

Verification Documents Guide

Verification Attachments

- To apply for the City of San Diego Cultural Affairs funding programs, you must upload three (3) required verification documents.
- Follow the instructions below to obtain and save these verifications. Each file must be saved exactly in the format specified in Appendix A. Do not upload any additional documents or use alternate formats, as this may delay the processing of your application.
- All required documents must be saved and submitted as PDF files.
 - 1. California Department of Justice Charity Registration (mandatory)
 - a. With a status of Current
 - b. See Appendix A for instructions
 - c. State of California Department of Justice Search Tool
 - 2. California Secretary of State Business Listing (mandatory)
 - a. With a status of Active and Standing of Good
 - b. See Appendix B for instructions
 - c. California Secretary of State Business Search Tool
 - 3. U.S. Government System for Award Management (SAM) Debarment Search (mandatory)
 - a. The SAMS check is to ensure that your organization is not debarred. It is ok if your organization is not be registered within the SAMS system
 - b. See Appendix C for instructions
 - c. SAM Debarment Search Website

If your organization is unable to show a status of current/ active for your DoJ and SOS please email Gabrielle Romberger at growberger@sandiego.gov.

APPENDIX A

California Department of Justice Charity Registration Check

Registry Verification

SOS/FTB Number (no

dashes)

Click "Search"

Search the Files of the Registry of Charitable Trusts

The Registry Verification Search tool allows you to query the Registry's database and verify whether a charitable organization or fundraiser has complied with the Attorney General's registration and reporting requirements. You may also review and download records and public filings that a charitable organization or fundraiser has submitted to the Attorney General's Registry of Charitable Trusts. This includes copies of annual registration renewal forms (Form RRF-1), IRS Forms 990, raffle reports and fundraising reports that are in the Registry's database. Information is retrieved from the database in real-time but data and statuses may change intraday as filings are processed.

Potential donors are encouraged to research organizations using this query tool and those available from the <u>Secretary of State</u>, <u>Franchise Tax Board</u> and <u>IRS</u> to determine an organization's tax-exempt status and compliance status with all appropriate state and federal agencies. Each agency maintains their own database and independently determines the disposition of organizations relative to their statutory oversight. Each should be considered carefully and collectively to gain the most complete assessment possible. Donors may also benefit from reviewing our <u>Resources</u> and <u>Donation Tips</u>.



STEP 2:

- Upon search a table will populate under the below column headers.
- The entry under the status column should read "Current"

State of California		Office of the	
Department of Justice	(13)	Office <i>of the</i> Attorney General	

Click on the Organization Name for details about the registration or report record. The maximum number of records shown per page is 50. If there are multiple pages of the sear results, the clickable page numbers will be displayed at the bottom. If you get too many results or do not find the organization for which you are searching, click the 'Search Ag button and change the search criteria. It is best to search by something that is as unique to the organization as possible such as State Charity Registration Number, FEIN, SOS Corporate Number, or an unusual portion of their name. To see all registration and report records associated with an organization, avoid searching by State Charity Registration Number as that is record-specific.

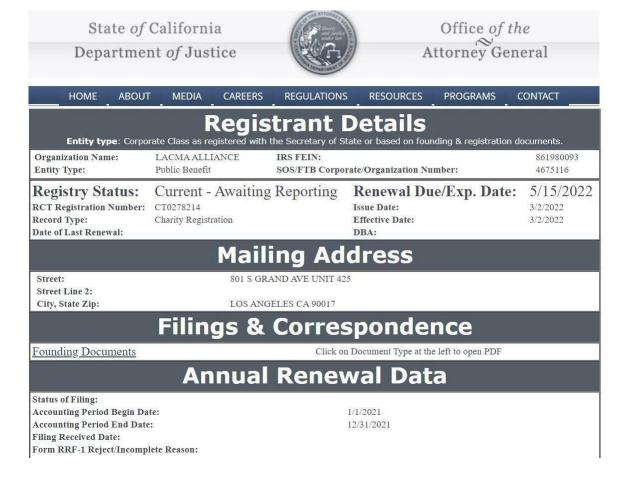
Search Again

California Department of Justice Charity Registration Check

Registry Verification

<u>STEP 3:</u>

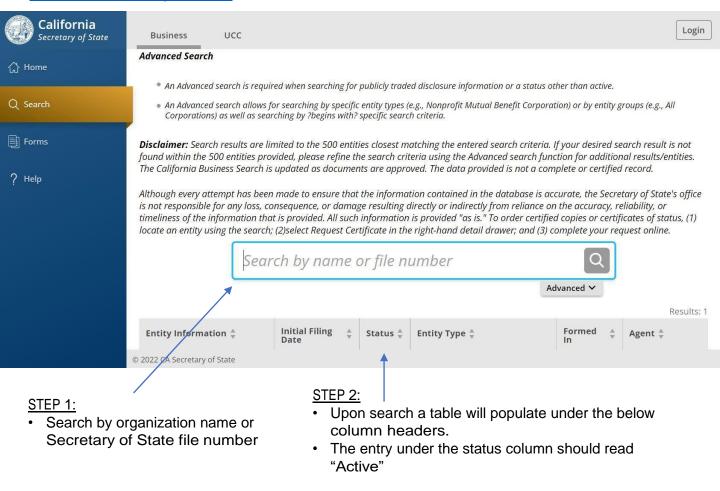
- Clicking on your entity name in the search results will navigate to the "Registrant Details" page seen below
- Print the entire webpage to pdf (right click then print then select pdf) to ensure that all details are included
- · Save the pdf for upload into your contract in Adobe Sign



APPENDIX B

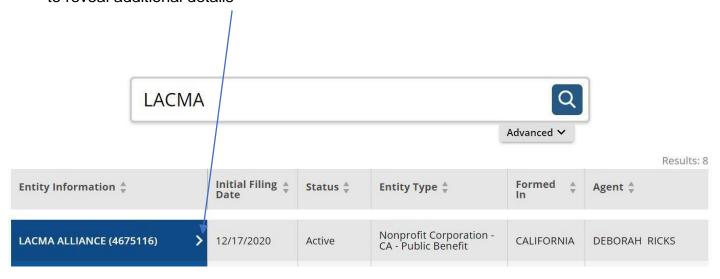
California Secretary of State Business Listing Check

California Secretary of State



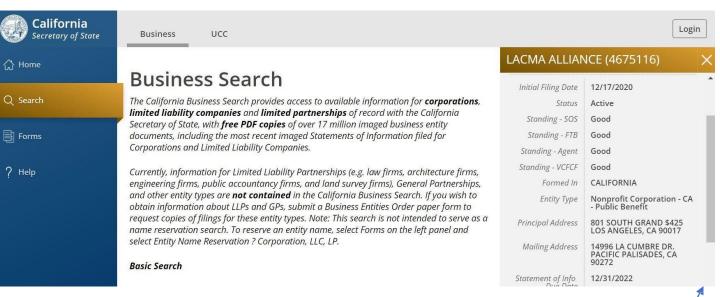
STEP 3:

- Upon searching your entity name will come up under the "Entity Information" column.
- Click the blue box with the name of your organization under the "Entity Information" column to reveal additional details



California Secretary of State Business Listing Check

California Secretary of State



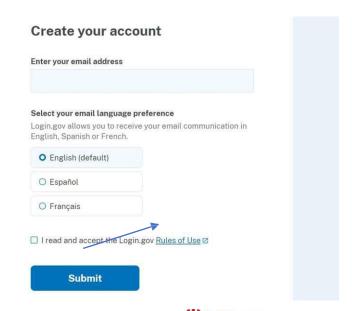
STEP 4:

- Upon clicking your entity name in the "Entity Information Column" after the search results a gray box, as seen to the right, will pop up showing various statuses with state organizations
- Take a screenshot of this entire page, showing the box at right, or print the webpage to pdf
- Save the file or pdf for upload to your contract in Adobe Sign

APPENDIX C

U.S Government System for Award Management (SAM) Check

SAM.GOV

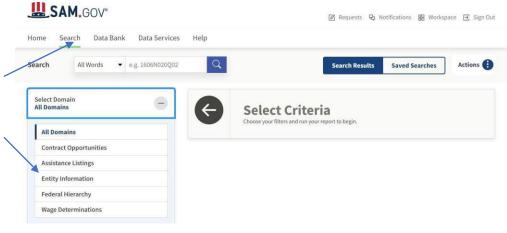


STEP 1:

- Create an account by entering in a valid e-mail address, selecting a language and reading/accepting Rules of Use.
- There is a two-step verification process for logging in. Follow instructions and click the links through the e-mail you provided when prompted.

STEP 2:

- Begin the search on the "Search" tab after log-in
- Expand the "Select Domain" box by clicking +
- Select "Entity Information"



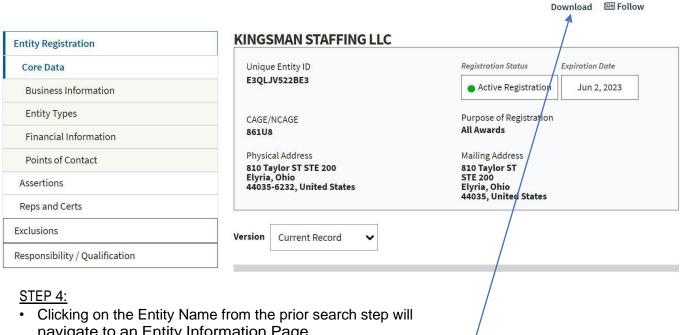
Entity Name Unique Entity ID e.g. HTYR9YJHK65L CAGE / NCAGE Location Entity Status Active Inactive ID Assigned Reset

STEP 3:

- Type in your Organization name under "Entity Name"
- Ensure ALL THREE of the following boxes are checked
 - Active
 - Inactive
 - ID Assigned

U.S Government System for Award Management (SAM) Check

SAM.GOV



- navigate to an Entity Information Page
- Download the page or take a screenshot of the basic data shown above
- An active registration status is not required
- The SAMS check is to ensure that your organization is not debarred

NOTE:

- Your organization may not be registered with the SAMS system
- Registration is not required for contracting with the City
- If your organization is not registered please send a screenshot of the search dialogue box in Step 3 with your organization name typed in the Entity Name Box and the "No results found" message

STEP 5:

Save the screenshot or downloaded pdf of either your entity information page or the "No matches found" dialogue box with your organization's name in the "Entity Name" field for upload to your contract in Adobe Sign

