

Nonprofit Veteran Service Agency (NVSA) Support Documents

Required Support Documents

Include the following support documents with your completed certification application. Your certification application cannot be accepted for processing without the required support documents pending/prior to contract award in accordance with Section 999.51 of the Military and Veterans Code.

- Confirmation of Federal Recognition of Exemption 501(c)(3) filed with the Internal Revenue Service.
- Business License filed with City or County.
- Federal Form 990 Return of Organization Exempt from Income Tax. A copy of your agency's entire Form 990 covering the most recently completed tax year.
- California Form DE 9C – A copy of your agency's Form DE 9C as provided to the California Employment Development Department covering the most recently completed four (4) quarters.
- The Federal Form DD 214 that documents the honorable discharge of a service man or woman.
- Governing Documents – A copy of your agency's Articles of Incorporation, Organization Charter, By-Laws, or Board Resolution Related to the NVSA's purpose.
- Federal Form 940 Employer's Quarterly Tax Return (Unemployment Benefits) – A copy of your agency's Form 940 as provided to the California Employment Development Department covering the most recently completed four (4) quarters.
- Federal Form 941 Employer's Quarterly Tax Return (Disability and Social Security Benefits) – A copy of your agency's Form 941 as provided to the California Employment Development Department covering the most recently completed four (4) quarters.
- Mortgage or Lease Agreement for proof of housing for Veterans (Homeless, Low-Income or Disabled) and their families.
- License(s) needed to operate facility (if applicable)
- Pamphlets and/or Brochures regarding Substance Abuse Case History, Employment Services for Veterans (Homeless, Low-Income or Disabled).
- A written statement committing to supply at least 75 percent of the employment for goods and/or services supplied by the NVSA.