

# Municipal Host Community Agreement Standard Evaluation Template Form

## Introduction & Purpose

Pursuant to 935 CMR 500.181(3)(c)1 and 935 CMR 501.181(3)(c)1, a Host Community is required to develop a standard evaluation form, or use a form developed by the Cannabis Control Commission (“Commission”), that scores components of an application. This Municipal Host Community Agreement Standard Evaluation Form (“Form”) is provided by the Commission for Host Communities to utilize when scoring individuals or entities (“Applicants”) seeking Host Community Agreements (“HCAs”). Host Communities can create their own standard evaluation form with tailored metrics provided that equity constitutes no less than 25% of the total evaluation score. Applicants who meet one or more of the specified criteria within the Equity Metric should be awarded the total points available.

Host Communities should review the Commission’s [Guidance on Municipal Equity and Industry Participation](#), [Guidance on Host Community Agreements](#), relevant law, and regulations.

These instructions and the contents of this form do not constitute legal advice. The Commission encourages Host Communities to consult with appropriate counsel and other relevant authorities to ensure compliance requirements are met.

## Directions

This Form is intended to assist Host Communities with incorporating equity considerations into their overall evaluation score of Applicants. Host Communities should award points for each evaluation metric item listed based on materials submitted or presented by the Applicant. The total points that can be awarded for each metric is listed under the “Total Points Available” column. When awarding points, the Host Community should enter them in the “Points Awarded” column and enter the calculated total on the last row of the Evaluation Metrics Table. Applicants who meet one or more of the specified criteria within the Equity Metric should be awarded the total points available. Host Communities are encouraged to provide an explanation, rationale or additional notes for the scores entered for each of the listed evaluation metrics.



## Sample Municipal Host Community Agreement Evaluation Form

### I. Applicant Information

1. Name of Applicant: \_\_\_\_\_

2. Name of Business Entity: \_\_\_\_\_

3. License Type(s) Being Sought (*select all that apply*)

- Craft Marijuana Cooperative
- Independent Testing Laboratory
- Marijuana Courier
- Marijuana Cultivator
- Marijuana Delivery Operator
- Marijuana Establishment with a Delivery Endorsement
- Marijuana Product Manufacturer
- Marijuana Retailer

- Marijuana Microbusiness:
  - Product Manufacturing
  - Cultivation
- Marijuana Research Facility
- Marijuana Transporter
  - Third-party Transporter
  - Existing Licensee Transporter
- Social Consumption Establishment



## II. Evaluation Metrics

EVALUATION METRICS	TOTAL POINTS AVAILABLE	POINTS AWARDED	REASONING
<p><b>Cannabis Business Metric-</b> Applicants have a complete business plan, and the management and operations team(s) demonstrate prior experience in commercial cannabis ventures or other relevant experience in relevant fields.</p>	7.5		
<p><b>Diversion Prevention Metric-</b> The Applicant has a plan for preventing diversion and prohibiting access to individuals under the age of 21, or under the age of 18 for medical patients.</p>	7.5		
<p><b>Energy and Environmental Metric-</b> The Applicant has a plan to be energy efficient and recycle where possible. The Applicant will meet or exceed the Cannabis Control Commission's energy regulations and standards.</p>	7.5		
<p><b>Consumer Education Metric-</b> The Applicant has provided adequate consumer education materials or a plan to develop the materials, before commencing operations.</p>	7.5		
<p><b>Security Metric –</b> The Applicant’s Security Plan clearly demonstrates that it meets professional standards, was prepared by a qualified professional, and has been reviewed by the local police and local fire departments. The plan includes an operational security plan including but not limited to general security for visitor access and inventory control, employee training, and general security policies.</p>	7.5		



EVALUATION MEASURE	TOTAL POINTS AVAILABLE	POINTS AWARDED	REASONING
<p><b>Local Involvement Metric-</b> The Applicant has demonstrated a plan to positively impact the local community and to be a good business neighbor. The Applicant has a plan, consistent with applicable laws and regulations, to make good faith efforts to hire municipal residents for employment, supplier services, and/or vendor services.</p>	7.5		
<p><b>Location Metric-</b> The Applicant has a proposed location that is appropriately zoned or can obtain a special permit. Proposed location of establishment has acceptable parking and/or public transportation options for customers and employees. The Applicant's proposed location has business hours in line with local ordinances and a nuisance abatement plan. The Applicant has a plan to keep the parking area, exterior and interior well maintained.</p>	7.5		
<p><b>Timeline Metric-</b> Applicants show a reasonable proposed timeline for commencing operations including but not limited to permitting, licensing from the Cannabis Control Commission, inspections, construction, etc.</p>	7.5		
<p><b>Compliance Metric-</b> The Applicant demonstrates an understanding of local laws, state laws and federal laws concerning cannabis. The Applicant demonstrates a willingness to work with local law enforcement when necessary. The Applicant demonstrates ability to comply with Cannabis Control Commission regulations.</p>	7.5		



EVALUATION MEASURE	TOTAL POINTS AVAILABLE	POINTS AWARDED	REASONING
<p><b>Labor and Employment Metric-</b>  Applicant has a described plan for recruiting employees. Applicant will provide benefits to employees such as health care, vacation, and medical leave, to the degree they are offered as part of employment. Applicant has a plan that embraces a rich and diverse work force with a diverse set of perspectives, work and life experiences, as well as religious and cultural differences that provide equal opportunities for employee development.</p>	7.5		
<p><b>Equity Metric-</b> <i>For the Equity Metric, Applicants meeting one or more of the criteria listed below will be awarded full points for this section:</i></p> <ul style="list-style-type: none"> <li>a. the individual, entity, or Applicant is pre-verified or verified as a Social Equity Business pursuant to 935 CMR 500.101(7) or 935 CMR 501.101(4);</li> <li>b. the Applicant is a Social Equity Program Participant;</li> <li>c. the Applicant is an Economic Empowerment Priority Applicant;</li> <li>d. an Applicant or pre-verified individual or entity has a prior Marijuana-related criminal offense or conviction;</li> <li>e. an Applicant or pre-verified individual or entity is part of an Area of Disproportionate Impact, as identified by the Commission; or</li> <li>f. a pre-verified individual is of Black, African American, Hispanic, Latino, Native American or indigenous descent, or a majority of a pre-verified entity or Applicant entity is comprised of individuals that are of Black, African American, Hispanic, Latino, Native American or indigenous descent.</li> </ul>	25		
<b>TOTAL</b>	<b>100</b>		



### III. Certification of Accuracy

**The Municipality or Host Community’s representative affirms by signing below that to the best of their knowledge all required information and documentation has been reviewed accurately and that no material information has been omitted.**

Name of the Municipality or Host Community Representative:

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Signature of the Municipality or Host Community Representative:

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Date of Application Review:

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