summary, Financials, Marketing Plan, Operational Plan and Go To Market strategy. Our plan cadence usually includes:

- Business plan best practices
- Cannabis specific areas of a business plan such as:
 - Nuisance mitigation
 - Waste disposal
 - Community engagement
 - Security Plan
 - Operations Plan

- **Cannabis Brand Bootcamp**

1 month immersive program covering end to end topics on building a sustainable Cannabis brand with retention. 70% of social equity brands do not last in the industry over 3 years and we have developed a program to mitigate that statistic. Our topics covered are:

- Logo development
- Target demographic development
- Brand guide/ colors
- Website tips
- Social media tips
- Email marketing tips

Outreach Strategy:

- **Social media:** Our social media team will announce all upcoming workshops and



outreach sessions. As well as highlight our experienced workshop facilitators.

- **Partnering with Cannabis organizations:** We have deep roots with the NCIA, MCBA NORML, MICIA and local advocacy groups. We plan to partner with these groups to cross market to get the word out.

OUR COLLECTIVE TALENT Key + Additional Personnel (*Resumes are attached separately*)

Rebecca Colett, Cannabis Operator and Process Expert

Chrstine De La Rosa, CEO of the People's Dispensary

Darell Clay, VP of Sales with Weedmaps and Chair of Social Equity Committee

Khadijah Adams, One of the first American Women to produce "How to Invest in Cannabis" series. Board of Women Grow, MCBA.

Cam Carter, Contracts Director, SpaceX

Jane West, The founder of Women Grow and the Jane West Global Cannabis Brand

James Jackson, Head of Social Equity at Parallel Cannabis

Koral Fritz, Assistant Professor of Cannabis Business at LSU

Cree Robinson, Advocate & Dispensary software creator, Toucanna

Charleen Caabay- Dispensary operator in California and Oregon

Jehan Crump ESQ- Managing Partner- Great Lakes Legal Group- Contract expert

John Mackewich ESQ- Cannabis Business attorney with Mackewich, PLLC

Colton Griffin- Founder, Flourish Cannabis Software

Mike Lomuto- Head of Social Equity at the National Cannabis Industry Association and Minority Cannabis Business Association

Kristin McFarland- Cannabis Digital Marketing specialist



LaToyia Rucker- Cannabis Cultivation/Processing and Business expert

Cassin Coleman- Cannabis industry specialist. Cultivation, Processing and Compliance

BriAnne Ramsey- Metrc and Cannabis Compliance expert

Malcolm Muhammad, PhD- Entrepreneurship expert

Our workshop facilitators work directly with our administrative team. Our administrative team consists of 2 admin specialists and a project manager.

Key Experience:

We currently have active government contracts with:

- City of Detroit- Office of Civil Rights and Inclusion
- City of Oakland- Office of Economic Development
- State of Washington- Department of Commerce

Detroit

Key Staff, City of Detroit & State of Michigan Cannabis Regulatory Agency (CRA)

Kim James, Director of Marijuana Ventures

Shantonya Scott, Program Coordinator

Jonathan Martinez, Business Analyst

Megan Moslimani, City Attorney

James Tate, City of Detroit Pro Tem



Keontay Humpries, Chief of Staff Pro Tem James Tate

Robin Schiendar, Executive Director Michigan Cannabis Industry Association

Jocelyn Thomas, Director of Social Equity (CRA)

Kourntee Robinson, CRA Social Equity Representative

DCP has had a contract with this municipality since 2021 and our contract has been extended until 2024.

References:

Shantonya Scott Shantonya.Scott@detroitmi.gov

Kim James jamek@detroitmi.gov

Keyontay Humphries Keyontay.Humphries@detroitmi.gov

Description of Services: Developed and managed programming and events that support applicants in their application for Adult-Use marijuana licenses with the City of Detroit and Adult-Use Marijuana licenses with the State of Michigan. Additionally, there is an effort to support social equity applicants in connecting with general applicants interested in incubating social equity applicants; assist equity applicants with the preparation of business plans; assist equity applicants with compliance with all applicable laws; and to collaborate with city staff on the Legacy Detroit Certification Process and program.

- Business Planning Assistance
- Legal / Regulatory Assistance
- Accounting and Financial Assistance
- Design & Build Assistance



- Marketing Assistance
- Merchandising Assistance
- Financial Assistance

Oakland

Key Staff, City of Oakland

Petural' PJ' Shelton, Ph.D. -City Administrator Analyst

Greg Minor- Head of Economic Development

Nancy Su- Economic Development Administrator

Contract is extended until 2026

References:

Dr. PJ Shelton PShelton@oaklandca.gov

Description of Services: Developed and managed programming and events that support applicants in their application for Adult-Use marijuana licenses with the City of Oakland and Adult-Use Marijuana licenses with the State of California. Additionally, develop programming and supportive resources for Social equity applicants looking to obtain a shared use manufacturing license.



- Manufacturing SOPs
- Legal / Regulatory Assistance
- Accounting and Financial Assistance
- Design & Build Assistance
- Marketing Assistance

Washington

Key Staff, State of Washington

Allison Beason. -Governor's Sector Lead | Director of Life Science and Global Health

Elijah Moon- Specialized Industry Program, Grant, and Contracts Manager

Contract is extended until 2024

References:

Elijah Moon: Elijah.moon@commerce.wa.gov

Description of Services: Developed and managed programming and events that support applicants in their application for Adult-Use marijuana licenses Adult-Use Marijuana licenses with the State of Washington. Additionally, develop programming and supportive resources for Social equity applicants looking to obtain a social equity retail license.



- Retail SOPs
- Legal / Regulatory Assistance
- Accounting and Financial Assistance
- Business Plan/Model Development
- Marketing Assistance

* We have also provided attachments of workshop samples, schedules, program analytics and equity participant feedback.



Team Documents

Contact

tlcoleman4@gmail.com

www.linkedin.com/in/cassin-coleman-40a4b620 (LinkedIn)

Top Skills

Validation

Quality Assurance

Pharmaceutical Industry

Languages

English (Native or Bilingual)

French (Elementary)

Spanish (Elementary)

Honors-Awards

ISPE - Midwest Chapter Award - Most YP Growth

ISPE - Midwest Chapter Award - Most YP Growth

Committee of the Year - Young Professionals

Committee of the Year - Young Professionals

Publications

NCIA Webinar: Cannabis Testing and How to Read Test Results

Cassin Coleman

Founder - Cassin Consulting

Lansing, Michigan, United States

Summary

For most of the last decade I have been trying to make sure that my wife has access to safe and affordable cannabis. While doing that I have moved all over the country consulting on the GMPs to cannabis companies and in the last 4 years have started leading Quality organization at cannabis operators across the country. My passion for cannabis lies in its accessibility for all humans – including advocating for criminal justice reform and facilitating standardization of testing regulations across the country. I'm an avid grower and love working with cultivators. I'm an organic chemist by education with in the field training on engineering systems and automation – this has led me to developing new cannabis extraction and infused products over the last five years.

I'm always looking for the next innovation in testing and cannabis consumer goods – if I'm not working at Franklin Fields and Una Labs, then I'm consulting for growers and processors across the country. And when I'm not consulting I'm mentoring and assisting laboratory agents in Arizona getting in performing lab testing with GLP in mind.

As a new consultant for both cGMP Validation and Sequence I took small projects at major firms from \$10,000-dollar solo contracts to millions of dollars in team projects. I'm an experienced project manager and business development leader.

I supported multiple generic products during my time at Nostrum Labs, including product development, cost/benefit analysis of R&D projects, and provided in depth monthly and quarterly reporting to confirm on-going continuous improvement and compliance to cGMPs.

While working for Ferrellgas, I fully automated regression testing for the QA analyst team and won an award for my support of the Oracle 10g to 11g upgrade by utilizing data visualization to show

consistent server-side performance improvement throughout the upgrade shakedown.

Prior to graduation, I learned about GMPs through remediation activities at Aptuit and GLP as a research assistant at the UMKC Departments of Chemistry and Molecular Biology and Biochemistry. Learning for me is as big a passion as seeing the big picture and helping others do the same.

I'm an active social and scientific organization volunteer including D37 ASTM, NCIA, ASA, and SSDP.

I have a bachelor's from UMKC.

Skills: Cannabis: Regulations, Extraction, Cultivation, and Analytical Testing, C&Q, QA, Validation, SQL, Database, Data Visualization, Project Management, Budget Forecasting, GMP, GLP, Organic Chemistry, Team Leadership, Training, Safety, Product Development and Delivery.

Experience

Cassin Consulting LLC

Founder

July 2020 - Present (3 years 4 months)

Founded Cassin Consulting to help newly regulated companies utilize sister industry best Good Manufacturing and Laboratory Practices, while maintaining a LEAN environment for efficiency.

Best in Grow

5 years 9 months

Technology Advisor - Board of Advisors

February 2018 - Present (5 years 9 months)

Boulder, CO

I support the growing team with technical advice on new services, existing platforms, and user requirements and experiences.

As technical adviser I served as Interim CTO, helping with recruitment, product development, and brainstorming.

Interim Chief Technology Officer
February 2018 - September 2018 (8 months)
Boulder, CO

Interim Chief Technology Officer at Best in Grow - member of the Board of Advisors

Carbidex

Director of Quality and Processing
December 2020 - October 2022 (1 year 11 months)
Lansing, Michigan, United States

Bringing good people together to enhance lives by creating extraordinary cannabis experiences.

By: Mentoring the team on quality process development and GMP expectations.

By: Championing risk management for all process improvement goals

By: Supporting Cultivation, Retail, and Processing by engaged quality assurance and control

By: Facilitating Data review for budgets, continuous improvement, and customer excellence

By: Ensuring compliance with MRA Regulations

Leading by example - transparently sharing - making cannabis more accessible - and bring the community with us every day.

Copperstate Farms

Director of Quality
March 2019 - July 2020 (1 year 5 months)
Snowflake, Arizona, United States

Responsible for the development of the Quality Management System in practice at Copperstate Farms. Including: Standard Operating Procedures, Sampling Plans and AQL Inspections, establishing training matrices, supplier control and bringing sanitation and gowning practices to GMP standards.

Responsible for leading the quality assurance and control departments for both finished product and cultivation of raw materials.

Responsible for quarterly reports and forecasting for production numbers, efficiency successes, and monitoring of key performance indicators.

Contact

malcolmarmani@gmail.com

www.linkedin.com/in/malcolm-muhammad-phd-a17a8640
(LinkedIn)

Top Skills

Research

Strategic Planning

Business Development

Malcolm Muhammad, PhD

Scientist | Developing innovative strategies, growing businesses, and measuring impact.

Atlanta, Georgia, United States

Experience

Russell Innovation Center for Entrepreneurs

Vice President of Engagement and Outcomes

January 2023 - Present (10 months)

Atlanta, Georgia, United States

Georgia State University - J. Mack Robinson College of Business

Instructor (Entrepreneurship & Innovation Institute)

August 2023 - Present (3 months)

Atlanta, Georgia, United States

University of Louisville

5 years 6 months

PhD Candidate

August 2019 - January 2023 (3 years 6 months)

Graduate Research Assistant

August 2017 - July 2022 (5 years)

Louisville, Kentucky

Vicki Catsimpiris State Farm Agency

Financial Services Associate

August 2016 - July 2017 (1 year)

Tallahassee, Florida

CredCare

Mortgage Processor

September 2015 - August 2016 (1 year)

Tallahassee, Florida

ARF Financial LLC

Senior Loan Officer

October 2014 - September 2015 (1 year)

Waddell & Reed

Contact

720-996-0625 (Work)

www.linkedin.com/in/brianne-ramsay-rmcc (LinkedIn)
academy.rmcc.io/certification
(Company)

Top Skills

Sales

Store Management

Customer Service

Certifications

Advanced METRC Certified

BriAnne Ramsay

Mentor | Coach | Consultant for Cannabis Professionals & Entrepreneurs

Denver, Colorado, United States

Summary

BriAnne Ramsay is a highly esteemed industry veteran with extensive experience in the cannabis space. With a successful track record of overseeing and scaling a Denver-based vertically integrated cannabis business, she has demonstrated her expertise and leadership in the industry. BriAnne is widely recognized for her exceptional ability to optimize cannabis business operations through efficient systems and processes, driving increased productivity and profitability.

As a compliance officer, BriAnne played a pivotal role in expediting the implementation of custom compliance programs, ensuring businesses meet regulatory requirements swiftly and effectively. Her in-depth knowledge of compliance protocols and industry regulations has enabled her to develop tailored solutions that streamline operations while maintaining adherence to legal frameworks.

Currently, as the owner of two cannabis consulting firms, BriAnne continues to make a significant impact in the industry. She is renowned for her expertise in building stronger compliance teams, utilizing her renowned Launch Package method to ensure businesses meet and exceed regulatory standards. Her ability to expedite the implementation of custom compliance programs has provided businesses with a competitive edge and a solid foundation for success.

Furthermore, BriAnne's dedication to fostering growth in the cannabis consulting sector is evident through her online business accelerator. By leveraging her extensive knowledge and proven strategies, she has consistently propelled the success of numerous cannabis consultants' businesses, driving their growth and facilitating their path to success.

BriAnne Ramsay is a trusted authority in the cannabis industry, renowned for her expertise in optimizing cannabis business operations through efficient systems and processes, as well as expediting the implementation of custom compliance programs. Her contributions and achievements continue to shape the landscape of compliance, operations, and business growth within the cannabis space.

Experience

Rocky Mountain Cannabis Consulting

Founder

February 2017 - Present (6 years 9 months)

Anywhere

The all-in-one consultancy for obtaining, building, and scaling compliant cannabis businesses.

RMCC provides 5-solutions:

Win state licensing applications nationwide.

Accelerate 1,500+ cannabis professionals' compliance skills through RMCC's "Train the Trainer" 200-hour Compliance Operations Certification.

Evaluate, develop, and train compliance and inventory control teams.

Outsourced compliance team for third-party solutions and cannabis businesses.

Conduct third-party audits for litigation disputes, Metrc clean-ups, and compliance facility audits.

ProCanna USA

Advisory Board Member

April 2022 - Present (1 year 7 months)

Momentum | Business Accelerator

Founder

February 2022 - Present (1 year 9 months)

R Cole-H Bio

Rebecca is an Experienced Entrepreneur, Technology Professional, and Cannabis Advocate. She is the CEO of the first African American women owned and operated Cannabis Cultivation and Processing Brand in the midwest, Calyxeum. She also leads a Cannabis consulting firm, community based Nonprofit and Social Equity incubator, The Detroit Cannabis Project.

Rebecca has over 8 years of experience in the Legal Medical and Adult Use Cannabis Industry. She has worked alongside the Bureau of Cannabis Control in California, The Michigan Regulatory Agency and the City of Detroit during the development of their Social Equity licensing programs. She has served on the State Board of NORML, National Board for the NCIA and has licensing experience in the Los Angeles, Maryland and Michigan Cannabis markets.

Rebecca is a serial Entrepreneur and has launched a successful gym franchise, thriving technology consulting firm, and an End to End Cannabis Cannabis incubator platform. Rebecca has also been featured at countless National Cannabis Conferences and has lobbied on Capitol Hill in DC, and the State Capitols for Michigan, Georgia, California and Maryland for Equity in Cannabis as well as Veteran Access to Medical Cannabis.

Rebecca holds a B.S in Business from Florida A&M University, a MBA from Booth School of Business at the University of Chicago as well as a Masters in Supply Chain from Georgia Tech.

Rebecca is an Experienced Entrepreneur, Technology Professional, and Cannabis Advocate. She is the CEO of the first African American women owned and operated Cannabis Cultivation and Processing Brand in the midwest, Calyxeum. She also leads a Cannabis consulting firm, community based Nonprofit and Social Equity incubator, The Detroit Cannabis Project.

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Rebecca holds a B.S in Business from Florida A&M University, a MBA from Booth School of Business at the University of Chicago as well as a Masters in Supply Chain from Georgia Tech.

LaToyia R. Rucker is an Experienced Entrepreneur, Educator, Master Gardener and Native Detroit.

LaToyia has been featured on Detroit's local WJR, NPR's Stateside, several podcast, and led panel discussions sharing industry knowledge and being a female in Cannabis . One of the first females to co-own a Medical Marijuana Licensing Clinic, and featured speaker at Michigan's First Cannabis Expo. In 2014 she was selected by Goldman Sachs 10,000 Small Business and currently is very active as an alumni. She was also selected by Bloomberg LP 10,000 Small Businesses Coaching Session in 2017. LaToyia is also the founder and owner of Kid Fit Childcare Centers with two metro Detroit Locations and have been in operations since 2012. LaToyia currently manages an 11,000 sq ft cultivation facility and her cannabis brand Calyxium has partnered with a cannabis retailer to launch their first retail store in Detroit MI

LaToyia holds a B.S. in Biology from the Tuskegee University, a Master Degree in Education from Wayne State University, and a Master's Degree in Early Childhood Education from Capella University.

Contact

kskidmo1@gmail.com

www.linkedin.com/in/
kristinmcfarlandprofile (LinkedIn)

Top Skills

Field Marketing
Customer Lifecycle Management
Live Events

Certifications

Klaviyo product certificate

Honors-Awards

MVP Award 2017
Top 10 Winner of the Shero Award

Kristin McFarland

The Email Alchemist: Fueling Cannabis & Craft Beer Success with Money-Making Strategies | Grow & Monetize Your Email List | Founder & CEO of The Source Marketing Group | Creator of Market Like A Badass

Denver, Colorado, United States

Summary

Founder & CEO of The Source Marketing Group, a cannabis and craft beer marketing technology company in Denver, Colorado.

Are you driving 20-40% of your revenue from email marketing? Are you looking to turn website visitors into raving fans? Do you want to increase repeat business and build customer loyalty?

That's exactly where I can help. My real job is to help my clients #marketlikeabadass.

MY SPECIALTIES:

- Email campaigns and automations that people actually open, take action on, and that lead to paying customers.
- Custom, top-of-the-line Wordpress websites that convert for your business.
- Multi-channel, targeted sales outreach and lead generation campaigns that are guaranteed to send qualified prospects your way.
- Affordable website maintenance that keeps your site safe, secure, and always optimized for SEO so you can reach more people.

CLIENT SUCCESS STORIES:

- Increased a cannabis clients deliverability score over 12% and got their emails out of the spam folder.
- Directed a highly successful multi-series brew run event that engaged local communities and drove a 30% increase in traffic to local breweries.
- Expanded a cannabis client's outbound lead generation system by 10x
- Delivered a redesigned website, wrote high impact web content to drive more traffic, and created email marketing campaigns and automations that generated over a 10x increase in web traffic for a

client. They're seeing results and have saved thousands by hiring us instead of hiring in-house.

WHO I LOVE WORKING WITH

I've partnered with major brands and continue to do so, but my firm's work is often focused on small and medium sized companies that are looking to scale. We also prioritize working with minority business owners who might be starting out with fewer resources. I want to make sure any company, big or small, has the strategic marketing services it needs to accomplish its mission and goals.

****If it sounds like you could benefit from collaborating with me, please feel free to send me a message so we can start strategizing how to help you succeed. I'd love to take a load off your shoulders and get you started with some high-impact marketing that brings the results you want.****

Experience

The Source Marketing Group

Founder & CEO

December 2018 - Present (4 years 11 months)

Denver, Colorado, United States

We're a marketing technology company specializing in consumer and emerging markets including cannabis, craft beer, and psychedelics. We provide data-driven solutions that optimize MarTech stacks, automate sales, personalize customer experiences, and monetize customer data.

The go-to source for cannabis and craft beer email marketing, WordPress websites, and experiential events. We're specialized in serving female-, veteran-, and minority-owned businesses.

- Consulted with 50+ companies to help them develop their marketing strategies and monetize their customer data
- Six-figure business owner
- Nominated top six marketing agency in Cannabis (winner announced in November)
- Expert Marketing Speaker on 3+ podcasts
- Creator of Market Like A Badass podcast

Contact

mike.lomuto@gmail.com

www.linkedin.com/in/mikelomuto
(LinkedIn)

Top Skills

Strategic Partnerships

Team Motivation

Public Speaking

Certifications

Certified High Ticket Closer

High Ticket Closer

Mike Lomuto

MCBA's Equity Workshop Tour

San Francisco, California, United States

Summary

I help Founders and Professionals maximize their positioning in the Cannabis Industry.

I accomplish this through my work at the National Cannabis Industry Association, focused on developing the DEI Program, and its associated initiatives and network. Some of the initiatives I am proudest of are: New York Social Equity Roundtable; Equity Workshop Tour; Cannabis Minority Report podcast; Catalyst Conversation Webinars; Lobby Days DEI Delegation; and of course The Power Hour.

Dao Mastery is both the name of the coaching firm I co-founded, as well as my continual aspiration. I believe that success, happiness, and overall wellness can be maximized through regular alignment work.

If you believe in the power and potential of Cannabis, and you would like to strengthen your position within the industry, I encourage you to join the NCIA and also to ask me about how Dao Mastery's coaching services can help elevate your success.

Experience

Dao Mastery

Co-Founder

October 2018 - Present (5 years 1 month)

Dao Mastery helps Cannabis Founders and Professionals find, walk, and master their Dao so they can strengthen their positioning in the turbulent cannabis industry. Our mission is to help Founders achieve their higher vision, including but not limited to the creation of generational wealth in the cannabis industry.

National Cannabis Industry Association

Diversity, Equity, Inclusion

April 2021 - August 2023 (2 years 5 months)

In 2019 NCIA made the intentional decision to address a visible lack of diversity, equity, and inclusion in an industry where DEI is front and center due to the negative impact of the War on Drugs. While there is still more work to do, the NCIA today is visibly and substantively one of the most diverse and equitable organizations in the entire industry (or any industry for that matter). This is due to the tireless work of dozens of dedicated industry leaders who have contributed to building out the foundation of a robust DEI Program.

To accomplish this result, I leaned into my experience in the Legacy market; as an entrepreneur; and as a clinically trained diagnostician and practitioner of holistic medicine. I identified the multi-layered root of the problem; devised strategic, short- and long-term solutions; and implemented foundational and synergistic initiatives.

Yerbanado

CEO

March 2014 - December 2018 (4 years 10 months)

San Francisco Bay Area

Along with several of my closest and oldest friends, I founded Yerbanado in 2014, to stake our claim within the Green Rush taking place in our hometown San Francisco.

Yerbanado believes in a more healthy and rewarding cannabis experience. We celebrate cannabis by applying our extensive knowledge with the care and commitment of true artisanship to our industry, refining the products and services within it, and supporting the community around it.

Bay Bucks Cooperative

Manager

July 2015 - November 2018 (3 years 5 months)

San Francisco Bay Area

Bay Bucks is an innovative Complementary Currency & Barter Exchange designed to help small businesses increase their sustainability and thrive while promoting collaboration and building community wealth.

Bay Bucks is aligned with the values of the New Economy 2.0 movement, which aims to create and spread successful models of local economies that value life over money. We also value integrity, collaboration and respect. We

Contact

johnmackewich@gmail.com

www.linkedin.com/in/mackewich
(LinkedIn)

[www.marshall-melhorn.com/
Professionals/John-Mackewich](http://www.marshall-melhorn.com/Professionals/John-Mackewich)
(Other)

Top Skills

Corporate Law

Corporate Governance

Venture Capital

Languages

German

Chinese

John Mackewich

Cannabis, Employment and Business Attorney/Professor
New York, New York, United States

Summary

Experienced Cannabis, Gaming, Business, and Employment Attorney.

Assisting medical and recreational marijuana and industrial hemp clients since 2012. Successfully helped cultivators, processors, and dispensaries obtain marijuana and industrial hemp licenses throughout the United States. Drafted winning cannabis license applications in numerous states.

Assisting American cannabis operators with multi-state expansion, mergers and acquisitions, real estate acquisition and financing as well as general contract and employment law.

Assisting Canadian and European cannabis companies as they enter the United States.

Legal representation for startup and emerging companies;

Assisting domestic and international clients with mergers and acquisitions; corporate reorganizations, joint ventures, franchising and drafting commercial agreements;

Corporate and commercial financing, including private and public offerings of equity and debt securities; private equity and venture capital transactions; structuring and drafting finance and credit facilities;

Public company securities compliance, including SEC periodic reporting, proxy materials, registration issues, public disclosure issues and corporate governance.

Licensing and regulatory compliance in various regulatory industries (banking, gaming, fantasy sports, e-sports, cannabis, industrial hemp);

Outside American general counsel for international companies;

Oversight and advice on international business transactions, labor and employment, joint ventures, trade, immigration, foreign investment and commercial transactions with an emphasis on India and China; and

Advising international companies and investors on investment and corporate matters within the United States.

Specialties:

Gaming & E-Sports

Corporate Law

Venture Capital

Securities

Mergers & Acquisitions

Regulatory compliance for regulated industries

Marijuana & Industrial Hemp licensing and regulation

International Law and Trade for China, India and Asia

Import-Export Compliance

Local and General Counsel

Labor and Employment, Human Resources, SHRM

Experience

The University of Toledo College of Law

Adjunct Professor

January 2022 - Present (1 year 10 months)

Toledo, Ohio, United States

Teach Marijuana Law and Policy at the University of Toledo College of Law

Mackewich, PLLC

Cannabis and Business Attorney

June 2021 - Present (2 years 5 months)

Detroit, Michigan, United States

Business and Cannabis law firm with offices in Michigan, Ohio, Illinois and New Jersey. Provide legal, regulatory and consulting services to businesses and cannabis clients across the United States.

Contact

charleen.caabay@thepeoplesecosystem.com

www.linkedin.com/in/chefcharleen
(LinkedIn)
www.thepeoplesecosystem.com
(Company)

Top Skills

Finance

NFT

Cryptocurrency

Charleen Caabay

Co-Founder & Chief Innovation Officer at The People's Ecosystem
San Francisco Bay Area

Summary

Charleen Caabay has a career that spans over 15+ years in professional business. Charleen's professional career started in the IT industry as a Technical Network Administrator for 5+ years. Following her entrepreneurial drive, Charleen pivoted and became a self taught chef, culinary creative, and restaurateur in the Bay Area. A reality TV gem, Charleen is Food Network's first Filipino-American to win Chopped, and has participated in other food competitions on national television, such as The Cooking Channel. She has opened two successful restaurants, a retail shop, an art gallery, and cannabis businesses across multiple states.

Charleen's primary area of focus is product development and branding, defining new initiatives for growth, building and managing multi-site operations. She is actively cultivating new vendor relationships while maintaining solid long-term partnerships with suppliers, distributors, and manufacturers. Charleen possesses a pro-active approach in the implementation of new policies and procedures for market expansion. Charleen thrives in a diverse, fast-paced environment, with operational integrity. She continues to promote The People's Group vision and mission.

Charleen's passion in the cannabis industry developed during her culinary career. She has proven techniques in the extraction of cannabis oil that lead to the creation of her healing edible line. Charleen's edible line serviced a variety of clientele with chronic medical conditions, and those who lack access to cannabis. She is committed to education and advocacy on how to safely dose cannabis and provides one on one, and group consultations. High in demand, Charleen curated private cannabis consumption spaces that included dine-in food, and entertainment. She took on the role of COO and transformed the culture and operating procedures into an equitable model for The People's Dispensary. Charleen brings

leadership, guidance, and quality standards to the currently existing establishment.

With proven experience, she brings years of business strategies, facility development, build out, and a distinctive vision for the future in cannabis. Charleen is the co-founder of The People's Dispensary and The People's Holdings. Charleen is one of the Principals, for The People Group LLC, Diosa LLC and DLR LLC

Charleen graduated with a Bachelors of Science in Computer Information Systems from DeVry University.

Experience

The People's Ecosystem
Co-Founder & Chief Innovation Officer
May 2016 - Present (7 years 6 months)
Oakland, California, United States

Charleen Caabay, aka "Chef Charleen," is a culinary creative, and entrepreneur who began her career in tech before she decided to follow her passion of becoming a self-taught chef. That leap of faith resulted in her becoming the first Filipino American chef to win Food Network's Chopped in thirty-two seasons. She has opened two successful restaurants in Oakland, as well as other businesses throughout the cities of Oakland and San Francisco. She created a private label line of edibles called Damo for The People's Dispensary and is currently the CIO of The People's Holdings building a national TPD footprint to ensure fast scalability for newly acquired and upcoming TPD assets.

Charleen believes in the medicine of the plant and its importance. Currently, she is the CIO of The People's Holdings and works directly with Christine De La Rosa and manages operational activities and sets strategic goals for all TPH assets. She oversees store operations, procedures, maintenance, and customer experience. She manages a team that maintains proactive activities such as training and developing staff, discussing sales strategies, inventory control measures, loss prevention, and safety awareness. She coordinates with the procurement and inventory department to ensure the needed cannabis products is in the best interest of the retail store. She oversees cannabis compliant regulations in Oregon and California to ensure all operations are within proper guidelines and identifies business areas in which

Contact

koralcf@umich.edu

www.linkedin.com/in/koralfritz
(LinkedIn)

Top Skills

cannabis law
Commercial Litigation
Organization Skills

Languages

Spanish (Limited Working)

Honors-Awards

Finalist in Debevoise Moot Court Competition
Best Brief for Petitioner in the Debevoise Moot Court Competition
Student Spotlight
Environmental Mission Scholar
Phi Beta Kappa

Koral Fritz

Leader & Teacher

Sault Saint Marie, Michigan, United States

Summary

As a licensed attorney in Michigan and an Assistant Professor at Lake State, I strive to share my passion for education as I help develop the university's cannabis business program.

Experience

Kommon Ground, LLC

Facilitator, Managing Member

May 2022 - Present (1 year 6 months)

Sault Saint Marie, Michigan, United States

As the founder of Kommon Ground, I organize opportunities for community to gather in-person and virtually as we connect deeper to ourselves and each other. The offerings include group yoga instruction, corporate trainings, and 1:1 support tailored based on individual needs. Each session is unique and incorporates various practices of yoga, including asana (body posture), pranayama (breathwork), dharana (mindfulness), and dhyana (meditation).

The offerings are supportive for all bodies, especially survivors. I have completed a 200 hour yoga teacher training program with Canmore Counselling which offered a trauma-informed psychology-based approach to instruction. The biggest takeaway I have from my trainings is the continual nature of learning. I serve as a guide, but I continue to learn from those with whom I practice.

Lake Superior State University

Assistant Professor

August 2020 - Present (3 years 3 months)

Sault Ste. Marie, Michigan, United States

I use trauma-sensitive practices to guide students through their academic coursework, self-development, and professional growth. I teach college students at all levels predominantly within LSSU's business program.

Those courses include business law, labor law, and collective bargaining. In particular, I teach many of the courses needed to complete a B.S. Cannabis

Business degree, which includes Survey of Cannabis Business, Cannabis Law and Policy, and Cannabis Cultivation and Dispensary Operations. In this role, I serve as the advisor to cannabis business majors and the Cannabis Studies Club and the accompanying living learning community.

Innovative Law Group

Attorney

July 2019 - April 2020 (10 months)

Holland, Michigan

- Litigated business law matters, including breach of contract, misrepresentation, and construction disputes among other issues
- Guided clients through real estate transactions, land disputes, and environmental concerns
- Provided expedient and thorough assistance to clients

Rhoades McKee PC

Associate Attorney

December 2017 - May 2019 (1 year 6 months)

Greater Grand Rapids, Michigan Area

- Navigated changing state regulations on CBD and marijuana to assist clients with state licensing
- Analyzed complex state regulation related to brownfields to assist clients in the purchase, sale, and/or development of contaminated land
- Conducted thorough research on ever-changing and multifaceted environmental matters to assist clients' business decisions
- Composed motions, briefs, memoranda, and discovery documents in litigation cases
- Represented clients in misdemeanor cases in district court to negotiate charges and sentencing

Hillman Advocacy Program

Hillman Advocacy Program Participant

January 2019 - January 2019 (1 month)

Greater Grand Rapids, Michigan Area

Kalamazoo 9th Judicial Circuit Court Criminal and Civil Trial Division Law Clerk

July 2017 - December 2017 (6 months)

Kalamazoo, Michigan Area

Contact

(908) 705-3944 (Mobile)
james.jackson310@gmail.com

www.linkedin.com/in/
jamesejackson (LinkedIn)

Top Skills

Project Management

Sales

Banking

James Jackson III

Senior Director of Social Equity at Parallel
New York City Metropolitan Area

Summary

Senior Director of Social Equity at Parallel. There, I lead our efforts to create opportunities for equal access to economic empowerment through the cannabis industry, by developing and executing a holistic, consistent approach to our company-wide initiatives of Social Equity.

Experience

Parallel

Senior Director of Social Equity
August 2021 - Present (2 years 3 months)

Mark Edward Partners

SVP, Diversity & Inclusion Practice Lead | Global Head of Cannabis
August 2020 - Present (3 years 3 months)
New York, New York, United States

Aon

Vice President
June 2018 - August 2020 (2 years 3 months)
Greater New York City Area

Vice President at AON, a leading global professional services firm which provides a broad range of Risk Consulting, Human Capital Services, P&L Management, and Health solutions for companies in various industries.

ADP

4 years 4 months
Major Accounts Sales Executive
May 2016 - June 2018 (2 years 2 months)
Parsippany, NJ

Leading and developing professional sales team, providing executive oversight, aligning corporate vision, strategy and assets to ensure quotas, goals, and year-over-year growth is exceeded.

Contact

7204742276 (Mobile)
jane@janewest.com

www.linkedin.com/in/thejanewest
(LinkedIn)
www.janewest.com (Company)
www.pinterest.com/thejanewest/
boards/ (Other)
www.facebook.com/jane.m.west
(Other)

Top Skills

Brand Design
Product Design
Event Designing

Publications

Jane's Domain; a monthly column on
Leafly

The Cannabis Cleanse

How can we destigmatize cannabis?

Badass Women celebrates women
who show up, speak up, and get
things done.

Nearly 10 years after legalization,
inequities prevail in Colorado's
cannabis industry

Jane West

CEO Jane West
Denver, Colorado, United States

Summary

CEO @ShopJaneWest, Founder @WomenGrow | blurdy sativa
smoker, mama badger, cannabis epicure, shutterbug, voluptuary,
yogi, hound lover @betterwithjane #betterwithjane

Experience

University of Denver
MSW
March 2003 - Present (20 years 8 months)

Jane West
CEO
October 2013 - Present (10 years 1 month)
Denver, CO

See what we are building here <https://republic.co/jane-west> A lifestyle
brand, curated by Jane West, offering exclusive collaborations, the very
best products, cannabis travel notes and education, wellness tips and more.
Contact directly for brand ambassador inquiries to have your product included
in the family of Jane West brands.

Women Grow
Founder
March 2014 - Present (9 years 8 months)
National Professional Networking Organization

Women Grow was created to connect, educate, inspire and empower the next
generation of cannabis industry leaders by creating programs, community
and events for aspiring and current business executives. Founded in 2014
in Denver, Women Grow serves as a catalyst for women to influence and
succeed in the cannabis industry as the end of marijuana prohibition occurs on
a national scale. www.womengrow.com

Students for Sensible Drug Policy
Board Member
May 2016 - Present (7 years 6 months)

Contact

W. End Road, Negril, Westmoreland,
Jamaica, WI
1-876-569-8308 (Mobile)

www.linkedin.com/in/khadijah-adams-67203788 (LinkedIn)
khadijahadams.com (Company)
resortwestmoreland.com
(Company)

Top Skills

Project Management
Business Coaching
Capital Raise Support

Certifications

Pitching to Investors

Publications

Rewriting Your Mental Script - 8
Mindsets That Defeat Self-Sabotage
The Minority Report

Khadijah Adams

Accredited Investor, Author, Business Empowerment Coach,
Entrepreneur, and Founder of The Resort at Westmoreland
Chandler, Arizona, United States

Summary

Founder Of Khadijah Adams, LLC dba Girl Get That Money -
Cassandra "Khadijah" Adams is originally from Sugar Land,
Texas. She started her first business while raising four sons as a
single mother. Khadijah Adams has been a full-time entrepreneur
since 1997. She entered the cannabis industry in 2014 by way
of the Colorado market. She began investing in cannabis-related
companies shortly thereafter and formed MIPR Holdings where
she served as the founder and senior managing partner for 3-1/2
years and was responsible for consulting and connecting accredited
investors to viable investment opportunities in the space.

In June 2017, MIPR, LLC, and MIPR Holdings, LLC was later
acquired by C. E. Hutton, LLC, a business development and
management firm in Denver, Colorado where Ms. Adams currently
sits on the Board of Managers as the Vice President. She is also
the Founder of The GreenStreet Academy, an online educational
platform that teaches the basics of investing in the marijuana
industry, and the co-author of The Minority Report, an annual
marketing analysis of Minority-owned companies in the cannabis and
hemp industries.

Ms. Adams sits on the Advisory Board of The Color of Cannabis
(TCC) 2020-2022 and was the Chair of the Diversity, Equity, and
Inclusion Committee (DEIC) of the National Cannabis Industry
Association (NCIA) 2020-2021. She currently holds the position of
Chair Emeritus of the DEIC. Ms. Adams also sits on the Advisory
Board Member of Calyxium (MI) and on the Board of Cannabis Can
(Ohio).

Khadijah is the founder of Khadijah Adams, LLC dba "Girl, Get That
Money" a business empowerment and coaching movement. Her
goal is to empower women in business by providing them with the
resources and tools needed to help them become successful. Ms.

Adams is a motivational speaker and published author of “Rewriting Your Mental Script – 8 Mindsets That Defeat Self Sabotage”.

Khadijah is the host of The Cannabis Minority Report podcast. The goal of The Cannabis Minority Report podcast is to share weekly news and updates about Minorities in the CBD, cannabis, and hemp industries. Ms. Adams interviews minority entrepreneurs, minority-owned companies, companies that support social equity, social equity applicants, and a host of other cannabis industry leaders and pioneers. The Cannabis Minority Report podcast is powered by the NCIA.

Khadijah hosts “Cannabis and Coffee with Khadijah Adams” on Clubhouse every Monday, Wednesday, and Friday at 7 AM CST.

<https://khadijahadams.com>

Instagram @girlgetthatmoney

Experience

The Resort at Westmoreland

Senior Managing Partner

August 2022 - Present (1 year 3 months)

Negril, Westmoreland, Jamaica

The Resort at Westmoreland (TRW) is an adult-only guesthouse located in the West End of Negril Jamaica.

Khadijah Adams, LLC

3 years 6 months

President

May 2020 - Present (3 years 6 months)

Chandler, Arizona, United States

President

May 2020 - Present (3 years 6 months)

Arizona, United States

Girl Get That Money, is a business coaching and consultancy movement that seeks to empower women to become their best by reaching beyond what is normal, to accomplish what is great.

Contact

darrellclayii@gmail.com

www.linkedin.com/in/darrellc
(LinkedIn)

Top Skills

Negotiation

Revenue Generation

Team Management

Languages

English (Native or Bilingual)

Darrell Clay

SaaS | Cannabis | Digital Ads | Revenue Operations
Las Vegas Metropolitan Area

Summary

I am a dynamic professional with more than 10 years sales, marketing, and business consulting experience in various industries. I am a creative and innovative leader with strong interpersonal skills.

Experience

Sparks

Partner, Client Relations

September 2023 - Present (2 months)

United States

Weedmaps

7 years 1 month

Lead Client Partner

April 2021 - April 2023 (2 years 1 month)

Irvine, California, United States

Senior Client Partner

November 2019 - April 2021 (1 year 6 months)

Irvine, California, United States

Brand Account Executive

April 2017 - November 2019 (2 years 8 months)

Irvine, California, United States

Account Manager

April 2016 - April 2017 (1 year 1 month)

Irvine, California, United States

ZipRecruiter

Account Executive, Mid-Market

September 2015 - April 2016 (8 months)

Santa Monica, California, United States

Circle K

Contact

lt.camcarter@gmail.com

www.linkedin.com/in/cameron-carter-3a016011a (LinkedIn)

Top Skills

High Stress Environment

Business Innovation

Cross-functional Team Leadership

Certifications

FAA Private Pilot License

Certified Bitcoin Professional (CBP)

Open Water Diver

Honors-Awards

Top Military Awards & Decorations

Cameron Carter

Contracts Director at SpaceX

Los Angeles Metropolitan Area

Experience

SpaceX

Contracts Director

October 2022 - Present (1 year 1 month)

Los Angeles Metropolitan Area

Dragon contracts— sending crew and cargo into space

Starshield contracts— secured satellite network for government entities

BAE Systems, Inc.

Sr Manager, Combat Vehicle Contracts

July 2019 - September 2022 (3 years 3 months)

Sterling Heights, MI

Pratt & Whitney

3 years

Sr. Manager, F-35 Contracts

February 2019 - June 2019 (5 months)

East Hartford, Connecticut

Sr. Manager, F-22 Contracts

March 2018 - February 2019 (1 year)

East Hartford, Connecticut

Manager, KC-46 / F-22 Contracts

July 2016 - March 2018 (1 year 9 months)

Hartford, Connecticut

United States Air Force

5 years 1 month

Captain, Contracting Officer

July 2012 - July 2016 (4 years 1 month)

Italy--Kyrgyzstan--USA

Lieutenant, Diversity Admissions Advisor

July 2011 - July 2012 (1 year 1 month)

Contact

510-842-6315 (Mobile)

www.linkedin.com/in/mizchris
(LinkedIn)

www.thepeoplesecosystem.com
(Company)

www.thepeoplesgroup.fund
(Company)

www.thepeoplesdao.community
(Other)

Top Skills

BMC Remedy ITSM Suite (all versions through 7.6)

BMC Remedy Asset and Change Management

BMC Remedy Mid Tier

Christine De La Rosa M.A.

CEO & Co-Founder at The People's Ecosystem | Managing Member of The People's Group | Cannabis Entrepreneur, Advocate, Advisor & Speaker

San Francisco Bay Area

Summary

Christine De La Rosa is a cannabis entrepreneur, advocate, advisor, and speaker with over 7 years of experience as the CEO and Co-Founder of The People's Ecosystem, a company that is revolutionizing the cannabis industry by serving the needs and preferences of the largest market segments that are currently overlooked by the mainstream players. She is also a Strategic Advisor at Nourish And Bloom Market, the first black-owned autonomous grocery store using AI and deep learning to increase access to better food choices, and a Founding Member at The People's Group, a cannabis investment firm that focuses on BIPOC and women-led cannabis/ancillary businesses.

As a thought leader and one of the most sought-after advisors in the cannabis industry, she sits on the advisory boards of Regennabis, Cannabis Doing Good, and Tetragram, and is a member of the National Cannabis Industry Association and its Diversity, Equity, and Inclusion Committee. She is the lead author of Gender Parity in the C-Suite and co-author of Pathways to Equity Ownership in the Cannabis Industry, two white papers that address the challenges and opportunities for women and minorities in the cannabis sector. She has also advised and influenced local, state, and federal governments across the US on social equity in cannabis, as well as written position papers for New York, California, and Arizona with recommendations on their legalization and implementation of cannabis regulation. Her mission is to create a more inclusive, diverse, and sustainable cannabis industry that benefits the communities, consumers, and entrepreneurs that have been historically marginalized or excluded.

Experience

The People's Ecosystem

CEO & Co-Founder

May 2016 - Present (7 years 6 months)

Oakland, CA

The People's Dispensary is transforming the future of the multi-billion dollar cannabis market by tapping into the buying power of the largest market segments currently being ignored by the cannabis industry.

Nourish And Bloom Market

Strategic Advisor

February 2023 - Present (9 months)

Atlanta, Georgia, United States

Nourish and Bloom Market (NBM) is the first black-owned autonomous grocery store using AI and Deep Learning to increase access to better food choices. Nourish and Bloom's unique AI, deep learning, sensor fusion, and robotics solution revolutionizes the grocery shopping experience by providing better solutions and insights to serve customers better by combating food deserts and promoting healthy food access for all through support and resources for communities in need.

The People's Group

Founding Member

October 2020 - Present (3 years 1 month)

Austin, Texas, United States

The People's Group is planted in the foundation of cannabis culture and its rich diverse history; we use this as our guide for social and equitable investment in cannabis founders and businesses (both new and legacy). We center, engage and invest in BIPOC (Black, Indigenous, People of Color) and women-led cannabis/ancillary businesses to bring into balance the abundance of this plant with the people.

We build a modern symbiotic culture based on the centuries-long understanding of this plant and our relationship to the many generations of people who have taught us. We recognize this as the new structure in the regulated industry and place this culture as the center value of all we do.

The People's DAO

Founder

November 2021 - Present (2 years)

Metaverse

Creating the economics for The People to participate in cannabis investment using Web3 technology.



Curriculum Documents



DCP MANUFACTURING CURRICULUM

BUILDING A BRAND

This course helps students identify a market niche and marketing plan. What makes their brand different and what competitive advantages they can bring to the market.

PRODUCT PLANNING

This course helps identify facility construction budget, Layout, Order of Services, Equipment, Supplies, and Sanitation. How to create and shape the product experience.

PROJECTIONS

This course helps identify the budgetary line items needed to get the facility up and running. Build out, operating cost, payroll, design costs. Also sales and 280e projections over the next few years.

OPERATIONS

This course establishes SOPs such as edibles, machine handling, Metrc, safety, employee management, and power/tech outage. Identifies team roles and responsibilities needed to be successful.



DCP MANUFACTURING CURRICULUM

QUALITY

This course establishes inventory control, intake procedures and monitoring. Also helps identify insurance policies best practices and requirements.

CUSTOMER SERVICE

This course establishes policy and procedures for interacting with customers, product recalls, return policies, budtender education, and up-selling strategies.

COMMUNITY ENGAGEMENT

This course establishes Loss Prevention, Security, Cash Safety, Consumption Policies. Building sustainable Retail Relationships Also with product education.

COMPLIANCE

This course helps identify what tech to integrate for POS, inventory, website management and seed to sale tracking. Also creates a product sourcing plan and forecast retail and wholesale pricing.



DCP MANUFACTURING SUPPORT STRATEGY

PEER TO PEER MENTORSHIP

Pairs students up with like minded industry leaders with similar background to help establish a report. Mentors and Mentees are encouraged to meet monthly.

OFFICE HOURS

Small group weekly meetings prioritizing live Q&A. This forum allows students to ask specific questions to an industry subject matter expert.

NETWORKING

Monthly Networking meet ups in person or virtual offering students opportunities to connect and establish business relationships with peers and providing access to ancillary resources.

ONLINE

All webinars are recorded and housed in our online course tool for students to reference at any time. There is also a private social media group where news, events and resources are posted weekly.

“What is Metrc Not” Slide

blog - Ghost Weight; What Every Cannabis Business Needs to Know;

<https://www.rockymountaincannabisconsulting.com/cannabis-business-blog/2020/4/24/metrc-infract-ions-and-ghost-weight-what-every-cannabis-business-needs-to-know>

Metrc Admin” Slide

Compliance Officer Job Description: <https://explore.rmcc.io/outsource-compliance-with-rmcc>

naming convention slide:

<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:703ec6cd-f64f-42ce-b3bc-be51bd9d47cd>

Item name restrictions youtube video:

<https://youtu.be/Hqcc8ieiK5k>

Technology Solution Slide:

<https://training.rockymountaincannabisconsulting.com/p/compliance-operations-test>

Metrc Package and Plant Tags

SOP Packet <https://explore.rmcc.io/all-states-metrc-implementation-packet>

RMCC Compliance Operations Certification program (one-pager attached)

(Email Training@rmcc.io for the private link to apply at no cost/no enrollment fees for up to 2 licensed owners/additional seats 65% off)

What you'll learn: <https://youtu.be/N5IIWjSu90E>

The Complete Guide to Cultivation METRC 2021 training.

<https://training.rockymountaincannabisconsulting.com/p/rmccs-complete-guide-to-cultivation-metrc-compliance>

DCP can use the coupon code DETROIT and apply at checkout for 65% off.



PROFILE PRESENTATION

— www.detroitcannabisproject.com —

About DCP

The Detroit Cannabis Project (DCP) is a social equity technical assistance incubator. We bring together subject matter experts from across the country to provide End to End support and education for equity applicants throughout the Cannabis licensing and startup process.

Our curriculums focus on business operations and back end best practices. Running a Cannabis business is more than knowing how to grow or make edibles. We dig into the areas that help Cannabis business grow, expand and scale.





Program STATS

DCP started in spring 2021. We have had an overwhelmingly positive response in the social equity community.



Cannabis Business Incubator

- 4 cohorts 25-30 students each. Cohorts focused on Retail, Cultivation, Manufacturing.
- 85% of students received phase 1 state prequalification and provisional licensing.
- 15% of students are now operational.

Michigan + Washington

- 300 social equity students have attended our weekly Cannabis business webinars.
- 75% of our students have completed robust applications, business models, become operational and more!

Business Plan Immersive

- 300 social equity students attended our immersive.
- 80% of students have completed competitive business plans, financial projections, operations plan and more!



Classes

MANUFACTURING

Webinars/ Topics



Product Development R&D

- Research and Development aligned with Product Development and New industry trends.
- Basic Manufacturing Standards, Packaging, Procurement, Sale through, inventory management.

Scaling your Cannabis Business

- Overviews different licensing, partnership and technologies to grow your business and improve margins.

Cannabis Construction

- Overviews construction process, best practices, budgets, site plans and design.



Classes

MANUFACTURING

Webinars/ Topics



Standard Operating Procedures (SOPs)

- Overviews SOPs to help create efficiencies inside the operation.

Capital Raising + Financial Review

- Reviews different ways to raise capital, legal steps, and suggests investor communities.
- Reviews best practices for complete financial projections, proformas and standard financial statements.

Compliance Review

- Reviews best practices to remain compliant via state and local regulations. Reviews Standard operating procedures.



Classes

MANUFACTURING

Communication Cadence



- Bi- Weekly Webinars
- Peer to Peer Mentorship
- Office Hours
- In Person events
- Manufacturing Bootcamp
- Brand Bootcamp
- Similar manufacturing peer groups (edibles, inhalables, drinks, topicals)

Some of Our Best Team



Rebecca Colett, Founder

Rebecca is an Experienced Entrepreneur and Cannabis Advocate. She is the CEO of the first African American women owned and operated Cannabis Cultivation Brand in the midwest. She is also a board member of the National Cannabis Industry Association and more! She is the Founder of The Detroit Cannabis Project.



Koral Fritz

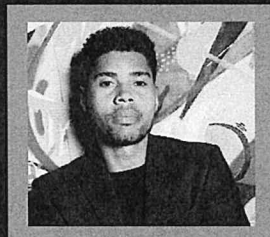
Koral C. Fritz is a licensed attorney in Michigan and a professor at Lake Superior State University, where she instructs students majoring in cannabis business. In addition to cannabis business courses, Koral teaches business law, collective bargaining, and labor law. She also serves as an advisor for the student-run Cannabis Studies Club on campus.



Darrell Clay

Darrell is a Client Partner at Weedmaps, for the last 8 years. Darrell consults with 100's of cannabis brands and retailers across the country on launch strategies, strengthening customer acquisition, creating general brand awareness, generating overall consumer awareness and providing best tips and practices for Marketing on WeedMaps. He has managed \$20M + in sales and marketing budgets from Cannabis companies across the country.

Some of Our Best Team



Akele Parnell

Akele is an owner of a dispensary and craft cultivation business in IL. Akele sits on the board of directors of Chicago NORML, and the Cannabis Equity Illinois Coalition where he co-led the negotiation and implementation of the cannabis industry's first community benefits agreement (CBA). He is a member of the Diversity, Equity & Inclusion Task Force of the Cannabis Trade Federation. Previously, Akele was an in-house counsel for Green Thumb Industries.



Jane West

Jane is currently the Founder and CEO of Jane West, the largest female owned cannabis brand in the world. She is the voice of the brand, passionate about building a real company that changes the way the world sees cannabis. She has an eye for talented people, builds strong teams, and nurtures their success. In 2014 Jane founded Women Grow, the biggest professional network in cannabis.



Cree Robinson

Cree is a tech entrepreneur and social justice advocate within the cannabis industry. She co-founded touCanna, a full scale operations management software for dispensaries and consumption lounges. She is passionate about social equity and ensuring that those harmed by the war on drugs achieve ownership within the industry. She is currently investing her time into building programs around supporting social equity applicants after they have been awarded licenses.

A few of our Corporate Partnerships

We partner with various Cannabis companies throughout the country to provide subject matter expertise to our students and to help us get the word out about our programs!

Curaleaf

A Multi-state operator and one of the largest Cannabis Retail chains in the country!

Weedmaps

The largest and most popular Cannabis Retail database and advertising space in the country.

Dutchie

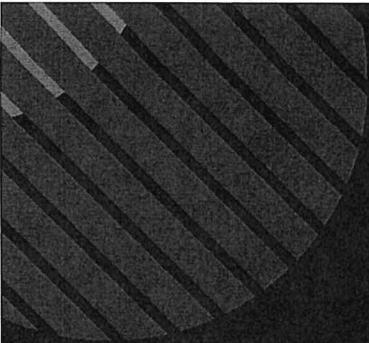
The largest retail organization comprising of operators around the country.

National Cannabis Industry Association

The largest Cannabis lobbying group in the country. Comprised of over 100,000 Cannabis industry professionals across the supply chain.

CATEGORY	TOPIC	INSTRUCTOR
Ongoing Education	Identifying your SWOT	Diana Morris
Ongoing Education	National and local market Analysis/ Data room	Core Team
Ongoing Education	Best practices for financial documents	Cam Carter
Ongoing Education	Best practices for protecting your cannabis business	Jehan Crump ESQ.
Ongoing Education	Getting your Cannabis business investment ready	Khadijah Austin
Ongoing Education	Cannabis accounting best tips and practices	Sherman Taylor CPA
Ongoing Education	Cannabis business and compliance	Koral Fritz
BOOTCAMP		
Business Plan- Overview	Business Plan Overview	DCP team/RC
Business Plan- Overview	Executive Summary	DCP team/AP
Business Plan- Strategy	Market Analysis	DCP team/RC
Business Plan- Implementation	Go To Market Plan (Marketing, Branding)	DCP team/ AP
Business Plan- Financials	Financial Projections	DCP team/CC
Business Plan- Financials	Pitch Deck Development	DCP team/CC
Business Plan- Community	Community Relations- Getting involved	DCP team/RC
Business Plan- Community	Community Benefit Agreements	DCP team/AP
Business Plan- Operations pt 1	Operations Plan (Your team/ Insurance)	DCP team/JJ
Business Plan- Operations pt 2	Operations Plan (Security (Nuisance mitigation, waste, testing)	DCP team/RC
Business Plan- Wrap Up	Q&A/ Next Steps	DCP team
Ongoing Education	Tips and best practices for Cannabis facility operations	Charleen Caabay
Ongoing Education	Integrating tech into your Cannabis business	Cree Robinson
Ongoing Education	Marketing your Cannabis business	Darrell Clay
Ongoing Education	Metric and Cannabis compliance	BriAnne Ramsey
NETWORKING	Cannabis licensing panel and networking	Spirit Plaza
Ongoing Education	Cannabis license application best practices	John Mackewich
Ongoing Education	Being politically engaged in the Cannabis industry	Rashad Johnson
NETWORKING	Detroit City Council Community Forum	Core team
Ongoing Education	Raising capital-entrepreneur's perspective	Core team
Ongoing Education	Cannabis Real estate and Construction	Core team

Ongoing Education	Cannabis Case Studies	Core team
Ongoing Education	Raising capital- Investor perspective	Poseidon Management
Ongoing Education	Knowing your numbers and scaling your business	GreenScore Tax
OFFICE HOURS		
Feburary office hours only	Operating Costs	Core team
Feburary office hours only	Raising Money Due Dillgence	Core team
Feburary office hours only	Cultivation power hour	Core team
Feburary office hours only	How to build your Cannabis business	Core team
Ongoing Education	Secure Transportation Best Practices	Emerald Transportation
Ongoing Education	Best practices for Detroit application	Mackewich Legal Counsel
Ongoing Education	How to build a Cannabis Brand	Michael Malcolm
Ongoing Education	Detroit Application Review	Core team
Ongoing Education	Cannabis Cultivation and Processing	Hytek Farms
Ongoing Education	Cannabis pitch decks examples	Core team
Ongoing Education	Canabis pitching best practices	Core team
Ongoing Education	Detroit Application Review PT2	Core team
Ongoing Education	Standard Operating Procedures	Core team
Ongoing Education	Cannabis Business Plans PT 2	Core team
Ongoing Education	Retail Best Practices	Jeffrey Sebastian
Ongoing Education	Capital Raise & 280e	Raymond Guns
Ongoing Education	401k Plans for Cannabis Industry	Paul Verdile
Ongoing Education	Q&A with Pro Tem Tate	James Tate/ Core team
Ongoing Education	Mastermind groups	DCP Team
Ongoing Education	Using technology as a competitive advantage	Colton Griffin
Ongoing Education	Pitch Decks best practices and raising money	DCP Team
Networking Event	Pitch presentations and connecting with current operators	DCP Team
August office hours only	Q&A about license applications	DCP Team
August office hours only	Q&A about building teams	DCP Team

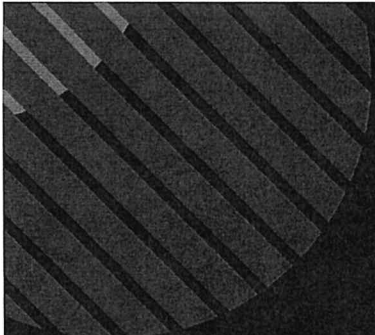


Home Grown Detroit Program STATS

DCP started in spring 2021. We have had an overwhelmingly positive response in the Detroit social equity community.



- 300 students attended a 2 week Cannabis business plan immersive last fall.
- Through small group consulting 100 students received **completed** business plans and financial projections.
- DCP has held weekly ongoing cannabis business webinars for the last year engaging with 200 students.
- Topics covered during webinars have been:
 - Facility operations
 - Cannabis accounting best practices
 - Cannabis marketing
 - Raising money
 - Financial projections
 - Cannabis compliance
 - Community Relations
 - Cannabis Real estate
 - Facility standard operating procedures
 - Marketing & Go To Market plans
 - Cannabis Construction
 - and MORE!

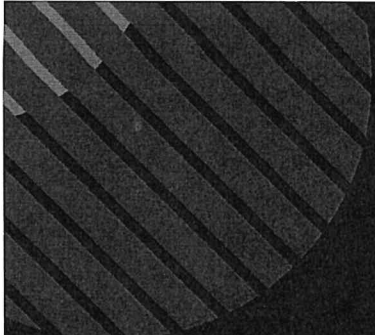


Home Grown Detroit Program SUCCESS

DCP started in spring 2021. We have had an overwhelmingly positive response in the Detroit social equity community.



- 75 students have received CRA Phase 1 pre-qualification.
- 5 students have become operational or acquired real estate.
- 10 students have acquired partners and/or investors to start Phase 2 of their projects.
- 50 students have completed robust Go To Market plans with proof of concepts and are ready to start their Cannabis projects!
- 10 students have started Cannabis industry jobs or apprenticeships.



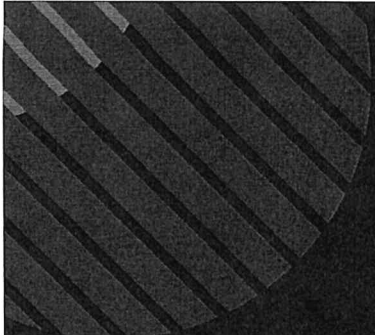
Home Grown Detroit Program

DEMOGRAPHICS

*This information was collected voluntarily
by student surveys.*



- 95% are residents of Detroit
- 70% identify as African American
- 26% identify as Hispanic American
- 4% identify as White American
- 65% identify as Women
- 35% identify as Men
- 70% are CRA certified social equity applicants
- 20% have been convicted of a non violent Cannabis offense
- 63% Identify as Low Income (80% AMI)



Home Grown Detroit Program

PROGRAMS- BEGINNER & INTERMEDIATE

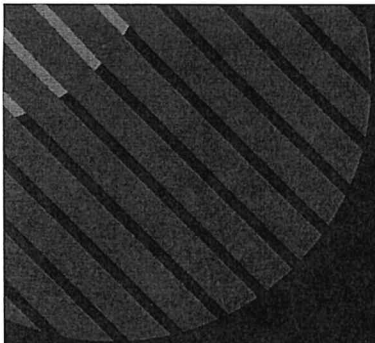
We have different programs fit for
Cannabis entrepreneurs at every stage.



Recurring Cannabis Business Webinars- *Beginner & Intermediate*

This group is designed for entrepreneurs who are new to the Cannabis industry and are unsure which license or business model to focus on. OR they have an idea and is unsure of the next steps.

Technical Cannabis Business Webinars. Our classes focus on the business of Cannabis. We are not teaching "how to grow". We are instead teaching best practices to get your business operational, compliant, scale and compete in this competitive industry! Our facilitators and mentors are experienced industry professionals and operators that include accountants, attorneys, marketers, compliance experts, cultivators, retailers, architects, processors, event organizers and more!



Home Grown Detroit Program

PROGRAMS- ADVANCED

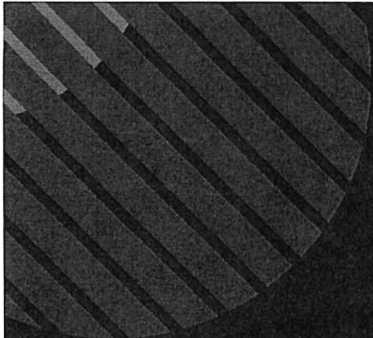
We have different programs fit for
Cannabis entrepreneurs at every stage.



Recurring Cannabis Business Office Hours & Mentorship- *Advanced*

This group is designed for entrepreneurs who are not new to the Cannabis industry, they have a proof of concept and are ready to execute.

Small group sessions focused on specific pain-points in Phase 2 of the startup journey. These small group sessions give assistance with topics such as Zoning & BSEED process, Raising money & investor relations, Construction best practices, Packaging compliance and more! We also pair students up with industry operators for ongoing mentorship.



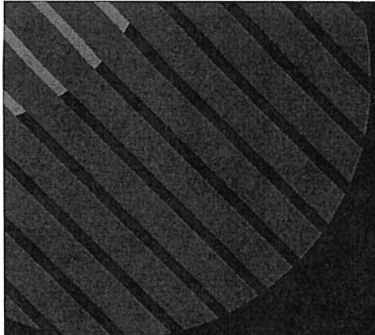
Home Grown Detroit Program

TEAM

Cannabis industry subject matter experts



- Rebecca Colett, DCP Founder & CEO of Calyxeum
- Cree Robinson- Founder, TouCanna- Cannabis compliance software
- Jane West- Founder, Women Grow
- James Jackson- Director of Social Equity, Parallel
- Khadijah Adams- Cannabis industry founder
- Jehan Gibson- Licensed Business Attorney
- John Mackewich- Licensed Cannabis Attorney
- Koral Fritz- Cannabis Business Professor, Lake Superior State University
- Darrell Clay, Sales Executive, Weedmaps
- Cam Carter, Finance Expert
- Sherman Taylor- Cannabis CPA



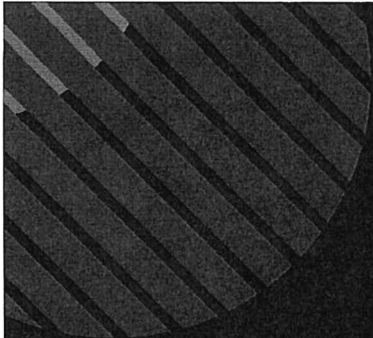
Home Grown Detroit Program

TEAM

Cannabis industry subject matter experts



- Lindsay Feehan- Secure Transport operator
- Michael Malcolm- Distribution operator & marketing expert
- Jeffery Sebastian- Cannabis manufacturing expert
- Raymond Guns- Cannabis CPA
- Colton Griffin- Founder, Flourish software-Seed to sale software
- and MORE!



Home Grown Detroit Program

COMMUNITY OUTREACH

Cannabis education beyond licensing.



- We also organize community education on the Cannabis plant. We will partner with neighborhood associations, community centers and block clubs to provide education on the cannabis plant. Some topics we will cover will include:
 - Cannabis consumption methods
 - Cannabinoids
 - Cannabis effects & benefits
 - Responsible Cannabis usage
 - Cannabis history
 - and MORE!



SAMPLE CANNABIS BUDTENDER TRAINING COURSES- OVERVIEW

BUDTENDER

These courses are designed for individuals who are just entering the retail Cannabis industry or need a refresher. These courses help budtenders understand the legal industry, the Cannabis plant, Terpenes, SOPs and more!

Topic	Description
Store Policies	Such as clocking in, allowable attire, breaks, hours of operation, and time off.
Compliance	Overviews the different Cannabis regulations and compliance. Packaging, certificate of analysis and more.
Cannabis Plant	Reviews the plant, terpenes, endocannabinoid systems, plant categories, effects, consumption methods.
Brand review	Overviews popular products, origins, common requests from customers. Common product suggestions for first timers and connoisseurs.
Standard Operating Procedures	Reviewing procedures such as how to properly handle Cannabis, how to check out, Customer service best practices.



SAMPLE CANNABIS COURSES

INTERMEDIATE

These courses are designed for individuals who have an idea of the Legal Cannabis industry. They know about license types and how they work. They have a scalable business idea and need help executing it.

Topic	Description	Format
Cannabis Business Plan Bootcamp	Provides students with a template and best practices for completing a business plan.	Webinar & Small group office hours
Financial Review	Reviews best practices for complete financial projections, proformas and standard financial statements.	Webinar & Small group office hours
Compliance Review	Reviews best practices to remain compliant via state and local regulations. Reviews Standard operating procedures.	Webinar & Small group office hours
Protecting your Cannabis business	Reviews legal best practices for entity setup, operating agreements, cap tables and standard legal documents.	Webinar & Small group office hours



SAMPLE CANNABIS COURSES

ADVANCED

These courses are designed for individuals who are experienced in the Cannabis industry. These either have completed the application process, close to opening or have been operating for 1-4 years.

Topic	Description	Format
Scaling your Cannabis Business	Overviews different licensing, partnership and technologies to grow your business and improve margins.	Peer to Peer mentorship, Office hours, Webinar
Cannabis Construction	Overviews construction process, best practices, budgets, site plans and design.	Webinar, office hours
Standard Operating Procedures (SOPs)	Overviews SOPs to help create efficiencies inside the operation.	Peer to Peer mentorship, Office hours, Webinar
Capital Raising	Reviews different ways to raise capital, legal steps, and suggests investor communities.	Peer to Peer mentorship, Office hours, Webinar



DCP 90 DAY RETAIL CURRICULUM

DAY 1-30

BUILDING A BRAND

This course helps students identify a market niche and marketing plan. What makes their brand different and what competitive advantages they can bring to the market.

SITE PLANNING

This course helps identify your Store Setup, Sales Floor Layout, Order of Services, Equipment, Supplies, and Sanitation. How to create and shape the customer experience.

PROJECTIONS

This course helps identify the budgetary line items needed to get the store up and running. Build out, operating cost, payroll, design costs. Also sales and 280e projections over the next few years.

OPERATIONS

This course establishes SOPs such as auditing, cash handling, check in, opening, closing, check out, safety, employee management, and power/tech outage. Identifies team roles and responsibilities needed to be successful.



DCP 90 DAY RETAIL CURRICULUM

DAY 30-60

QUALITY

This course establishes inventory control, intake procedures and monitoring. Also helps identify insurance policies best practices and requirements.

CUSTOMER SERVICE

This course establishes policy and procedures for interacting with customers, product recalls, return policies, budtender education, and up-selling strategies.

COMMUNITY ENGAGEMENT

This course establishes Loss Prevention, Physical Store Security, Door Security, Cash Safety, Consumption Policies. Building sustainable Neighborhood Relationships.

COMPLIANCE

This course helps identify what technology to integrate for POS, inventory, website management and seed to sale tracking. Also creates a product sourcing plan and forecast retail pricing.



DCP 90 DAY RETAIL SUPPORT STRATEGY

DAY 60-90

PEER TO PEER MENTORSHIP

Pairs students up with like minded industry leaders with similar background to help establish a report. Mentors and Mentees are encouraged to meet monthly.

OFFICE HOURS

Small group weekly meetings prioritizing live Q&A. This forum allows students to ask specific questions to an industry subject matter expert.

NETWORKING

Monthly Networking meet ups in person or virtual offering students opportunities to connect and establish business relationships with peers and providing access to ancillary resources.

ONLINE

All webinars are recorded and housed in our online course tool for students to reference at any time. There is also a private social media group where news, events and resources are posted weekly.



CANNABIS COURSES

BEGINNER

These courses are designed for individuals who are just entering the Cannabis industry. These courses help students understand the legal industry, the supply chain, license types and more! Students can expect to walk away with a better idea of the industry and where their business idea could fit.

Topic	Description	Format
Identifying your SWOT	Helps student identify their skillsets and pairs synergetic opportunities in the Cannabis industry.	In person or virtual ice breaker/ break out sessions
Supply Chain Review	Overviews the different Cannabis licenses and the regulations of each. This course also reviews how the license types work together.	Webinar
Application Review	Reviews the state and local application process, fees, timelines, business plan, scoring.	Webinar
Local/National Market Analysis	Overviews local and national prices, top products, brands, market trends and red flags.	Webinar



CANNABIS COURSES

INTERMEDIATE

These courses are designed for individuals who have an idea of the Legal Cannabis industry. They know about license types and how they work. They have a scalable business idea and need help executing it.

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CANNABIS COURSES

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CANNABIS COURSES

LICENSE SPECIFIC - MANUFACTURING

These courses are designed for individuals in the manufacturing vertical.

Topic	Description	Format
Product Evaluation	Overviews different manufacturing and extraction processes to see which is a best fit.	Peer to Peer mentorship, Office hours, Webinar
Equipment	Overviews processing equipment types, prices and lead time	Webinar, office hours
Standard Operating Procedures (SOPs)	Overviews manufacturing SOPs to help create efficiencies inside the operation.	Peer to Peer mentorship, Office hours, Webinar
Testing	Reviews different state Compliance test and best practices to insure successful pass	Webinar
Sales	Reviews best practices for sales products to retailers across the state	Peer to Peer mentorship, Office hours, Webinar
Marketing	Reviews best practices on how to gain momentum for your brand. Reviews KPIs and Cannabis marketing techniques.	Peer to Peer mentorship, Office hours, Webinar, In person



Detroit Cannabis Project Class Schedule September- December 2023 SAMPLE

Topic	Detail	Who	When
History and Policies of Cannabis	• Cannabis plant history • Politics • Social justice	DCP team/RC	9/13/23 ZOOM
Cannabis supply chain 101	• License types • How to licenses work together	DCP team/Guest Speaker	9/20/23 ZOOM
Fireside Chat with Jars CEO	• In person chat with Ray about journey	DCP team/Guest Speaker	9/27/23 In Person
Cannabis licensing 101	• Local & State licensing processes	DCP team	10/4/23 ZOOM
Non Plant Touching	• Opportunities in the Cannabis industry without a license • How to pivot	DCP team	10/11/23 ZOOM
Cannabis business plan & Cannabis Financial Projections	• Formatting • Content • Best practices • Common statements • Best practices	DCP team/RMCC Email sent	10/18/23 ZOOM
Advanced Group meetup	Group discussion with advanced students	DCP team	10/25/23 In Person

Cannabis Operations	• SOPs • Best practices • Examples	DCP team	11/1/23
Build a Brand	• Marketing best practices • Analytics	DCP team/ Heather H	11/8/23 ZOOM
Cannabis advocacy	• Community engagement • Common organizations to join • City process • Submitting public comments	DCP team	11/15/23 ZOOM
Advanced Group meetup	Group discussion with advanced students	DCP team	11/29/23- In Person
Cannabis Business Risks & Protections	• Insurance • Legal documents • Best practices	DCP team/ Guest Speaker	12/6/23 ZOOM
Business Startup Business Management	• Efficiencies • Best practices • Business Analytics • Strategy Execution • Disruptive Strategy	DCP team	12/13/23 ZOOM
In Person- Holiday Party	Holiday Break until 1/3/24	DCP team	12/20/23- In Person

Detroit Incubator Program Overview- Legacy Schedule

Topic	Detail	Who
Business Plan-Overview	Business Plan Overview	DCP team
Business Plan-Overview	Executive Summary	DCP team
Business Plan-Strategy	Market Analysis	DCP team
Business Plan-Implementation	Go To Market Plan (<i>Marketing, Branding</i>)	DCP team
Business Plan-Operations	Operations Plan (<i>Security</i>)	DCP team
Business Plan-Operations	Operations Plan (<i>Human Resources</i>)	DCP team
Business Plan-Financials	Financial Projections	DCP team
Business Plan-Financials	Pitch Deck Development	DCP team
Business Plan-Community	Community Relations (<i>Nuisance mitigation, waste, testing</i>)	DCP team
Business Plan-Community	Community Benefit Agreements	DCP team
Business Plan-Wrap Up	Q&A	DCP team
Business Documents- <i>Financials</i>	Developing Financials projections & Valuations	Cam Carter
Business Documents- <i>Legal</i>	Basic Operating Documents- How will your business be managed?	Jehan Crump, Esq

Business Documents- <i>Legal</i>	Basic Financial Raising Documents- How to protect yourselves	Jehan Crump, Esq
Raising Money	Getting Your Business Investment Ready	Khadijah Adams
Raising Money	How to approach investors, lenders. Presentation tips etc.	Khadijah Adams
Maintaining Money	What is 280e?	Sherman Taylor, CPA
Maintaining Money	Tax regulations, Accounting best practices and tips	Sherman Taylor, CPA
Go To Market- <i>Regulations</i>	Cannabis as a Business (Product Safety rules, labeling, unions,	Koral C. Fritz
Go To Market- <i>Regulations</i>	Cannabis as a Business (testing, real estate, leases)	Koral C. Fritz
Go To Market- <i>Insurance</i>	Insurance	James Jackson
Go To Market- <i>Community</i>	Community Engagement and Local government engagement. Cannabis orgs.	James Jackson
Go To Market- <i>Operations</i>	Facility Operations, Opening & Closing Procedures, Inventory	Charleen Caabay
Go To Market- <i>Operations Pt 2</i>	Customer engagement, HR SOPs, tech integration, Project management	touCanna
Go To Market- <i>Branding</i>	Building a recognizable brand	Jane West
Go To Market- <i>Branding</i>	Branding & marketing best tips	Darrell Clay
Go To Market- <i>Compliance</i>	Compliance Best Practices & Tips	RMCC
Go To Marketing- <i>Networking</i>	Presentation by MiCHIGO, Cannabis business networking	Lisa Altschuler

	opportunities	
<i>TENTATIVE</i>	<i>Licensing info sessions</i>	
Go To Marketing- <i>Licensing</i>	What are the local license types and how do they function/eligibility	John Mackewich, Esq
Go To Marketing- <i>Licensing</i>	What are the key local zoning laws/ Real Estate	John Mackewich, Esq
Go To Marketing- <i>Licensing</i>	What does the local licensing process look like	John Mackewich, Esq
Go To Marketing- <i>Licensing</i>	Application Best Practices	MRA Social Equity Team
The Industry	National legalization and the numbers	Rebecca Colett
The Industry	Detroit/MI legalization/numbers. Detroit community engagement.	Rebecca Colett
Put it all together	Mock Pitches	DCP Team
<i>FLEXIBLE</i>	<i>Mentorship Office Hours</i>	
Mentor session	Best Practices Tips and Practices for designing a processing facility. Common questions.	Tiffany Coleman
Mentor session	Best Practices Tips and Practices for Accounting Compliance	Angela L'Esperance

Resource list in FB community

- Mentors & Operators
- Architects
- Branding/marketing agency
- Security agency
- Cannabis Organizations
- Lenders
- General Contractors
- Attorneys
- Recent Cannabis news & events
- ... and more

Pitch Prep	Guidelines to get ready for your pitch	Core team
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Put it all together	Q/A from everyone	Core Team
Wrap up	Present your progress/Shark Tank style fundraising pitch. Pt 1	Everyone
Wrap up	Present your progress/Shark Tank style fundraising pitch. Pt 2	Everyone
Wrap up	Going forward/ Mentorship/ FB Community	Core Team

Pitch Guidelines

Google Slides

5 minute

1 minute transition

Branding & Marketing Bootcamp

Day 1:

- **Introductions**
- **Course Outline:** (2 minutes)
 - **Day 1:** Branding
 - **Day 2:** Digital Marketing
 - **Day 3:** Your Customers/Clients
 - **Day 4:** Target Audience & Advertising
 - **Day 5:** The future of marketing and advertising, business next steps
- **Course Objectives** (2 minutes)
- **Icebreaker-** branding identification and taglines (10 minutes)
- **Focus:** Branding/Brand Identity/Branding Examples/Brand Boards (20-25 minutes)
- **Homework:** Create your own brand guidelines. For those w/o a logo, describe what it should look like. Also, identify your brand's primary colors (including hex codes), include a tagline (if any), a short statement about your brand, and 2-3 photos that represent your brand visually. Be prepared to share with the class. Will call on a few volunteers.
- **Questions/Discussion** (10 minutes)
- **Closing/ Parking Lot:** Show jamboard link to participants (put in chat) encourage them to add questions or feedback from today's lesson that will be discussed at the start of the next class.

Day 2:

- **Parking Lot Questions/Feedback from Day 1** (5 minutes)
- **Branding Review** (3 minutes)
- **Branding Guidelines Assignment:** Call on volunteers who would like to share their guidelines (share screen or describe). (5-10 minutes)
- **Day 2 Focus: Marketing** (34 minutes)
 - Traditional Marketing
 - Digital Marketing: content marketing, email marketing, social media marketing, and analytics.
 - Website Design
 - Useful tools
- **Homework Activity:** *Who's your audience?*
- **Parking Lot**

Day 3:

- **Feedback & Parking Lot Questions from Day 2**
- **Marketing Review**
- **Day 3 Focus: Who's your audience**
 - **Small Group Activity:** Who's Your Customer (call on a few students to explain their customers/ split into small groups)
 - **Whole Group Discussion:** What did you learn about your customers, or others, during the activity? Questions? Ideas? (Call on students)
- **Closing/Parking Lot**

Day 4:

- **Feedback & Parking Lot Questions**
- **Digital Marketing Review**
- **Day 4 Focus: Target Audience & Advertising**
 - Who's your audience
 - Why advertising is important
 - Marketing & Advertising to your audience
 - Where does PR fit in and how can it help?
 - Ad samples/Advertising in a digital age
 - **Reflection Activity:** *List three ways you plan to reach your audience. For those that are already up and running, list 2-3 advertising methods that are effective.*
 - **Closing/ Parking Lot**
 - **Give homework for Tuesday NO WEBINAR**

Day 5:

- **Feedback & Parking Lot Questions**
- **Advertising Review**
- **Day 5 Focus: What's Working, What's Next?**
 - **Small Group Activity:** Discuss your advertising methods for your business from last night's assignment
 - **Whole Group:** Call on a few students to discuss their methods. Provide Feedback
 - The future of advertising and marketing: Chatgpt will it hurt or help your business?
 - **What's Next?**
 - Those already in business...next steps
 - Those still in preparation mode...next steps
 - Open Discussion
- **Exit Surveys**

- **Close Out**

Jamboard Link:

<https://jamboard.google.com/d/11iNIVVDweMP8smxLcYswX1xDqRHaXD2xNgHt6x3hF5U/edit?usp=sharing>

Day 1 Guess the Brand Activity Answers:

- 1. Ikea**
- 2. Starbucks**
- 3. McDonalds**
- 4. Tiffany & Co**
- 5. Cadbury**
- 6. Harrods**
- 7. Facebook**
- 8. Subway**
- 9. BP**
- 10. Google**

Day 1 Guess the Slogan Answers:

- **BMW**
- **All State**
- Uber
- Capital One
- Mastercard
- Gatorade
- Airbnb
- Toyota
- Burger King

Canva color palettes: <https://www.canva.com/colors/color-palettes/>
<https://www.color-hex.com/>
<https://htmlcolorcodes.com/>

Exit Survey: <https://forms.gle/gCX65a1Yfd1LqeGy5>

Business Plan BOOTCAMP Topics

Topic	Detail	Who
Business Plan-Overview	Business Plan Overview	DCP team
Business Plan-Overview	Executive Summary	DCP team
Business Plan-Strategy	Market Analysis	DCP team
Business Plan-Implementation	Go To Market Plan (<i>Marketing, Branding</i>)	DCP team
Business Plan-Financials	Financial Projections	DCP team
Business Plan-Financials	Pitch Deck Development	DCP team
Business Plan-Community	Community Relations- Getting involved	DCP team
Business Plan-Community	Community Benefit Agreements	DCP team
Business Plan-Operations PT 1	Operations Plan (<i>Your team/ Insurance</i>)	DCP team
Business Plan-Operations PT 2	Operations Plan (<i>Security Nuisance mitigation, waste, testing</i>)	DCP team
Business Plan-Wrap Up	Q&A/ Next Steps	DCP team

The Detroit Cannabis Project was so epic! Rebecca, her DCP team, and the entrepreneurs that presented were intelligent, kind, patient, knowledgeable and very professional! I felt I was on zoom with a host of family members♥All were open to questions and sharing their personal experiences. The Detroit Cannabis Project helped me understand the basics to the hard areas I will face in the Adult-Use Medical Marijuana and Cannabis business. Special shout out to Justin! Cheers, Felicia Legardy

Everyone interested in the cannabis industry NEEDS to participate in the sessions. The information gained is invaluable. I learned so much. It will set you up for success. Apply now!

This cohort has made a big difference in my goal to become a vertically integrated cannabis company. The level of information and the access to well respected professionals in the industry was incredible. Highly recommend having Detroit Cannabis Project for any Detroit Cannabis professionals.

Rebecca and her cannabis insiders make it seem like you are having an extended everyday conversation with friends about whether the industry is right for you. The Detroit Cannabis Project (DCP) is well organized and highly suggested for those just starting out or those just wanting to learn more about the cannabis community. With years of experience in the industry, Rebecca has made herself into an authoritative voice in the space and in the DCP she teams up with some of the most knowledgeable industry leaders to offer a one stop shop for getting up to speed on the Cannabis industry. The program touches on everything from practical business strategies for standard operating procedures, developing a marketable brand, and business licenses, to specific issues on staying complainant and advantages surrounding the cannabis industry. I'd highly recommend the DCP to anyone looking to get into cannabis.

-Dushaun

The Detroit Cannabis Project provided invaluable information and training to social equity applicants. This program helped guide applicants through the cannabis licensing process and was strategically planned to ensure questions and concerns were addressed, regardless of which stage of the application process cohorts were currently in.

This program was not only informative but confidence boosting. I was able to create connections that are invaluable. I am truly grateful for this cohort and the hands on help it gave.

This program is like no other ! The program offers a personal touch. Detroit Cannabis Project has something for everyone seeking a cannabis business no matter the stage they are in. I can see DCP becoming a long-standing pillar to those seeking a helping hand in the cannabis industry.

From the beginning of this cohort, I knew it was going to be successful. Every day we had a meeting, there was an abundance of information to receive. The presenters had a lot of insight and shared information that was much needed. This was the real deal. I'm so proud to have been a part of DCP Cohort 1 and would encourage anyone seeking to get into the cannabis industry to be a part of the Detroit Cannabis Project!

The Detroit Cannabis Project was just what we needed to help us with all of our paperwork. Our business plan and our forecasting projections just became overwhelming. This cohort broke everything down in sections. Every piece of information provided was very informative. The resources alone would've been so much money. The networking opportunities are priceless. All in all this is the Harvard of Cannabis.

This program was great! So much valuable and useful information from knowledgeable people. I'm glad I was chosen and had the opportunity to participate in this program. Every part of this course was wonderful, however, the most insightful for me was learning what investors are looking for, plus learning tips on how to stay in compliance. But by far, honestly, my favorite part was the networking. Meeting people from all over the industry, with the same passion was an awesome experience. I truly wish success for every participant in this program and I hope to stay in contact with everyone. There's going to be a lot of successful cannabis businesses coming soon, and a big part of that success will be contributed to Detroit Cannabis Project. Special thanks to Rebecca for leading the way. And a huge thanks to the whole Lantern team! With programs like this, we can and will change the stigma around cannabis.

The Detroit Cannabis Project was so beneficial to our team. We were able to gain a plethora of knowledge from industry experts which in turn allowed us the ability to move to the next level of execution in our journey toward entrepreneurship! Also, the DCP team gained new friendships, future partnerships, and priceless mentoring.

This program has been a blessing because it opened our eyes up to our dream and how it is within reach. The invaluable information provided I haven't received from any place else.

Priceless cannabis education and experience!

This incubator was transformative. It intentionally focused on the individual parts of entering this industry in a way that was digestible, yet high level. Each of the featured guests were highly skilled, educated, and offered real accounts of how to travel on this journey to licensure. Not only was there a wealth of information provided, but you could genuinely feel the team: Rebecca, LaToyia, Mac, Justin, and Katie rooting for you to succeed by being available, welcoming, and gracious with the knowledge. Great things manifest and you start to look around to see how it was even possible. I'm privileged to be a part of the ground floor vision that Rebecca "The Queen" and team were able to bring to life. This is truly history in the making. A community. A network of talented people. Collaboration. Formed. This is just the beginning!

Detroit Cannabis Project is a business incubator like no other! The information they provided has equipped me with a better understanding, along with a blueprint of how to move forward with my business endeavors in the cannabis industry. This class has been so very valuable words are simply not enough. Both, the depth and quality of information coupled with the wealth of knowledge from experienced facilitators speaks volumes of the standard of excellence this program brings to the community.

I will be a walking billboard speaking praises for the Detroit Cannabis Project!

Being part of DCP was like being part of a family of cannabis entrepreneurs. The information was above and beyond what was expected. DCP course of information can help cannabis entrepreneurs on all levels. Highly recommend joining to find your tribe and take your business to the next level!

The Detroit Cannabis Project was a great experience! Rebecca and the DCP team connected us with experienced minority cannabis professionals, throughout the United States, who gave us extremely useful, and topic specific information. Weekly presenters shared their collective experiences with us and it resonated deeply with the group. The canna-network that we were exposed to, in just over a month, was worth it alone. The DCP definitely delivered on its promise to share the information we need as minorities in this industry to open and successfully run multiple types of Canna-businesses. I am truly grateful for the opportunity to participate in the first cohort, and feel better equipped to successfully open my business armed with the information gained. It's time to execute!!

Raphael Scott
DCP Member – 1st Cohort - 2021

This is a well organized assembly of professionals who are motivated in assisting the Cannabis Industry. I would recommend a program like this be extended to every City/County in the State.

First let me say, thank you for selecting me to be a part of the Detroit Cannabis Project program. This program was well thought out and executed perfectly. The content was relevant and organized, the speakers were engaging and relatable; the entire team was helpful, encouraging, and diverse. I am excited to continue my journey in the cannabis industry with the support of the Detroit Cannabis Project and the wonderful people I've met in the cohort. - MMAD Good LLC

This program was the best I've experienced. Rebecca and her team cut the fat and get right down to business regarding the Cannabis industry in Michigan. What was most impressive to me was the fact that she was relevant to myself, a seasoned entrepreneur and 10 year veteran of the industry, as well as to the person just starting out. Kudos Rebecca!

This program was awesome!



Department of Management Services
Purchasing Division
241 West South Street
Kalamazoo, MI 49007-4796
Phone: 269.337.8020
Fax: 269.337.8500
www.kalamazoocity.org
purchasing@kalamazoocity.org

VIRTUAL PRE-PROPOSAL MEETING

October 3, 2023 at 3:00 p.m. Local Time (ET) via Zoom Webinar

Register in advance:

https://us06web.zoom.us/webinar/register/WN_ZX0YPxFbQ_6fJy79se6ZVg

REQUEST FOR PROPOSALS (RFP)

The City of Kalamazoo, Michigan is soliciting sealed proposals for:

Project Name: Social Equity Cannabis Chamber

Proposal Reference #: 96128-002.0

RFP ISSUE DATE: September 22, 2023

Number of Copies Required: **One (1)** paper original
+ **One (1)** electronic copy (USB thumb drive)

PROPOSAL DUE/OPENING DATE: October 24, 2023 at 3:00 p.m. Local Time (ET)

Electronic Proposals Will Not Be Accepted

MAILING ADDRESS & INSTRUCTIONS

Mail to:

Purchasing Division
241 W. South Street
Kalamazoo, MI 49007

Questions about this RFP should be directed to:

Department Contact: **Jared Chambers,**
Economic Development Business Specialist at
chambersj@kalamazoocity.org or (269) 337-8440

Include on the Envelope the Project Name and Proposal Reference Number (above). All Envelopes Must Be Sealed.

You are invited to submit a proposal for this project. Specifications, terms, conditions and instructions for submitting proposals are contained herein. This Request for Proposals with all pages, documents and attachments contained herein, or subsequently added to and made a part hereof, submitted as a fully and properly executed proposal shall constitute the contract between the City and the successful proposer when approved and accepted on behalf of the City by an authorized official or agent of the City. Please review the proposal document as soon as possible and note the **DEADLINE FOR QUESTIONS** in the Instructions to Proposers.

All proposers shall complete and return the Proposal and Award page(s) and submit all information requested herein in order for a proposal to be responsive. **FAILURE TO DO SO MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.** The proposal document shall be returned in its entirety, in a properly identified and sealed envelope to the Purchasing Division at the above address. **PROPOSALS MUST BE RECEIVED BEFORE THE DUE DATE - LATE PROPOSALS WILL NOT BE CONSIDERED.** The City reserves the right to postpone the proposal opening for its own convenience.

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STATEMENT OF NO PROPOSAL

NOTE: If you DO NOT intend to bid on this commodity or service, please complete and return this form immediately. Your response will assist us in evaluating all responses for this important project and to improve our bid solicitation process.

The Purchasing Division of the City of Kalamazoo wishes to keep its proposers list file up-to-date. If, for any reason, you cannot supply the commodity/service noted in this proposal solicitation, this form must be completed and returned to remain on the particular proposal list for future projects of this type.

If you do not respond to this inquiry within the time set for the proposal opening date and time noted, we will assume that you can no longer supply this commodity/service, and your name will be removed from this proposal list.

- _____ Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below).
- _____ Specifications are unclear (explain below).
- _____ We are unable to meet specifications.
- _____ Insufficient time to respond to the Request for Proposal.
- _____ Our schedule would not permit us to perform.
- _____ We are unable to meet bond requirements.
- _____ We are unable to meet insurance requirements.
- _____ We do not offer this product or service.
- _____ Remove us from your proposers list for this commodity or service.
- _____ Other (specify below).

REMARKS:

SIGNED: _____ NAME: _____
(Type or Print)

TITLE: _____ DATE: _____

FIRM NAME: _____
(if any)

ADDRESS: _____
(Street address) (City) (State) (Zip)

PHONE: _____ FAX: _____

EMAIL: _____

SECTION I - INSTRUCTIONS TO PROPOSERS

1. **EXAMINATION OF PROPOSAL DOCUMENT**-Before submitting a proposal, proposers shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations. The proposer shall indicate in the proposal the sum to cover the cost of all items included on the proposal form.
2. **PREPARATION OF PROPOSAL**-The proposal shall be legibly prepared in ink or typed. If a unit price or extension already entered by the proposer on the Proposal and Award form is to be altered, it shall be crossed out and the new unit price or extension entered above or below and initialed by the proposer with ink. The proposal shall be legally signed and the complete address of the proposer given thereon.

All proposals shall be tightly sealed in an envelope plainly marked SEALED PROPOSAL and identified by project name, bid opening date and time. Proposals opened by mistake, due to improper identification, will be so documented and resealed. The Purchasing Division will maintain and guarantee confidentiality of the contents until the specified opening date and time. Electronic submittals will not be accepted.

3. **EXPLANATION TO PROPOSERS**-Any binding explanation desired by a proposer regarding the meaning or interpretation of the Request for Proposal (RFP) and attachments must be requested in writing, **at least 10 business days before the proposal opening (October 10, 2023 at 3:00 p.m. ET)** and with sufficient time allowed for a reply to reach all prospective proposers before the submission of their proposal. Any information given to a prospective proposer concerning the RFP will be furnished to all prospective proposers as an amendment or addendum to the RFP if such information would be prejudicial to uninformed proposers. Receipt of amendments or addenda by a proposer must be acknowledged in the proposal by attachment, or by letter or fax received before the time set for opening of proposals. Oral explanation or instructions given prior to the opening will not be binding.
4. **CASH DISCOUNTS**-Discount offered for payment of less than thirty (30) days will not be considered in evaluating proposals for award. Offered discounts of less than thirty (30) days will be taken if payment is made within the discount period, even though not considered in evaluation of the proposal.
5. **WITHDRAWAL OF PROPOSALS**-Proposals may be withdrawn in person by a proposer or authorized representative, provided their identity is made known and a receipt is signed for the proposal, but only if the withdrawal is made prior to the exact time set for receipt of proposal. No proposal may be withdrawn for at least one hundred twenty (120) days after proposal opening.
6. **ALTERNATE PROPOSALS**-Proposers are cautioned that any alternate proposal, unless specifically requested or any changes, insertions or omissions to the terms and conditions, specifications or any other requirement of this RFP may be considered non-responsive, and at the option of the City, result in rejection of the alternate proposal.
7. **LATE PROPOSALS**-Any proposal received at the office designated herein after the exact time specified for receipt will not be considered. (Note: The City reserves the right to consider proposals that have been determined by the City to be received late due to mishandling by the City after receipt of the proposal and no award has been made.)
8. **UNIT PRICES**-If there is a discrepancy between unit prices and their extension, unit prices shall prevail.

9. PROPOSAL SUBMITTAL- Proposers can submit sealed proposals in one of the following ways:

- 9.1. **Mail your proposal**, to be received before the proposal due date and time indicated in the RFP document, to the City of Kalamazoo at the following address:

City of Kalamazoo
Purchasing Division
241 West South Street
Kalamazoo, MI 49007

- 9.2. **Deliver your proposal to City Hall In-Person** before the proposal due date and time indicated in the RFP document.

- 9.3. **Deliver your proposal to the Treasurer's Office Payment Drop Box** located in the northwest corner of City Hall (see photos below) before the proposal due date and time indicated in the RFP document.



1. Open drop box located at City Hall.



2. Insert SEALED PROPOSAL here.



10. **PROPOSALS SUBMITTED LIST-** The Purchasing Division makes an effort to post the list of submitted proposals to the City of Kalamazoo website within 24 hours after the proposal due date and time at: <https://www.kalamazoo.org/bidopportunities>. However, in certain cases the posting of the list may extend beyond the 24-hour window.

**SECTION II
PROPOSAL AND AWARD**

The undersigned having become thoroughly familiar with and understanding all of the proposal/contract documents incorporated herein, agrees to provide professional services as specified herein:

SOCIAL EQUITY CANNABIS CHAMBER

The total combined price to be paid for all services provided by the Cannabis Chamber pursuant to this Contract is based on approval of budget funding, year-to-year, and will be 25% of excise tax and cannabis permit revenue with an anticipated yearly minimum of \$200,000.00.

A price proposal shall be submitted in a separate sealed envelope marked “**Price Proposal**”. **The pricing in the sealed envelope shall be the only listed pricing in the proposal.** This Price Proposal shall only be opened by City personnel after the scoring of other evaluation criteria has been completed. Details on information to include in the Price Proposal are outlined in Section IV, Scope of Work and Requirements, 7. Compensation.

All prices and fees must be in U.S. dollars.

Proposer/Contractor has examined and carefully studied the bidding documents and attachments, and acknowledges receipt of the following addenda:

Addendum No: _____

Dated: _____

Proposer shall provide all of the information as requested herein with their proposal. **Failure to do so and/or failure to provide post-proposal requested information may be cause for rejecting the proposal as non-responsive.**

By my signature below, I certify that the firm bidding on this contract, when making hiring decisions, does not use a past criminal conviction as a bar to or preclude a person with a criminal conviction from being considered for employment with the bidding firm unless otherwise precluded by federal or state law. I further certify that I have read and agree to be bound by the provisions of the City’s Non-Discrimination Clause found in Appendix A and as updated by City Ordinance 1856.

Signed: _____ Name: _____

Title: _____

QUALIFICATIONS QUESTIONNAIRE

Please answer the following questions completely. You may submit answers on this form or as an attachment to this document, additional information (brochures, illustrations, etc.) will also be used in determining qualifications. If not using this form, please follow its format.

1. Firm name: _____

2. Established: Year _____ State _____

3. Type of organization:

a. Individual	_____	b. Partnership	_____
c. Corporation	_____	d. Other	_____

4. Former firm name(s) if any, and year(s) in business:

5. Home office business address and telephone number where work will be performed.

6. Branch office(s) if work will be performed there:

7. Personnel of firm who will be working on this project. Attach resumes of key personnel:

YRS

NAME AND TITLE	SPECIALTY	EXPERIENCE	EXPECTED ROLE
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QUALIFICATIONS QUESTIONNAIRE (cont)

8. Total personnel of firm:
- a. Professional: _____ b. Non-professional: _____
9. Attach a list of similar projects performed over the last five (5) years. Include: description of professional services provided, project size, contact person and phone number. Projects should demonstrate experience in the types of professional services you wish to provide.
10. Identify projects in Item 9 which most closely match the work required by the City.
- _____
- _____
- _____
11. Provide your understanding of the project and any special qualifications you bring to this project.
12. Identify any additional professional service(s) you will utilize to work on this project and their expected role(s).
- _____
- _____
- _____
13. Provide the address for your website.
- _____

I hereby certify that all of the information provided is true and answered to the best of my ability.

Signed: _____ Name: _____
Type or Print

Title: _____ Date: _____

**CITY OF KALAMAZOO
LOCAL PREFERENCE POLICY AND CERTIFICATION
PROFESSIONAL SERVICES**

When evaluating the qualifications of the responses received for professional service contracts, the location of Kalamazoo County professional firms will be given additional consideration. The City of Kalamazoo is the sole determiner whether a professional firm qualifies as a Kalamazoo County firm and the ranking of its qualifications as compared to the qualifications of the other professional firms being considered.

During the qualifications evaluation process, an additional weight of approximately two percent will be added to the qualifications of Kalamazoo County professional firms in recognition of the positive economic impact resulting from contracting with them. This weight is given over and above any score already given for location of the firm as it relates to increased efficiency and effectiveness as a result of the proximity of the firm to the City. It is understood, however, that due to the subjective nature of the qualifications evaluation process, and the number and weight of all criteria used, it is impossible to apply a precise, numerical local preference score to those proposals.

To qualify as a Kalamazoo County professional firm, the business must meet both the following criteria:

1. Have a physical presence in Kalamazoo County by maintaining a permanent office in Kalamazoo County and with employees working in Kalamazoo County.
2. Have paid real or personal property taxes related to said business to the City of Kalamazoo, County of Kalamazoo or other municipal corporation within Kalamazoo County in the previous tax year, except that a non-profit entity need not meet this requirement.

This local preference policy applies only to purchases for professional services that are over \$25,000. If more than 50% of the contract is sub-contracted to firms located outside of Kalamazoo County that proposal does not qualify for the local preference policy outlined above. The local preference policy will not apply if prohibited by law. The Purchasing Manager has the authority to make final determination if the bidder qualifies as a Kalamazoo County bidder as set forth herein. The Purchasing Manager may take into account the permanency of the business in Kalamazoo, and whether the business appears to be claiming to be a Kalamazoo County business solely or primarily to qualify as a Kalamazoo County business under this Resolution, and any other material factors.

CERTIFICATION

If you qualify as a Kalamazoo County professional firm and wish to be considered for the local preference provisions as provided above please certify that fact by providing the information requested below and attesting to its accuracy.

Firm Name: _____

Street Address of Business: _____

City, State, and Zip Code: _____

Number of employees working in Kalamazoo County: _____

Name the city or township to which business real and/or personal property taxes are paid or provide non-profit status:

The above information is accurate:

Signature: _____ Date: _____

Title: _____

CITY OF KALAMAZOO EX-OFFENDER POLICY CHECKLIST

As part of the City's commitment to reducing unacceptable poverty, encouraging rehabilitation, reducing recidivism and strengthening families in Kalamazoo, the City has updated its Purchasing Policy to ensure that firms with whom the City does business share in this commitment by utilizing hiring practices that do not unfairly deny people with arrest and conviction records gainful employment. *(Important: This requirement also extends to any subcontractors the bidder intends to use to fulfill the contract for goods or services being sought from the City.)*

Part I: Proof that the bidder does not inquire about an individual's past arrest or criminal history on the bidder's employment application form

- ☐ Attach a copy of the current application for employment being used by the bidder

Part II: Certification that the bidder does not use an individual's past arrest or criminal history to unlawfully discriminate against them by checking *one or more* of the following:

- ☐ That pursuant to federal or state law bidder is precluded from hiring persons with certain criminal records from holding particular positions or engaging in certain occupations by providing a cite to the applicable statute or regulation; if checking this box, provide a citation to the applicable statute or rule upon which the bidder is relying: _____
- ☐ That bidder conducts criminal history background checks only as necessary, and only after making a conditional offer of employment; that any withdrawal of an offer of employment to an individual because of a past criminal history is job-related and consistent with business necessity after the individual has been provided an individualized assessment opportunity to review and challenge or supplement the history of past criminal conduct being relied upon by the bidder;
- ☐ That the use by bidder of criminal history background checks complies with the U.S. Equal Employment Opportunity Commission's Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions and that the bidder has not had a determination rendered against it in past 7 years that it discriminated against a person through the use of an individual's arrest or criminal history

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE.

Date

Signature

Printed Name

Position

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted by the City of Kalamazoo. I hereby state that I have not communicated with nor otherwise colluded with any other proposer, nor have I made any agreement with nor offered/accepted anything of value to/from an official or employee of the City of Kalamazoo that would tend to destroy or hinder free competition.

The firm's identification information provided will be used by the City for purchase orders, payment and other contractual purposes. If the contractual relationship is with, or the payment made to, another firm please provide a complete explanation on your letterhead and attach to your bid. Please provide for accounts payable purposes:

Tax Identification Number (Federal ID): _____

Remittance Address: _____

Financial Contact Name: _____ Financial Contact Phone Number: _____

Financial Contact Email Address: _____

I hereby state that I have read, understand and agree to be bound by all terms and conditions of this proposal document.

SIGNED: _____ NAME: _____
(Type or Print)

TITLE: _____ DATE: _____

FIRM NAME: _____
(if any)

ADDRESS: _____
(Street address) (City) (State) (Zip)

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

FOR CITY USE ONLY - DO NOT WRITE BELOW

SECTION III INDEMNITY AND INSURANCE

Contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the City of Kalamazoo within ten (10) days of the Notice of Award. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

Workers' Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included and (E) XCU coverage if the nature of the contract requires XC or U work.

Automobile Liability in accordance with all applicable statutes of the State of Michigan, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Additional Insured: Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating that the following shall be *Additional Insureds*: The City of Kalamazoo, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed that by naming the City of Kalamazoo as additional insured, coverage afforded is considered to be primary and any other insurance the City of Kalamazoo may have in effect shall be considered secondary and/or excess.

To the fullest extent permitted by law the Contractor agrees to pay on behalf of, indemnify, and hold harmless the City of Kalamazoo, its elected and appointed officials, and employees against any claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Kalamazoo, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, caused in whole or part by any negligent act or omission by the Contractor, its employees, agents, or officers which arises out of, or is in any way connected or associated with, this contract.

Cancellation Notice: All policies, as described above, shall include an endorsement stating that it is understood and agreed that thirty (30) days, or ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: City of Kalamazoo, Purchasing Division, 241 W. South Street, Kalamazoo, MI 49007.

Proof of Insurance Coverage: The Contractor shall provide the City of Kalamazoo at the time that the contracts are returned by him/her for execution, or within 10 days of Notice of Award, whichever is earlier, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

INDEMNITY AND INSURANCE

Continued

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to City of Kalamazoo at least ten (10) days prior to the expiration date.

Scope of Coverage: The above requirements and conditions shall not be interpreted to limit the liability of the Contractor under this Contract, but shall be interpreted to provide the greatest benefit to the City and its officers and employees. The above listed coverages shall protect the Contractor, its employees, agents, representatives and subcontractors against claims arising out of the work performed. It shall be the Contractor's responsibility to provide similar insurance for each subcontractor or to provide evidence that each subcontractor carries such insurance in like amount prior to the time such subcontractor proceeds to perform under the contract.

SPECIAL INSURANCE REQUIREMENTS

The selected Consultant/Professional Firm shall provide insurance coverage as follows:

- A. Comprehensive professional (errors and omissions) liability insurance with limits no less than \$1,000,000 aggregate which shall insure against acts which are in the nature of professional services. If a contract is entered into, the Firm shall maintain such insurance during the life of the contract.

SECTION IV SCOPE OF WORK AND REQUIREMENTS

1. INTRODUCTION/OBJECTIVE

The City of Kalamazoo’s Economic Development Corporation (EDC) is a public entity formed pursuant to Public Act 338 of 1974 (the “Act”), that provides financing and other assistance for commercial and industrial development projects. Membership for the board meets each month for a public meeting in accordance with the Open Meetings Act.

RFP Summary. The EDC & the City of Kalamazoo are requesting proposals from qualified independent organizations, organizational partnerships, and individuals to set up a comprehensive Social Equity Cannabis Chamber. This Chamber will assist Cannabis businesses and the City of Kalamazoo with its Social Equity efforts (including the City’s Marihuana Social Equity Policy provided in Appendix B), while also focusing on profitability and safety. The chamber will form an Equity Committee/Board that works with the City regarding funding.

To promote economic development and social equity in the Northside, Eastside, and Edison (SPK) neighborhoods, local cannabis businesses will be incentivized to provide hiring and training initiatives for residents of these areas. The new Cannabis Chamber will establish a jobs board that will exclusively promote employment opportunities for SPK neighborhood residents. In addition, the Chamber will develop a workforce selection and training process that prioritizes the hiring and training of SPK residents and underrepresented individuals.

The EDC and the Chamber will also work together to develop community outreach and educational programs on health and safety with cannabis, as well as to educate employers on local and regional workforce concerns related to the cannabis industry.

Furthermore, the Chamber will provide workforce development training programs in the SPK neighborhoods and support the development of micro-home-based businesses in the community. These initiatives seek to promote social equity and increase economic opportunities for underrepresented individuals and groups in the SPK neighborhoods.

This Chamber will work in collaboration with the Economic Development Corporation to provide the development and delivery of training programs to equip underrepresented individuals, including Black, Indigenous, and People of color (BIPOC) with the knowledge, tools, and information needed to become owners and operators of their own cannabis businesses.

This Chamber and all of its personnel will perform contractual obligations for this program as independent contractors, not as employees of the City or EDC.

2. CONTRACT PERIOD AND EXTENSIONS

The contract shall be in effect for a three (3)-year period commencing on, or about, January 19, 2024 and continuing for 36 months; however, the City reserves the right to terminate the contract with or without cause.

The City may opt to extend the contract for an additional three (3) years or some other period. All extensions shall be upon mutual agreement of both parties and made in writing.

3. SCOPE OF WORK

The successful proposer will be responsible for developing and implementing programs and initiatives that address the following areas, subject to all applicable Federal, State, and Local

laws, including but not limited to, those dictating the use of public funds, public contracting, hiring, and transparency, and the Act:

- 3.1 Community Outreach and Education on Health and Safety with Cannabis.
 - a. Develop and provide educational materials and workshops to inform the community about safe and responsible cannabis use, potential health risks, and benefits.
- 3.2 Cannabis State Law and Federal Concerns and Laws.
 - a. Educate the community on the differences between state and federal laws regarding cannabis use and possession, as well as the potential implications and legal consequences of these differences.
- 3.3 Local and Regional Workforce Education on Cannabis Concerns for Employers.
 - a. Provide resources and training to employers on managing cannabis use in the workplace and addressing potential safety concerns.
- 3.4 Young Adult Workforce Development Training in the SPK Neighborhoods.
 - a. Develop and implement job training programs for young adults in the SPK neighborhoods, with a focus on careers in the cannabis industry and related fields.
- 3.5 SPK Neighborhood Micro Home-based Business Entrepreneurship Development.
 - a. Promote the development of ancillary businesses related to the cannabis sector in the SPK neighborhoods by offering training, resources, and mentorship.
- 3.6 Cannabis Business Ownership Development Workshop.
 - a. Develop a comprehensive workshop to educate participants on various aspects of cannabis business ownership and assist them in developing the necessary skills and knowledge to establish and operate successful cannabis businesses.
- 3.7 Cannabis Organizational Membership and Membership Funding Development.
 - a. Establish and maintain a membership structure for cannabis businesses and stakeholders and develop strategies for funding support and sustainability.
- 3.8 Cannabis Business Retention Services.
 - a. Provide support and resources to existing cannabis businesses in the area to ensure their continued success and compliance with local regulations.
- 3.9 College Tuition Reimbursement Program.
 - a. Tuition reimbursement to students who complete Kalamazoo Valley Community College Cannabis Programs.
 - b. Non-SPK City resident: Reimburse 50% of training at KVCC upon getting employment.
 - c. SPK resident: Reimbursement of 100% of training upon getting employment.
 - d. This will be structured as a mini-grant for employees who go through the first 90 days.

- e. Scheduled quarterly reporting will be required for tracking the success of Workforce Development.
- 3.10 On-the-job training reimbursement to cannabis businesses that hire SPK Neighborhood residents.
 - a. Scheduled quarterly reporting will be required.
 - b. This will be structured as a mini-grant for employers who hire eligible employees full-time after the first 90 days.
- 3.11 Establish a program that connects cannabis businesses with local organizations focused on promoting social equity, to provide support and resources to Kalamazoo’s underserved communities.
 - a. Research and identify local organizations that are dedicated to social equity and have a strong presence in underserved communities.
 - b. Reach out to cannabis businesses to gauge interest and establish partnerships with the identified organizations.
 - c. Implement the program and regularly evaluate its effectiveness in achieving its goals and addressing the needs of underserved communities.
 - d. Continuously seek feedback from participating businesses and organizations to improve and expand the program.
 - e. Track what the Cannabis businesses are “Giving Back” to the community.
 - f. Collect and quarterly report all data to the City of Kalamazoo and the EDC.
- 3.12 Ensure that the program, including but not limited to, its hiring and contracting practices and the expenditure of public funds, comply with all applicable Federal, State, and Local laws.

4. PROPOSAL REQUIREMENTS

Applicant should include the following in proposal:

Overview

- (a) Include a cover letter with the organization’s full company name, address, phone number, and email address of the contact person for the RFP.
- (b) List the location and address of the organization’s office that will provide most services and where “Key Personnel” are located.
- (c) Provide a list of the organization’s key areas of services.
- (d) Page limit for Overview is two (2) pages.

Staff Experience

- (a) **Key Personnel.** Provide resume(s) for key members(s) (“Key Personnel”). Key Personnel are the primary individual(s) who will be the contact for City staff and attend board meetings. Key Personnel will provide the vast majority of the services listed in the Scope of Work. Resumes and/or narrative responses shall provide, at a minimum, Key Personnel education achievements; certifications and registrations; memberships; years and position(s) with the organization; years with other organizations and their names; areas of practice; locations where Key Personnel are admitted to practice; and major

accomplishments. Resumes or narratives should describe the recent experience of Key Personnel and their roles in similar projects. The response shall be limited to not more than six (6) pages.

- (b) **Additional Personnel.** Provide resumes for additional staff persons who may assist the Key Personnel with performing services listed in Section 3 above. Include resume(s) or narrative response with information such as educational degrees, institutions, years of service/experience, membership, and areas of practice. The response shall be limited to not more than four (4) pages.

Key Experience

Please demonstrate the previous experience of Key Personnel by describing three (3) past or current clients the organization/personnel have represented, including experience with governmental clients or economic development authorities or boards. For each example provide a one-page summary with: 1) project name and location, 2) client name and type, 3) short description, 4) list services provided and notable outcomes or deliverables, and 5) client contact information (name, title, phone number, email address). The response shall be limited to not more than three (3) pages.

Project Understanding and Approach

Describe the organization's approach to performing the required Scope of Work described above. Describe the opportunities and constraints involved in the performance of the associated tasks, including how the organization would assess and address conflicts of interest, the likelihood of prior engagement with key clients, the anticipated turn-around time for program development and rollout, the ability to adapt to and reply to time-sensitive matters, ability to attend in-person meetings, general approach to client relationships and privileged information. Provide a detailed discussion of your organization's capacity and key differentiators. Response shall be limited to not more than two (2) pages.

Value-Added Services

In addition to services described in the scope of work, please outline any additional services your organization can provide. For example, data collection and analysis that can be used to implement other social equity initiatives that have a measurable impact in the City of Kalamazoo. A response shall be limited to not more than two (2) pages.

Diversity Equity and Inclusion

Please describe all Diversity, Equity, and Inclusion (DEI) vision, goals, priorities, policies, and activities your organization is committed to implementing and realizing. Explain significant outcomes or accomplishments to date. A response shall be limited to not more than two (2) pages.

5. EVALUATION CRITERIA

Proposals will be evaluated by City staff based upon the responsiveness of the Proposal to this RFP. All proposals will be evaluated using the criteria listed below:

- 5.1 Organization's Experience (15 Points)
- 5.2 Qualifications/Experience of Key Personnel (20 Points)
- 5.3 Social Equity Understanding and Approach (15 Points)
- 5.4 Capacity of Organization (15 Points)
- 5.5 Ability to Make Meetings/Deadlines (10 Points)

- 5.6 Location of Performing Office (10 Points)
- 5.7 Ability to Exclusively Focus on this Cannabis Chamber (10 Points)
- 5.8 Pricing proposal (10 Points)

6. **REQUIREMENTS**

- 6.1 Attend Meetings
 - A. Board Meetings. Key Personnel will, at a minimum, attend one board meeting of the EDC and BRA each month. The consecutive meetings are held in person on the third Thursday of each month beginning at 7:45 am.
 - B. Committee Meetings. Key Personnel may be requested to attend monthly committee meetings of the EDC. These meetings are held virtually and include the Projects & Finance Committee, Cannabis Committee, Executive Committee, and any other committees formed by the board.
 - C. Staff Meetings. Key Personnel will have monthly meetings with City Staff as needed.
- 6.2 Negotiate and Structure Incentives and Financing
 - A. The RFP recipient will be responsible to provide a plan for match funding to City-provided funding and will account for the public and private funding and expenditures in accordance with all applicable laws.
 - B. Develop a City of Kalamazoo Cannabis Equity Plan and oversee Equity Initiative & Funding in accordance with all applicable laws.
- 6.3 Advise Boards and Staff
 - A. Represent the EDC and advise on the implementation of existing and future programs, grants, and other initiatives.
 - B. Collaborate with the City Attorney's Office and EDC legal counsel on matters that involve EDC and the City of Kalamazoo to ensure compliance with all applicable laws.
 - C. Prepare materials and draft memoranda to the EDC board for both public meetings and privileged communications in accordance with the Open Meetings Act and other applicable laws.

7. **COMPENSATION**

A price proposal shall be submitted in a separate sealed envelope marked **“Price Proposal”**. **The pricing in the sealed envelope shall be the only listed pricing in the proposal.** This Price Proposal shall only be opened by City personnel after the scoring of other evaluation criteria has been completed. All prices and fees must be in U.S. dollars.

- 7.1 Price Proposal shall state the hourly wages or salaries for all key personnel involved in carrying out the requirements of this Contract. Include anticipated yearly hours required for this contract.

- 7.2 Based on your expertise in cannabis program administration, provide a yearly anticipated not-to-exceed price for administration of the Contract requirements. This price only includes the amount to be paid to the Contractor for their fulfillment of Contract administrative requirements, including materials, supervision, labor, insurance, transportation, delivery, fuel or other surcharges, and related costs. This amount shall NOT include the cost of funds anticipated to be paid to programs supported by the Social Equity Cannabis Chamber. Compensation can be negotiated for administrative costs up to 20% of the total contract amount.

Keep in mind that the total combined price to be paid for all services provided by the Social Equity Cannabis Chamber pursuant to this Contract is based on approval of budget funding, year-to-year, and will be 25% of excise tax *and cannabis permit* revenue, with an anticipated minimum of \$200,000.00 yearly.

8. **SELECTION CRITERIA**

The City of Kalamazoo shall conduct a formal evaluation to determine the best qualified respondent meeting the City's needs. This evaluation shall be based on the Evaluation Criteria.

No rating or evaluation under the terms of this RFP shall be construed as a guarantee or promise of a contract and no such contract shall be binding on the City absent approval through the City's approval process.

The requested information is intended to provide information that will assist the City in the selection of the most qualified, competent, experienced, responsive, and economical Organization, who will best serve the needs of the City. During the evaluation process, where it may serve its best interest, the City reserves the right to request additional information or clarifications from proposers, to reject any or all proposals or unauthorized modifications, to allow corrections of errors or omissions, or to waive irregularities. A selection committee will evaluate the proposals based upon the proposal requirements/selection criteria. After a review of the written proposals, selected organizations may also be asked to make a presentation or field follow-up questions. The City will choose the proposal(s) that best fits its needs. The City is not obligated to award the contract based on cost alone. The selected organization will be required to enter into a written agreement with the City that will detail the specifics of the relationship and include scope of work, compensation, insurance requirements and other matters. If an agreement cannot be reached, the City reserves the right to render the proposal invalid and may award the contract to another qualified proposer in its sole discretion.

This RFP does not commit the City of Kalamazoo to pay for direct or indirect costs incurred in the preparation and/or presentation of a response. All finalists will pay their own costs incurred in preparing for, traveling to and attending interviews. The City of Kalamazoo reserves the right to accept or reject any or all proposals in part or in its (their) entirety.

The City reserves the right to make an award without further discussion of the submittal with the applicant. Therefore, the proposal should be submitted initially on the most favorable terms that the organization or individual might propose. The City further reserves the right to require the selected organization to enter into additional agreements establishing the terms and conditions of this award.

9. **POST PROPOSAL INFORMATION**

After reviewing proposals, the City may request further information or clarifications. The requested information shall be provided by the respondent either in writing or by oral presentation, at no cost to the City.

10. **CHANGES AND ADDENDA TO PROPOSAL DOCUMENTS**

Each change or addendum issued in relation to this RFP will be posted on the City's website at <https://www.kalamazoocity.org/bidopportunities>. It shall be the proposer's responsibility to make inquiries as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proposers shall be bound by such changes or addenda. **In order for a proposal to be responsive, all addenda must be returned (signed by the proposer) with the proposal.** If you have already submitted your proposal, acknowledge receipt and acceptance of the addenda by signing in the place provided and returning them to the Purchasing Division and they shall be incorporated in your proposal. Please identify your return envelope with the proposal reference number and project description.

11. **ECONOMY OF PREPARATION**

Each proposal should be prepared simply and economically providing a straightforward concise description of the proposer's ability to meet the requirements of the RFP. Decorative bindings, colored displays, promotional material, etc., are discouraged and they may result in a loss of evaluation credit. Emphasis should be on completeness and clarity of the contents.

12. **PAYMENT DEFAULT**

No bid or proposal shall be accepted from any party (contractor) who is in default on the payment of taxes, licenses or other monies due to the City of Kalamazoo.

13. **CONFLICT OF INTEREST**

Submitting firms shall notify the City of any potential conflicts of interest in their proposal submittal. Identify what procedures your firm utilizes to identify and resolve conflicts of interest.

14. **ASSURANCE OF DESIGNATED PROJECT TEAM**

Proposer shall assure that the designated project team, including sub-consultants (if any), is used for this project. Departure or reassignment of, or substitution for, any member of the designated project team or sub-consultant(s) shall not be made without the prior written approval of the City.

15. **RFP TIMELINE**

Following is a detailed schedule of activities that identifies procurement process milestones. Dates provided are subject to change.

ACTIVITY	DATE
Issue Request for Proposals (RFP)	September 22, 2023
Pre-Proposal Conference	October 3, 2023 at 3:00 p.m. (ET)
Deadline for Written Questions	October 10, 2023 at 3:00 p.m. (ET)
Response to Questions Posted Online (Addendum)	October 16, 2023 (If Necessary)
Proposals Due	October 24, 2023 at 3:00 p.m. (ET)
Review and Scoring of Proposals	October 25 – November 8, 2023
Interviews/Presentations (If Necessary)	November 9 – 17, 2023

Contract Award	January 5, 2024
Notice to Proceed	January 19, 2024

16. VIRTUAL PRE-PROPOSAL MEETING

All prospective proposers are invited to attend a non-mandatory Virtual Pre-Proposal Meeting with representatives from the City of Kalamazoo on **Tuesday, October 3, 2023 at 3:00 p.m. Local Time (ET)**. The virtual meeting will take place via Zoom Webinar:

ACTION REQUIRED: Register in advance for this webinar:

You are invited to a Zoom webinar.

When: Oct 3, 2023 03:00 PM Eastern Time (US and Canada)

Topic: Social Equity Cannabis Chamber

Register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_ZX0YPxFbQ_6fJy79se6ZVg

After registering, you will receive a confirmation email containing information about joining the webinar.

17. QUESTIONS

Questions regarding the scope of work of this project may be addressed to Jared Chambers, Economic Development Business Specialist at (269) 337-8440 or chambersj@kalamazoocity.org. Questions relative to general proposal requirements may be addressed to Craig Hull, Senior Buyer at (269) 337-8444. This does not relieve the proposers, however, from the requirements of Item 3, Page 1.

SECTION V TERMS AND CONDITIONS

1. AWARD OF CONTRACT

- A. The contract will be awarded to that responsible proposer whose proposal, conforming to this solicitation, will be most advantageous to the City according to the criteria outlined herein. The City reserves the right to accept or reject any or all proposals and waive informalities and minor irregularities in proposals received.
- B. Notification of award will be in writing by the Purchasing Manager. Upon notification, the Consultant/ Professional Firm (hereinafter Firm) shall submit to the Purchasing Division all required insurance certificates and such other documentation as may be requested or required hereunder. Upon their receipt and subsequent approval by the City, the Purchasing Manager will forward to the Firm a written **NOTICE TO PROCEED**. Work shall **NOT** be started until such **NOTICE TO PROCEED** is received by the Firm.
- C. Unilateral changes in proposal prices by the proposer shall not be allowed. However, the City, at its sole option, reserves the right to negotiate with proposers.

2. REQUEST FOR PROPOSAL AS CONTRACT

Should modifications (after proposal opening) NOT be necessary; this Request for Proposal (RFP) together with its addenda, amendments, attachments and modifications will be executed as the contract. In the event modifications of any nature do occur, a separate agreement shall be negotiated containing mutually agreeable terms and conditions from this Request for Proposal and any addenda.

3. SUBCONTRACTORS – NON-ASSIGNMENT

Proposers shall state in writing any and all sub-contractors to be associated with this proposal, including the type of work to be performed. The Firm shall cooperate with the City of Kalamazoo in meeting its commitments and goals with regard to maximum utilization of minority and women-owned business enterprises.

The Firm hereby agrees and understands that the contract resulting from this proposal shall not be transferred, assigned or sublet without prior written consent of the City of Kalamazoo.

4. TAXES

The City of Kalamazoo is exempt from all federal excise tax and state sales and use taxes.

5. INVOICING

All original invoice(s) will be sent to the Financial Services Division, 241 W. South Street, Kalamazoo, MI 49007 or via email at apinvoice@kalamazoocity.org. The Finance Division processes payments after receipt of an original invoice from the Firm and approval by the department. The City of Kalamazoo's policy is to pay invoice(s) within 30 days from the receipt of the original invoice, if the services or supplies are satisfactory and the proper paperwork and procedures have been followed. In order to guarantee payment to the vendor on a timely basis, the vendor needs to receive a purchase order number before supplying the City of Kalamazoo

with goods or services. All original, and copies of original invoice(s), will clearly state which purchase order they are being billed against.

The City of Kalamazoo is a government municipality and therefore is tax exempt from all sales tax.

The vendor is responsible for supplying the Finance Division with a copy of their W9 if they are providing a service to the City of Kalamazoo.

6. PAYMENTS

Unless otherwise specified by the City in this contract, the Firm will be paid in not more than thirty (30) days after receipt of a properly executed invoice, the sum stipulated herein for supplies delivered and accepted, or service rendered and accepted. Payments are processed by the Management Services Financial Services Division after receipt of an original invoice from the Firm and approval by the department.

7. CHANGES AND/OR CONTRACT MODIFICATIONS

The City reserves the right to increase or decrease quantities, service or requirements, or make any changes necessary at any time during the term of this contract, or any negotiated extension thereof. Price adjustments due to any of the foregoing changes shall be negotiated and mutually agreed upon by the Firm and the City.

Changes of any nature after contract award which reflect an increase or decrease in requirements or costs shall not be permitted without prior approval by the Purchasing Agent. City Commission approval may also be required.

ANY CHANGES PERFORMED IN ADVANCE OF PURCHASING AGENT APPROVAL MAY BE SUBJECT TO DENIAL AND NON-PAYMENT.

8. LAWS, ORDINANCES AND REGULATIONS

The Firm shall keep itself fully informed of all local, state and federal laws, ordinances and regulations in any manner affecting those engaged or employed in the work and the equipment used. Firm and/or employees shall, at all times, serve and comply with such laws, ordinances and regulations.

Any permits, licenses, certificates or fees required for the performance of the work shall be obtained and paid for by the Firm.

This contract shall be governed by the laws of the State of Michigan.

9. RIGHT TO AUDIT

The City or its designee shall be entitled to audit all of the Firm's records, and shall be allowed to interview any of the Firm's employees, throughout the term of this contract and for a period of three years after final payment or longer if required by law to the extent necessary to adequately permit evaluation and verification of:

- A. Firm's compliance with contract requirements,
- B. Compliance with provisions for pricing change orders, invoices or claims submitted by the Firm or any of their payees.

10. HOLD HARMLESS

If the negligent acts or omissions of the Firm/Vendor or its employees, agents or officers, cause injury to person or property, the Firm/Vendor shall indemnify and save harmless the City of Kalamazoo, its agents, officials, and employees against all claims, judgments, losses, damages, demands, and payments of any kind to persons or property to the extent occasioned from any claim or demand arising therefrom.

11. DEFAULT

The City may at any time, by written notice to the Firm, terminate this contract and the Firm's right to proceed with the work, for just cause, which shall include, but is not limited to the following:

- A. Failure to provide insurance and bonds (when called for), in the exact amounts and within the time specified or any extension thereof.
- B. Failure to perform the services within the time specified herein, or any extension thereof.
- C. Failure to make progress if such failure endangers performance of the contract in accordance with its terms.
- D. Failure to perform in compliance with any provision of the contract.
- E. **Standard of Performance** - Firm guarantees to perform the services rendered herein in accordance with the accepted standards of the industry or industries concerned herein, except that if the specifications calls for higher standards, then such higher standards shall be provided.

Upon notice by the City of the Firm's failure to comply with such standards or to otherwise be in default of this contract in any manner following the Notice to Proceed, the Firm shall immediately remedy said defective performance in a manner acceptable to the City. Should the Firm fail to immediately correct said defective performance, said failure shall be considered a breach of this contract and grounds for termination of the same by the City.

In the event of any breach of this contract by the Firm, the Firm shall pay any cost to the City caused by said breach including but not limited to the replacement cost of such services with another Firm.

The City reserves the right to withhold any or all payments until any defects in performance have been satisfactorily corrected.

In the event the Firm is in breach of this contract in any manner, and such breach has not been satisfactorily corrected, the City may bar the Firm from being awarded any future City contracts.

- F. All remedies available to the City herein are cumulative and the election of one remedy by the City shall not be a waiver of any other remedy available to the City, either listed in this contract or available by operation of law.

12. INDEPENDENT CONTRACTOR

At all times the Firm, any of its employees, or its sub-contractors, and their subsequent employees shall be considered independent contractors and not as City employees. The Firm shall exercise all supervisory control and general control over all workers' duties, payment of wages to Firm's employees and the right to hire, fire and discipline their employees and workers. As an independent contractor, payment under this contract shall not be subject to any withholding for tax, social security or other purposes, nor shall the Firm or its employees be entitled to City paid sick leave, pension benefit, vacation, medical benefits, life insurance or workers' unemployment compensation or the like.

13. MEETINGS

The Firm and/or Project Supervisor shall be available to meet with the Department Head or Project Manager at a mutually agreeable time to discuss problems, issues or concerns relative to the contract. Either party may call a meeting at any time. When such a request for a meeting is made, the meeting date shall, in no case exceed five (5) working days after the request; and, if in the sole opinion of the Department Head, the severity of the circumstance warrants, no more than one (1) working day.

14. CITY'S RESPONSIBILITIES

The City agrees to provide full, reliable information regarding its requirements for the services to be provided. In addition, the City agrees to provide, at its expense and in a timely manner, the cooperation of its personnel and such additional information with respect to this agreement as may be required from time to time, to be provided by the City for the performance of the Firm's work.

15. TERMINATION

This Agreement may be terminated by either the City or the Firm by giving written notice at least thirty (30) days prior to the date of termination.

- A. In the event of such termination by the Firm, the City, together with any other remedies which are legally available, may withhold any subsequent payment due under this agreement until such time as the services required to be performed under this Agreement have been completed by the City or another firm. In the event that the City incurs additional expenses caused directly or indirectly by the termination of this Agreement, together with such other remedies as are legally available, the City shall be entitled to deduct such expenses from any unpaid amount due to the Firm under this agreement.
- B. In the event of such termination by the City, the City shall pay the Firm for services and reimbursable expenses performed or incurred prior to the termination date plus all costs and expenses directly attributable to such termination for which the Firm is not otherwise compensated.

16. NO WAIVER

Either party's failure to insist on strict performance of any term or condition of the contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

APPENDIX A
NON-DISCRIMINATION CLAUSE FOR ALL CITY OF KALAMAZOO CONTRACTS

The Contractor agrees to comply with the Federal Civil Rights Act of 1964 as amended; the Federal Civil Rights Act of 1991 as amended; the Americans With Disabilities Act of 1990 as amended; the Elliott-Larson Civil Rights Act, Act. No. 453, Public Act of 1976 as amended; the Michigan Handicappers Civil Rights Act, Act No. 220, Public Act of 1976 as amended, City Ordinance 1856 and all other applicable Federal and State laws. The Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation or gender identity that is unrelated to the individual's ability to perform the duties of the particular job or position. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination; rates of pay or other forms of compensations; and selection for training, including apprenticeship.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability family status, sexual orientation or gender identity that is unrelated to the individuals ability to perform the duties of the particular job or position.
3. If requested by the City, the Contractor shall furnish information regarding practices, policies and programs and employment statistics for the Contractor and subcontractors. The Contractor and subcontractors shall permit access to all books, records and accounts regarding employment practices by agents and representatives of the City duly charged with investigative duties to assure compliance with this clause.
4. Breach of the covenants herein may be regarded as a material breach of the contract or purchasing agreement as provided in the Elliott-Larsen Civil Rights Act and City Ordinance 1856.
5. The Contractor will include or incorporate by reference the provisions of the foregoing paragraphs 1 through 4 in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission* and will provide in every subcontract or purchase order that said provision will be binding upon each subcontractor or seller.
6. The Contractor will not preclude a person with a criminal conviction from being considered for employment unless otherwise precluded by federal or state law. (for contracts over \$25,000)

The Elliott-Larson Civil Rights Act, Sec. 202 of Act. No. 453 of 1976 reads in part as follows:

Sec. 202. (1) An employer shall not:

- (a) Fail or refuse to hire, or recruit, or discharge or otherwise discriminate against an individual with respect to employment, compensation, or a term condition or privilege of employment because of religion, race, color, national origin, age, sex, height, weight or marital status.
- (b) Limit, segregate or classify an employee or applicant for employment in a way which deprives or tends to deprive the employee or applicant of an employment opportunity or otherwise adversely affects the status of an employee or applicant because of religion, race, color, national origin, age, sex, height, weight or marital status.
- (c) Segregate, classify or otherwise discriminate against a person on the basis of sex with respect to a term, condition or privilege of employment, including a benefit plan or system.

* Except for contracts entered into with parties employing less than three employees.

Appendix B



MARIHUANA SOCIAL EQUITY POLICY

Social Equity Cannabis Chamber

Proposal Reference #: 96128-002.0

Subject: Marihuana Social Equity Policy**No. 30.9****Date:** August 1, 2022**Page: 1 of: 5****PURPOSE:**

This goal of this policy is to promote and encourage participation in the marihuana industry by people from communities that have been disproportionately impacted by marihuana prohibition and enforcement and to positively impact the Kalamazoo community. This policy applies to all marihuana businesses permitted to operate in the City of Kalamazoo. Current permit holders will be required to abide by this policy upon permit renewal including the requirement to submit and supplement its social equity plan.

SCOPE:

This policy seeks to:

- Allow targeted focus on disproportionately impacted individuals and City neighborhoods
- Reduce barriers to entering the marihuana industry specific to Kalamazoo residents
- Provide funding for the development and activities that support the Kalamazoo community in alignment with Shared Prosperity in Kalamazoo (SPK)

POLICY:**A. Fee reductions**

The City marihuana business permit fee required of qualifying social equity individuals and business entities is reduced as follows:

- 1) A 25% reduction in the City permit fee for a sole proprietor who is a resident, or a business entity composed of majority (51% or more) ownership by one or more persons who are residents, of City Census Tracts 1 (Eastside), 9, 10, (Edison), and/or 2.02, 3 (Northside) for at least 3 years prior to applying for a marihuana business permit.
- 2) A reduction in the City permit fee for one, but not both, of the following:
 - A 25% reduction in the City permit fee for a City resident or group of City residents with a marihuana-related misdemeanor conviction or expunged conviction that does not involve distribution of a controlled substance to a minor, who have 51% or more ownership interest in the business, and who has or have resided in the City for at least 3 years prior to applying for a marihuana business permit.
 - A 40% reduction in the City permit fee for a City resident or group of City residents with a marihuana-related felony conviction or expunged

Subject: Marihuana Social Equity Policy**No.** 30.9**Date:** August 1, 2022**Page:** 2 of: 5

conviction that does not involve distribution of a controlled substance to a minor, who have 51% or more ownership interest in the business, and who has or have resided in the City for at least 3 years prior to applying for a marihuana business permit.

- 3) An additional 10% reduction in the City permit fee if a sole proprietor or a member of the business entity holding at least a 10% ownership interest in the business has been a registered primary caregiver for at least 2 years between 2008 and 2017.

B. Zoning Code Exceptions

- 1) A business entity operating as a marihuana retailer may locate 500 feet from another marihuana retailer in conformity with the City zoning code if:
- The applicant, or a majority (51% or more) of the applicant-owners is a City resident within City Census Tracts 1 (Eastside), 9, 10 (Edison), and/or 2.02, 3 (Northside) for the 3 years prior to applying for a marihuana business permit; or
 - A City resident or group of City residents with a marihuana-related misdemeanor or felony conviction, that does not involve delivery or distribution of a controlled substance to a minor and who has 51% or more ownership interest in the business
-
- 2) A business entity operating as a marihuana microbusiness or class A microbusiness may locate 250 feet from another microbusiness or class A microbusiness in conformity with the City zoning code if:
- An applicant, or a majority (51% or more) of the applicant-owners is a City resident within City Census Tracts 1 (Eastside), 9, 10 (Edison), and/or 2.02, 3 (Northside) for the past 3 years; or
 - A City resident or group of City residents with a marihuana-related misdemeanor or felony conviction or expunged marihuana-related conviction that does not involve delivery or distribution of a controlled substance to a minor and who has 51% or more ownership interest in the business

Subject: Marihuana Social Equity Policy**No. 30.9****Date:** August 1, 2022**Page: 3 of: 5**

C. Community Impact

- 1) At least 25% of the local marihuana business permit fee and State marihuana excise tax revenue received by the City will be set aside and used to support the following programs/initiatives:
 - a. Training to help educate residents disproportionately impacted by marihuana prohibition and enforcement and those residing in City Census Tracts 1 (Eastside), 9, 10 (Edison) and/or 2.02 (Northside) to prepare for ownership /operations of future marihuana establishments.
 - b. Provide community outreach and education on topics such as use of marihuana by pregnant women, the difference between state and federal laws concerning marihuana, and adult use of marihuana in general.
 - c. Support Shared Prosperity Kalamazoo priorities:
 - i. Strong Youth
 - ii. Strong Families
 - iii. Good jobs
 - d. Blight Elimination
- 2) The City requires that all marihuana businesses make a good faith effort to hire employees with prior marihuana convictions (excepting a conviction for delivery or distribution to a minor) or that live in Census Tracts 1 (Eastside); 9,10 (Edison) and/or 2.02, 3 (Northside).

D. Compliance with Social Equity Plan

- 1) Individuals or entities that have received fee reductions and/or reduced separation distance opportunities based on this social equity policy must provide proof of continued eligibility at time of City permit renewal.
 - a. If eligible, they will receive fee deductions when renewing their permit.
 - b. If no longer eligible
 - i. They will not receive fee deductions
 - ii. If the individual or entity took advantage of reduced separation distance opportunities, they would no longer be eligible to operate the business at that location.

Subject: Marihuana Social Equity Policy**No.** 30.9**Date:** August 1, 2022**Page:** 4 of: 5

- 2) Existing businesses may submit documentation to apply for social equity fee reductions during the City-permit renewal process.
- 3) Marihuana businesses seeking renewal of their City-issued permit must provide answers to the following questions:
 - a. How many City residents do you currently employ?
 - b. How many current employees reside in Census Tracts 1 (Eastside); 9, 10 (Edison) and/or 2.02, 3 (Northside)?
 - c. What is your plan to employ residents of the identified census tracts?
 - d. How many of your employees have prior marihuana-related convictions or expungements (excepting a conviction for delivery or distribution to a minor)?
 - e. What is your plan for employees with a prior marihuana conviction to move up within your business and/or the marihuana industry?
- 4) To be eligible for renewal of the City permit a marihuana business must qualify as a Silver Social Equity All-Star or better with the Michigan Cannabis Regulatory Agency.

EFFECTIVE DATE: August 1, 2022

David Anderson, Mayor

HISTORY:

- | | |
|--------------|---|
| May 18, 2020 | This policy was initially adopted by the City Commission in conjunction with zoning and licensing ordinances authorizing the establishment of adult-use marihuana businesses. |
| June 1, 2020 | The day after the City Commission first adopted this policy, the Michigan Marijuana Regulatory Agency announced changes to its Social Equity Program, effective June 1, 2020. As a result, the City Commission amended this policy to incorporate a 40% reduction in permit fees for a marihuana felony conviction not involving delivery or distribution to a minor. |

Subject: Marihuana Social Equity Policy

No. 30.9

Date: August 1, 2022

Page: 5 of: 5

August 1, 2022

The policy was amended to align it with changes made to the State statutes and administrative rules governing medical and adult-use marijuana businesses and with recent case law.

**CITY OF KALAMAZOO ECONOMIC
DEVELOPMENT AUTHORITY**

**RESOLUTION RECOMMENDING AND RATIFYING APPROVAL OF AN
ECONOMIC DEVELOPMENT STRATEGY CONSULTANT CONTRACT
WITH CAMOIN ASSOCIATES, INC.**

Boardmember _____, supported by Boardmember _____,
moved the adoption of the following resolution:

WHEREAS:

1. The City of Kalamazoo Economic Development Corporation (the “EDC”), pursuant to the provisions of Act 338 of 1974, as amended, seeks to provide resources to alleviate and prevent conditions of employment by assisting and retaining local industrial and commercial enterprises and encouraging the location and expansion of industrial and commercial enterprises; and
2. The Purchasing Division of the City of Kalamazoo, in consultation with the EDC and the City of Kalamazoo Community Planning and Economic Department, issued a request for proposals (the “RFP”) for the development of a city-wide economic development strategy that clearly describes how the City of Kalamazoo intends to attract investment, build tax base, and create jobs, and which satisfies the requirements for the Redevelopment Ready Community Program, all as set forth in the RFP (the “Economic Development Strategy Consultant Services”); and
3. The cost for the Economic Development Strategy Consultant Services will be supported by a \$50,000 grant from the Michigan Economic Development Corporation.
4. Camoin Associates, Inc., an experienced community and economic development consulting firm with experience in strategic and organizational planning, industry and workforce analytics, economic and fiscal impact analysis, real estate development services, lead generation and business relationships, and entrepreneurship and innovation responded to the RFP with a comprehensive proposal satisfying the requirements of the RFP; and
5. The City of Kalamazoo Purchasing Division provisionally awarded a contract to Camoin Associates, Inc. for the Economic Development Strategy Consultant Services.

RESOLVED:

1. That the EDC approves and ratifies the award of a contract to Camoin Associates, Inc. for the Economic Development Strategy Consultant Services; and
2. That all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YEAS: Boardmembers _____
NAYS: Boardmembers _____
ABSTAIN: Boardmembers _____
ABSENT: Boardmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: January 18, 2024

[REDACTED], Secretary

CERTIFICATION

I, the undersigned duly qualified and acting Secretary of the City of Kalamazoo Economic Development Corporation, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of the Economic Development Corporation at a meeting held on January 18, 2024, and that public notice of said meeting was given pursuant to, and in accordance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: January 18, 2024

[REDACTED], Secretary