

Responding to Application Deficiencies

in the CalCannabis Licensing System

[What is a Deficiency?](#)

[Main License Application Amendment](#)

[The Deficiencies Page](#)

[Attaching Documents](#)

[Designated Responsible Party](#)

[Owner Application Amendment](#)

Note: Cannabis is a Schedule I drug, according to the federal Controlled Substances Act. Cannabis-related activity is subject to federal prosecution, regardless of the protections provided by state law.

What is a Deficiency?

If you receive a deficiency notification, it means that in reviewing your application, the CalCannabis Licensing Division staff determined that your application requires additional information. We review your submitted application after receiving the main application, all owner applications, the Declarations and Final Affidavit, and the application fee.

We might find a deficiency either in the **main application**, or in one or more **Owner applications**. In the business's **main application**, examples of deficiencies may include missing or incorrect:

- CEQA compliance documentation
- Documentation for your business entity – seller's permit, Secretary of State documents, surety bond, list of investors or co-op members, etc.
- Premises-related documentation, such as ownership, diagrams, power, pest, or waste management
- Water-related documentation, from rainwater catchment to wells to water quality permits

For **Owner applications**, deficiencies may include:

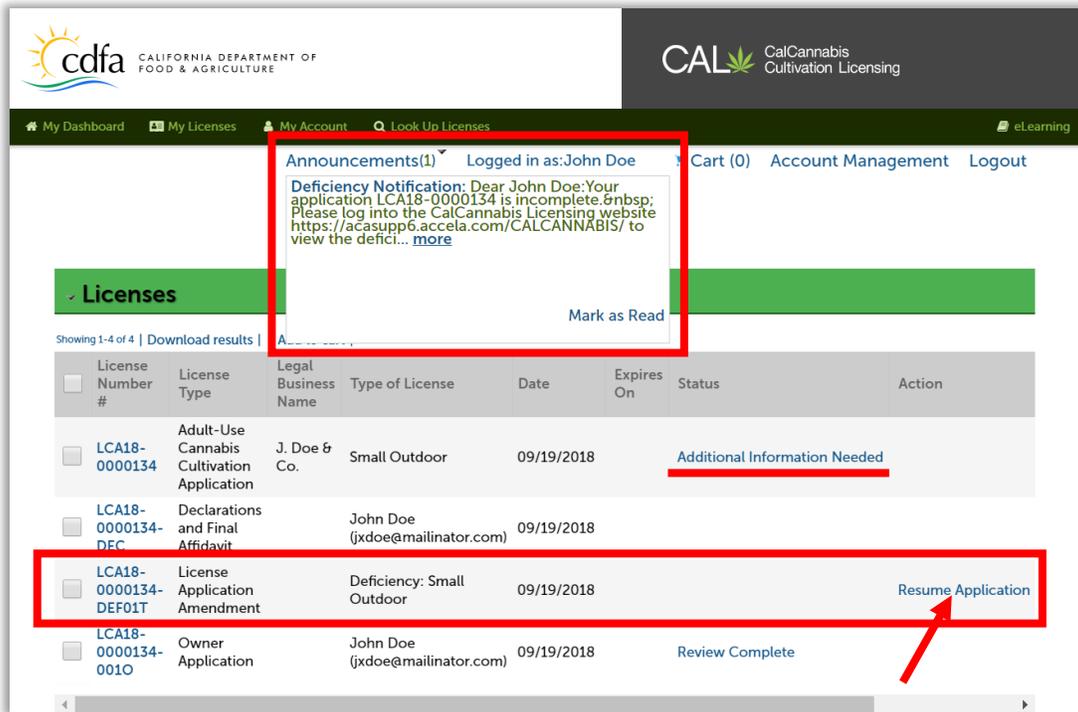
- Fingerprint application, Government ID, or other deficiencies

You'll receive a Deficiency notice in the form of a **License Application Amendment** or **Owner Application Amendment**. Your Application will show a status of **Additional Information Needed**. Look for these deficiency amendments in your **My Licenses** list.

Main License Application Amendment

If you are the **Designated Responsible Party (DRP)** for the business, you'll be sent any deficiency notifications for the main license application. Deficiencies display under **Announcements** when you log in. Also, your main application record now shows a Status of **Additional Information Needed**, and a **License Application Amendment** displays in your **Licenses** list.

Note: If an Owner Application amendment is sent, the DRP also receives an amendment for the main application, even if there is no deficiency in the main application. You must respond to that notice as well. CalCannabis cannot issue a license if deficiencies are outstanding.



The screenshot shows the user interface for the CalCannabis Licensing website. At the top, there are navigation links: My Dashboard, My Licenses, My Account, Look Up Licenses, and eLearning. The user is logged in as John Doe. A notification box titled "Announcements(1)" is highlighted with a red box, containing a "Deficiency Notification" for application LCA18-0000134, stating it is incomplete and providing a link to view the deficiency. Below the notification is a table of licenses. The table has columns for License Number, License Type, Legal Business Name, Type of License, Date, Expires On, Status, and Action. One record is highlighted with a red box: License Number LCA18-0000134-DEF01T, License Type License Application Amendment, Legal Business Name Deficiency: Small Outdoor, Date 09/19/2018, and Action Resume Application. A red arrow points to the "Resume Application" link.

License Number	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action
LCA18-0000134	Adult-Use Cannabis Cultivation Application	J. Doe & Co.	Small Outdoor	09/19/2018		Additional Information Needed	
LCA18-0000134-DEC	Declarations and Final Affidavit	John Doe (jxdoe@mailinator.com)		09/19/2018			
LCA18-0000134-DEF01T	License Application Amendment	Deficiency: Small Outdoor		09/19/2018			Resume Application
LCA18-0000134-0010	Owner Application	John Doe (jxdoe@mailinator.com)		09/19/2018		Review Complete	

To begin responding to the application deficiency, click on **Resume Application** in the **License Application Amendment** record.

The Deficiencies Page

For this scenario, we've issued deficiencies in three areas of the main application and another deficiency for one of the Owner applications.

We'll begin by selecting the first deficiency – **Surety Bond was not payable to CDFA**, and then click **Edit Selected**.

License Application Amendment

1 Application Deficiencies
2 Review
3 Record Issuance

Step 1: Application Deficiencies > Deficiency Information

The table below displays a list of items that are missing or incomplete. You can provide a response to the deficiency by clicking "Edit" from the Actions drop down box. You can also select items using the checkbox next to each deficiency and then click on "Edit Selected".

*indicates a required field.

Deficiencies

DEFICIENCIES

Scroll to the right to enter text in the Resolution box. When finished, click the "Submit" button. The maximum number of characters that you may enter into the Resolution box is 4,000 characters. If the resolution to your deficiency exceeds 4,000 characters, please upload your resolution as an attachment in the Attachment section below.

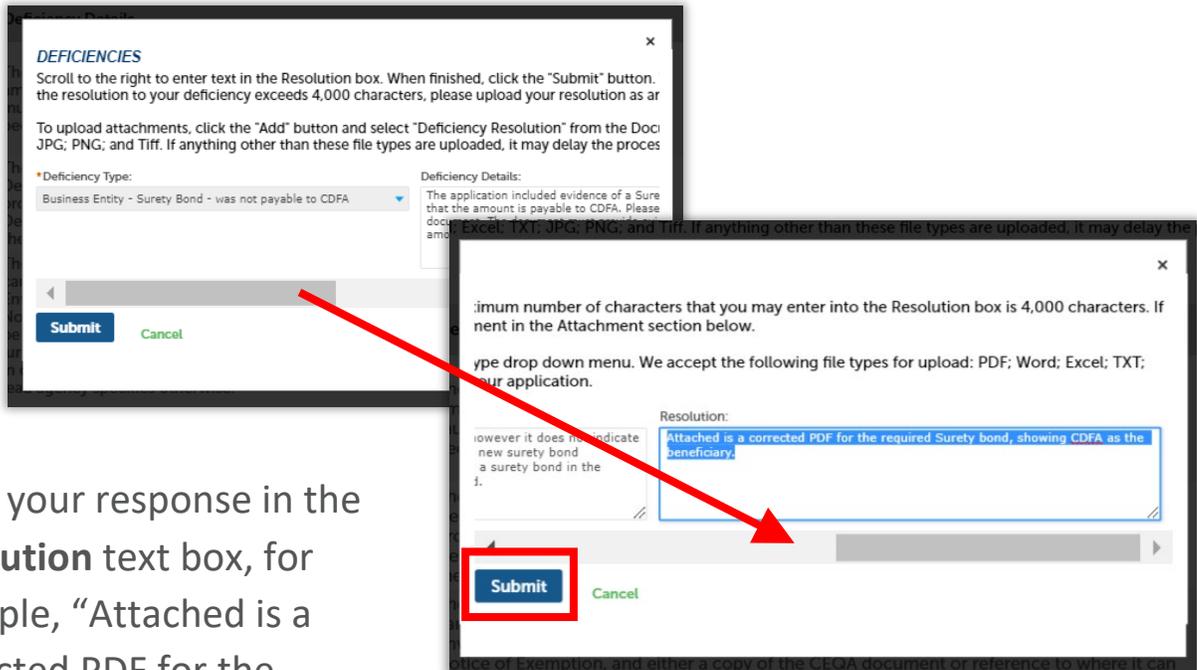
To upload attachments, click the "Add" button and select "Deficiency Resolution" from the Document Type drop down menu. We accept the following file types for upload: PDF; Word; Excel; TXT; JPG; PNG; and Tiff. If anything other than these file types are uploaded, it may delay the processing of your application.

Showing 1-4 of 4

Deficiency Type	Deficiency Details	Resolution
<input checked="" type="checkbox"/>	Business Entity - Surety Bond - was not payable to CDFA The application included evidence of a Surety Bond, however it does not indicate that the amount is payable to CDFA. Please provide a new surety bond document. The document must provide evidence that a surety bond in the amount of \$5,000 payable to CDFA has been obtained.	Actions ▾
<input type="checkbox"/>	Water - Groundwater Well-Well Log The application is missing a copy of the Groundwater Well Log that has been filed with the Department of Water Resources pursuant to Section 13751 of the Water Code. Please provide a copy of this log. If no well log is available, please provide a letter from the Department of Water Resources indicating that the Department does not have a record of the well log.	Actions ▾
<input type="checkbox"/>	Local - CEQA Compliant Document The application is missing evidence that the local permit or authorization to cultivate cannabis was issued in compliance with Division 13 of the Public Resources Code; California Environmental Quality Act (CEQA), including a copy of the Notice of Determination or Notice of Exemption, and either a copy of the CEQA document or reference to where it can be located electronically. Please provide a copy of this document or reference. If the local jurisdiction did not prepare a CEQA document, please provide an environmental document in compliance with CEQA that can be approved or certified by the lead agency, unless the lead agency specifies otherwise.	Actions ▾
<input type="checkbox"/>	Owner - Deficiency on application Jane Doe (janedoe@mailinator.com)	Actions ▾

Edit Selected

A pop-up window opens for you to respond to the deficiency. You'll need to use the scrollbar in the window to scroll right so you can see where to enter your response.



Enter your response in the **Resolution** text box, for example, "Attached is a corrected PDF for the required Surety bond, showing CDFA as the beneficiary."

The **Resolution** text box accepts up to 4,000 characters. If your response exceeds that, you can put it in a document to upload.

Click **Submit** to save your response and close the pop-up window. Your **Resolution** response now shows in the **Deficiencies** list. If you receive multiple deficiencies, select each one and respond to them as we did above. Note you have not yet submitted the deficiency record to CalCannabis. You may also be required to upload a new document to satisfy the deficiency; we'll show that next.

Deficiencies

DEFICIENCIES

Scroll to the right to enter text in the Resolution box. When finished, click the "Submit" button. The maximum number of characters that you may enter into the Resolution box is 4,000 characters. If the resolution to your deficiency exceeds 4,000 characters, please upload your resolution as an attachment in the Attachment section below.

To upload attachments, click the "Add" button and select "Deficiency Resolution" from the Document Type drop down menu. We accept the following file types for upload: PDF; Word; Excel; TXT; JPG; PNG; and Tiff. If anything other than these file types are uploaded, it may delay the processing of your application.

Showing 1-4 of 4

<input type="checkbox"/>	Deficiency Type	Deficiency Details	Resolution	
<input type="checkbox"/>	Business Entity - Surety Bond - was not payable to CDFa	The application included evidence of a Surety Bond, however it does not indicate that the amount is payable to CDFa. Please provide a new surety bond document. The document must provide evidence that a surety bond in the amount of \$5,000 payable to CDFa has been obtained.	Attached is a revised PDF for the required Surety bond, payable to CDFa.	Actions ▾
<input type="checkbox"/>	Water - Groundwater Well-Well Log	The application is missing a copy of the Groundwater Well Log that has been filed with the Department of Water Resources pursuant to Section 13751 of the Water Code. Please provide a copy of this log. If no well log is available, please provide a letter from the Department of Water Resources indicating that the Department does not have a record of the well log.		Actions ▾
<input type="checkbox"/>	Local - CEQA Compliant Document	The application is missing evidence that the local permit or authorization to cultivate cannabis was issued in compliance with Division 13 of the Public Resources Code; California Environmental Quality Act (CEQA), including a copy of the Notice of Determination or Notice of Exemption, and either a copy of the CEQA document or reference to where it can be located electronically. Please provide a copy of this document or reference. If the local jurisdiction did not prepare a CEQA document, please provide an environmental document in compliance with CEQA that can be approved or certified by the lead agency, unless the lead agency specifies otherwise.		Actions ▾
<input type="checkbox"/>	Owner - Deficiency on application	Jane Doe (janedoe@mailinator.com)		Actions ▾

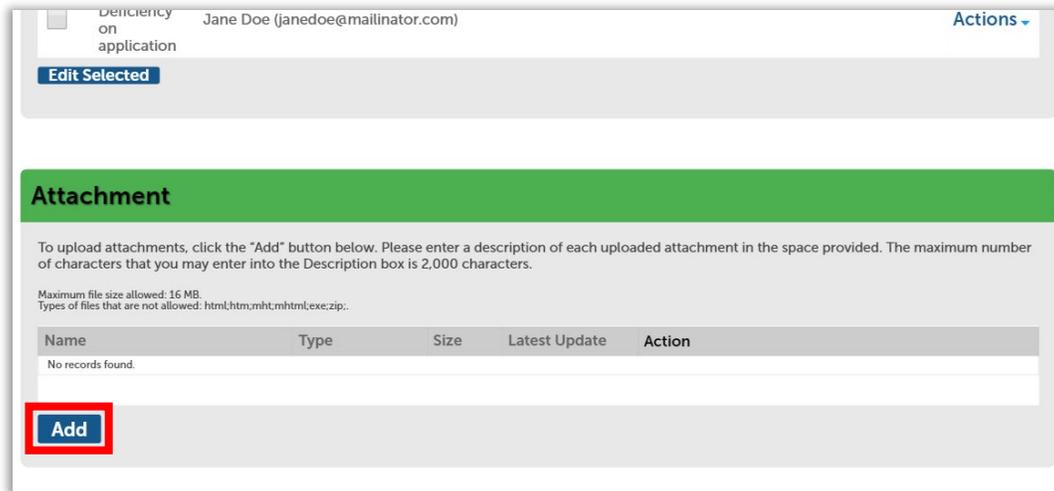
Edit Selected

Notice the **Owner Deficiency on application** listed last on the screen above. Because this deficiency is on a co-owner's application, the only information shown here is that person's name and email address.

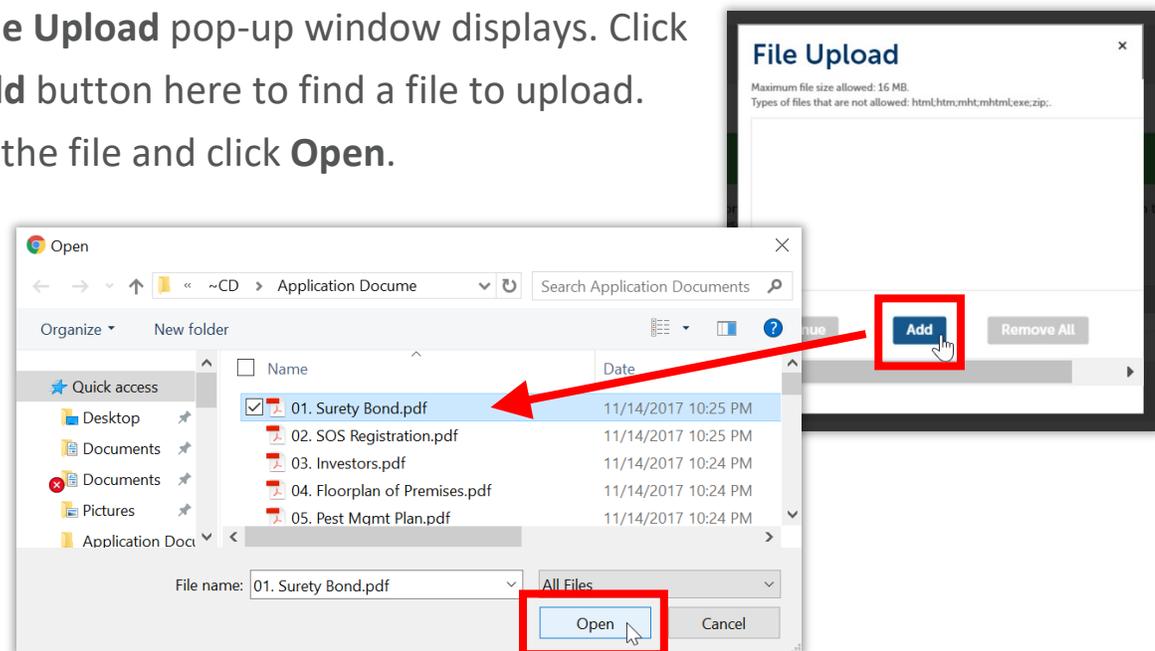
The co-owner receives an email from the system. When the co-owner logs in, an announcement of the deficiency displays. The deficiency record is listed on the **My Licenses** page. We'll show how the owner responds to the Owner Application deficiency process in detail later. In the meantime, the DRP must also respond to this deficiency on the main application.

Attaching Documents

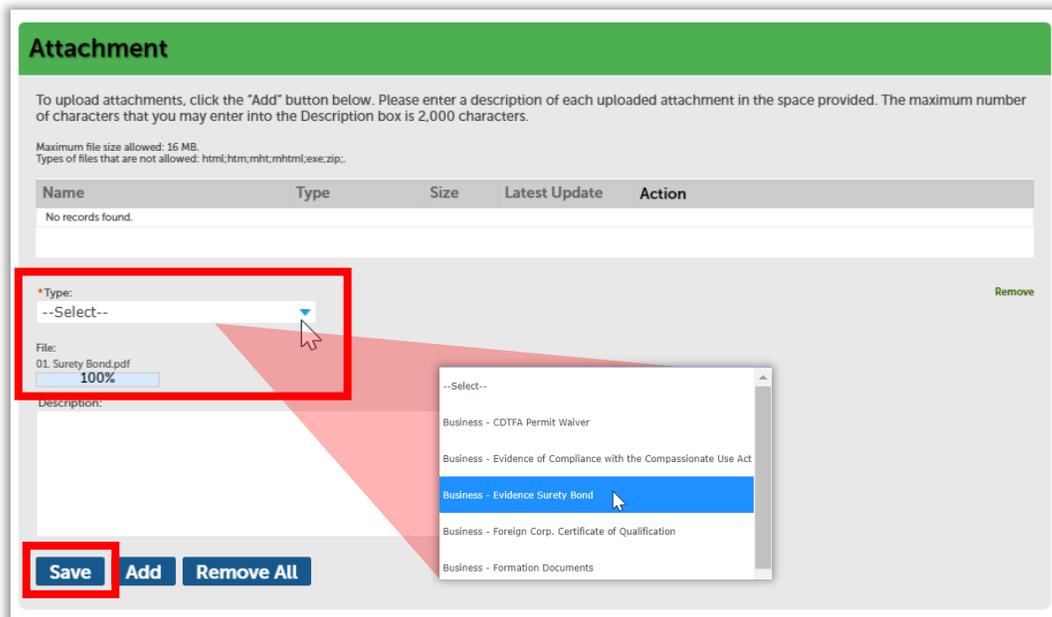
Now scroll down further to the **Attachment** section that follows the **Deficiencies** list. Click **Add** to begin attaching a document.



The **File Upload** pop-up window displays. Click the **Add** button here to find a file to upload. Select the file and click **Open**.



Now, in the **Attachment** section, the document you uploaded is displayed. You need to label it by selecting from the **Type** dropdown list. Optionally, you can also enter a comment on the document in the **Description** text box. Repeat this for all documents you need to attach, then click **Save** when done.



Attachment

To upload attachments, click the "Add" button below. Please enter a description of each uploaded attachment in the space provided. The maximum number of characters that you may enter into the Description box is 2,000 characters.

Maximum file size allowed: 16 MB.
Types of files that are not allowed: html,htm,mht,mhtml,exe,zip.

Name	Type	Size	Latest Update	Action
No records found.				

*Type: --Select--

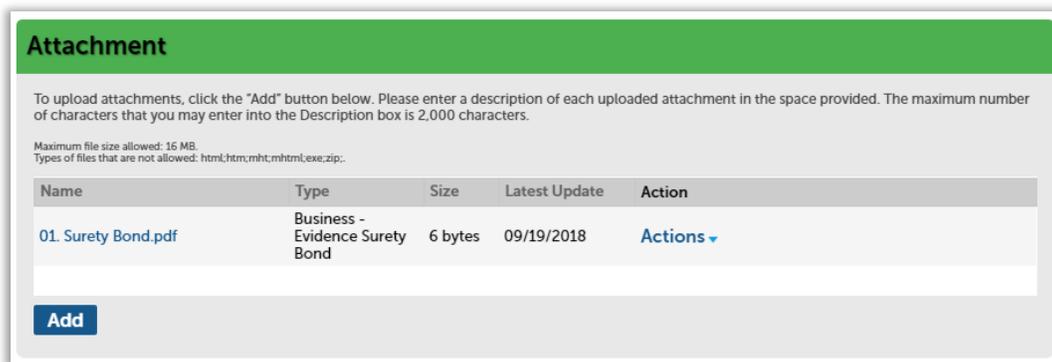
File:
01_Surety Bond.pdf
100%

Description:

Remove

Save Add Remove All

The **Attachment** section now displays the uploaded documents.



Attachment

To upload attachments, click the "Add" button below. Please enter a description of each uploaded attachment in the space provided. The maximum number of characters that you may enter into the Description box is 2,000 characters.

Maximum file size allowed: 16 MB.
Types of files that are not allowed: html,htm,mht,mhtml,exe,zip.

Name	Type	Size	Latest Update	Action
01_Surety Bond.pdf	Business - Evidence Surety Bond	6 bytes	09/19/2018	Actions ▾

Add

Designated Responsible Party

Below the **Attachment** section is the **Designated Responsible Party** section with your personal information (assuming this deficiency notification was sent to you as the **DRP** for the business). Do not change **anything** in this section. Click **Continue Application**.

Designated Responsible Party

You can use the "Select from Account" option to copy your Contact information from your registration. If you would like to add a new contact click on "Add New".
Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page

John Doe
J. Doe & Co.
jxdoe@mailinator.com
(123) 123-1231
[Edit](#)

▼ **Contact Addresses**

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.
Required contact address type(s): Mailing

Showing 1-1 of 1

	Address Type	Address	Action	Primary
	Mailing	123 Main St., Yolo		No

Save and resume later
Continue Application (Not Saved)

The next screen lets you review your entries, and asks you to certify your response. Click the checkbox, then **Continue Application**.

Designated Responsible Party [Edit](#)

Individual
John J. Doe & Co. Doe
CEO
United States
Phone: (123) 123-1231
E-mail: jxdoe@mailinator.com
Preferred Method of Contact: Email

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

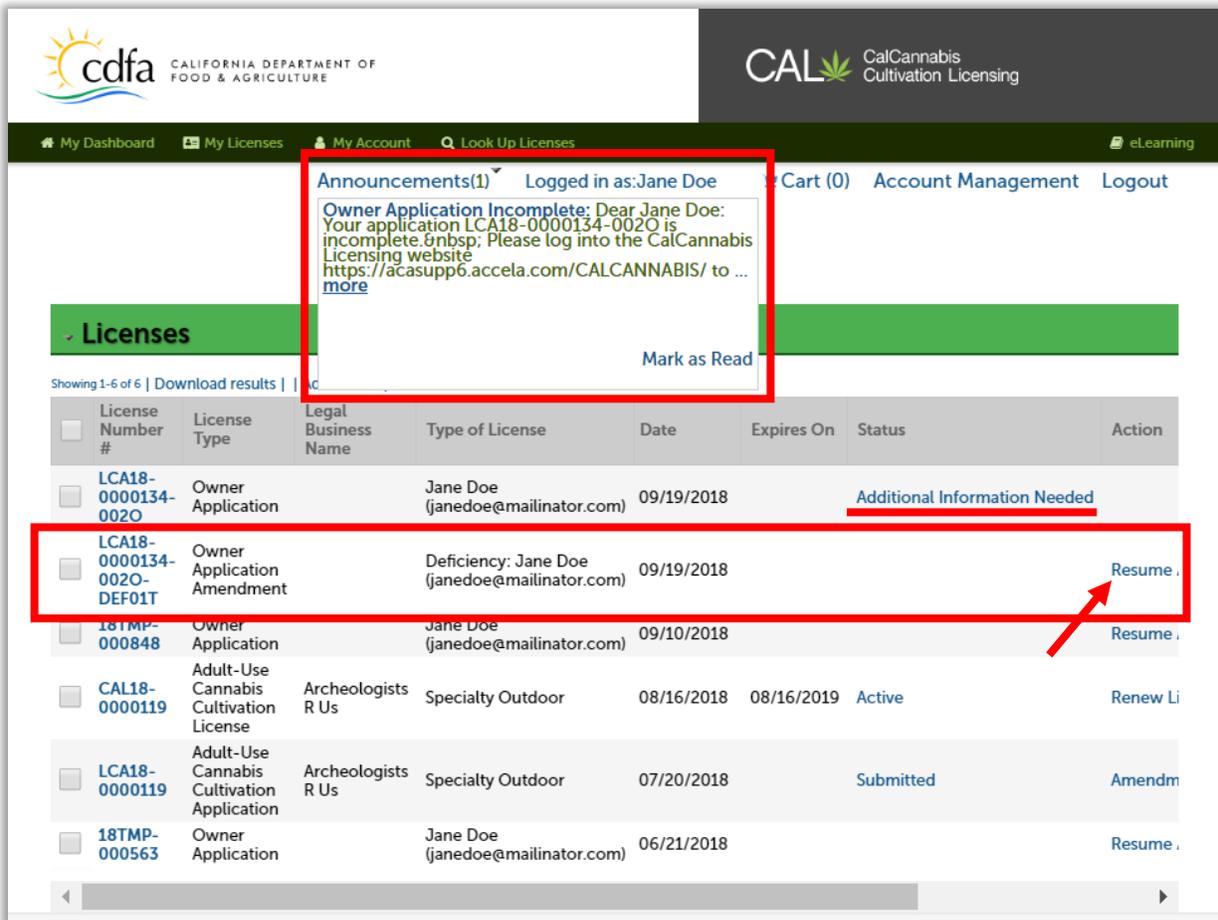
By checking this box, I agree to the above certification.

Date: 09/19/2018

Save and resume later
Continue Application (Not Saved)

Owner Application Amendment

Responding to **Owner Application** deficiencies is very similar to the process above. Any owner receiving a deficiency notification must log into the system with their own, separate account and respond to the deficiency. An Announcement displays the information as the email. The related **Owner Application** has a status of **Additional Information Needed**, and the deficiency **Amendment** is listed below that.



The screenshot shows the user interface for the CalCannabis Cultivation Licensing system. At the top, there are navigation links: My Dashboard, My Licenses, My Account, Look Up Licenses, Cart (0), Account Management, and Logout. The user is logged in as Jane Doe.

A red box highlights an announcement: "Owner Application Incomplete: Dear Jane Doe: Your application LCA18-0000134-0020 is incomplete. Please log into the CalCannabis Licensing website https://acasupp6.accela.com/CALCANNABIS/ to ... more".

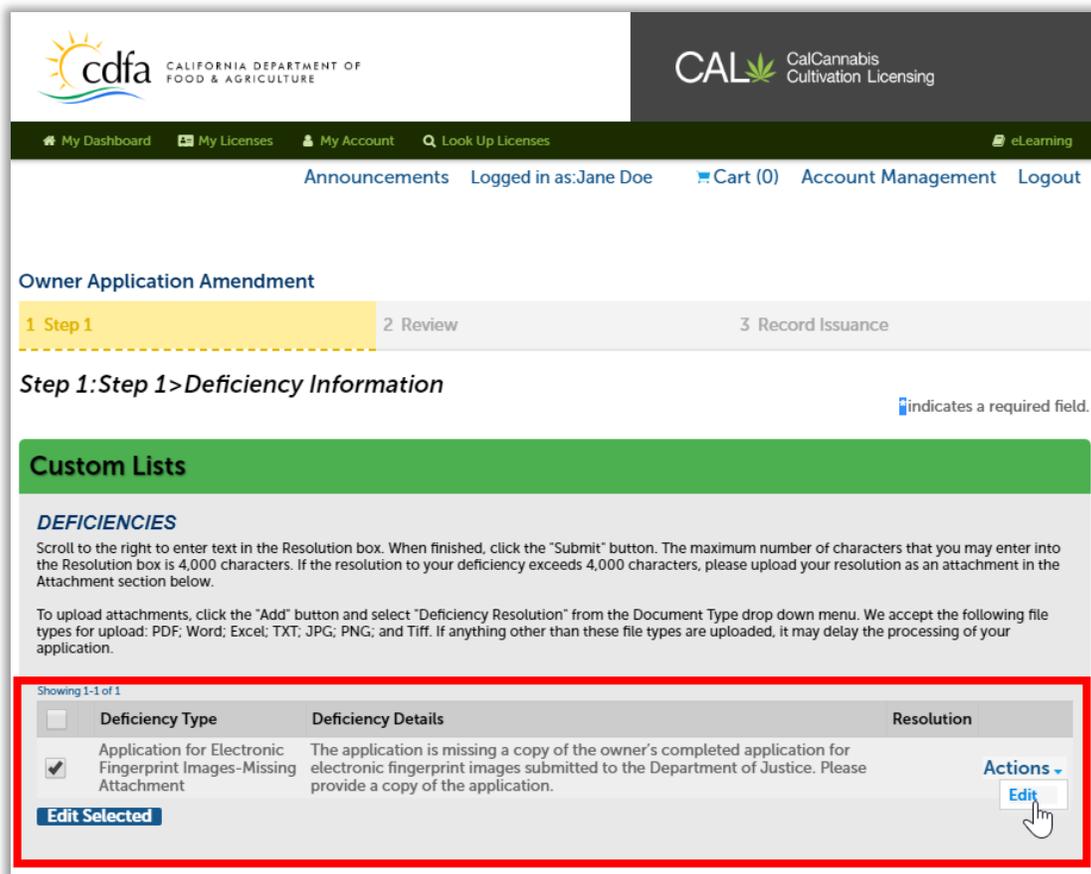
Below the announcement is a table of license records. A red box highlights the record for the deficiency amendment:

License Number #	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action
LCA18-0000134-0020	Owner Application	Jane Doe (janedoe@mailinator.com)		09/19/2018		Additional Information Needed	
LCA18-0000134-0020-DEF01T	Owner Application Amendment	Deficiency: Jane Doe (janedoe@mailinator.com)		09/19/2018			Resume .
18TMP-000848	Owner Application	Jane Doe (janedoe@mailinator.com)		09/10/2018			Resume .
CAL18-0000119	Adult-Use Cannabis Cultivation License	Archeologists R Us	Specialty Outdoor	08/16/2018	08/16/2019	Active	Renew Li
LCA18-0000119	Adult-Use Cannabis Cultivation Application	Archeologists R Us	Specialty Outdoor	07/20/2018		Submitted	Amendm
18TMP-000563	Owner Application	Jane Doe (janedoe@mailinator.com)		06/21/2018			Resume .

A red arrow points to the "Resume ." link in the "Action" column of the amendment record.

Click on **Resume Application**. In the illustration it's partly hidden to the right of the Amendment record, you can scroll right if needed.

Any deficiencies found in the **Owner application** are listed in the first section. To respond, click the checkbox next to the deficiency and then **Edit Selected**, or choose **Actions/Edit**. One of the most common deficiencies is for the Electronic Fingerprint Application, shown here. There may be other deficiencies, including government ID or information related to convictions.



Owner Application Amendment

1 Step 1 | 2 Review | 3 Record Issuance

Step 1: Step 1 > Deficiency Information

Custom Lists

DEFICIENCIES

Scroll to the right to enter text in the Resolution box. When finished, click the "Submit" button. The maximum number of characters that you may enter into the Resolution box is 4,000 characters. If the resolution to your deficiency exceeds 4,000 characters, please upload your resolution as an attachment in the Attachment section below.

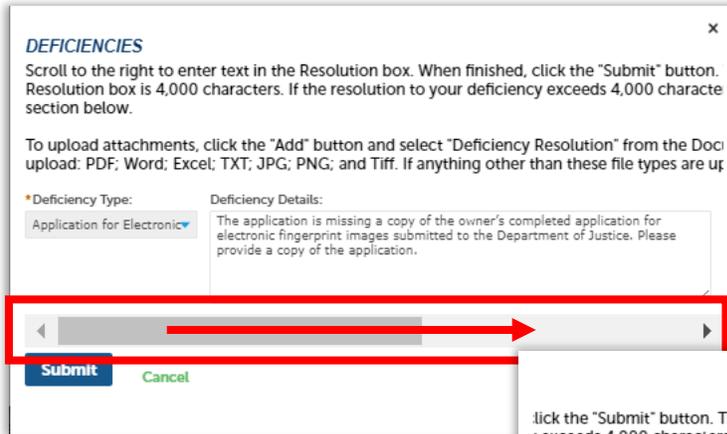
To upload attachments, click the "Add" button and select "Deficiency Resolution" from the Document Type drop down menu. We accept the following file types for upload: PDF; Word; Excel; TXT; JPG; PNG; and Tiff. If anything other than these file types are uploaded, it may delay the processing of your application.

Deficiency Type	Deficiency Details	Resolution
<input checked="" type="checkbox"/> Application for Electronic Fingerprint Images-Missing Attachment	The application is missing a copy of the owner's completed application for electronic fingerprint images submitted to the Department of Justice. Please provide a copy of the application.	Actions ▾ Edit

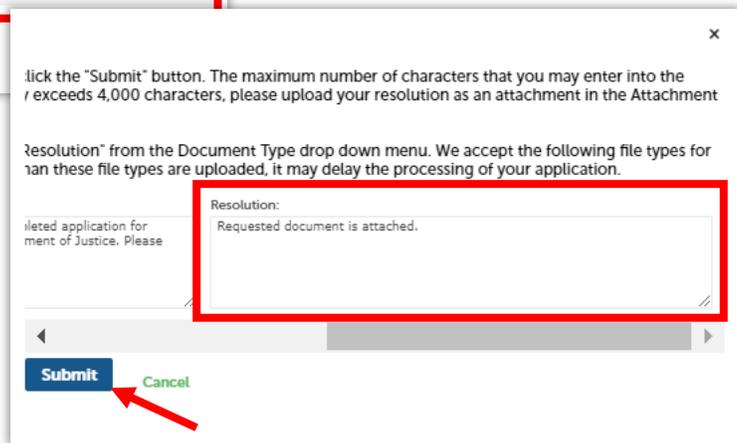
Edit Selected

Note: As discussed earlier, any Owner Application deficiency also triggers a deficiency notice on the main application. The DRP must respond to that deficiency notice as well before the license can be issued.

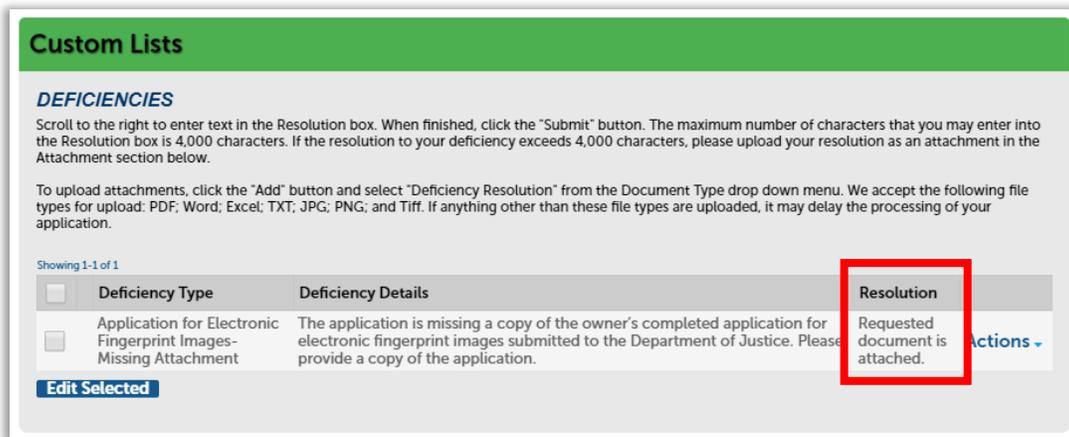
A pop-up window displays next, for you to enter a response to the deficiency.



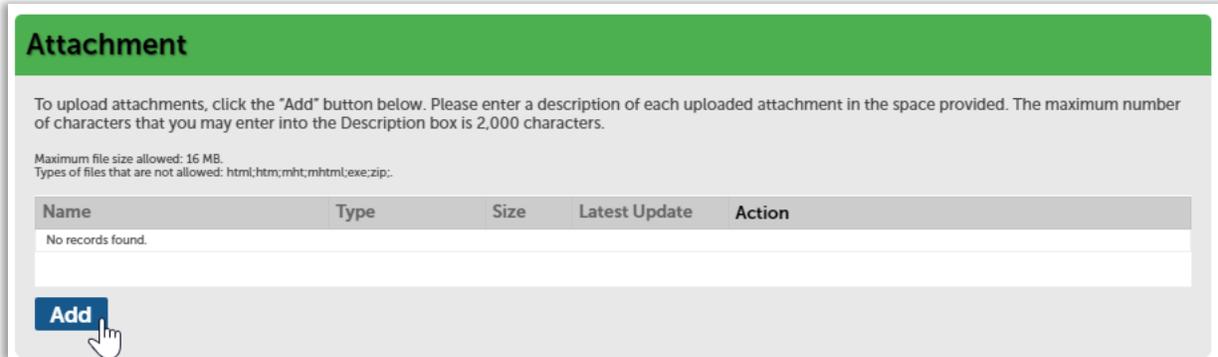
Use the **Resolution** text box to explain that the requested item is attached, for example “Requested document is attached.” Then click **Submit**.



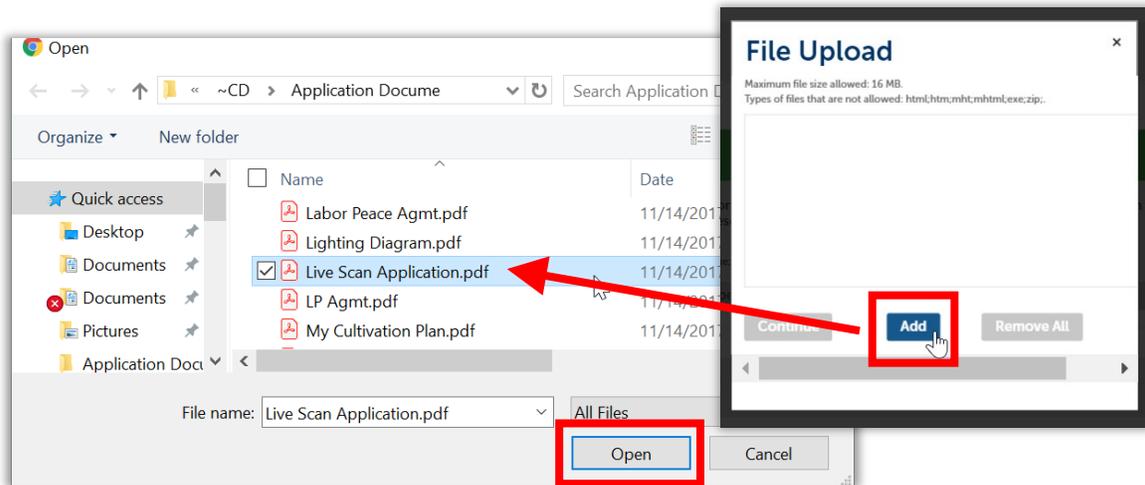
Your note back to CalCannabis staff is now listed next to the deficiency.



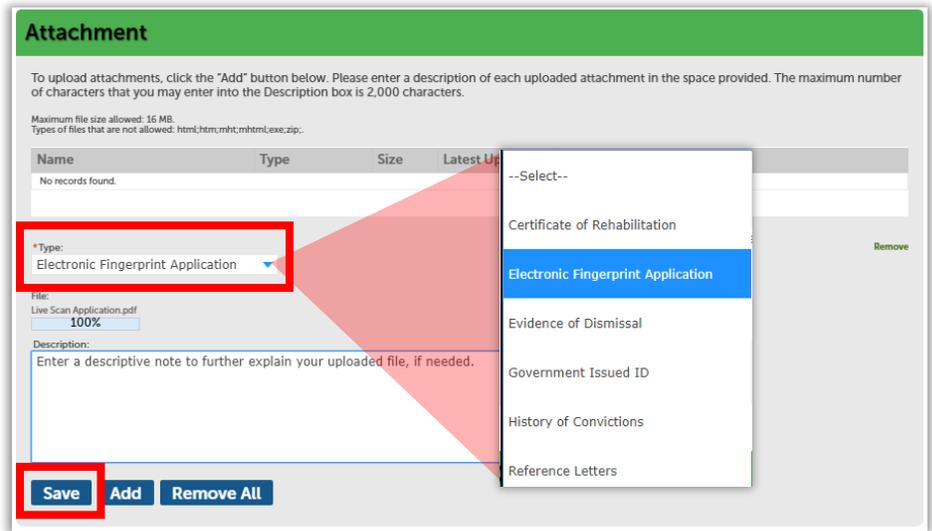
Below the list of deficiencies is an **Attachment** section. Here you can upload any documents needed to satisfy deficiencies in the notification.



Clicking **Add** brings up a pop-up window for locating and attaching your file. After selecting and double-clicking or clicking **Open**, click **Continue** in the pop-up window to close it and add the file.



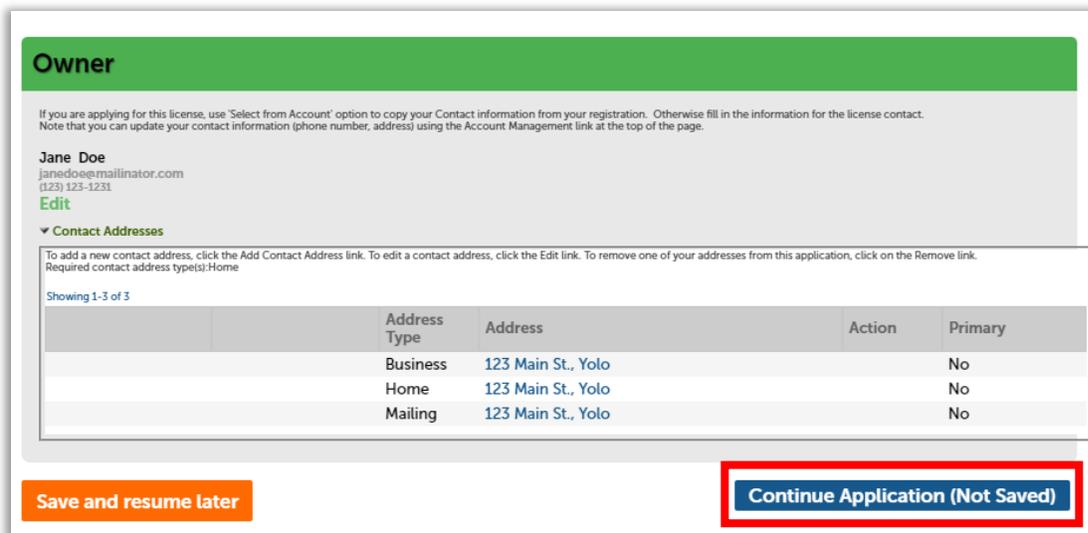
The pop-up window closes and the **Attachment** section shows one or more files just uploaded. Identify each file by using the **Type** dropdown list to select a category.



You may also enter a descriptive note explaining your uploaded file.

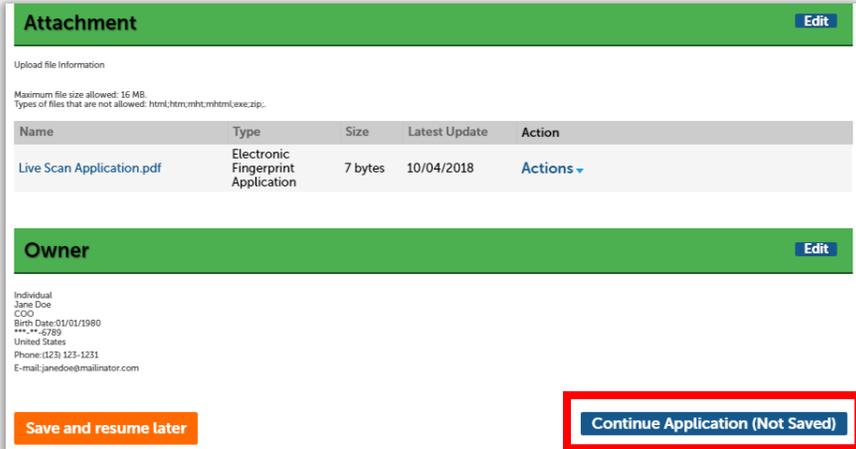
Click **Add** to attach other files, or **Save**, once you've selected a **Type** for each. You can't move forward until you click **Save**.

In the **Owner** section, your contact information is displayed. Do not change **anything** in this section. Click **Continue Application**.



In the **Review** section, check over your **Owner Application Amendment** before submitting it.

At the bottom of the screen, click **Continue Application**. Your **Owner Application Amendment** is submitted.



The screenshot shows a web interface with two main sections. The top section is titled "Attachment" and contains a table of uploaded files. The table has columns for Name, Type, Size, Latest Update, and Action. One file is listed: "Live Scan Application.pdf", which is an "Electronic Fingerprint Application" of "7 bytes" updated on "10/04/2018". Below the table is the "Owner" section, which displays personal information for Jane Doe, including birth date, phone number, and email. At the bottom of the interface, there are two buttons: "Save and resume later" and "Continue Application (Not Saved)". The "Continue Application (Not Saved)" button is highlighted with a red border.

Name	Type	Size	Latest Update	Action
Live Scan Application.pdf	Electronic Fingerprint Application	7 bytes	10/04/2018	Actions ▾

Owner

Individual
Jane Doe
C/O
Birth Date: 01/01/1980
***-**-6789
United States
Phone (123) 123-1231
E-mail: janedoe@mailinator.com

[Save and resume later](#) [Continue Application \(Not Saved\)](#)

In this document we've shown how to respond to **License Application Amendments** and **Owner Application Amendments**, referred to as "main application deficiencies" and "owner application deficiencies." Remember that all amendments (deficiencies) must be responded to and cleared by CalCannabis before your cannabis cultivation license can be issued.