



Submitting a Tier Certification

For Tier 1 and 2 designated agencies

From the agency dashboard page click the 'View Contract Forms' Tab on the left-hand side of the screen.

Click Here

Agency Dashboard

Select from the list of agencies below you are assigned to.

Search: Show 10 entries

Agency Name	View Agency
New Mexico Office of the State Auditor	View

< Previous 1 Next > Showing 1 to 2 of 2 entries

Here, you can view previous certifications, check the status of submitted certifications, and create new certifications.

To create a **new** tier certification. At the top right of the page, click on 'Generate Form'."

View Contract Forms

Click Here

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

Search: Show 10 entries

Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Audit Report Letter v	Action
4/25/2024 11:51:50 AM	2025	Test User	Submitted		View
4/24/2024 3:27:40 PM	2024	Test User	Executed		Contract Approval Letter
4/24/2024 2:29:15 PM	2024	Test User	In Progress		Edit

Generate Form +

Verify that your preloaded information is correct.

Fill out the required fields such as Local Public Body Head, Certification For the Fiscal Year Ended Date, Both Revenue Boxes, and select the appropriate option under My Local Public Body Also that suits your agency."

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

Agency Dashboard >
Agency Profile >
View Contract Forms >
FAQs >

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 1**

Name Of Local Public Body
New Mexico Office of the State Auditor

Address Of Local Public Body
2540 Camino Edward Ortiz, Suite A

City
Santa Fe

State
NM

Zip
87507

Phone
505-476-3800

Fax *Optional*

Local Public Body Contact Name
Test User

Email Address
helpdesk@osa.nm.gov

Local Public Body Head

Certification For The Fiscal Year Ended
MM/DD/YYYY

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

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

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 Financial 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** ✓

Click Here to save and return to at a later time

Click Here to preview and **submit** to the OSA

Preview Mode Save & Print ↓ Save & Notify OSA ↓ Cancel ×

Not Final Copy

Save the Certification and print it for your records

Click Here to download and **submit** to the OSA

OSA Ref No. 321

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

Name of Local Public Body: New Mexico Office of the State Auditor

Address of Local Public Body: 2540 Camino Edward Ortiz, Suite A

City: Santa Fe State: NM Zip Code: 87507

Phone #: 505-476-3800

Preview Mode Back ×

After a successful submission, the page will display the following message

! **Information saved and email sent successfully**

Click Back to return to the contract forms page.

OSA Ref No. 321

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

Name of Local Public Body: New Mexico Office of the State Auditor

Address of Local Public Body: 2540 Camino Edward Ortiz, Suite A

On the 'View Contract Forms' the certification will now say submitted.

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State Auditor

View Contract Forms

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

Search:

Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Audit Report Letter v
5/1/2024 8:42:21 AM	2026	Test User	Submitted	
4/25/2024 11:51:50 AM	2025	Test User	Submitted	