



Veterans in Business – Still Serving America

Verification Process

Veteran-Owned Verification Program



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization





Department of Veterans Affairs (VA)

VetBiz Verification Program

Center for Veterans Enterprise (CVE) Verification Process - Stages



90 Days
(from receipt of complete application)

60 Days
(from receipt of valid request for reconsideration)

INITIATION
 Veteran submits complete application with supporting documentation and CVE confirms Veteran status

EXAMINATION
 CVE conducts initial examination of the application and supporting documentation

EVALUATION
 CVE performs detailed evaluation of the business for eligibility into program

DETERMINATION
 CVE issues eligibility decision on application

RECONSIDERATION
 Veteran appeals for reconsideration of CVE's denial decision

FINAL DETERMINATION
 CVE issues decision on Veteran's appeal



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization

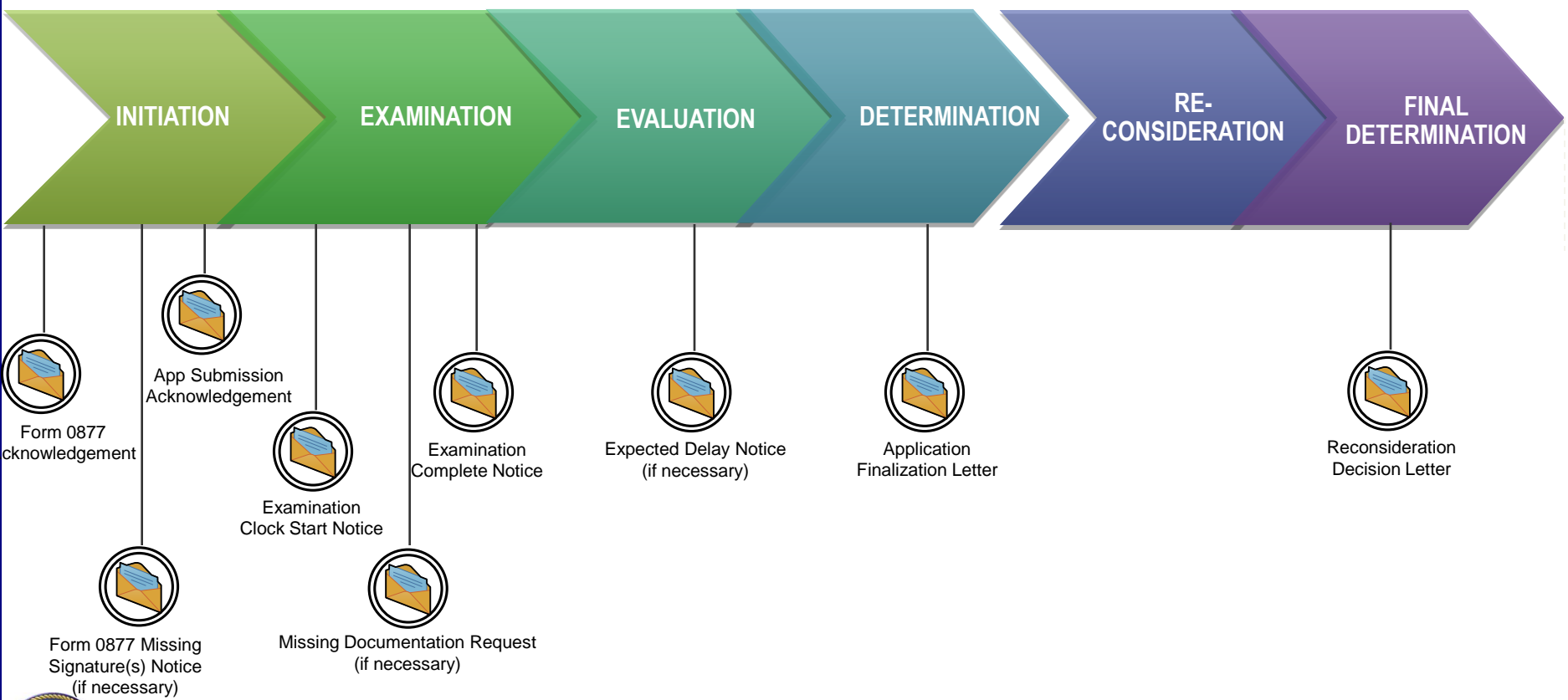




Department of Veterans Affairs (VA)

VetBiz Verification Program

Center for Veterans Enterprise (CVE) Verification Process - Communication



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization



Initiation – Prerequisites

- Read the “Guide for Applicants” on VetBiz.gov
- Review 38 CFR 74 for ownership and control criteria
- Review the Verification Assistance Briefs on <http://www.VetBiz.gov/> for more clarity on issues and requirements
- Register in the System for Award Management (<https://www.sam.gov/>)
- Gather all the documentation for your business type and scan them to a separate folder on your computer (this will make it easier during the submission process)
- Compare the business documents to the criteria in 38 CFR 74, and ensure that there are no clerical errors on the documentation.



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization



Initiation – Getting started

The screenshot shows the homepage of VetBiz.gov. At the top, it features the United States Department of Veterans Affairs logo and a search bar. Below the navigation menu, there's a banner for the Office of Small and Disadvantaged Business Utilization (OSDBU) with a group of people holding a sign that asks: "How does a Veteran-Owned Small Business register in the Vendor Information Pages database and get Verified?", "How do VA Contracting Officers easily identify Service-Disabled Veteran-Owned and Veteran-Owned Small Businesses eligible for procurement opportunities?", and "How may WE assist YOU?". To the right of the banner is the VetBiz.gov logo and a "Vendor Information Pages (VIP) Database" section with icons for Search, Eligibility, Register, and Login. Below this is a navigation bar with icons for Home, Contacts, News, Events, Verification, Register-VIP, Build, and FAQs. At the bottom, there are three boxes: "News and Updates" with a link to "The Center for Veterans Enterprise (CVE) Experiencing Higher than Normal Call Volume", "What is Verification?" with a link to "Verification Assistance Program", and a "Help Desk" contact information box.

UNITED STATES
DEPARTMENT OF VETERANS AFFAIRS

Search All VA Web Page: Search [Open Advanced Search](#)

Home Veteran Services Business About VA Media Room Locations Contact Us

OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION — VETBIZ.GOV

Department of Veterans Affairs
Office of Small and Disadvantaged
Business Utilization (OSDBU)

VetBiz.gov

Vendor Information Pages (VIP) Database

Search Eligibility Register Login

Office of Small and Disadvantaged Business Utilization

Home Contacts News Events Verification Register-VIP Build FAQs

News and Updates

The Center for Veterans Enterprise (CVE) Experiencing Higher than Normal Call Volume—With the kickoff of Simplified Re-Verification, we are experiencing higher than normal call volume. You can reduce your hold time by selecting the callback option when

What is Verification?

To be eligible for Service-Disabled Veteran-Owned or Veteran-Owned Small Business set-asides, you must be Verified! Do you need more information or assistance? Learn about [Verification](#), access our [Verification Assistance Program](#).

Help Desk: (202) 303-3260
Monday-Friday
8:00am to 8:00pm

Status Update:
verificationfollowup@va.gov

Go to
<http://www.VetBiz.gov/>
and click “Register”



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization



Initiation – Create a user account



Click “Register”



Benefits of Registering with VetBiz [Help](#)

As a Registered Business, your company will receive:

- Priority contracting opportunities under VA's Veterans First Buying Authority.
- Special Consideration for federal contracting opportunities from prime contractors and federal government agencies.
- Notices of contracting opportunities.
- Information and news affecting Veteran-Owned and Service-Disabled businesses.

Process Overview

- Step 1: Create a User Account
- Step 2: See if you qualify
- Step 3: Business Owners complete e-Signature documents(Forms 0877)
- Step 4: Enter Veteran Owned Small Business information ([View required documents](#))
- Step 5: Department of Veteran Affairs Center for Veterans Enterprise verification of majority of business ownership of by Veterans
- Step 6: Final verification by Department of Veterans Affairs Center for Veterans Enterprise

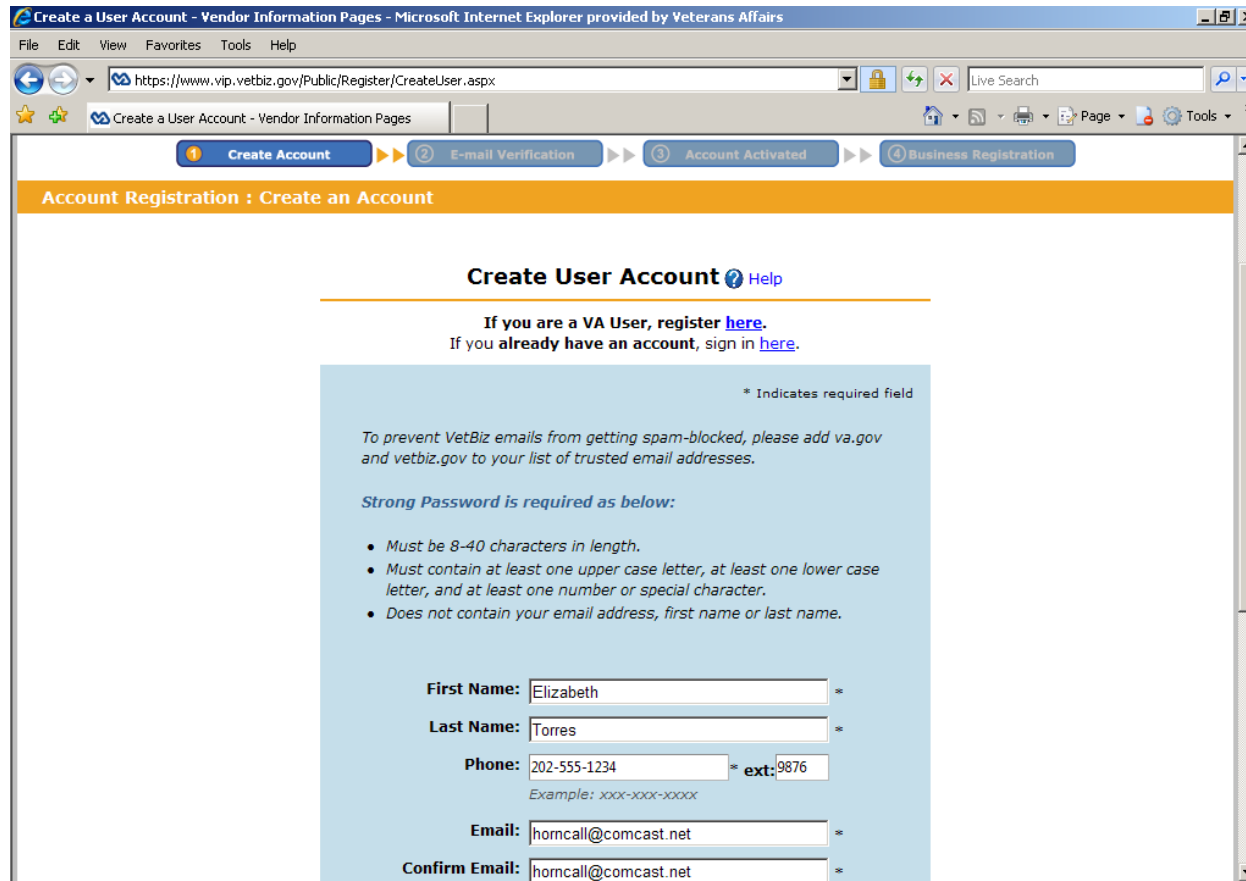
REGISTER ➤



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization



Initiation – Create a user account



Create a User Account - Vendor Information Pages - Microsoft Internet Explorer provided by Veterans Affairs

File Edit View Favorites Tools Help

https://www.vip.vetbiz.gov/Public/Register/CreateUser.aspx

Live Search

Create a User Account - Vendor Information Pages

1 Create Account 2 E-mail Verification 3 Account Activated 4 Business Registration

Account Registration : Create an Account

Create User Account [Help](#)

If you are a VA User, register [here](#).
If you already have an account, sign in [here](#).

* Indicates required field

To prevent VetBiz emails from getting spam-blocked, please add va.gov and vetbiz.gov to your list of trusted email addresses.

Strong Password is required as below:

- Must be 8-40 characters in length.
- Must contain at least one upper case letter, at least one lower case letter, and at least one number or special character.
- Does not contain your email address, first name or last name.

First Name: *

Last Name: *

Phone: * ext:
Example: xxx-xxx-xxxx

Email: *

Confirm Email: *

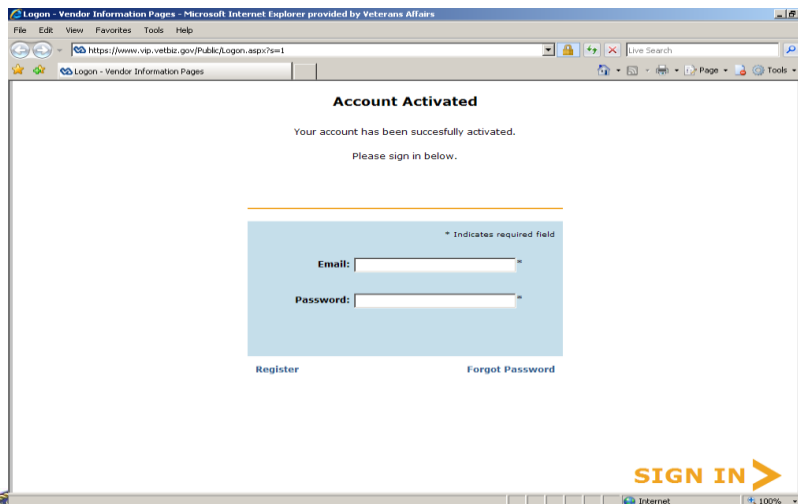
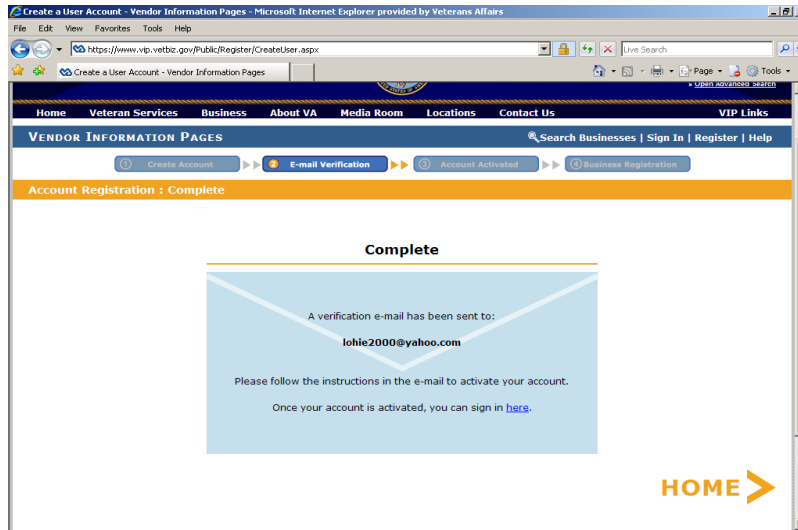
Scroll to the bottom of the page and click “Create User”



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization



Initiation – Activate account



- Go to the email that you indicated and click the link in the message.
- This will cause a pop-up screen that asks you to sign in
- Sign in using the email address and password created in the first step



Initiation – Check qualifications

Check Your Qualifications - Vendor Information Pages - Microsoft Internet Explorer provided by Veterans Affairs

File Edit View Favorites Tools Help

https://www.vip.vetbiz.gov/User/Business/Qualify.aspx

Check Your Qualifications - Vendor Information Pages

Check Qualifications VA Form 0877 Signature Process Business Information Business Verified

Business Registration : Check Your Qualifications

The enforcement penalties for misrepresentation of your Veteran owned business are as follows "Any business concern that is determined by the Secretary to have misrepresented the status of that concern as a small concern owned and controlled by Veterans or as a small business concern owned and controlled by service-disabled Veterans for purposes of this subsection shall be debarred from contracting with the Department for a reasonable period of time, as determined by the Secretary."

[Public Law 109-461 Section 8127 (g)]

You affirm that the information entered in Vendor Information Pages shall be true and accurate to the best of your knowledge.

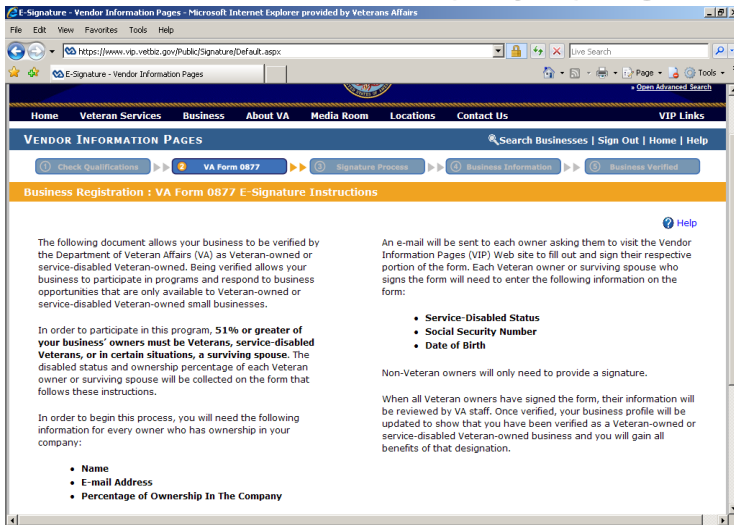
Check all that apply

- Veteran:** A person who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard, for any length of time and at any place and who was discharged or released under conditions other than dishonorable. Reservists or members of the National Guard called to Federal active duty or disabled from a disease or injury incurred or aggravated in the line of duty or while in training status also qualify as a Veteran.
- Veteran-owned Business:** Not less than 51% of which is owned by one or more Veterans, or in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more Veterans; and the management and daily business operations of which are controlled by one or more Veterans.
- Service Disabled Veteran:** A Veteran who possesses a disability rating letter issued by the Department of Veterans Affairs, establishing a service-connected rating between 0 and 100% or a disability determination from the Department of Defense.
- Service Disabled Veteran-Owned Business:** Not less than 51% of which is owned by one or more service-disabled Veterans, or in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more service-disabled Veterans; and the management and daily business operations of which are controlled by one or more service-disabled Veterans, or in the case of a Veteran with a permanent and severe disability, a spouse or permanent caregiver of such Veteran.
- Small Business Concern:** [click here for more information.](#)

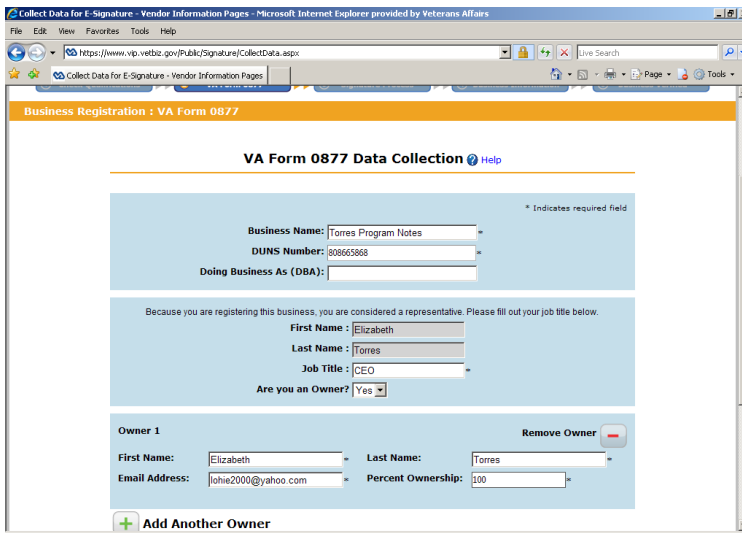
- Check all boxes that apply to your business.
- If you are SDVOSB, all five boxes will be checked.
- Click “next”



Initiation – VAF 0877



- Read the VAF 0877 e-signature instructions, click “next”
- Fill out the form.
- If multiple owners, click “Add Another Owner”
- When all owners are added, click “next”



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization



Initiation – Agreement to the terms

Privacy / Paperwork Reduction Act Notices - Vendor Information Pages - Microsoft Internet Explorer provided by Veterans Affairs

File Edit View Favorites Tools Help

https://www.vetbiz.gov/Public/Signature/Agreement.aspx?vbSigID=WHFKc2ZjSEEvUEK90&Duns=808665869&owne... Live Search

Privacy / Paperwork Reduction Act Notices - Vendor I...

under Public Law, 109-461, Section 8127 requirements. We will use the information to identify any VA records. Furnishing the information on this form, including your Social Security Number (No.) and VA File/Claim No. is voluntary; however, if the information is not furnished, VA will not recognize your small business as Veteran-owned or service-disabled Veteran-owned. Your obligation to respond is voluntary.

PAPERWORK REDUCTION ACT NOTICE: The collection of information meets the requirement of Public Law 109-461, Section 8127 (f) 4, as amended by Section 2 of the Paperwork Reduction Act of 1995. This form has been created to provide an efficient way for the Department of Veterans Affairs to collect and verify Veterans and service-disabled Veterans in Vendor Information Pages (VIP). We estimate the time to fill out the form to be about 5 minutes to read the instructions, gather the facts, and answer the questions. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed.

PART I - CONSENT TO ACCESS AND VERIFY VETERAN(S) OWNER(S)/VETERAN(S) STOCKHOLDER(S) RECORD(S)
Each Veteran owner/Veteran stockholder named herein authorizes consent for the Center for Veterans Enterprise (CVE) personnel to access and verify their records. CVE will match your information with records maintained by VA's Beneficiary Identification Records Locator Subsystem database. Please see <http://www.vip.vetbiz.gov> for definitions of Veteran, service-disabled Veteran, owner, stockholder, Veteran Owned Small Business (VOSB), Service-Disabled Veteran Owned Small Business (SDVOSB), and eligible surviving spouse.

PART II - AFFIRMATION
By electronically signing this form; I affirm that the articles of incorporation (or other legal documents establishing the business) are filed with my state and such articles established that at least 51% of the business is owned and controlled (or in the case of stock, at least 51% of the stock is owned) by Veterans or service-disabled Veterans, or eligible surviving spouses as stated in Public Law 109-461 Section 8127 (k) (2). I affirm that each of the owners of the business (or in the case of a business with stock, each of the stockholders) is eligible to participate in Federal contracting and that neither the business nor any of the individual owners appears on the Excluded Parties List at <http://epls.gov> as identified in Federal Acquisition Regulation 9.404.3. I further affirm that I have read and understand the language in 13 CFR 125.10 and that the business is controlled by individuals eligible to participate in the SDVOSB program if I am claiming SDVOSB status.

Any business concern or any Veteran determined by VA to have misrepresented the status of that concern as a small business concern owned and controlled by Veterans or as a small business concern owned and controlled by service-disabled Veterans shall be debarred from contracting with VA for a period of five years.

By checking this box you signify that you have read and agree to the terms outlined above.

NEXT

- Carefully read the text on the next screen.
- Check the box to signify that you have read and agree to the terms outlined above
- Click “next”



Initiation – Personal Information

Personal Information for VA Form 0877 - Vendor Information Pages - Microsoft Internet Explorer provided by Veterans Affairs

File Edit View Favorites Tools Help

https://www.vetbiz.gov/Public/Signature/PersonalData.aspx?vbSigID=WHFKc2ZjSEEvUEk908Duns=808665869 Live Search

Personal Information for VA Form 0877 - Vendor Infor...

Check Qualifications VA Form 0877 Signature Process Business Information Business Verified

Business Registration : Personal Information

Please provide the following information about yourself:

Select the appropriate block under **Veteran Status**.
Owners/stockholders who are Veterans, service-disabled Veterans or eligible surviving spouses must also provide SSN or VA Claim number VA does not intend to collect SSN data from non-Veterans.

Veteran Status:

Veteran

Service Disabled Veteran

Surviving Spouse

Non-Veteran

* Indicates required field

Social Security Number: 174-48-3347

Date of Birth: March 19 1961

NEXT ➔

- Enter your personal information.
- This is used to check Veteran and service-connected disability status in the Beneficiary Identification Records Locator Subsystem (BIRLS) database



Initiation – Signing and submitting

PART I - CONSENT TO ACCESS AND VERIFY VETERAN(S) OWNER(S)/VETERAN(S) STOCKHOLDER(S) RECORD(S)

Each Veteran owner/Veteran stockholder named herein authorizes consent for the Center for Veterans Enterprise (CVE) personnel to access and verify their records. CVE will match your information with records maintained by the Veterans Benefits Administration (VBA) database.

NAME OF COMPANY: DBA: DUNS: 808665869
Torres Program Notes

NAME(S) OF EACH BUSINESS OWNER/STOCKHOLDER/SURVIVING SPOUSE <i>(Mr./Ms., First Name, Middle, Last, Jr./Sr./III)</i>	% OF OWNER-SHIP	VETERAN STATUS				SSN/VA FILE NO./CLAIM NO. FOR VETERAN(S) & SURVIVING SPOUSE ONLY <i>(Skip If Non-Veteran)</i>	DATE OF BIRTH	SIGNATURE OF EACH BUSINESS OWNER(S)	DATE SIGNED
		VETERAN	SPY DIS	SURVIVING SPOUSE	NON-VET				
Elizabeth Torres	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	174-48-3347	3/19/1961	Click Here to Sign Cancel	12/13/2011
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Signature Complete - Vendor Information Pages

Home Veteran Services Business About VA Media Room Locations Contact Us VIP Links

VENDOR INFORMATION PAGES Search Businesses | Sign Out | Home | Help

Check Qualifications VA Form 0877 **Signature Process** Business Information Business Verified

Business Registration : Signature Completion

Your Signature Is Completed

You have signed VA Form 0877 successfully.

[View/Print Signed Document](#)

Please click the above link to view your signed document. Once your signed document is viewable, you may print it by clicking the Print button.

This document has been signed by all of the registered business owners. An email notification was sent to the business representative to continue the business registration process by clicking the Edit link of the business in Account Summary, entering the required business information and submitting your business profile for verification.

- Click where indicated to sign
- On the next screen click “next” if you have viewed your completed VAF 0877



Initiation – Your profile

The top screenshot shows the 'Account Summary' page. The business name 'Torres Program Notes' is highlighted with a red arrow. The bottom screenshot shows the 'Update Profile' page with the 'Profile' tab highlighted with a yellow arrow. The form includes fields for First Name (Elizabeth), Last Name (Torres), Email (johia2000@yahoo.com), Confirm Email (johia2000@yahoo.com), Government User (checkbox), and Phone (202-555-1234 ext. 5876). There are also checkboxes for email notifications and geographical service area only.

- Click on your business name (red arrow) to fill in business information
- Much of this information is pulled from your SAM profile.
- Click on the 'Profile' tab (yellow arrow)
- Set up your email notifications
- NOTE: all correspondence relating to your company will go to the email address used to register your company. Please ensure that it is correct.



Initiation – Upload documents

Torres Program Notes [Help](#)

You are required to upload documents per your business type
[View the required documents](#) or select a document group to begin uploading

Document Groups

- General Information
- Financial Information
- Management Information
- Legal Structure

Document Types

- 1.1 License
- 1.2 Resume

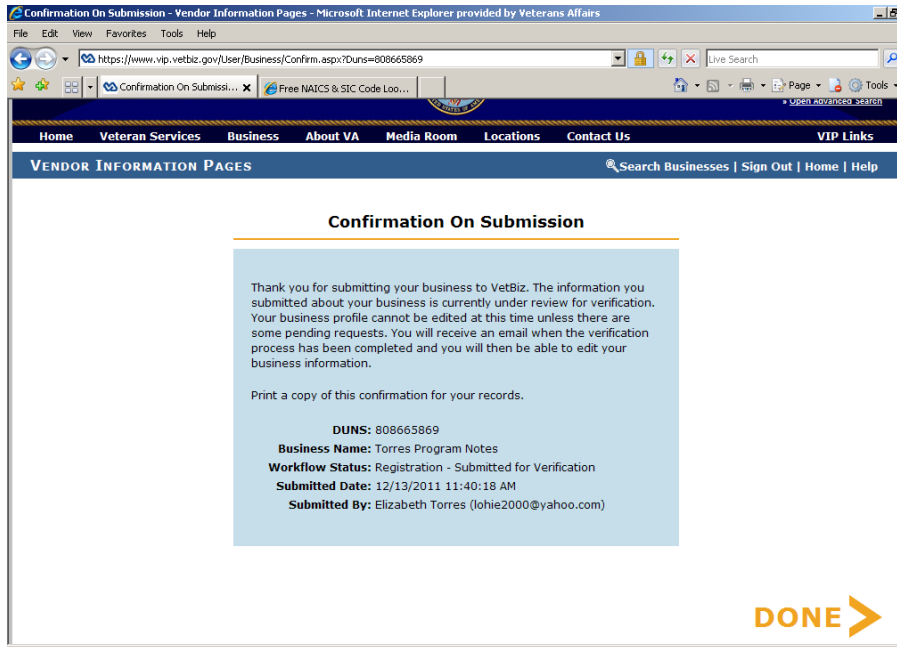
This document is a Letter of Explanation.

Uploaded Documents			
View	Documents	Explanation	Date
No records to display.			

- Based on the business structure selected earlier, the list of required documents is here.
- Upload scanned documents for each required document
- If no document exists for that type (*i.e.* taxes for a new business), a letter of explanation is required.
- When your document is accepted, the yellow circle will turn green and display a check mark.
- Once all documents have been uploaded, click “submit”



Initiation - Submission



- You will then see a screen that confirms that you submitted the application.
- **This notice does not mean that the application is complete. All documents will be reviewed to see if they are sufficient for examination.**
- Once reviewed and determined sufficient, an email will be sent noting that the application is complete.
- **The 90-day processing time begins when the application is determined to be complete.**

Veteran status and service-connected disability are checked during the Initiation stage. The Veteran is alerted within 48 hours if there is an issue.



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization



Examination

- CVE performs a document review of all information on the company
- Documents provided by applicant are examined and rated against the Risk Matrix
- Examiners contact the company for additional documentation, if needed, and to clarify questionable items in the documentation
- Upon completion of the examination, the examiner makes a recommendation of approve, deny, site visit or further review and returns the file to CVE.



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization





Evaluation

- The CVE staff Quality Reviewer (QR) receives the file and reviews the documents and examination report to verify that the analysis was correct. If discrepancies are found, all documents are thoroughly checked.
- QR makes an approval, denial, or more evaluation required determination



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization






Evaluation – Further review recommendation

- Applications recommended for further review go to the Risk Management Team
- Risk Team performs a detailed review of the entire file
- Further documentation may be requested and reviewed
- If required, a Site visit is scheduled



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization





Evaluation – Site Visit

- If the Risk Management Team determines that a complete picture of the company can't be made based on the documentation submitted, a site visit is scheduled
- Site visit examiner does a complete review of the documentation before visiting the company
- Examiner makes recommendation to Risk Management team based on the results of the site visit.



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization





Determination

- Once examination and site visits are complete, the evaluation team evaluates the file and makes a determination.
- All determinations are made by CVE Federal employees
- Denial recommendations are based on either a single point of failure (Critical on the Risk Matrix), or on a totality of circumstances
- The determination letter is signed and emailed to the Veteran within two business days.
- Approved companies have their verification logo turned on and now appear in VIP.
- Denied companies have 30 days to file a request for reconsideration



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization





Request for Reconsideration (R4R)

- All requests for reconsideration (R4R) must be submitted according to the directions contained in the initial denial letter. **Submission via any other method will result in processing delays, as the submission will not enter the system properly.**
- Every R4R will receive a complete examination and evaluation of all documents, including the original documents and those submitted in support of the R4R.
- Site visits may occur to gain further clarification.
- Every R4R recommendation undergoes a review by VA's Office of the General Counsel or member of CVE management.



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization



Request for Reconsideration

- If the Director, CVE, denies the application solely on issues not raised in the initial denial, the applicant may ask for a second reconsideration as if it were an initial denial. (38 CFR § 74.13)
- A final denial requires the participant to wait for six months before a new application will be processed (38 CFR § 74.14)





Quality Control Program

- 10% of all approval decisions are selected for a quality control check.
- The entire application is reviewed to ensure that the correct decision has been rendered.
- Approvals are subject to random QC review by OGC.



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization





Verification Assistance Program

- Verification Assistance Briefs on VETBIZ
- Partnership with VSOs and other support organizations for counseling

<http://www.va.gov/osdbu/veteran/vap.asp>



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization



Issues that may cause delays

- Submission of material or requests that are outside the accepted process
- Not checking the appropriate box for “status” on the VA Form 0877
- Not indicating percentage of ownership for each individual owner
- Ownership total does not equal 100%
- Not listing all owners
- Business name in Name of Company on VA Form 0877 doesn’t match the business name listed in the Vendor Information Pages profile
- Veteran’s name doesn’t match Veterans Benefit Administration records (Veteran record hasn’t been updated with VBA, *i.e.*, name change due to marriage)
- The applicant does not provide complete, correct documentation.
- The applicant has an unusual ownership or management structure.
- The applicant has affiliation issues.
- The Veteran is unavailable or unresponsive to requests for further information.



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization





Veterans in Business – Still Serving America

Thank you!

Help Desk: (202) 303-3260

Monday-Friday

8:00am to 8:00 pm

Status Update:

verificationfollowup@va.gov

Profile Questions:

vip@va.gov



U.S. Department of Veterans Affairs
Office of Small and Disadvantaged Business Utilization

