The Application Process

☐ A. Determine the correct type of reporting requirements and audit services needed by the agency by completing “Exhibit A – Determination Form.”
   1. 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 a Tier Certification Form through 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, bank 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. The priority deadline for small political subdivisions to submit the Financial Assistance Packet (signed application form, supporting documentation and this checklist) to the OSA is September 2, 2019, by mail or hand-delivery only (forms must be postmarked or hand delivered by September 2, 2019 for the priority deadline).

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