



NEW MEXICO OFFICE OF THE STATE AUDITOR FINANCIAL ASSISTANCE CHECKLIST

Please submit a copy of this checklist to the OSA along with your application and required documentation.

THE APPLICATION PROCESS

- A. Determine the correct type of reporting requirements and audit services needed by the agency by completing “Exhibit A – Determination Form.”
 - I. If the agency has determined that audit services are not required for a particular year (only a tier 1 or 2 self-certification form is required), please fill out Exhibit B within the online portal OSA Connect. An electronic form and a hard copy are required to be submitted to the OSA.

- B. Complete the application form.

- C. Include all supporting documentation (e.g. Exhibit A – Determination Form, annual financial reports, financial statements, etc.).

- D. Ensure that all forms requiring a signature are signed by the appropriate individuals within your agency.

- E. Complete this checklist for submission with the Financial Assistance Packet.

- F. Submit the Financial Assistance Packet (signed application form, supporting documentation and this checklist) by **mail or hand delivery only** to OSA by **August 31, 2018** (*forms must be postmarked or hand delivered by August 31, 2018*).

- G. Submit any required form for compliance with prior years if Tier Certifications were not previously submitted.