

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.

Note: At the time of certification, applicants will commit that for each and every State or local government contract for which the firm submits a response to a solicitation for goods or services, it will provide the goods or services in compliance with the law regarding the minimum percentage (at least 75 percent) of direct labor that must be performed by employees of the agency, and that they have maintained compliance with all program requirements. Applicants for NVSA certification sign the application under penalty of perjury and are subject to substantial sanctions and penalties for misrepresentation of their eligibility or for failure to comply with all program requirements throughout the entire term of their certification and the term of any contracts awarded based on their status as an NVSA.

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. NVSAs that are unable to produce the required support documents prior to being considered for an award shall be identified as being in a "Waiting For Review" status. Every applicant will be notified of OSDS' decision. Certification may be granted for periods of up to two years in the discretion of OSDS and may be extended upon verification of continued eligibility.

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.
- 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 supply at least 75 percent of the employment for goods and/or services supplied by the NVSA.

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.