



Mendocino County Local Equity Entrepreneur Program (LEEP)

Required Documents Checklist

Below is a checklist of the documents required to be uploaded as part of the LEEP Eligibility application.

Jurisdiction and Permit/License Requirement Documentation:

You will need to provide only one of the following:

- **Option 1:** Copy of an issued Cannabis Cultivation / Cannabis Facilities Business License
- **Option 2:** Copy of a Cannabis Cultivation Application Receipt or a Cannabis Facilities Business License Application Receipt
- **Option 3:** For those who have not applied yet for a Cannabis related permit/license a business address jurisdiction verification form.

Low Income Requirement Documentation:

You will need to confirm you meet the following household limit requirements.

Household Income Definition and Requirements:

Household #	1	2	3	4	5	6	7	8
Extremely Low	\$14,700	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Very Low	\$24,500	\$28,000	\$31,500	\$34,950	\$37,750	\$40,550	\$43,350	\$46,150

In addition, you will need to upload one of the following:

- Most recently filed required federal income tax return. 2019 federal tax returns will only be accepted until April 15, 2021.

Equity Requirement Documentation:

You must meet and provide documentation for just one (1) of the five (5) following equity qualifications (summarized below as A – E).

1. **QUALIFICATION A:** Have lived within a 5-mile radius of the location of raids conducted by the Campaign Against Marijuana Planting (CAMP) program. You will be required to upload two (2) documents from the following list:
 - **Proof of residency on the date of the CAMP raid.** The address listed in your application must meet the 5-mile radius criteria and verify you lived at the location at the time of the CAMP raid. See types of acceptable documents that can be used to meet this requirement:
 - Utility Bill
 - Lease or Rental Agreement(s)
 - Deed or Titles to a Residential Property
 - Medical or Employee Documents



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- Mortgage
 - Voter Registration Records
 - Camp Raid Neighbor Statement which is signed by a Neighbor of the LEEP Applicant that lived at that location at the time of the raid.
 - **Proof of the date and location of the CAMP raid listed in your application.** See the following types of documents that can be used to meet this requirement.
 - CAMP raid witness declaration stating the date and location the raid occurred.
 - Newspaper Article
 - Journal Article
 - Media Report
 - Hearing Records
 - Court Records
 - Arrest Records
 - Seizure Receipt
 - Declaration from an attorney
 - Law Enforcement Activity Report
 - Restitution fine receipts
2. **QUALIFICATION B:** Have a parent, sibling or child who was arrested for or convicted of the sale, possession, use, manufacture or cultivation of cannabis (including as a juvenile). Please upload one of the following records as proof of the arrest or conviction:
- Arrest Record
 - Court Record
 - Declaration from an Attorney familiar with your family's arrest/conviction history
 - Record of booking (from a booking log)
3. **QUALIFICATION C:** Any individual who has obtained or applied for a cannabis permit in Mendocino County, or who has worked in or currently works in the cannabis industry and was arrested and or convicted of a non-violent cannabis-related offense, or was subject to asset forfeiture arising from a cannabis related event. You will be required to upload (2) documents from the following list:
- Cannabis Work Experience Form. The complete form provides information about your current or previous work in the cannabis industry and provides a name and phone number of a work reference if available.
 - You will be required to upload (1) one of the following records as proof of the arrest or conviction:
 - Arrest Record
 - Court Record
 - Declaration from an Attorney familiar with your arrest/conviction history
 - Seizure Receipt
 - Record from a booking log
4. **QUALIFICATION D:** Is a person who experienced sexual assault, exploitation, domestic violence, and/or human trafficking while participating in the cannabis industry. As confirmation, please provide the following (You will be required to upload (2) documents).



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 - You will be required to upload (1) one of the following record types.
 - Court Record
 - Police Report
 - Declaration from an Attorney familiar with your case
 - Domestic violence service provider, Crisis Center, or Therapist Report
 - A letter of support from a counselor, family member or friend that can confirm your narrative
5. **QUALIFICATION E:** Have become homeless or suffered a loss of housing as a result of cannabis enforcement. As confirmation, please provide the following:
- Cannabis Work Experience Form. The complete form provides information about your current or previous work in the cannabis industry and provides a name and phone number of a work reference if available.
 - You will be required to upload (1) one of the following record types to demonstrate a loss of housing as result of cannabis enforcement:
 - Court Record
 - Landlord Eviction Notice
 - Homeless Assistance Enrollment Record (such as HMIS)
 - A letter of support from a counselor, family member or friend who can support your narrative.
 - Homeless services provider statemen
 - Foreclosure documentation