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.
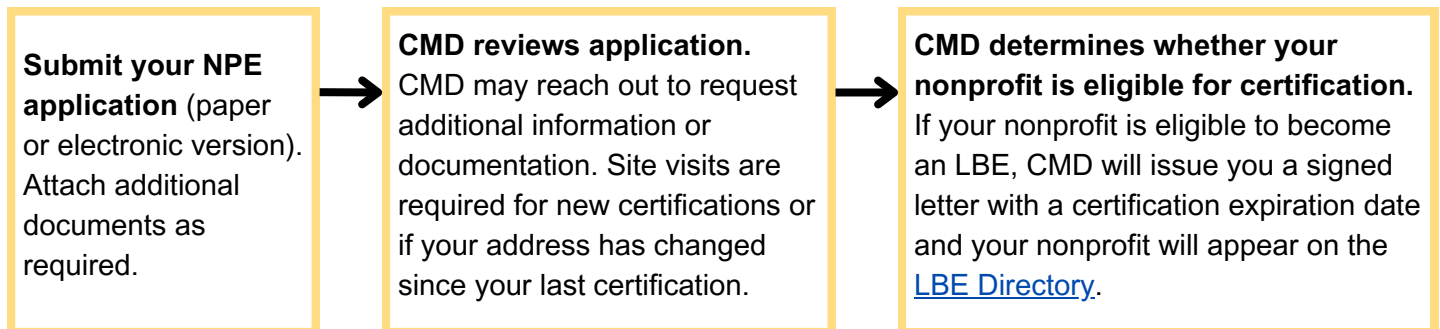
Important: All nonprofits must have a profile in San Francisco City Partner. CMD cannot finish processing your application unless you have created a profile. Register here: https://sfcitypartner.sfgov.org/pages/BidderRegistration-BS3/bidder-registration-1.aspx.

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

| **Submit your NPE application** (paper or electronic version). Attach additional documents as required. | → | **CMD reviews application.** CMD may reach out to request additional information or documentation. Site visits are required for new certifications or if your address has changed since your last certification. | → | **CMD determines whether your nonprofit is eligible for certification.** If your nonprofit is eligible to become an LBE, CMD will issue you a signed letter with a certification expiration date and your nonprofit will appear on the LBE Directory. |

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 <u>AND</u>
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 <u>AND</u> proof of recent rent payment <u>OR</u>
If you **own**: proof of ownership e.g. property tax bill, deed.

☐ **Verification of your firm type:**
If **Corporation**: Articles of Incorporation, <u>OR</u>
If **Association**: Articles of Association (if association), <u>OR</u>
If **Trust**: Trust.

☐ **Verification of gross receipts:**
Your **FIVE** most recently filed Federal Form 990s OR Form 990-Ns/Form 9900EZs. If your firm has
filed less than five Federal Form 990s, send all forms you have previously filed) <u>AND</u>
Your **FIVE** most recently filed CA State Form 199s OR Form 109s

☐ **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 <u>AND</u>
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 <u>AND</u> proof of recent rent payment <u>OR</u>
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 <u>AND</u> proof of recent rent payment <u>OR</u>
If you **own**: proof of ownership e.g. property tax bill, deed.

☐   **Vehicle ownership verification**
DMV Motor Carrier Permit <u>AND</u>
Proof of ownership (e.g. registration and title) for each vehicle.

Reminder

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