

**NONPROFIT VETERAN SERVICE AGENCY (NVSA) SMALL BUSINESS (SB) CERTIFICATION APPLICATION**

GSPD-05-17 (REV 09/2012)

DEPARTMENT OF GENERAL SERVICES, PROCUREMENT DIVISION

**OFFICE OF SMALL BUSINESS AND DVBE SERVICES (OSDS)**707 3RD STREET, 1<sup>ST</sup> FLOOR, ROOM 1-400, MS 210

WEST SACRAMENTO, CA 95605

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Side 1

**PRINT OR TYPE CLEARLY IN INK. USE ADDITIONAL PAPER WHEN NECESSARY AND INCLUDE ALL INFORMATION REQUESTED IN EACH SECTION.****1. BUSINESS INFORMATION**

A. BUSINESS NAME (FICTITIOUS OR "DOING BUSINESS AS" [DBA] )		B. LEGAL BUSINESS NAME (IF DIFFERENT THAN DBA NAME)	
C. MAILING ADDRESS (STREET ADDRESS OR P.O. BOX)		CITY	STATE
			ZIP CODE
D. PHONE NUMBER ( )	E. FAX NUMBER ( )	F. E-MAIL ADDRESS	G. INTERNET HOMEPAGE ADDRESS

PURSUANT TO THE FEDERAL PRIVACY ACT (P.L. 93-579) OF 1974 AND THE INFORMATION PRACTICES ACT (IPA) OF 1977 (CIVIL CODE SECTIONS 1798, ET SEQ.). NOTICE IS HEREBY GIVEN FOR THE REQUEST OF PERSONAL INFORMATION BY THIS APPLICATION. THE REQUESTED PERSONAL INFORMATION IS MANDATORY. THE PRINCIPAL PURPOSE OF THIS MANDATORY INFORMATION IS TO DETERMINE ELIGIBILITY FOR NONPROFIT VETERAN SERVICE AGENCY CERTIFICATION. FAILURE TO PROVIDE ALL OR PART OF THE REQUESTED INFORMATION WILL DELAY PROCESSING OF THIS APPLICATION. NO DISCLOSURE OF PERSONAL INFORMATION WILL BE MADE UNLESS PERMISSIBLE UNDER ARTICLE 6, SECTION 1798.24 OF THE IPA OF 1977. PURSUANT TO 1798.24 (B) CONSENT IS GIVEN FOR DISCLOSURE TO LOCAL AGENCIES FOR THE SAME PURPOSE AS THIS NVSA CERTIFICATION PROGRAM. EACH INDIVIDUAL HAS THE RIGHT, UPON REQUEST AND PROPER IDENTIFICATION, TO INSPECT ALL PERSONAL INFORMATION IN ANY RECORD MAINTAINED ON THE INDIVIDUAL BY AN IDENTIFYING PARTICULAR. DIRECT ANY INQUIRIES ON INFORMATION MAINTENANCE TO THE APPROPRIATE IPA OFFICE IN THE DEPARTMENT OF GENERAL SERVICES, OFFICE OF SMALL BUSINESS AND DVBE SERVICES.

H. FEDERAL EMPLOYER ID NUMBER (FEIN)	I. BUSINESS TYPE (CHECK ALL THAT APPLY) <input type="checkbox"/> SERVICE <input type="checkbox"/> MANUFACTURER	J. CONTACT PERSON	K. PHONE NUMBER ( )
L. <b>MANUFACTURERS ONLY</b> AS A MANUFACTURER, YOU MUST MEET BOTH OF THE FOLLOWING: 1. BE PRIMARILY ENGAGED IN THE CHEMICAL OR MECHANICAL TRANSFORMATION OF RAW MATERIALS OR PROCESSED SUBSTANCES INTO NEW PRODUCTS, AND 2. NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE.		M. UNITED NATIONS STANDARD PRODUCTS AND SERVICES CODE (UNSPSC) LOCATED AT <a href="http://WWW.UNSPSC.ORG">WWW.UNSPSC.ORG</a> . "MANUFACTURERES" ALSO USE THE LIST OF NAICS CLASSIFICATION CODES LOCATED AT <a href="http://WWW.PD.DGS.CA.GOV/SMBUS">WWW.PD.DGS.CA.GOV/SMBUS</a> .	
		1. UNSPSC CODE	2. NAISCS CODE (MANUFACTURERS ONLY)

**2. STATEMENT OF PRINCIPAL PURPOSE**

A. THIS AGENCY SERVES THE FOLLOWING VETERANS (CHECK ALL THAT APPLY):	<input type="checkbox"/> LOW INCOME VETERANS	<input type="checkbox"/> DISABLED VETERANS	<input type="checkbox"/> HOMELESS VETERANS
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B. DESCRIBE THE PROCESS USED BY YOUR AGENCY TO VERIFY THE "VETERAN" STATUS OF THE POPULATION YOU SERVE. PLEASE USE ADDITIONAL PAPER IF NECESSARY:

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C. DESCRIBE THE PRIMARY MISSION OF YOUR AGENCY. PLEASE USE ADDITIONAL PAPER IF NECESSARY:

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**3. 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.

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| <p><b>A. FEDERAL FORM 990 RETURN OF ORGANIZATION EXEMPT FROM INCOME TAX</b><br/>A COPY OF YOUR AGENCY'S ENTIRE FORM 990 COVERING THE MOST RECENTLY COMPLETED TAX YEAR.</p> <p><b>B. CALIFORNIA FORM DE 6</b> - A COPY OF YOUR AGENCY'S FORM DE 6 AS PROVIDED TO THE CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT COVERING THE MOST RECENTLY COMPLETED FOUR (4) QUARTERS.</p> <p><b>C. GOVERNING DOCUMENTS</b> - A COPY OF YOUR AGENCY'S ARTICLES OF INCORPORATION, ORGANIZATION CHARTER, BY-LAWS, OR BOARD RESOLUTION RELATED TO THE NVSA'S PURPOSE</p> | <p><b>D. FEDERAL FORM 940 EMPLOYER'S QUARTERLY TAX RETURN</b> (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.</p> <p><b>E. FEDERAL FORM 941 EMPLOYER'S QUARTERLY TAX RETURN</b> (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.</p> |
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**BOTH SIDES OF THIS APPLICATION MUST BE COMPLETED —SEE SIDE 2**

**4. ARTICLE 7. CONTRACTS WITH NONPROFIT VETERAN SERVICE AGENCIES**

**Relevant Military and Veterans Code Sections:**

999.50. It is the intent of the Legislature in enacting this article to encourage state agencies, cities, counties, districts, and other political subdivisions to purchase goods manufactured by, and services provided by, a Nonprofit Veteran Service Agency whenever it is both feasible to do so and the location of the Nonprofit Veteran Service Agency makes the purchases reasonably convenient.

999.51. (a) A Nonprofit Veteran Service Agency shall be eligible for certification as a small business under the Small Business Procurement and Contract Act, as described in Chapter 6.5 (commencing with Section 14835) of Part 5.5 of Division 3 of Title 2 of the Government Code, and may be granted a small business bid preference if it meets all of the following conditions:

- (1) The goods or services meet the specifications and needs of the purchasing agency.
- (2) The goods or services are purchased at a fair and reasonable price, as determined by the appropriate state or local agency.
- (3) The Nonprofit Veteran Service Agency complies with all of the following requirements:

(A) The Nonprofit Veteran Service Agency shall 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 under this section.

(B) The Nonprofit Veteran Service Agency agrees to make those elections permitted of any nonprofit corporation under the Federal Insurance Contributions Act (26 U.S.C. Sec. 3103 et seq.) and the Unemployment Insurance Code in order to provide social security and unemployment and disability benefits for its employees, commencing with its first contract or purchase order under this section and continuing thereafter. In the event that the Nonprofit Veteran Service Agency ceases to provide those benefits, any existing contract or purchase order under this section with the Nonprofit Veteran Service Agency is terminated and no further contracts or purchase orders shall be awarded to that Nonprofit Veteran Service Agency for the period of two years after the Nonprofit Veteran Service Agency ceases to provide the benefits.

(C) The Nonprofit Veteran Service Agency does not commit any unfair labor practices, as defined in the National Labor Relations Act, at Section 158 of Title 29 of the United States Code.

(D) The Nonprofit Veteran Service Agency abides by the provisions of the federal Fair Labor Standards Act of 1938 (29 U.S.C. Sec. 201 et seq.), the Walsh-Healy Public Contract Act (41 U.S.C. Sec. 35 et seq.), and the regulations of the Department of Industrial Relations (8 Cal. Code Regs. 1 et seq.).

(b) For purposes of this section:

(1) "Nonprofit Veteran Service Agency" means a community-based organization that meets the following requirements:

(A) It is exempt from tax under Section 501(c)(3) of the Internal Revenue Code.

(B) Its principal purpose is to provide housing, substance abuse, case management, and employment training services for low-income veterans, disabled veterans, or homeless veterans and their families.

(2) "Direct labor" includes all work required for preparation, processing, and packing of a good, or work directly relating to the performance of a service, excluding supervision, administration, inspection, and shipping.

(3) A veteran receiving services from the Nonprofit Veteran Service Agency shall be considered an employee when performing productive work.

**5. CERTIFICATION AND AUTHORIZED SIGNATURE**

ANY PERSON/ENTITY THAT WILLFULLY PROVIDES FALSE INFORMATION IS SUBJECT TO SERIOUS PENALTIES. THE SIGNATORY OF THIS DOCUMENT MUST BE A DIRECTOR OR OFFICER OF THE APPLICANT NVSA AND HEREBY CERTIFIES THAT HE/SHE HAS READ AND UNDERSTANDS THE STATUTES (PROVIDED IN SECTION 4 OF THIS APPLICATION) THAT MUST BE ADHERED TO WHEN SEEKING CERTIFICATION, USING CERTIFICATION AND IN MAINTAINING CERTIFICATION. ALL ACTIVITY RELATED TO CERTIFICATION AND THE BENEFITS OF CERTIFICATION ARE SUBJECT TO LAWS AND REGULATIONS. IN SIGNING THIS DOCUMENT, I AFFIRM THAT I HAVE REVIEWED THE AFOREMENTIONED LAWS AND REGULATIONS.

FURTHER, I AGREE THAT FOR ALL CONTRACTS WITH THE STATE OR LOCAL GOVERNMENT WHEREIN SB/NVSA CERTIFICATION HAS BEEN OR WILL BE RELIED UPON, I WILL COMPLY WITH ALL OF THE STATUTORY REQUIREMENTS AS SET FORTH IN MILITARY AND VETERANS CODE ARTICLE 7, SECTION 999.50 AND 999.51. I UNDERSTAND FAILURE TO COMPLY WITH ALL OF THE LAWS AND REGULATIONS IS GROUNDS FOR TERMINATION BY THE STATE OF THE SB/NVSA STATUS AND ANY CONTRACTS OBTAINED THROUGH USE OF THAT CERTIFICATION.

*I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING STATEMENTS, THE INFORMATION PROVIDED IN THIS APPLICATION, AND IN THE SUPPORTING DOCUMENTS ARE TRUE AND CORRECT.*

NVSA DIRECTOR/OFFICER (ORIGINAL SIGNATURE REQUIRED)	DATE
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FOR STATE USE ONLY			
<input type="checkbox"/> CERTIFIED	<input type="checkbox"/> DENIED	CO	DATE
FROM:	TO:	REASON:	