

Non-Profit Veteran Service Agency (NVSA) Certification Eligibility Requirements

A Non-Profit Veteran Service Agency (NVSA) is entitled to small business certification benefits when the entity meets the following specific eligibility requirements. The NVSA must:

- Be a community-based organization,
- Be a nonprofit corporation (under Section 501(c)(3) of the [Internal Revenue Code](#)), and
- Provide housing, substance abuse, case management, and employment training services (as its principal purpose) for
 - low income veterans,
 - disabled veterans, or
 - homeless veterans and their families.

- Employ veterans receiving services from the nonprofit veteran service agency for not less than 75 percent of the person-hours of direct labor required for the production of goods and the provision of services performed pursuant to a contract with a Small Business goal.

Upon review of the application and supporting documents, the Office of Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Services (OSDS) shall determine whether certification shall be granted. Every applicant will be notified of OSDS' decision. Certification may be granted for periods of up to two years at the discretion of OSDS and may be extended upon verification of continued eligibility.

Nonprofit Veteran Service Agency (NVSA) Support Documents

Include the following required support documents with your completed certification application. Your certification application cannot be accepted for processing without these 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.

- Governing Documents – A copy of your agency’s Articles of Incorporation, Organization Charter, By-Laws, or Board Resolution Related to the NVSA’s purpose.
- Mortgage or Lease Agreement for proof of housing for Veterans (Homeless, Low- Income or Disabled) and their families.
- Pamphlets and/or Brochures regarding Substance Abuse Case History, Employment Services for Veterans (Homeless, Low-Income or Disabled).
- License(s) needed to operate facility (if applicable)

For each and every State or local government contract your firm participates in, submit the following:

- California Form DE 9C Quarterly Contribution Return & Report of Wages – 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 discharge of each employed service man or woman.
- 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.
- A written statement committing to Employ veterans receiving services from the nonprofit veteran service agency for not less than 75 percent of the person-hours of direct labor required for the production of goods and the provision of services performed pursuant to a contract with a Small Business goal.

If you have any questions regarding the NVSA Certification eligibility requirements and support documents, please contact OSDS at OSDSHelp@dgs.ca.gov or (916) 375-4940.