

Office of Small & Disadvantaged Business Utilization

Learning & Development

Verification Process Knowledge Assessment

Training session Date: February 22, 2013
Time: All Day
Name of Course: Verification Process Training
Facilitator(s): Subject Matter Experts
NAME OF ATTENDEE:
BUSINESS YOU REPRESENT:

The following assessment is a follow up to the Center for Veterans Enterprise Verification Process Training seminar. The questions have all been answered in the pre-course material, presentation slides and dialogue exchange that occurred during the seminar.

Take your time to answer each of the questions to the best of your ability, using the resources provided. **A score of 100% is required for final Verification Process Certification** that will be endorsed by the participating departments of the Office of Small and Disadvantaged Business Utilization (OSDBU).

ASSESSMENT QUESTIONS

Multiple Choice

- 1. Which of these statements are true about the mission of the Center for Veterans Enterprise?**
 - A. CVE verifies civilian owned small business concerns for inclusion in the VetBiz database.
 - B. CVE verifies Veteran-owned and service-disabled Veteran-owned small businesses for inclusion in the VetBiz database.
 - C. Companies granted approval into the database are offered preferential access to VA government contracts and set-aside funds.
 - D. B only
 - E. B and C

2. _____ is the process by which a Veteran is evaluated and determined eligible to be listed in the Vendor Information Pages (VIP) VetBiz database. Evaluation is primarily based on the requirements found in 38 Code of Federal Regulations Part 74.
- A. Request for Reconsideration
 - B. Examination
 - C. Verification
 - D. Initiation
 - E. Determination
3. Which of the following fulfill the criteria for eligibility?
- A. A veteran with a disability rating letter issued by VA, establishing a service-connected rating between 0 and 100 percent
 - B. The spouse of a reservist who owns 50 percent of a franchise
 - C. The surviving spouse of a SDVOSB/VOSB with 51% ownership of a company
 - D. A only
 - E. A and C only
4. Where must an applicant go to file his or her application?
- A. VetBiz.gov
 - B. Va.gov
 - C. Va.gov/OSDBU/
 - D. Va.gov/OSDBU/veteran/
5. All of the following are possible documents that may be uploaded to VIP, except:
- A. Financial statements
 - B. Federal personal and business tax returns
 - C. Payroll records and personal history statements
 - D. Phone records
 - E. Transcript of Tax Form (IRS Form 4506) for up to 3 years
6. The following are key activities in the Evaluation part of the process except:
- A. Receipt of Examination
 - B. Paralegal review - Examination report and the recommendation of decision
 - C. Site Visit mandated for every applicant
 - D. Federal review – Paralegal report and the recommendation of decision
 - E. Generate decision letter

- 7. Which of the following is the standard order in which an application is reviewed?**
- A. Initiation, Examination, Evaluation, Request for Re-Consideration, Final Determination
 - B. Examination, Initiation, Evaluation, Determination, Request for Re-Consideration, OGC Review
 - C. Initiation, Examination, Evaluation, Determination
 - D. Initiation, Site Visit, Examination, Initiation, Evaluation
- 8. Which of the following are indicated in 38 C.F.R. 74:**
- A. Ownership must be direct
 - B. Ownership must be unconditional
 - C. When an owner resides in any of the community property States or territories of the United States, CVE considers applicable State community property laws.
 - D. All of the above
 - E. None of the Above
- 9. One or more veterans or service-disabled veterans must be entitled to receive, which of the following?**
- A. At least 51 percent of the annual distribution of profits paid to the owners of a corporate, partnership, or LLC applicant or participant;
 - B. At least 51 percent of the net profits earned by a joint venture in which the applicant or participant is the lead concern;
 - C. 100 percent of the value of each share of stock owned by them in the event that the stock is sold; and
 - D. At least 51 percent of the retained earnings of the concern and 100 percent of the unencumbered value of each share of stock owned in the event of dissolution of the corporation, partnership, or LLC
 - E. All of the Above
- 10. CVE will deem Veterans or service-disabled Veterans to control the board of directors where:**
- (i) A single veteran owns 100 percent of all voting stock of an applicant or participant concern;
 - (ii) A single veteran owns at least 51 percent of all voting stock of an applicant or participant, the individual is on the board of directors and no super majority voting requirements exist for shareholders to approve corporation actions.
 - (iii) Where the concern has supermajority voting requirements, the veteran shareholders must own at least that percentage of voting stock needed to overcome any such supermajority ownership requirements.
- A. i, ii, and iii
 - B. ii only
 - C. ii and iii

True or False

11. T or F Once eligibility is determined and found in order, a VOSB / SDVOSB is verified on the VetBiz system and then receives a contract through the Veteran's First Program.
12. T or F Good Character is not an eligibility requirement for VetBiz VIP Verification Program
13. T or F Veteran John Smith owns 100% of Example, LLC; he is married to a non-Veteran; and he lives in Arizona. According to community property laws, he would only be regarded as holding an undivided 50% interest in Example, LLC. He would not meet the ownership requirements of 38 CFR § 74.3.
14. T or F An eligible full-time manager does not have to hold the highest officer position (usually President or Chief Executive Officer).
15. T or F Where a critical license is held by a non-Veteran having equity interest in the applicant or participant firm, the non-Veteran may be found to control the firm.
16. T or F The verification eligibility period is "a one year period that begins on the date the Center for Veterans Enterprise issues the approval letter establishing verified status. The participant must submit a new application each year to continue eligibility.
17. T or F Only one business owner is required to sign the 0877 form.
18. T or F Upon receipt of your application CVE immediately starts examining your application.
19. T or F At the Examination phase CVE conducts public research for the basis of a decision letter.
20. T or F One or more veterans or service-disabled veteran owners who manage the applicant or participant must devote part-time to the business during the normal working hours of firms in the same or similar line of business.
21. T or F Non-veterans may not be involved in the management of an applicant or participant.
22. T or F "Initiation" is the part of the process that collects all the information that has been uploaded by the applicant and ensures that all the documents associated with the business type are present.

- 23.** T or F Site Visits are conducted to confirm information that the applicant provided in the documentation.
- 24.** T or F Determination is the part of the verification process in which the OSDBU leadership team asks you to provide more information for a legal review.
- 25.** T or F The Risk Mitigation Team ensures that verified firms remain in accordance with 38 CFR 74. They also verify companies in the Vendor Information Pages.
- 26.** T or F The Simplified Renewal process states that if no changes have occurred in the business, that the business will be granted eligibility for another year.
- 27.** T or F Every R4R will receive a complete examination and evaluation of all documents, including the original documents and those submitted in support of the R4R.
- 28.** T or F Community Property issues are one of the top ten reasons for denials into the VetBiz program, as of January 2013.
- 29.** T or F The Evaluations team has a section of “further review recommendation” which they send to the Determinations team.
- 30.** T or F Verification Counselors will assist the Veteran with pre-work, during application, and post-application activities.