

North Carolina  
DEPARTMENT OF MILITARY  
AND VETERANS AFFAIRS

## APPLICATION-CONTRACT GRANT PROGRAM FOR COUNTY VETERANS OFFICES

### **BACKGROUND:**

Session Law 2023-134, Section 33.13(a) directed the North Carolina Department of Military and Veterans Affairs (NCDMVA) to establish a grant program for existing county veterans offices (CVOs) to provide services to veterans. A grant may be awarded up to \$20,000. To be eligible for the grant program, the CVO must be located in a county where there are eight (8) or less certified veteran service officers (VSOs). The VSO may be an employee of or volunteer with the federal government, State of North Carolina, county, or an entity in the county, including a nonprofit organization. NCDMVA will verify the presence of eight (8) or less certified VSOs in the county through the United States Department of Veterans Affairs (USDVA) prior to awarding a grant.

### **Instructions:**

The County Veterans Office (the "RECIPIENT") will complete the **PART I - RECIPIENT SECTION** of this document, including Attachments. The RECIPIENT will have an authorized official complete the **PART IV - EXECUTION SECTION** of this document.

The RECIPIENT shall complete and submit the following documents:

- Attachment A - Scope of Work and Budget
- Attachment B - W-9 Form
- Attachment C - Electronic Payment/Vendor Verification Form
- Attachment D - Conflict of Interest Policy (sample)
- Attachment E - Sworn (notarized) Certification of No Overdue Tax Debts
- Attachment F - State Grant Compliance Reporting
- Attachment G - Grant Certification
- Attachment H - Closeout Reporting Document

Upon receipt and approval of this completed document and attachments, NCDMVA will complete the **PART II - DMVA SECTION** of this document and have an authorized individual complete the **PART IV - EXECUTION SECTION** of this document.

Upon the execution page being signed in the **PART IV - EXECUTION SECTION** by both the RECIPIENT and NCDMVA (referred to collectively as the "PARTIES"), this document and all required attachments are incorporated herein and together constitute the contract agreement (Agreement) between the PARTIES.

## **PART I - RECIPIENT SECTION:**

### **Section 1: RECIPIENT Organization Information**

**County Name:** Guilford County

County Address: 301 W. Market Street, Greensboro, NC 27401

**Recipient Contact:** Robert Shelly

Contact Phone: 336.641.2627

**Contact Email:** rshelly@guilfordcountync.gov

Grant Amount Request: \$20,000.00 (Up to \$20,000 - Final amount subject to allocation and appropriation of funds to NCDMVA)

Contact Phone: 336.641.2627.....

Contact Email: rshelly@guilfordcountync.gov

Grant Amount Request: **\$20,000.00** (Up to \$20,000- Final amount subject to allocation and appropriation of funds to NCDMVA)

### **Section 2: Award Amount**

The award amount will not exceed \$20,000 per Session Law 2023-134, Section 33.13(a). The actual amount of the award is dependent on the number of eligible recipients as described in Part I, Section 4 of this document, and subject to the allocation and appropriation of funds to NCDMVA. The RECIPIENT's award amount can be found in Part II -Section 2 of this document, which will be finalized after the RECIPIENT completes all requirements within Part I - RECIPIENT SECTION (including Attachments A- E) and signs the execution page. (Attachments F-H will be completed post award as described below.)

### **Section 3: Use offunds**

As required by Session Law 2023-134, Section 33.13(a), CVO grant awards are for the purpose of providing services to veterans. A CVO may receive a grant award up to \$20,000 for this purpose. The RECIPIENT will use Attachment A: Scope of Work and Budget, to provide a scope of work regarding how grant funds will be utilized to serve veterans and a budget with a detailed description of proposed grant expenditures.

The RECIPIENT agrees to expend funds in accordance with the scope of work and budget cost items set forth in the RECIPIENT's approved budget. Upon written notification to NCDMVA, the RECIPIENT may reallocate or redistribute funds among budgeted line items in an amount not to exceed ten percent (10%) of the total approved budget without requiring NCDMVA's prior written approval.

Any reallocation or redistribution of funds exceeding ten percent (10%) of the total approved budget shall require the prior written approval of NCDMVA, documented as a written amendment to the contract agreement (Agreement) as described in Part III, Section 3 of this document.

### **Section 4: Eligibility Requirements**

The RECIPIENT confirms it meets the requirement as defined in Session Law 2023-134, Section 33.13(a) which dictates:

The CVO must be located in a county in which there are eight or less certified veteran service officers (VSOs). The VSO may be an employee of or volunteer with the federal government, State of North Carolina, county, or an entity in the county, including a nonprofit organization. DMVA shall verify the presence of eight or less certified VSOs in the county through the United States Department of Veterans Affairs prior to awarding a grant.

### **Section 5: Reporting Requirements**

The RECIPIENT agrees and shall submit compliance reports and certify that all grant funds received or held are being used for the purposes for which the grant was awarded, and providing an accounting of all funds received. Such reporting shall be required at a minimum of once every six (6) months following the date on which funds are received and shall continue until all funds have been expended and accounted for to the satisfaction of NCDMVA. See Attachment F - Compliance Reporting and Attachment G- Grant Certification for fashion of reporting.

Upon project completion (i.e., once RECIPIENT has expended all grant funds) or No later than **August 3, 2026**, whichever is sooner, the RECIPIENT shall submit, as prescribed by NCDMVA, the following information to [SVC\\_DMVA\\_FSD.grants@milvets.nc.gov](mailto:SVC_DMVA_FSD.grants@milvets.nc.gov) :

- (1) The unduplicated number of veterans served by the CVO.
- (2) The number of times each individual veteran was served by the CVO.
- (3) The services that were provided to veterans using the grant funds awarded to the CVO.

See Attachment H: Closeout Reporting Document for form and fashion of reporting the information above.

## **PART II - NCDMVA SECTION:**

### **Section 1: Eligibility Determination**

It is the responsibility of NCDMVA to verify through the United States Department of Veterans Affairs that the RECIPIENT has eight (8) or less certified veteran service officers (VSOs). The VSO may be an employee of or volunteer with the federal government, State of North Carolina, county, or an entity in the county, including a nonprofit organization.

### **Section 2: Award Amount**

The RECIPIENT will hereby be awarded the amount of \$20,000.00. NCDMVA will disburse the full amount of the grant award to the RECIPIENT within 30 days of NCDMVA's receipt and approval of the RECIPIENT's required documentation, including attachments, in form and substance satisfactory to NCDMVA.

### **Section 3: Contract Information**

Once executed, this document will serve as the Agreement between the PARTIES. The Agreement number is 2026-0028

### **Section 4: Period of Performance**

The period of performance shall begin on the date this Agreement is fully executed by all parties (Contract Execution Date) and shall continue through **July 31, 2026**.

## **PART III - OTHER CONTRACTUAL REQUIREMENTS:**

### **Section 1: Compliance with Laws**

All state grants are subject to corresponding statutes and rules, most notably the cost principles enunciated in the Code of Federal Regulations, 2 CFR, Part 200, N.C. Gen. Stat. 143C-6-23, and 09 N.C. Admin. Code. 03M. The RECIPIENT shall be responsible for compliance with all laws, ordinances, codes, rules, regulations, licensing requirements and other regulatory matters that are applicable to the conduct of its business and work performance under this Agreement, including those of Federal, State, and local agencies having appropriate jurisdiction. Disbursement of funds is contingent upon RECIPIENT's compliance with the terms of this Agreement and any applicable federal or state requirements.

### **Section 2: Monitoring and Auditing**

The RECIPIENT acknowledges and agrees that, from and after the date of execution of this Agreement and for five (5) years following its termination, the books, records, documents and facilities of the RECIPIENT are subject to being audited, inspected and monitored at any time by NCDMVA upon its request (whether in writing or otherwise). The RECIPIENT further agrees to provide NCDMVA staff and staff of the Office of State Auditor with access to financial and accounting records to support internal audit, financial reporting and related requirements.

**Section 3: Amendments**

This Agreement may be amended in writing which documents approval of changes by both the NCDMVA and the RECIPIENT. NCDMVA, in its sole discretion, may approve amendment requests to this Agreement.

A RECIPIENT may submit one (1) written amendment request to NCDMVA for an extension of the period of performance established under this Agreement. Any such extension requests must be made prior to the expiration of the current performance period and shall include justification or explanation for the requested extension. If approved, no extension shall extend the period of performance beyond July 31, 2026.

**Section 4: Sub-Recipients**

If the RECIPIENT grants to any sub-recipient, any of the grant funds awarded to the RECIPIENT under this Agreement, the RECIPIENT or sub-recipient is not relieved of any duties and responsibilities of this Agreement. Additionally, the sub-recipient agrees to abide by the standards contained in this contract and to provide information in its possession to all the RECIPIENT to comply with these standards.

**Section 5: SITUS**

This Agreement shall be governed by the laws of North Carolina and any claim for breach or enforcement of this Agreement shall be filed in State court in Wake County, North Carolina.

**Section 6: Termination of Agreement**

This agreement may be terminated by mutual consent upon sixty (60) days written notice to the other party, or as otherwise provided by law. As soon as possible following termination of this agreement, any residual, unexpended grant funds remaining at the end of the termination or the period of performance shall be returned to NCDMVA.

**PART IV- EXECUTION:**

The undersigned represent and warrant that they are authorized to bind their principals to the terms and conditions of this Agreement. In Witness Whereof, the RECIPIENT and NCDMVA have executed this Agreement electronically, with each party retaining an electronic version. This Agreement shall be effective as of the date of the last party's signature.

**RECIPIENT NAME**

*Natalie Craver*  
AUTHORIZED SIGNATURE

Natalie Craver, Assistant Guilford County Manager  
PRINTED NAME AND TITLE:

10/22/2025  
DATE

*Robert Shelly*  
AUTHORIZED SIGNATURE

Robert Shelly, Guilford County Department Director  
PRINTED NAME AND TITLE:

10/22/25  
DATE

*Robin B. Keller*  
ATTESTING SIGNATURE:

Robin B. Keller, Clerk to the Board  
PRINTED NAME AND TITLE:

10-22-25  
DATE



**NC Department of Military and Veterans Affairs**

*Jessica Slider*  
AUTHORIZED SIGNATURE:

Jessica Slider, Whitchard  
PRINTED NAME AND TITLE:

1/28/24  
DATE

## **Attachment A**

### GRANT SCOPE OF SERVICES

#### **Support Veterans Services Programs**

##### BACKGROUND

The Guilford County Department of Veterans Services has a requirement to perform case management services and maintain client files. Interviews veterans, their dependents, or survivors; and provides services, counseling, and assistance in obtaining benefits, rights, and entitlements. Interprets and disseminates information concerning veterans' programs and procedures.

##### SCOPE OF WORK

Veterans Services shall provide all services necessary to complete the requirements of the NC OMVA GRANT PROGRAM in accordance with the contracted documents. The work will include providing community outreach-based services through advertising and public relations

1. Continuous professional development to enhance the knowledge base of our Veterans Services Officers. Our continuing education shall encompass a wide range of learning opportunities, including online courses, conferences, workshops, and professional certifications, all aimed at enhancing knowledge, skills, and competencies. Our training will be provided by courses offered through the UNC School of Government, NCACVSO, NACVSO training conferences and NVLSP. The world is constantly changing, and continuing education helps professionals stay up to date with the latest trends and technologies.

2. In order to enhance our Public Relations such as our Veterans Townhall / Coffee events the department will purchase specific department handout materials. The items will display the department's name and contact information. Such items are valuable to our organizational success by staying visible and viable in the community.

3. To better enhance our services to the community the Veterans Service will purchase additional office supplies and equipment in order to complete and upload claims from off-site locations

All expenditure of funds shall be in accordance with requirements stated within the guideline of the NC OMVA Grant Application.

4. **Period of Performance (PoP):** The delivery date for the completion of said contract shall be as defined/ as directed within the Grant application requirements.

Other Furnished Information

PROPOSED Budget of Funds

PROPOSED BUDGET

NCDMV Grant		
Expenditure Description	Year 2	Description
Education and Training	4,000.00	Training and Education for county veteran service officers' development, online courses, conferences, workshops, professional certifications courses offered by UNC School of Government, NCACVSO, NACVSO, NVLSP Training
Conference Travel	\$2,500.00	NC DMVA and NCACVSO CONFERENCES
Advertising and Public Relations	10,000.00	Program expenses for Veterans outreach programs (Veterans Experience Action Center, Townhalls, coffee events, community events and workshops to educate veterans about available services and benefits. Advertisement materials (pamphlets, brochures) and other items with CVSO contact and location information.
Office Supplies	3,500.00	Allrelated office supplies to provide services to veterans
<b>Total Direct Costs:</b>	<b>\$20,000.00</b>	