

OSA Connect Tier Certification

Step 1: Agency Profile. Please select your Tier Status in the “Agency Type” box.

(Note: If you are uncertain about what Tier your entity falls under – please review “Local Public Bodies Tier Determination Form” box. Compare your annual revenue amounts against the form, then make a selection.)

Agency Profile

Manage Agency Contacts Add Contact +

Search: Show 10 entries

First Name	Last Name	View / Edit	Remove
Antonio	Medina	View / Edit	Remove
Jessica	Lucero	View / Edit	Remove
S	N	View / Edit	Remove
Sunalei	Stewart	View / Edit	Remove

< Previous 1 Next > Showing 1 to 4 of 4 entries

Update Agency Profile Details

Agency Name Agency Number

Agency Type

Local Public Bodies Tier Determination Form

Step 2: Generate a Tier Certification Form.

Select “View Contract Forms” and proceed to “Generate Form”.

View Contract Forms

Before you generate a new contract, please check the table below to see if one has already been created. Generate Form +

Search: Show 10 entries

Last Updated ^	Fiscal Year v	Last Updated By v	Status v	View Contract
12/15/2016 11:44:42 AM	2016	S N	In Progress	View

Step 3: Tier Certification Data Entry.

- a.) Please review your “Agency Type” specified. To avoid any type of rejection please ensure you follow Step #1.
- b.) Please complete all data fields and check all boxes and ensure both revenue boxes are entered.

OSA-Connect
Online Portal
New Mexico Office of the State Auditor

Generate Certification

Please enter all contract information below. If not applicable, please put N/A in the field.

Agency Type: Local Public Body (LPB) - Tier 2

Name of Local Public Body
Office of the State Auditor

Address Of Local Public Body
2540 Camino Edward Ortiz, Ste #A

City
Santa Fe

State
NM

Zip
87507

Phone
(505) 476-9800

Fax Optional
(505) 827-3512

Local Public Body Contact Name
S N

Email Address
sarita.abq@gmail.com

LPB Head Optional

Certification For The Fiscal Year Ended
12/31/2016

Based On Its Total Annual Revenue And/Or Capital Outlay Expenditures, My Local Public Body Had The Following Total Annual Revenue:
\$50000.00

Total Annual Revenue Of My Local Public Body, Calculated On A Cash Basis, Excluding Capital Outlay Funds, Federal And Private Grants Is:
\$50000.00

Step 4: Save Information and Submit.

- a. Select - “Save Information”. (Note: If you have made an error, OSA Connect will prompt you to correct. Please correct prior to submission.)
- b. Select - “Preview & Submit” button.

Based On Its Total Annual Revenue And/Or Capital Outlay Expenditures, My Local Public Body Had The Following Total Annual Revenue:
\$50000.00

Total Annual Revenue Of My Local Public Body, Calculated On A Cash Basis, Excluding Capital Outlay Funds, Federal And Private Grants Is:
\$50000.00

My Local Public Body Also:

- Did not expend 50% or the remainder of any capital outlay award appropriated by the New Mexico Legislature during the fiscal year listed above, or
- Has not received a capital outlay award appropriated by the New Mexico Legislature during the fiscal year listed above.

Therefore, In Accordance With The Requirements Of Section 12-6-3(B) NMSA 1978 And 2.2.2.16(C) NMAC, The Local Public Body Hereby Certifies That It Falls Under The Following Tier For Purposes Of Fiscal Reporting To The State Auditor And It Is Not Required To Procure Agreed Upon Procedures Services Pursuant To Section 12-6-3(B) NMSA 1978 And 2.2.2.16 NMAC:

Tier 1 Tier 2

The information above has been calculated in accordance with Section 12-6-3(B) NMSA 1978 and 2.2.2.16 NMAC, and is true and correct to the best of my knowledge and belief. I also hereby attest that I have the authority to certify the information submitted in this certification form on behalf of the local public body.

Save Information **Preview & Submit**

Step 5: Preview & Submit.

- a. Review the information populated in the preview mode. If correct, please select “Save & Print”.
- b. Print a copy of the electronic submission and obtain original signatures. The original copy of the form will need to be mailed to OSA.
- c. Select - “Save & Email to OSA”. (Note: It is imperative to select the “Save & Email to OSA” this is the critical electronic submission.)

Preview Mode

[Save & Print](#) [Save & Email to OSA](#)

State of New Mexico-Office of the State Auditor
2016 Certification Form for Tier 1 and Tier 2

Name of Local Public Body: Office of the State Auditor
Address of Local Public Body: 2540 Camino Edward Ortiz, Ste #A
City: Santa Fe State: NM Zip Code: 87507
Phone #: (505) 476-3800 Fax #: (505) 827-3512
Local Public Body Contact Name: S.N

Step 6: Mail an original copy with signatures to OSA.

Office of the State Auditor
Attn: Tier Certification
2540 Camino Edward Ortiz, Suite A
Santa Fe, NM 87507