ALASKA APEX ACCELERATOR *Where Government Contracting Starts*

SBA U.S. Small Business Administration

SBA VetCert Update 2024

Veteran Certification Overview

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January 10, 2024

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Today's Discussion

- VetCert Program Overview
  - Program history quick review
  - Program Overview & Benefits
  - Eligibility requirements
- VetCert Application
  - VetCert Portal
  - Documentation requirements
  - Looking at the application
- Is this certification a good fit for your business?
- Certified, now what? – Marketing & maintaining certification
- Other SBA Veteran Benefits

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VetCert

Eligibility & Application:
VOSB / SDVOSB

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VetCert Program History

Certification Transfer from the VA

VETS FIRST CVE

SBA U.S. Small Business Administration

- Firms verified by the VA Center for Verification and Evaluation (CVE) as of January 1, 2023, were automatically granted certification by SBA for the remainder of the firm's eligibility period.
- SBA granted a one-time, one-year extension of certification to current VOSBs and SDVOSBs verified by the VA as of the transfer date on January 1, 2023. This additional year will be added to the existing eligibility period of a current participant.
- New applicants certified by SBA after January 1, 2023, will receive the standard three-year certification period.

References: https://www.sba.gov/federal-contracting/contracting-assistance-programs/veteran-contracting-assistance-programs

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VetCert Program History

Grace period for self-certified firms

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- The NDAA 2021 had granted a one-year grace period for self-certified SDVOSBs until January 1, 2024. During the grace period, self-certified businesses had one year to file an application for SDVOSB certification and was allowed to rely on their self-certification to compete for non-VA SDVOSB set-aside contracts.
- Self-certified SDVOSBs that had applied before January 1, 2024, will maintain their eligibility through the expiration of the grace period until SBA issues a final eligibility decision.
- VOSBs and SDVOSBs seeking sole-source and set-aside opportunities with the VA must be certified – there is no grace period.

References: https://www.sba.gov/federal-contracting/contracting-assistance-programs/veteran-contracting-assistance-programs

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Benefits of Certification

Benefits of SBA certification[1]

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- Certification allows SDVOSB firms the opportunity to compete for sole-source and set-aside contracts across the federal government.
- Certified VOSBs and SDVOSBs should start the application process before their extended certification expiration date to ensure their certification does not lapse. Self-certified SDVOSBs are encouraged to submit an application in advance to ensure the certification process is complete by January 1, 2024.

Veteran Affairs (VA) Vets First Contracting Program[2]

VA U.S. Department of Veterans Affairs

VETS FIRST VERIFICATION

- Created for Veteran-Owned Small Businesses (VOSB) & expanded the Service-Disabled Veteran contracting program for VA procurements.
- Opportunities for VA sole-source & set-aside contracts for certified VOSB & SDVOSB firms
  note: Certification required for both VOSB & SDVOSB

References:
1. https://www.sba.gov/federal-contracting/contracting-assistance-programs/veteran-contracting-assistance-programs
2. https://www.va.gov/osdbu/faqs/109461.asp#:~:text=The%20Vets%20First%20Contracting%20Program%20within%20the%20Department%20of%20Veterans,contracting%20program%20for%20VA%20procurements.

Eligibility Requirements

Eligibility requirements:

To apply for certification with SBA as a **VOSB** or **SDVOSB**, a firm must meet the following requirements:

- Be considered a small business, as defined by the size standard corresponding to any NAICS code listed in the business's SAM profile.
- Have no less than 51% of the business owned and controlled by one or more veterans.
- For certification as a SDVOSB, have no less than 51% of the business owned and controlled by one or more veterans rated as service-disabled by the VA.
- For those veterans who are permanently and totally disabled and unable to manage the daily business operations of their business, their business may still qualify if their spouse or appointed, permanent caregiver is assisting in that management.
- For a full list of eligibility requirements, see the final rule published in the Federal Register.

References: https://www.sba.gov/federal-contracting/contracting-assistance-programs/veteran-contracting-assistance-programs

VetCert Application Readiness

To be application ready:

- ✓ Entity registration must be up to date and active in SAM.gov. To link your SAM profile to the application you will need:
  - Unique Entity Identifier (UEI)
  - Bank Account Number – *must match SAM profile!*
- ✓ Marketing Review VetCert application FAQ Sheet for list of supporting documents: https://sba-cve-docs.s3.us-east-2.amazonaws.com/SBA_Document_Fact_Sheet.pdf
- ✓ Make sure the have the supporting documents as .pdf files on your computer
- ✓ Be able to answer (with narrative if needed):
  - ❑

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VetCert Portal

References: https://veterans.certify.sba.gov/

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VetCert Portal

https://veterans.certify.sba.gov/

VetCert Portal – Getting Started

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Register an Account

Personal information needed:

- ✓ Date of Birth
- ✓ Social Security Number
- ✓ Do you have an open SBA loan?

References: https://veterans.certify.sba.gov/

VetCert Portal – Sign In

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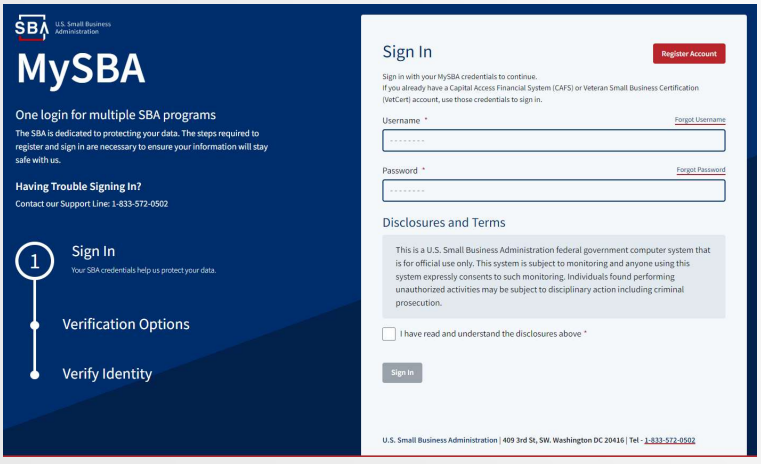


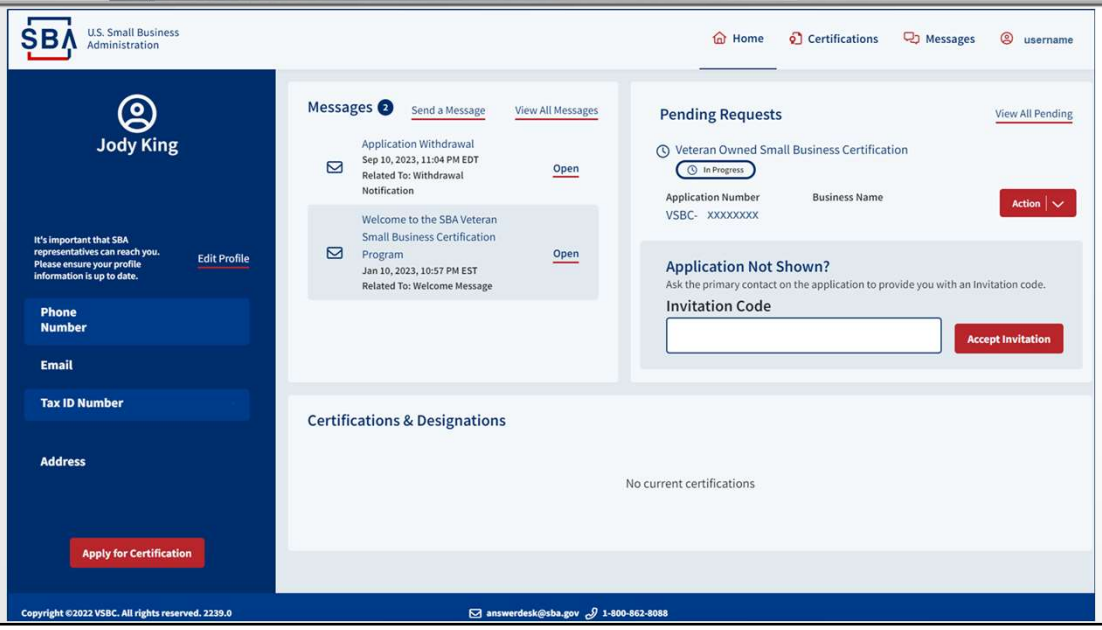
Frequently Asked Questions and other assistance:

Our SBA Veteran Small Business Certification fact sheet will help you prepare your application and gather the correct documents

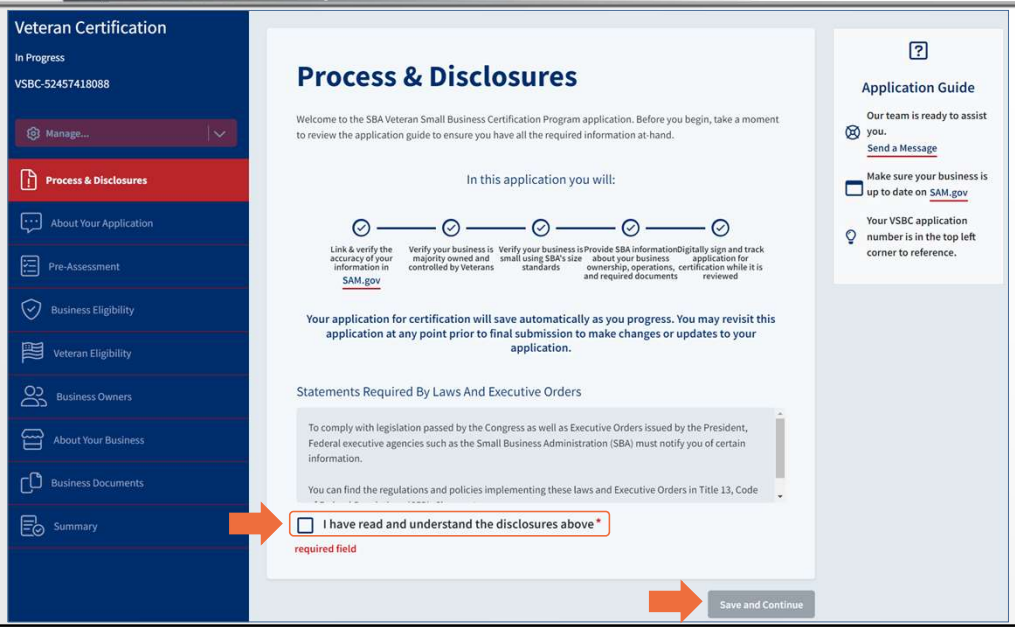
For more details about the transfer and SBA's Veteran Small Business Certification

- See our Frequently Asked Questions
- Email vetcert@sba.gov
- Call the dedicated toll-free call center at 800-862-8088,
  Monday – Friday, 8:00 am – 6:00 pm ET
  (excludes federal holidays).

VetCert Portal - Home



VetCert Portal - Application



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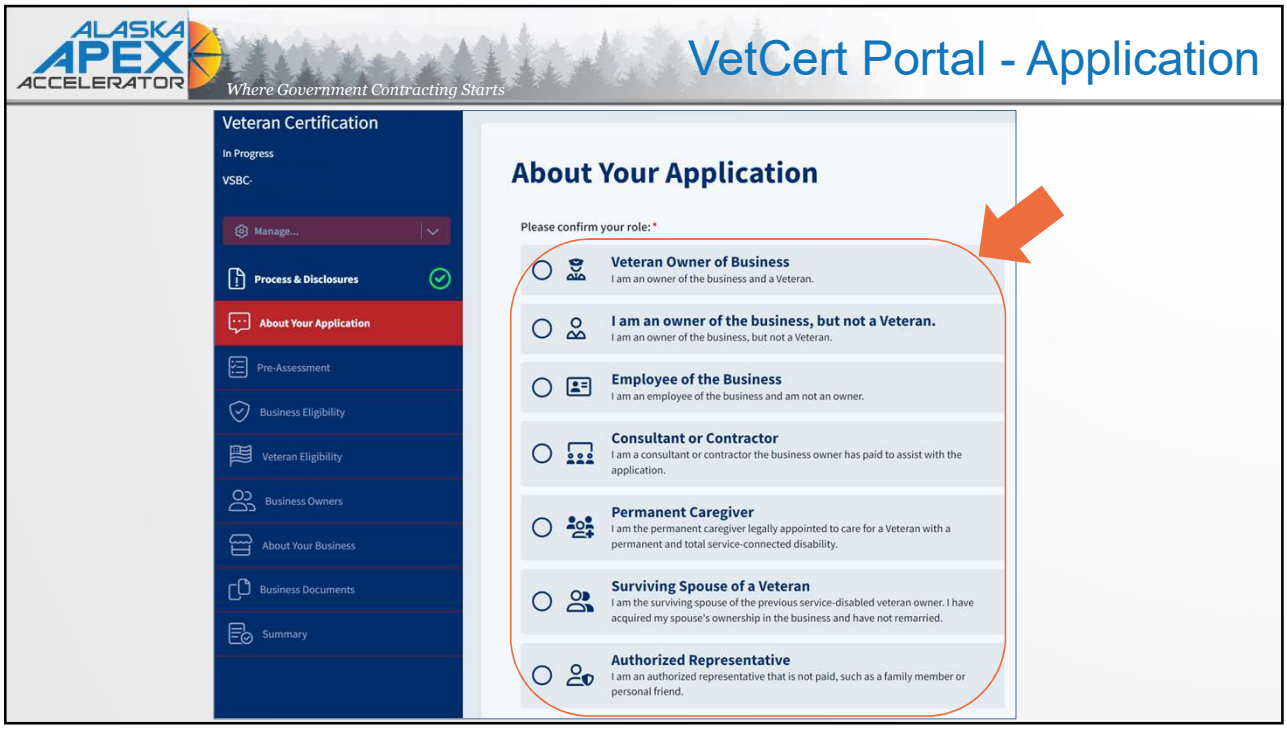

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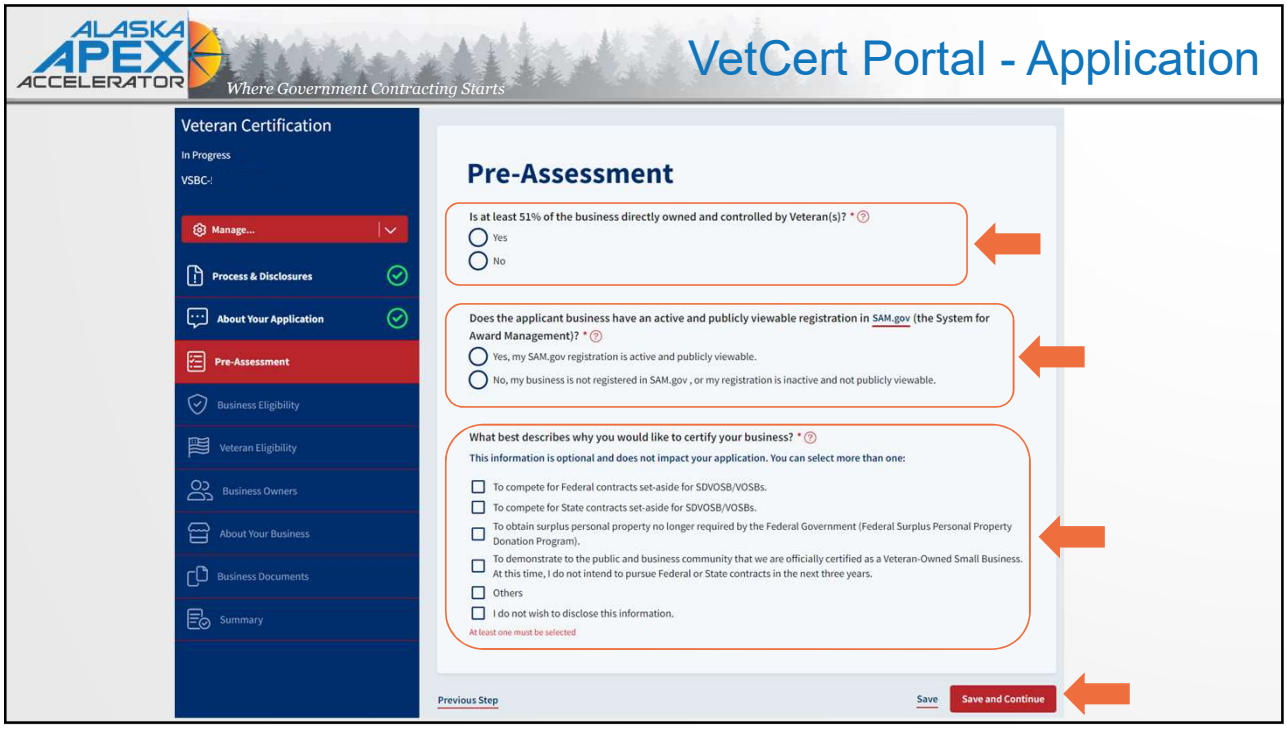

VetCert Portal - Application

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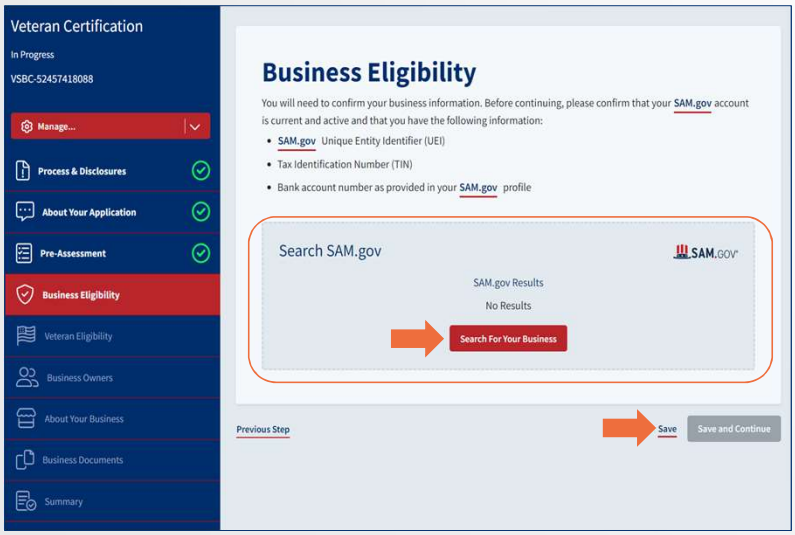

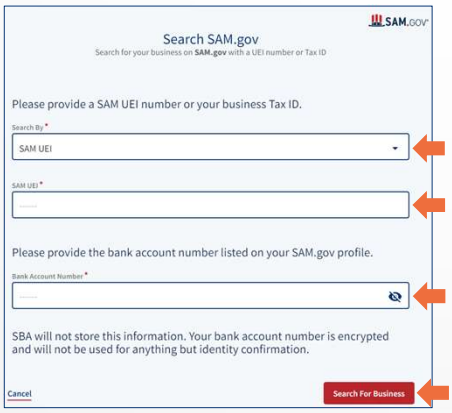

VetCert Portal - Application

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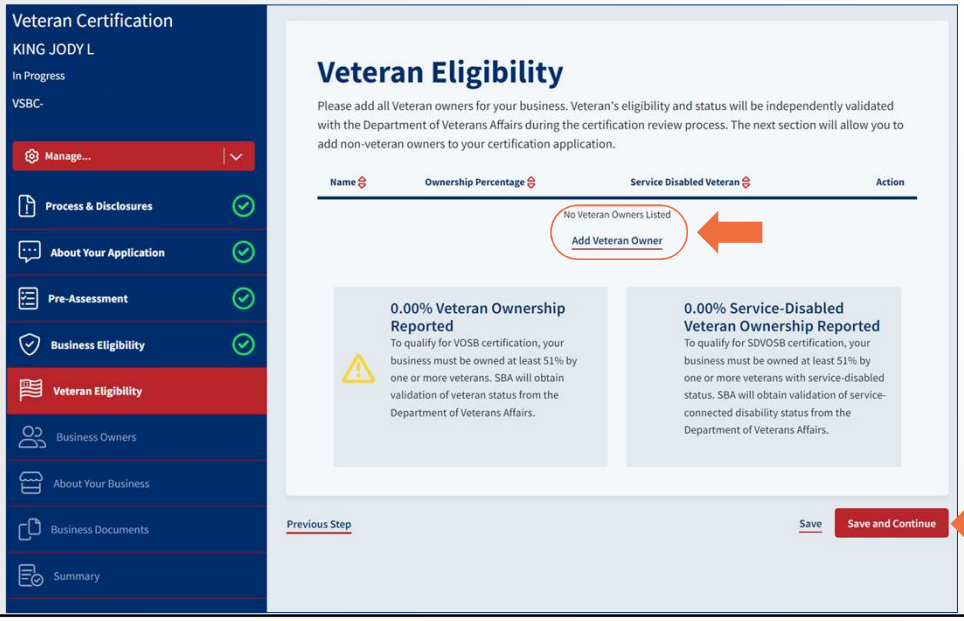

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VetCert Portal - Application

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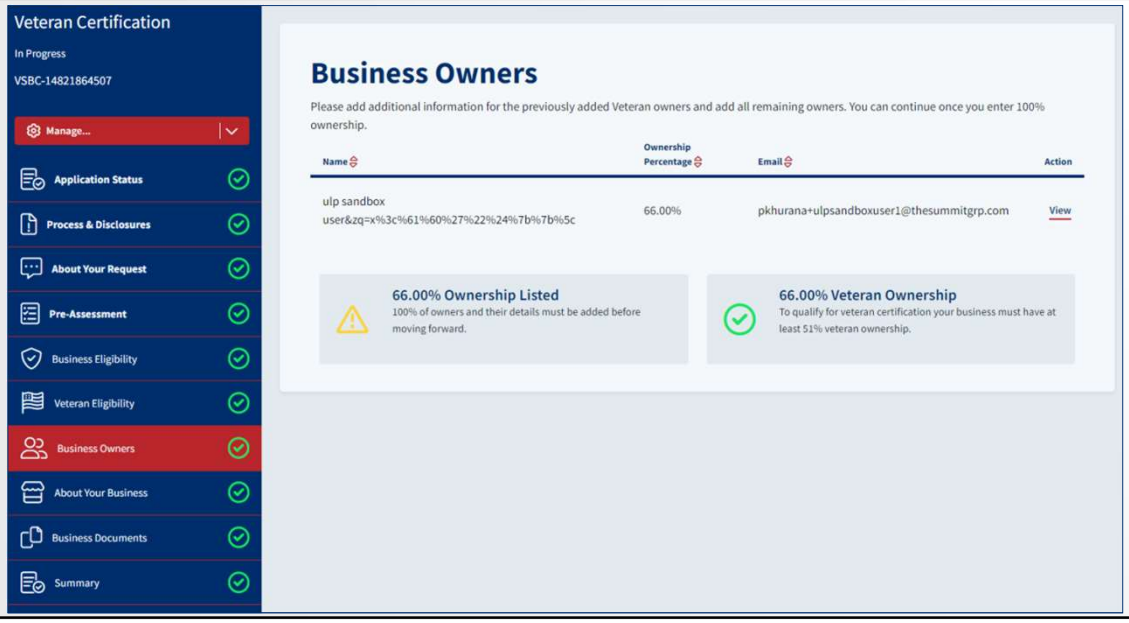

VetCert Portal - Application

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Completing the Owner(s) Questionnaire

Each owner listed will be required to complete a questionnaire and sign the document via DocuSign.

- Each owner will be sent an email with a link to sign into either the VetCert portal or if the owner has an open/current loan they will sign in via MySBA Loan Portal website (https://lending.sba.gov)
- For the majority owner(s), the questionnaire will require:
  - ✓ Job Title & description of work experience and history
  - ✓ Description of day to day business roles and duties of the company
  - ✓ Determine if there is a conflict of interest with outside employment or other full time employment
- Each owner will be required to upload a personal resume
- Once all owners have signed the questionnaire, the application will automatically be submitted for evaluation.

VetCert Portal - Application

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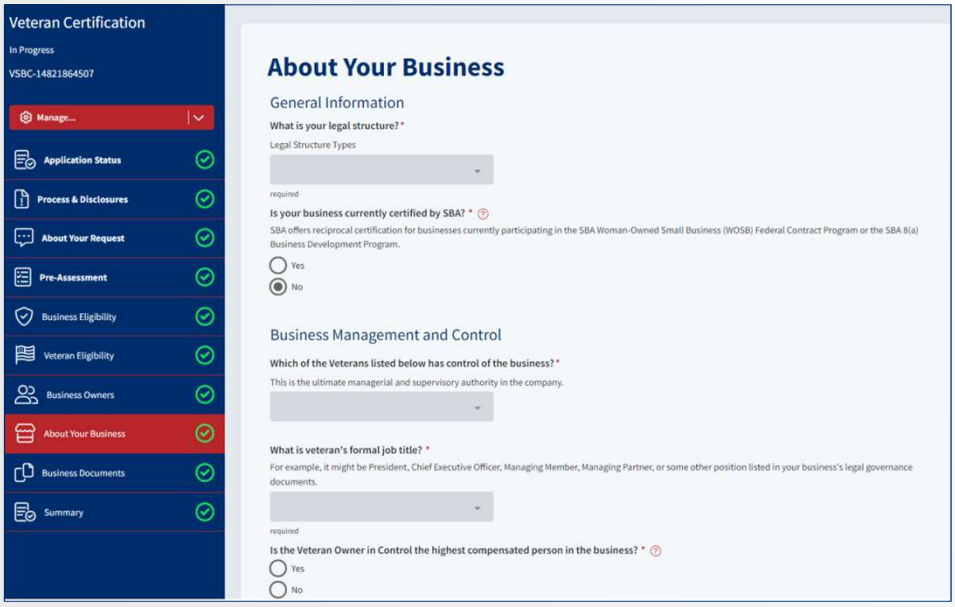

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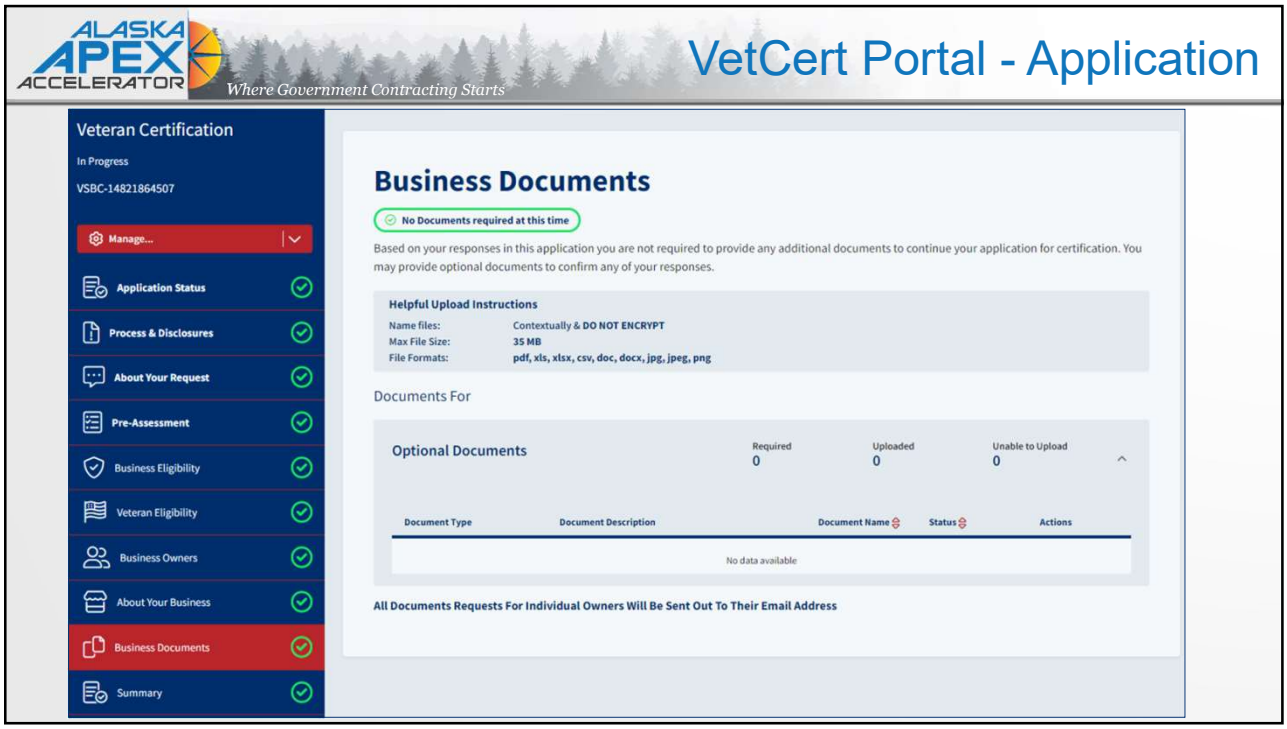

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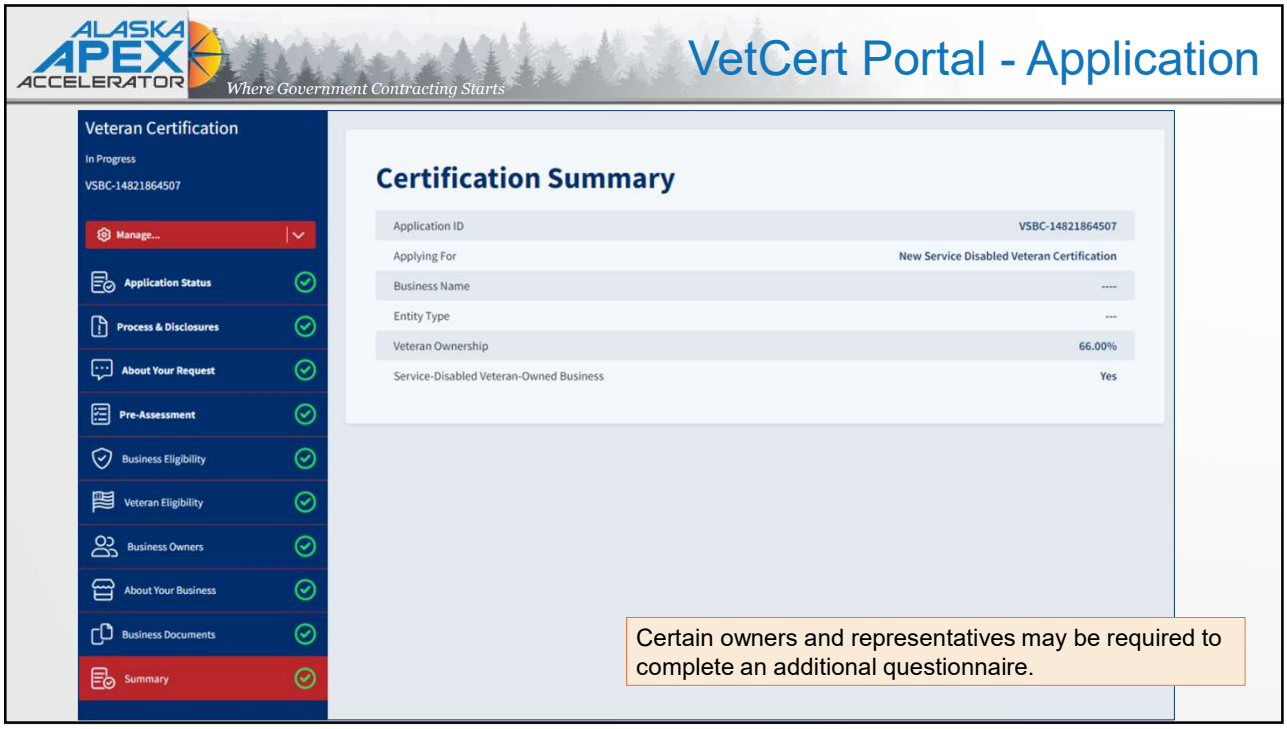

Certain owners and representatives may be required to complete an additional questionnaire.

VetCert Portal – Approval Process

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Application is submitted – what's next?

- Most applicants receive determination within 4 to 6 weeks.
- SBA analyst will conduct a full review of the responses and uploaded documentation.
  - After initial review, the applicant may receive an email with requests for additional documentation or clarification. It is important to watch your email for communication from the VetCert team! Be sure to respond within the required timeline. Non-response may result with your application be withdrawn by SBA.
- A formal letter is issued once a decision is rendered.

Maintaining Certification

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After receiving notification of certification

- Check your DSBS profile to see if your SDVOSB or VOSB certification date is listed and "yes" box is checked

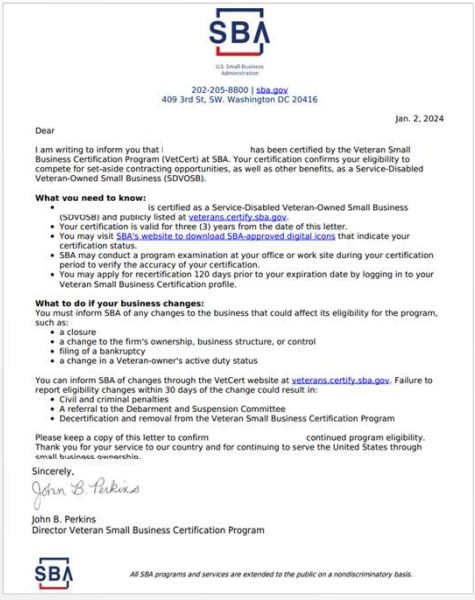
Veteran-Owned Small Business - SBA Certified:

VOSB Certified?:	[ ] Yes [X] No
VOSB Joint Venture?:	[ ] Yes [X] No
VOSB Certification Date:	
VOSB Certification Expiration Date:	

Service-Disabled Veteran-Owned Small Business - SBA Certified:

SDVOSB Certified?:	[X] Yes [ ] No
SDVOSB Joint Venture?:	[ ] Yes [X] No
SDVOSB Certification Date:	01/02/2024
SDVOSB Certification Expiration Date:	01/02/2027

- Compliance "reporting" is once a year – recertification in three years
- Start marketing your certification! Add the logo and certification information to your website and other marketing materials



SBA

U.S. Small Business Administration

202-205-8800 | sba.gov
409 3rd St, SW, Washington DC 20416

Jan. 2, 2024

Dear

I am writing to inform you that | has been certified by the Veteran Small Business Certification Program (VetCert) at SBA. Your certification confirms your eligibility to compete for set-aside contracting opportunities, as well as other benefits, as a Service-Disabled Veteran-Owned Small Business (SDVOSB).

What you need to know:

- is certified as a Service-Disabled Veteran-Owned Small Business (SDVOSB) and publicly listed at veterans.certify.sba.gov.
- Your certification is valid for three (3) years from the date of this letter.
- You may visit SBA's website to download SBA-approved digital icons that indicate your certification status.
- SBA may conduct a program examination at your office or work site during your certification period to verify the accuracy of your certification.
- You may apply for recertification 120 days prior to your expiration date by logging in to your Veteran Small Business Certification profile.

What to do if your business changes:

You must inform SBA of any changes to the business that could affect its eligibility for the program, such as:

- a closure
- a change to the firm's ownership, business structure, or control
- filing of a bankruptcy
- a change in a Veteran-owner's active duty status

You can inform SBA of changes through the VetCert website at veterans.certify.sba.gov. Failure to report eligibility changes within 30 days of the change could result in:

- Civil and criminal penalties
- A referral to the Debarment and Suspension Committee
- Decertification and removal from the Veteran Small Business Certification Program

Please keep a copy of this letter to confirm continued program eligibility. Thank you for your service to our country and for continuing to serve the United States through small business ownership.

Sincerely,

John B. Perkins

John B. Perkins
Director Veteran Small Business Certification Program

SBA

All SBA programs and services are extended to the public on a nondiscriminatory basis.

Veteran Certification for a JV

- The JV must have an active SAM registration &the JV box must be selected
- The majority owner must have already received SBA certification.

Socio-Economic Categories:

Select any socio-economic categories which reflect the current status of your entity. If applicable, your small business status will automatically be derived from the receipts, number of employees, assets, or megawatt hours, and NAICS codes entered in the Assertions portion of the registration and displayed in the Representations and Certifications portion of this registration.

- [ ] Small Business Joint Venture
- [ ] Veteran-Owned Business
- [ ] Service-Disabled Veteran-Owned Business
- [ ] Service-Disabled Veteran-Owned Business Joint Venture

SAM.GOV

- Company A & B combined must both be a small business under the JV's primary NAICS code. If one of the JV partners is other than small, the JV must be created under a Mentor-Protégé program that allows JV creation and removes affiliation.
- The majority owner does have to log into the VetCert website and on their dashboard (must already have certification), under the Actions link, the click on "Requests" and then "Report JV". There is an abbreviated application that has to be completed.
- Verify that the SDVOSB JV box has been checked under the majority owner's DSBS profile. Also check the JV DSBS profile for certification status.

SBA DSBS

Veteran-Owned Small Business - SBA Certified:

VOSB Certified?:	[ ] Yes [X] No
VOSB Joint Venture?:	[ ] Yes [X] No
VOSB Certification Date:	
VOSB Certification Expiration Date:	

Service-Disabled Veteran-Owned Small Business - SBA Certified:

SDVOSB Certified?:	[X] Yes [ ] No
SDVOSB Joint Venture?:	[ ] Yes [X] No
SDVOSB Certification Date:	08/12/2022
SDVOSB Certification Expiration Date:	08/12/2026

Is this a good fit at this time?

However, is this program right for your business at this time?

- After January 1, 2024, certification is required to be eligible for SDVOSB or VA VOSB set-aside and sole-source solicitations.
- Certification considerations:
  - Unlike the 8(a) Program, you do not need to be in business a minimum length of time.
  - Compliance "reporting" is once a year – recertification in three years
  - Certification doesn't have a time limit as long as program eligible
  - VOSB Certification allows for sole-source opportunities for VA contracts
- Agency small business goals for SDVOSB

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Other Veteran Benefits

Don't forget to look into other Veteran business benefits

SBA U.S. Small Business Administration

- SBA offers support for veterans as they enter the world of business ownership. Look for funding programs, training, and federal contracting opportunities.
  - Training Programs:
    - Veterans and Active Service
    - Women Veterans
    - Service-disabled veterans
    - Military families

Office of Veterans Business Development
409 3rd St. SW, Suite 5700
Washington, DC 20416

Phone: 202-205-6773

- SBA offers support for veterans as they enter the world of business ownership. Look for funding programs, training, and federal contracting opportunities.
- Surplus Personal Property for Veteran owned small businesses through GSA Federal Surplus Personal Property Donation Program

References:
1. https://www.sba.gov/business-guide/grow-your-business/veteran-owned-businesses
2. https://www.sba.gov/federal-contracting/contracting-assistance-programs/veteran-contracting-assistance-programs

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U.S. Small Business Administration

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Cell (907) 759-1636

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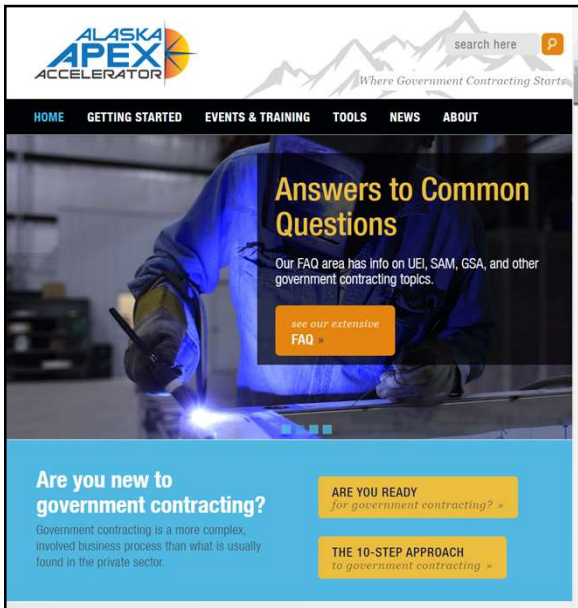
The SBA works to ignite change and spark action
so small businesses can confidently

START • GROW • EXPAND • RECOVER

SBA



Program Introduction

Now Alaska APEX Accelerator!

- Formerly Procurement Technical Assistance Center (PTAC)
- Free assistance with all aspects of government contracting, from cradle to grave (start to finish) for federal, state and local purchasing activity
- Free one-on-one appointments
- Free workshops (Special events and extended training session may have registration fees)
- The Alaska APEX is one of 94+ other PTACs across the US, Puerto Rico, & Guam

https://apexalaska.org/
https://www.aptac-us.org/
https://www.apexaccelerators.us/#/

UAA Business Enterprise Institute
University of Alaska Anchorage

The Alaska PTAC is a program of the UAA Business Enterprise Institute and funded in part through a cooperative agreement with the Department of Defense Office of Small Business Programs

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Questions?

Alaska APEX Accelerator Staff Contact Information

Anchorage: Phone: 907-786-7258

Carolyn Pratt, Program Manager	capratt@alaska.edu	907-786-7259
Jody King, Contract Specialist II	jlking8@alaska.edu	907-786-7270
Lynda Gregory, Program Specialist	lmgregory@alaska.edu	907-786-7258

Fairbanks: **Phone: 907-456-7288**

Pierre Thompson, Center Director/Contract Specialist	pdthompson@alaska.edu
Kristen Sullivan, Program Assistant	khsullivan@alaska.edu

General email: info@apexalaska.org **Website:** https://alaskapex.org

To request assistance, sign up here: https://akptac.ecenterdirect.com/signup

How can the Alaska APEX help you?