

**NORTH CAROLINA
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM**

HOST AGENCY TRAINING FILE REVIEW WORKSHEET

Sub Grantee: _____

Name of Host Agency							
Host Agency Application							
Host Agency Letter of Agreement & Orientation (one for each program year – must be signed by host agency)							
501(c) 3 Cert. for private non-profits							
Host Agency Monitoring / Safety Checklist (must be completed every 12 months)							
Training Plan** (MUST BE KEPT IN PARTICIPANT FILE. Needs to be completed every 12 months)							
Non-Federal In-kind OR Cash Funding Statement							

OCT 2014