

HSCP Compliance Reminders

All Agencies:

- **Certificates of Good Standing** – As you renew your authorization to do business in the states where you operate, please make sure to provide us with updated proof that your authorization is current. If your status lapses and you are no longer authorized to do business, notify us of your status change and what steps you are taking to become current with your registration.
- **Counselors** – Please email us any changes to your counselor staff. Changes include additional counselors hired, counselors no longer working under this grant, and certification status/changes of counselors.
*Please note: All counselors working on this grant must be HUD certified by February 28, 2023.
- **Insurance policies** –When your insurance policies are renewed, please email proof of your updated policy showing NeighborWorks America as an additional insured.
- **Sam.gov registrations** – When your agency renews its registration, please provide email proof that your registration has been updated.
- **Sub-Grantees** – Please email us promptly of any changes to your sub-grantees. Any changes should be made by providing an updated grant agreement exhibit F.

HUD-Approved Housing Counseling Intermediaries and State Housing Finance Agencies

- **Audit reports** – Please email us your updated audit reports. Please also provide your management letter (also known as the SAS 115 letter). If no management letter was issued, please state that in your email.

Please email all updates noted above to counseling@nw.org.