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## NEW MEXICO OFFICE OF THE STATE AUDITOR FINANCIAL ASSISTANCE CHECKLIST

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

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### THE APPLICATION PROCESS

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- A. Determine the correct type of reporting requirements and audit services needed by the agency by completing “Tier 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 a Tier Certification Form through the online portal OSA Connect. An electronic signed copy must be submitted and uploaded to the agency's portal. Hard copies are no longer accepted.
- B. Complete the application form.
- C. Include all supporting documentation (e.g. Tier 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 4, 2020, by email or mail delivery only** (*forms must be emailed or postmarked by September 4, 2020 for the priority deadline*).
- G. Submit any required form for compliance with prior years if Tier Certifications were not previously submitted.