

Pre-Application Brief

VA OSDBU
Strategic Outreach and Communications
Education and Training

Presenter: Ozell Johnson



Agenda

- What is Verification?
- Choose VA Verification Process Stages
- Things that you should know
 - How to Help Yourself
 - Resources available to you
 - Blocked Websites
- CVE Verification Assistance Counselor Program
 - Who They Are, What They Do, and How Much Do They Charge?
 - How Can I Contact a CVE Certified Verification Assistance Counselor
 - Help For Government Contracting (PTAC)
- You Asked, We Listened
- Vendor Information Pages (VIP)
- Verification Resources
 - Frequently Asked Questions
 - Fact Sheets
 - Verification Assistance Briefs
 - Strategic Outreach and Communications
- Questions

What is Verification?

- **The process of evaluating Veteran business documents to determine if a firm meets the eligibility requirements for Verification.**
- CVE's Verification Program is governed by 38 CFR Part 74, 13 CFR Part 125 and 13 CFR Part 134.
- Public Law (P.L.) 111-275 simply states that no firms can be visible in VIP without first being verified and a full documentation disclosure.
- Unlike self-certification programs administered by other organizations, CVE is required by the aforementioned law to validate applicants' assertions.
 - A DD214 and VA Disability Letter do not fulfill the requirements outlined in (P.L.) 111-275.
- CVE does not have access to Veterans' medical records, previous military records, or other information retained by other Federal Agencies or organizations within VA.
- Documents requested support assertions made by the applicant.



What is Verification Cont.'?

- Successful firms are added to VIP database for 3 years as a SDVOSB or VOSB—as applicable.
- A verified firm can participate in the Veterans First Program to compete for VA Veteran set-aside procurement opportunities.
- The 3-year verification period is contingent upon maintaining the program requirements of
 - **Eligibility** https://www.ecfr.gov/cgi-bin/textidx?SID=68d77737aeee884d9a6624e9fcc4c4b5&mc=true&node=se38.2.74_12&rqn=div8
 - **Ownership** https://www.ecfr.gov/cgi-bin/textidx?SID=50ff66d5d1cc9357d5f4ce114fcc5c79&mc=true&node=pt13.1.125&rqn=div5#se13.1.125_112
 - **Control** https://www.ecfr.gov/cgi-bin/textidx?SID=50ff66d5d1cc9357d5f4ce114fcc5c79&mc=true&node=pt13.1.125&rqn=div5#se13.1.125_113



Choose VA Verification Process Stages



INTAKE

Intake Analyst:

- Administers welcome phone call to applicant
- Answers Veteran's pre-application questions
- Assists Veteran with gathering the required documents and submitting a complete application
- Validates Veteran or Service-disabled Veteran status

Intake

Assessment

Federal Review

Decision



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Required Documents for VIP Application

Required Documents for VIP Application Business Type: Limited Liability Company (LLC)

The below documents are required in order for the Center for Verification and Evaluation (CVE) to begin processing your application. If you are party to a Joint Venture or Mentor Protégé, you will be required to submit supporting documentation.

During application review, additional documents may be requested by the assessor at his or her discretion. Documents that may be reviewed include, but are not limited to, those identified in under 38 C.F.R. 74.12 and 38 C.F.R. 74.20.

NOTE: Do not upload any password-protected documents. CVE is not able to verify the password-protected documents.

Type	Description	Rationale	Reverification
License	Business licenses, permits or accreditations - Licenses, permits, and accreditations are issued after the determining authority validates the applicant is in compliance with all appropriate city, county and state statutes and ordinances. The applicant is then authorized to operate the specific type of business identified on the license, permit or accreditation.	Used to determine if the concern is operating the "type" of business legally in the state where it is chartered to perform services, and if any critical professional licenses are up-to-date. Also, the legality of the tenant space can be verified against the address listed on the license. If not the same, it is important to investigate whether the company has moved its location.	YES, if the license has expired or will expire within 60 days of the date of application.
Resume	Resumes of all owners, directors, partners, officers and other key personnel - One to two-page chronological resume listing the current and previous occupation, job description/duties, education, personal identifying information, dates, skills, abilities, etc.	The reflected experience level helps CVE determine the Veteran owner's ability to control and manage the applicant concern. The resume is reviewed to determine if he/she has the requisite qualifications, knowledge and experience to operate and manage the type of company as identified in the company's VIP profile.	YES, if the Veteran or non-Veteran owners has/have assumed a new job, discontinued work with a job or firm reflected on a previous resume, or the information on the last-submitted resume has changed since the last verification. If key personnel and/or owners have been added to the business, resumes of ALL key personnel/ owners are required.
Tax 1040	IRS Form 1040 and all attachments, Schedules C, Schedules E, and W-2s (the total amounts on the W-2s must be equal to line 7 on the Form 1040) - All owners with 33% or more ownership are required to submit their Personal Tax filings from the previous year. In addition, the applicant is required to submit	IRS Form 1040 and all attachments, Schedules C, Schedules E, and W-2s (the total amounts on the W-2s must be equal to line 7 on the Form 1040) - All owners with 33% or more ownership are required to submit their Personal Tax filings from the previous year. In addition, the applicant is	YES (most recent year's personal tax return), unless the owners file their business taxes on Schedule C of their 1040s. In those cases, CVE must have last 3 years' tax returns on file.

4

 .PDF is the preferred format to upload documents

<https://www.va.gov/OSDBU/docs/Required-Documents-for-VIP-Application-4Dec2018.pdf>



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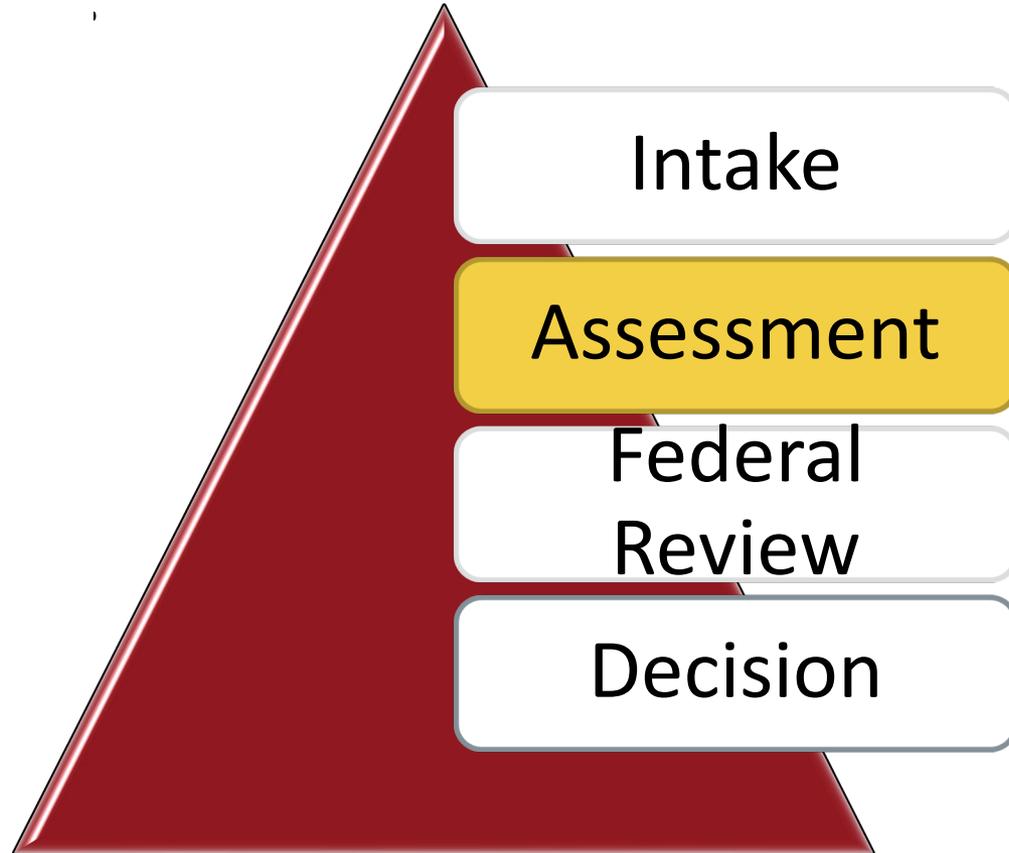
Choose VA Verification Process Stages



ASSESSMENT

Case Analyst:

- Performs a thorough review of all required documents to verify ownership and control eligibility
- Provides the Veteran an opportunity to address any potential eligibility issue
- Submits a recommendation for approval or denial to the Federal Review team



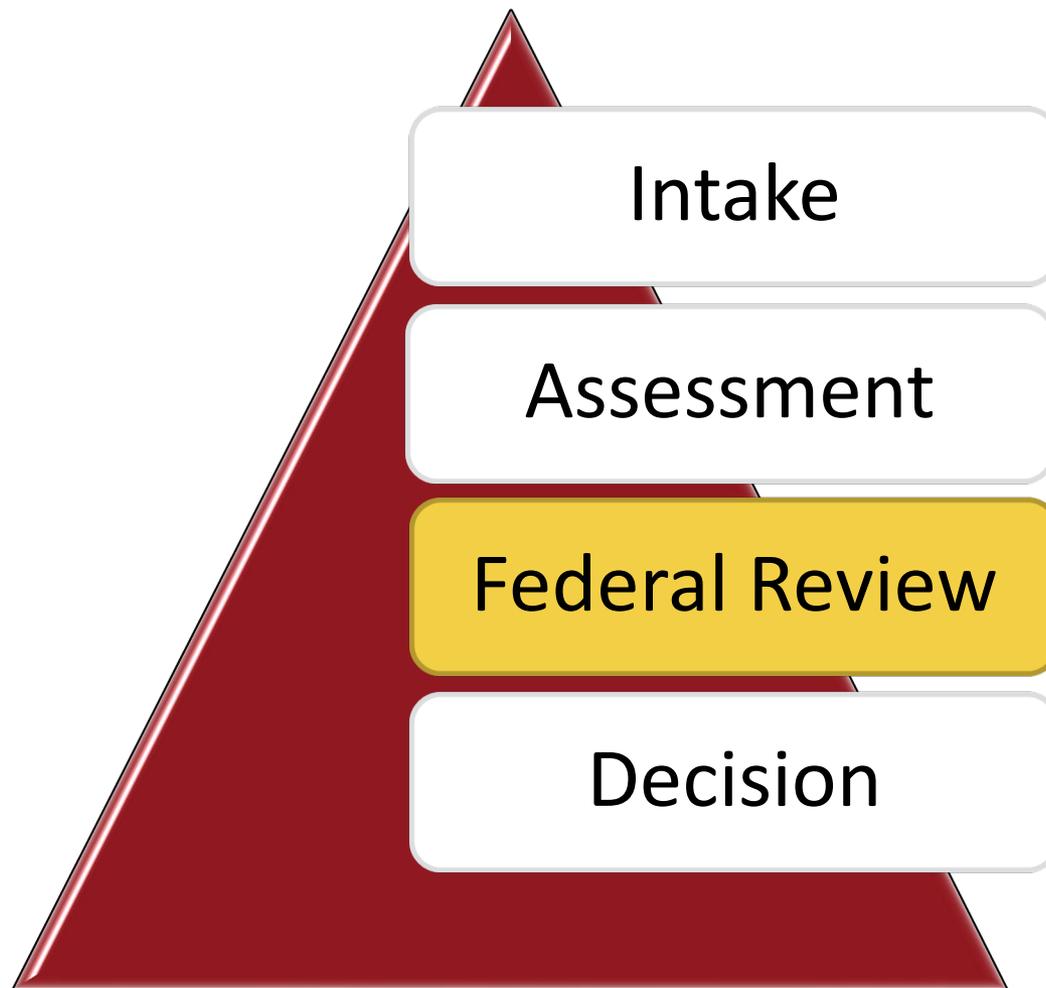
Choose VA Verification Process Stages



FEDERAL REVIEW

Federal Reviewer:

- Conducts a quality check of the Case Analyst's assessment to ensure accuracy
- Prepares the draft determination letter
- Submits a final recommendation for approval or denial to the CVE Director



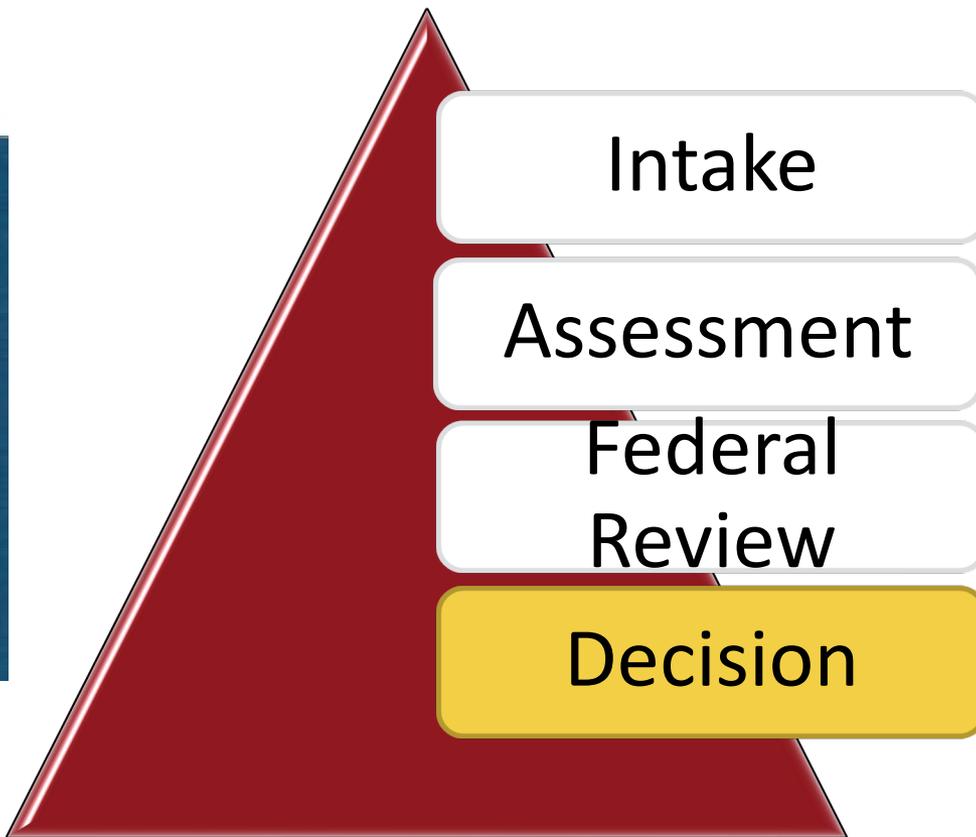
Choose VA Verification Process Stages



DECISION

CVE Director:

- Makes the final decision to approve or deny application
- Issues signed and dated determination letter via email to the applicant



or



SDVOSB Logo Link: https://www.va.gov/OSDBU/docs/cve_completed_s.jpg

VOSB Logo Link: https://www.va.gov/OSDBU/docs/cve_completed_v.jpg



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Things That You Should Know

- After submission it takes between **15 to 20 days** for your case assignment to an analyst.
- CVE has 90 application days to render a final disposition.
 - Averaging 46 days
- Visit the Palo Alto website to preform a system check per instructions below.

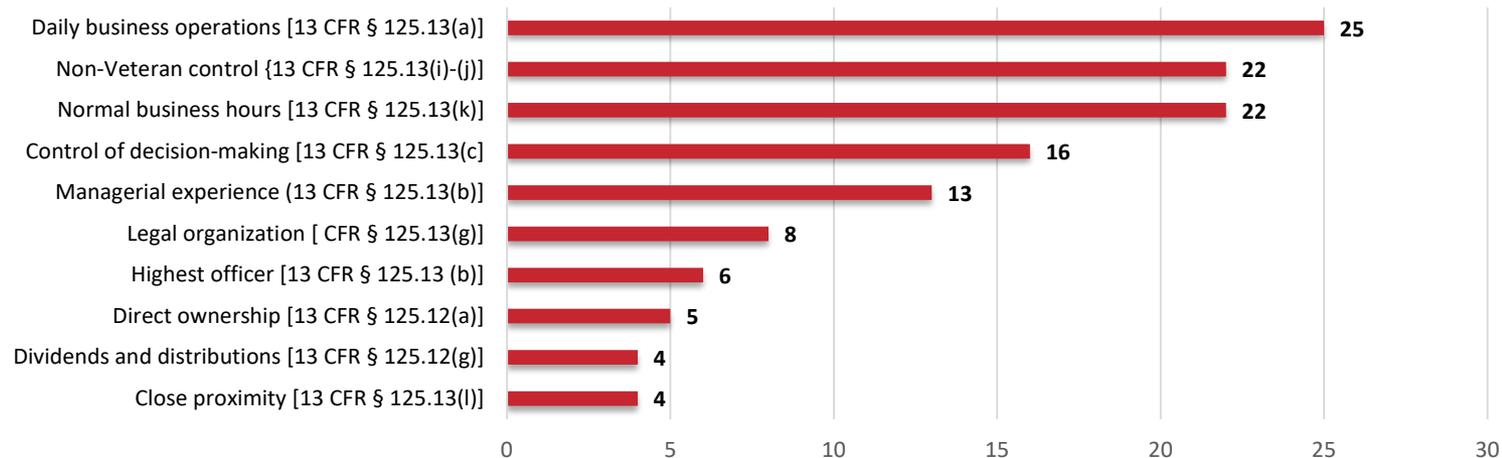
Test Site Instructions:

1. **Go to the web page:** <https://urlfiltering.paloaltonetworks.com/>
 2. Test A Site Form:
 3. Type the URL (yourcompany.com)
 4. Check the Captcha field
 5. Submit the URL for testing
- **URL summary Results Page**
 - Click Request Change
 - **Complete the Categorization form and submit the form**
 - **Wait about 24 to 48 hours for the servers to refresh**
- <https://www.va.gov/OSDBU/docs/factSheetVIP-Website-Visibility.pdf>



Things That You Should Know

Top 10 Denial Reasons



1. Close Proximity – Vet does not reside within a “close proximity” of the applicant’s business location (defined in internal policy as 150 miles), and has not provided a sufficient explanation as to how he/she controls the business from a distance.
2. Dividends and Distributions – CVE cannot reasonably conclude that the Vet is entitled to at least 51% of the dividends and distributions.
3. Direct Ownership – CVE cannot reasonably conclude that one or more Vets directly owns at least 51% of the business.
4. Highest Officer – CVE cannot reasonably conclude that the Vet holds the highest officer position.
5. Legal Organization – CVE cannot reasonably conclude that the applicant has obtained all required licenses, permits, and registrations needed to legally operate the business.
6. Managerial Experience – CVE cannot reasonably conclude that the Vet possesses the managerial experience, education, and expertise needed to run a business in that industry type.
7. Control of Decision-making – CVE cannot reasonably conclude that the Vet controls the applicant’s governing body and has the ultimate decision-making over all business decisions.
8. Normal Business Hours – The Veteran is not able to work for the applicant during normal industry business hours and has not provided a sufficient explanation as to how he/she controls the business while working outside normal business hours.
9. Non-Veteran Control – CVE has identified indicators that one or more non-Veteran individuals or entities may be controlling the business, and the applicant has not provided a sufficient rebuttal.
10. Daily Business Operations – CVE cannot reasonably conclude that the Vet is controlling the daily business operations of the applicant.



How to Help Yourself

- Resources available to you
 - Compile all documents that will be needed based on your business type (Go to <https://www.va.gov/OSDBU/docs/Required-Documents-for-VIP-Application-4Dec2018.pdf> for the complete “Required Documents List”)
 - Seek guidance from a **CVE Certified Verification Assistance Counselor** <https://www.va.gov/osdbu/verification/assistance/counselors.asp>
 - Attend a Pre-Application Webinar or Re-Verification Webinar at <https://www.va.gov/OSDBU/>
 - Access the **Doing Business With VA Reference Guide and Procurement Readiness Reference Guides** at <https://www.va.gov/OSDBU/>



CVE Certified Verification Assistance Counselor

- Primarily comprised of consultants working at Procurement Technical Assistance Centers
- Assist applicants with submitting their Verification application
- Received specialty training hosted by CVE on applying the tenets of 38 CFR Part 74 and 13 CFR Part 125
 - They will provide counseling; the ultimate decision is yours whether or not you apply the advice they give.
 - History has shown using a Verification Assistance Counselor helps to reduce the errors applicants make.
 - Verification Processing Metrics <https://www.va.gov/osdbu/verification/statistics.asp>
- **Cost: Free!** Some Veterans have reported paying upwards of \$20K!
 - No guarantee that using a Verification Assistance Counselor will result in an approval.
- Nationwide in every state, Puerto Rico, and Guam!
 - There are currently 345 Verification Assistance Counselors
 - You don't have to visit them in person to get assistance



CVE Certified Verification Assistance Counselor

VA » Office of Small & Disadvantaged Business Utilization » Vets First Verification Program » VA Certified Counselors

Office of Small & Disadvantaged Business Utilization

VA Certified Counselors

Verification Counselors listed on our website have been trained by the Department of Veterans Affairs through the Office of Small and Disadvantaged Business Utilization.

Veterans are encouraged to contact a counselor in the state their business is licensed or permitted to operate.

All Procurement Technical Assistance Center's (PTAC) and Veteran Partner Organizations are *free of charge*.

Select a state to get started 



Brett Housholder

307-259-7931 Wisconsin Procurement Institute (WPI) Casper



VA Certified Counselors

RESOURCES

[OSDBU Home](#)

[Vets First Verification Program](#)

[Verification Assistance Briefs](#)

[Verification Counselors](#)

[Events Calendar](#)

[Frequently Asked Questions \(FAQs\)](#)

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Contact

Organization

City



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CVE Certified Verification Assistance Counselor

Contact	Organization	City
FLORIDA		
Carole Hart 561-297-4232	Florida Atlantic University	Boca Raton
Michael Bell 954-762-5241	Florida Atlantic University	Ft. Lauderdale
Dan Telep 239-745-3708	Florida Gulf Coast University	Ft. Myers
Scotty Wilson 772-925-5726	Indian River State College	Ft. Pierce
John DiGiacomo 850-586-7809	University of West Florida	Ft. Walton Beach
Don Zavesky 904-620-2476	University of North Florida	Jacksonville
Luis G. Batista 305-779-9230	Florida International University	Miami
Patricia Simpson 321-433-7386	University of Central Florida	Orlando
Steven South 407-420-4850	University of Central Florida	Orlando
Jane Dowgwilllo 850-898-3485	University of West Florida	Pensacola
Karen Krymski 813-905-5800	University of South Florida	Tampa

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Can't find what you're looking for? Use the [site map](#) »

CONNECT WITH VA OSDBU



Tweets by @VAVetBiz



Browse @VeteransAffairs published #bids, #RFPs, #procurement vehicles, and #contract solicitations on @FedBizOpps: ow.ly/XgYd2

45m



TIP: Market research is used (for planning purposes only) to

CVE is highly supportive of the Verification Counselor program as this program provides a valuable service to Veterans who are going through the verification application process. CVE provides responses to counselor inquiries as a means to inform applicants about the Veterans First Contracting Program. However, 5 CFR § 2635.702(c) prohibits agency endorsements of any product, service or enterprise. Accordingly, CVE's resources are not available to certified verification Counselors who accept fees for their counseling services. CVE will not provide training, inquiry responses and other resources to paid Counselors. CVE Certified Counselors charging a fee will be removed from the VA OSDBU website. CVE will continue to support PTAC and Veteran Partner Organizations that do not charge a fee.



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CVE Certified Verification Assistance Counselor

- **Funded through cooperative agreements** between the US Department of Defense (DoD) and state/local non-profit entities
- **Workshops and Seminars** to teach you what you need to know and connect you with other small businesses
- **One-on-One Counseling** tailored to the specific needs of your business – *always free* of charge
- **Matchmaking Events** that connect you with agency buyers who need your product
- <http://www.va.gov/osdbu/verification/assistance/counselors.asp>



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You Asked, We Listened

- **Why can't I speak to someone directly about my application?**
 - Under the MyVA Verification Process you will speak directly with a Case Analyst/Manager and in some cases a Federal Reviewer
- **Can you update the Vendor Information Pages (VIP) to make it easier to navigate?**
 - Under the MyVA Verification Process the VIP has been updated to make it more user friendly





We are sending out an email today to all contacts in VIP (business owners and reps). Some of you maybe getting a message that the file is harmful when in fact it is not. However if you have concerns you can view the document by clicking on the following URL <https://www.va.gov/osdbu/docs/matthew-boykin-memo.pdf>

Announcements



[Attention Veteran Small Business Community. For your awareness, please see the following cautionary notice in the case of Mr. Matthew Boykin](#)

[New Vendor Information Pages \(VIP\) Access \(DS Login and ID.Me\)](#)

[Resources, Education, and Training Opportunities](#)

Search Businesses

VIP Verified Businesses

6/10/2019 8:23:19 AM

[Access VA Login](#)

Contact Us

Call Center: (866) 584-2344
Monday-Friday 8:00am to 6:00pm (Eastern)
Email: vip@va.gov

Status Updates: verificationfollowup@va.gov

Profile Questions: vip@va.gov

VOSB/SDVOSB Verification

- [OSDBU Home](#)
- [What is Verification?](#)
- [Frequently Asked Questions](#)

- [Kingdomware Decision](#)

<https://www.vip.vetbiz.va.gov/>



Search Businesses

VIP Verified Businesses

6/10/2019 8:23:19 AM



SDVOSB: 10222



VOSB: 3312

Total Verified: 13534

Find Veteran Businesses

[Advanced Search](#)

Business Name

DUNS

DBA

NAICS Codes

Keywords - Separate keywords with blank spaces

Search by VOSB or SDVOSB?

State/Territory

- Alabama
- Alaska
- Alberta
- American Samoa
- Arizona
- Arkansas
- British Columbia

Add

Remove

Selected Search Areas

Search

Reset

- [Kingdomware Decision](#)
- [Verification Assistance Briefs](#)
- [Verification Counseling Program](#)
- [Verification fraud prosecutions](#)
- [Small and Veteran Business Programs](#)
- [Doing Business with VA](#)
- [VA OIG's Hotline](#)
- [FOIA Policy](#)

<https://www.vip.vetbiz.va.gov/>



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Verification Resources

- **VETERANS FIRST VERIFICATION PROGRAM**
 - <https://www.va.gov/osdbu/verification/index.asp>
- **RESOURCES**
 - [OSDBU Website](#)
 - [Login to Vendor Information Pages \(VIP\)](#)
 - [Access List of Veteran-Owned Businesses](#)
 - [Media Library](#)
 - [Frequently Asked Questions \(FAQs\)](#)
 - [Verification Assistance Program](#)
 - [Verification Assistance Briefs](#)
 - [Reverification Process Fact Sheet](#)
 - [Verification Webinars and Town Halls](#)
- **LAWS and REGULATIONS**
 - [38 CFR Part 74](#) - VA Veteran-Owned Small Business Verification Guidelines
 - [13 CFR Part 125](#) - Government Contracting Program
 - [38 U.S.C. §§ 8127](#) - Contracting Goals and Preferences
 - [38 U.S.C. §§ 8128](#) - Contracting Priority
 - [VA Procurement Policy Memorandum 7/25/2016](#)
 - [VA Acquisition Circular](#)



STAY CONNECTED WITH OSDBU

OSDBU Help Desk:

Phone: 1-866-584-2344

Email: osdbustratcomm@va.gov

Website: <https://www.va.gov/osdbu/>

Social Media:



Twitter: <https://twitter.com/VAVetBiz>



Facebook: <https://www.facebook.com/VAVetBiz/>



YouTube: <https://www.youtube.com/c/VAOSDBU>



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Questions

This concludes the Pre-Verification portion of the webinar. The floor is open to address any unanswered questions.

