

Illinois Department of Financial and Professional Regulation
Frequently Asked Questions Relating to Adult Use Dispensing Organizations –
Supplemental Deficiency Notices

The Department will regularly update this FAQ to address questions it receives relating to the supplemental deficiency process. The Department will accept questions until Wednesday, March 3, 2021 at 12:00 PM Central Standard Time and will post the last round of answers on Thursday, March 4, 2021.

2/22/2021

I did not receive a notice about this supplemental process. Did all applicants receive notice and what should I do if I didn't?

The Department sent notices to the primary and secondary email addresses on record for all applicants. If you did not receive a notice or no longer have access to the email addresses on record, please email FPR.AdultUseCannabis@illinois.gov if you have a specific question about receiving the notice.

Can I request a password reset for the Secure File Transfer Protocol (SFTP) site?

Applicants may request a password reset by emailing us-advIDFPR@kpmg.com from the primary or secondary email addresses on record. There is no limit to the number of times a password may be reset, and an applicant may request a reset from KPMG 24-hours a day. If KPMG receives a password reset request from an email address other than the primary or secondary email address identified on the notice, the reset password information will only be sent to the primary and secondary email addresses on record.

What is the deadline to submit a response to my supplemental deficiency notice?

All responses must be submitted by 11:59 PM Central Standard Time on March 5, 2021 in order to be reviewed and scored. Applicants should make sure they start the process to submit their responses early enough to complete the submission before the deadline.

My application received a perfect score. Is there any action that I need to take in this supplemental process?

If the supplemental deficiency notice you received indicates that your application received a perfect score of 252 out of 252 points, you do not need to take any action **unless** you have experienced a change in ownership since you originally submitted the application. If you received a perfect score and have had some form of a change of ownership since your application was originally submitted, such as the death or removal of a principal officer, **then you must complete the survey**. The survey has questions relating to changes in ownership.

One of my exhibits received 0 points. Does this mean this exhibit was not scored or does it mean that I missed something and did not receive any points for that exhibit? Does receiving 0 points on an exhibit mean I should submit a replacement exhibit?

If an exhibit received 0 points on your scoresheet, it means that it did not meet the statutory requirements needed to receive the points on that exhibit. In other words, 0 points on your scoresheet means your exhibit was scored but did not include what the Cannabis Regulation and Tax Act (CRTA) requires and, as a result, did not receive the points. If an exhibit received 0 points, please refer to the options available for that specific exhibit, which are explained in detail in the supplemental deficiency notice.

Is there a page limit for the supplemental responses?

No, there is no page limit for exhibits in this supplemental process.

In our original application, one of our owners was identified as a Social Equity Applicant (SEA), but we have since learned that they do not qualify under any of the SEA criterium. During the supplemental process, can we remove that owner and redistribute the ownership shares to other existing owners who qualify for SEA status and then become eligible for the SEA points?

No. If the ownership structure you submitted with your original application did not meet the statutory criteria for applying as a Social Equity Applicant, you may not now qualify for that status by redistributing ownership. Applicants are allowed to remove principal officers and redistribute their ownership percentages among the remaining principal officers. However, that application can only qualify for Social Equity Applicant status if the owners and ownership percentages provided with the original application qualified for such status in the first round of scoring.

We submitted for multiple licenses in a Bureau of Labor Statistics (BLS) region. How many application numbers should we have received? For example, we submitted for 5 licenses in the Chicago BLS region, but there is only 1 application number for Chicago in my scoresheet.

Each USB you submitted was assigned a unique application number. Therefore, if you submitted one USB drive with an application seeking multiple licenses in a particular BLS region, you received only one unique application number and one scoresheet. You should complete one survey for that unique application number.

Are property tax records acceptable forms of proof of living in a Disproportionately Impacted Area (DIA)?

Yes, property tax payment records are sufficient evidence of residence in a DIA for the applicable tax payment period, regardless of the date of payment. Any submission of records that falsely represents an individual's actual residency may be the basis for the Department to decline to issue a conditional license.

2/23/2021

Are all scored exhibits subject to re-scoring, even if no deficiencies were identified in the Supplemental Notice?

The Department reserves the right to review all application materials, including Original Exhibits and responses to all deficiency notices, and to adjust the scores as necessary to ensure the accuracy of application scores before the Department announces any Final Scores. This includes the potential reduction of points if the Department determines that a downward adjustment is warranted.

Do the usernames and passwords provided in the Supplemental Notice for the SFTP site still work even if there was a typo or other issue with the email address?

Yes, the username and passwords for the SFTP provided in the Supplemental Notice are independent of the applicant's actual email address and will work even if they are not identical to the primary and secondary email addresses identified on the original application.

I have a scored application and responded to a previous deficiency notice with supplemental information. Should I assume that the supplemental information we provided was not reviewed and needs to be resubmitted?

The scoresheet attached to your Supplemental Notice reflects the Department's review of all supplemental information that was previously submitted on time in response to a prior deficiency notice. Applicants may not resubmit information that was covered by a prior deficiency notice, unless specifically identified in the instructions. Applicants may choose in the survey to request the Department to re-review all exhibits previously submitted, including information covered by a prior deficiency notice, to ensure that such information was properly reviewed.

I submitted multiple applications that I believe are identical but they received different scores. How should I respond?

If you are aware that an exhibit you submitted did not receive the same number of points that were awarded with another application that you believe is identical, you may request that the Department review that exhibit again. You may also submit supplemental information if the application is missing points for information not covered by a prior deficiency notice, as described in the Supplemental Notice.

How are we supposed to determine what is missing from each exhibit?

The Supplemental Notice includes an explanation of how points were awarded for each of the exhibits and what information was required in each exhibit. The scoresheet provided with that Supplemental Notice details how many points you received for each exhibit (for scored applicants) or which exhibits were deemed incomplete (for disqualified applicants). You may use this information to determine why you did

not receive the full allotment of points for that exhibit. The Department will not be providing individualized explanations of why you missed points on a particular exhibit.

Will the Department provide copies of the Original Exhibits an application submitted?

No, the Department will not provide copies of any Original Exhibits.