



Ten Steps to Simplify the CVE Application Process

If that's possible!

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The University of Texas at Arlington's contract with the Department of Defense provides businesses free counseling service for government contracting assistance. (Federal, State, Local, and with Prime Contractors) CVE assistance is done on a voluntary basis. Either way, you must request our service in writing through our website. If you have not done so, please go to www.uta.edu/crosstimbers and fill out the "Request for Assistance" form.

1. Go to: <https://www.va.gov/osdbu/library/factsheets.asp>

Scroll down and click on "Verification Webinars and Town Halls." Sign up for a webinar. (Held every first and third Friday)

2. Before the webinar go back to: <https://www.va.gov/osdbu/library/factsheets.asp>

Read all the information provided. Especially the following:

Verification Assistance Briefs: Listed under the "Resources" section

Verification Webinars and Town Halls: Also listed under the "Resources" section (Register and attend the next session)

3. Read **38 CFR Part 74**.
<https://www.law.cornell.edu/cfr/text/38/part-74>
4. You must be registered in the System for Award Management (SAM) and the Dynamic Small Business Search (DSBS). www.sam.gov Note: If you need help let us know. Make sure you ask us to review your SAM and DSBS "Before" you submit your documents to the VA.
5. Review your [System for Award Management \(SAM\)](#) registration and [SBA Dynamic Small Business Search \(DSBS\)](#) profile and make sure that both are active and accurate. The following sections merit particularly close attention:

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SAM:

- Assertions: You must have self-certified the business as a VOSB or SDVOSB.
- Representations and Certifications: The Veteran owner must be one of the individuals listed to negotiate pricing.
- Points of Contact: The Veteran owner must be listed as a point of contact.

DSBS:

- The Veteran owner(s) must be listed as a principal.

6. Gather all of the [documents](#) required for your type of business.

It can be helpful to scan and save the required documents in a file with sub-folders that mirror the VA's document numbers. As an example; Folders for an LLC company would be labeled 1.1 License, 1.2 Resume, 2.1 Tax 1040, etc.). This will simplify the process when uploading each specific document type as required with your application. This file will also come in handy when you renew your verification at the two year mark and completely reapply at the four year mark.

NOTE: The required document list is much more than a check list. In reviewing your application, CVE performs a detailed evaluation of the documents, which must clearly show that the VOSB or SDVOSB meets the requirements set out in 38 CFR 74.

7. There are three areas the VA is looking at. They are Eligibility, Ownership, and Control. You must read, understand, and follow the instructions carefully or your registration will be returned, denied.

- **Eligibility** includes but not limited to your DD214, Honorably Discharged, Must be small business, and must be of good character. (i.e. includes but not limited to, not debarred or owe the federal government money)
- **Ownership** includes at least 51% unconditional owned. (Note: Can be more than one vet) In Community Property states such as Texas, spouse (if not a veteran and part owner of the company) must sign a letter which waves such rights. I have a template if you need one.
- **Control** (Note: Control is not the same as ownership)
 - Veteran(s) must control both tactical and strategic management of the operation.
 - Veteran(s) must have unconditional control of the company



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- Veteran(s) must have managerial experience to the extent and complexity that they can manage the business. Note: you may need to provide CVE training documents, education, and experience in the field of your work.
- Quorum restrictions and/or weighted voting and decision making issues (singularly or combined) has been a real issue with not getting approval. The VA cannot permit non-veteran directors to control the board of directors, directly or indirectly. (NOTE: THIS IS THE NUMBER ONE CAUSE OF DISAPPROVAL) I suggest very strongly that if you cannot insure your Operating Agreement, By-Laws, Minutes, or other parts of you corporate documents to meet VA requirements, you have your attorney look over this part in the corporation papers.
- You must serve as a Management Member of an LLC.
- Highest Compensation: You must be the Highest Compensated person in the company or provide a Detail Letter of Explanation (DLOE) explaining why.
- Highest Officer: You must be the highest officer in the company, usually President or Chief Executive Officer. (CEO)
- When a non-vet holds a “Critical” license, the non-vet may be found to control the company.
- The management of the daily business must be conducted by one or more of the Vets.
- The manager must devote full-time to the business during normal working hours of the firm.

8. You may need a DLOE to provide more information to support some of the items above.
9. The CVE will investigate the above to determine facts. They do this to include evaluation of you documents, phone calls, and yes site visits.
10. If you receive a rejection letter you have a short period of time to respond. If you need help let us know. If you cannot reach us, call another CVE counselor and let them help you with your response.

I suggest you set up a file in your PC and place the info they require in that file as discussed above. Then after you have everything, you need, upload it all at the same time.

(Note: Again, the files should have the same paragraph numbers as the ones listed on their website) In other words, if you are an LLC here is what the file numbers should look like:



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(File Name) General Information

- 1.1 License
- 1.2 Resume

(FILE NAME) Financial Information

- 2.1 Tax 1040
- 2.3 K-1
- 2.5 Payroll
- 2.6 Signature Cards
- 2.7 Contracts

.....and so on.

Keep in mind that if you don't have something or if you think what you have is not right, you need to give them a Detail Letter of Explanation (DLOE)

Also keep in mind you can do this process yourself but if you have your attorney assist you, it will be less stressful and faster. Simply provide them your corporate documents and the 38 CFR 74.

Although we can't do any of the tasks for you, we are here to cheer you on and give you non-legal advice.

Please understand that if your company has not been in business for at least two years, there is not much Cross Timbers Procurement Technical Assistance Center can do for you. However, your can receive help from the North Texas Small Business Development Center. (SBDC) They can assist you with business needs such as Assisting in what your new company should sell, training, Business Advising, Counseling (Seminars) for Financing, Business Plan, Marketing, Legal/Tax issues, Permits/Licenses, etc. You can find the offices nearest you at:

<http://www.ntsfdc.org/>

Good luck and please try not to become frustrated. You earned this certification so stay with it until you get it.

Thank you for your service, Henry



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