

## **FINAL STEPS FOR SOCIAL EQUITY APPLICATION REVIEW PROCESS**

**VOTED AND APPROVED ON JUNE 07, 2022**

The final steps of the review and approval of SEAs are described as follows.

CohnReznick (CR) will review the social equity applications, make a determination if the application (meets or does not meet criteria). CR will send a detailed Application Determination Report (ADR) to the SEC executive director. The ADR for each application will provide the following information:

- application documents submitted by the applicant
- criteria met
- criteria not met
- determination why the criteria was/was not met,
- recommendation for approval/denial

Biweekly, CR will send a Summary Determination Report (SDR) to the SEC Executive Director that includes the following information:

- # Of apps reviewed
- # Of apps that met criteria
- # Of apps that did not meet criteria
  - which criteria was not met?
    - # Residency
    - # Income
    - # Ownership & control

1. Every two weeks, the ED will be sent SDRs and the attendant ADRs from Cohn Reznick to members of the council – only, for review and approval.
2. Each SEC member has 48 hours to reply to ALL, with questions or comments.
3. Questions will be addressed by the ED and staff within 24 hours and responses will be sent to ALL SEC members.
4. The ED will schedule a special meeting of the council to vote on the current cycle of applications. The ED will try to schedule the council vote every two weeks, on the same day at the same time to help ensure a quorum (minimum of 8 members present).
5. At the special meeting only the SDR will be on the agenda.
6. The SEC Chair shall then call for a motion to approve the report.
7. A simple majority of the quorum, at the special meeting, will determine the vote outcome.
8. Upon a favorable vote by the members, the SEC staff will notify the SEAs, whose applications have been reviewed of the results.
  - a. Applicants that do not meet the social equity criteria will receive a detailed report from the ED showing which criteria they did not meet, in addition to information on requirements to apply for the general lottery.
  - b. Applicants that meet the criteria will receive a letter from the ED of their social equity status approval.

This will conclude the SEC application review.