



Nonprofit Enterprise (NPE) Certification Application

Complete this application if you would like to apply for NPE certification for your nonprofit.

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Directions

This is the paper version of the online NPE certification application. The best way to complete this application is online: <https://sfcitypartner.sfgov.org/pages/BS3/login.aspx>. You may choose to complete the paper application if you are unable to submit the application electronically.

The paper application is 2 pages long and typically takes 15 minutes to complete. Before you begin filling out the application, gather your nonprofit's tax returns, San Francisco business registration, employee information, and professional license information. You must submit additional documentation to support your application.

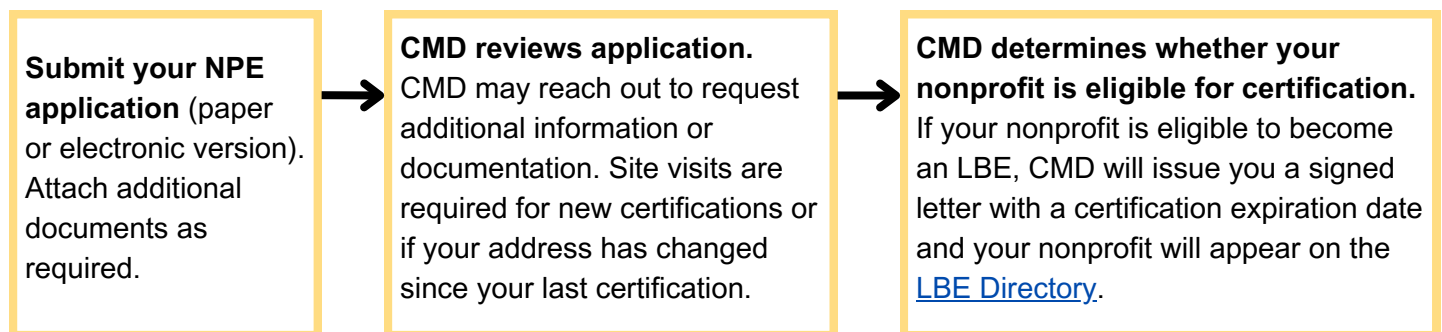
Important: All nonprofits must have a profile in San Francisco City Partner. CMD cannot finish processing your application unless you have created a profile. Register here:

<https://sfcitypartner.sfgov.org/pages/BidderRegistration-BS3/bidder-registration-1.aspx>.

Submission

Submit your application with documentation to lbecert@sfgov.org or Contract Monitoring Division, Attn: Certification Unit, 1455 Market Street Suite 16A San Francisco, CA 94103.

Certification Process



Questions?

Contact CMD's Certification Unit at lbecert@sfgov.org or sign up to attend a certification webinar here:

<https://www.sf.gov/sign-cmd-1st-wednesday-workshop>



NPE Certification Application

Questions with * are required. Answer all other questions relevant to your firm.

Firm Overview

*Firm Name: _____ *Supplier/Bidder ID Number: _____

*Tax ID Number: _____ *SF Business Registration Number: _____

*Primary Place of Business Address:

*Check all that apply: Lease Own Home Office

*Is your firm a goods and materials supplier? Yes No

*Does your firm perform trucking/hauling? Yes No

If your firm has any additional business addresses, list locations in space below.

If your firm is applying for any **trucker/hauler** category, list locations used to park firm vehicles.

If your firm is applying for any **goods and materials supplier** category, list all warehouse locations.

*Firm Mailing Address:

*Contact Name: _____ *Phone Number(s): _____ *Email Address: _____

Board Information

*List all members of the Board of Directors.

Board Member Name	Term	Place of Residence	City Employee?

Employee Information

*How many employees does your firm have? _____ *Did your firm pay wages last year? Yes No

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Certification Information

*List requested certification categories.

Find a list of all certification categories here: <https://bit.ly/LBECertCategories>.

The undersigned declares and swears under penalty of law that the statements made in this application are true, correct and complete. The undersigned further agrees to permit audits and examination of the books, records and files of the named firm to verify the information submitted in this application. Any material misrepresentation will be grounds for initiating criminal and civil actions under federal, state and local laws and for terminating any contract awarded pursuant to this Certification.

Signature

Date

Printed Name

Required Documents for NPE Certification

Attach all documentation that applies to your firm. Check the box next to each document you attach.

All Applicants *All applicants must attach the following documents.*

- Verification of nonprofit status:**
IRS determination letter confirming 501(c)(3) exemption status AND
Most recently filed California Attorney General Registration Renewal Fee Form (RRF-1) found at http://www.ag.ca.gov/charities/forms/charitable/rrf1_form.pdf.
- Verification of place(s) of business for each business location:**
If you **lease**: signed lease AND proof of recent rent payment OR
If you **own**: proof of ownership e.g. property tax bill, deed.
- Verification of your firm type:**
If **Corporation**: Articles of Incorporation, OR
If **Association**: Articles of Association (if association), OR
If **Trust**: Trust.
- Verification of gross receipts:**
Your **FIVE** most recently filed Federal Form 990s OR Form 990-Ns/Form 990EZs. If your firm has filed less than five Federal Form 990s, send all forms you have previously filed) AND
Your **FIVE** most recently filed CA State Form 199s OR Form 109s
- Verification of Executive Director:**
The Executive Director's **FIVE** most recently filed personal income tax returns.
- Verification of experience:**
For each certification category requested, attach three proofs of experience (e.g. signed contracts or invoices) documenting experience in requested category.

Applicants with Employees *If your firm has employees, attach the following documents.*

- Employee and wage verification:**
Your most recently filed annual Federal W-3 AND
The corresponding DE9C payroll reports filed with the CA Employment Development Department for that year.

Supplier Applicants *If you are applying for any goods/material supplier certification category, attach the following documents.*

- Manufacturer's agreement(s):**
Manufacturer's agreement for each supplier certification category request.
- Verification of warehouse location(s):**
If you **lease**: signed lease AND proof of recent rent payment OR
If you **own**: proof of ownership e.g. property tax bill, deed.

Required Documents

Trucker/Hauler Applicants

If you are applying for any trucking/hauling certification category, attach the following documents.

- Verification of parking space:**
If you **lease**: signed lease AND proof of recent rent payment OR
If you **own**: proof of ownership e.g. property tax bill, deed.

- Vehicle ownership verification**
DMV Motor Carrier Permit AND
Proof of ownership (e.g. registration and title) for each vehicle.

Reminder



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