Instructions – CY2019/SFY 2020 Best Practices Inventory Online Platform

Accessing the Best Practices Inventory

Step One: Click on https://njdca.dynamics365portals.us to enter the Best Practices (BPI) Platform’s sign-in page. Although the BPI Platform will function in all widely-used internet browsers, Google Chrome is recommended.

Step Two: At the sign-in page, the municipal Chief Finance Officer (CFO) will use their Financial Automation Submission Tracking solution (FAST) log-in to enter the BPI platform. After entering the log-in credentials click the Sign-In button to reach the Portal Home page.

- CFOs that do not possess FAST log-in credentials must select FAST from the navigation bar on the top right of the screen, then follow the process in the FAST Portal Registration Guide for obtaining access to FAST. After obtaining FAST log-in credentials, the CFO must request BPI access separately.

Step Three: Upon reaching the Portal Home page, click BPI on the top of the navigation bar in the upper right-hand corner.
Once the BPI selection is clicked and you reach the BPI Homepage, Best Practices Inventories for municipalities associated with the CFO’s current log-in will be listed under the Local Government Entity heading.

<table>
<thead>
<tr>
<th>Local Government Entity</th>
<th>LGE Type</th>
<th>LGE Code</th>
<th>Municipality Type</th>
<th>Phone</th>
<th>City</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aberdeen Township</td>
<td>Municipal</td>
<td>1330</td>
<td>Township</td>
<td>732-583-4200</td>
<td>Aberdeen</td>
<td>Monmouth</td>
</tr>
<tr>
<td>Abscon City</td>
<td>Municipal</td>
<td>0101</td>
<td>City</td>
<td>609-641-0663</td>
<td>Absecon</td>
<td>Atlantic</td>
</tr>
<tr>
<td>Alexandria Township</td>
<td>Municipal</td>
<td>1001</td>
<td>Township</td>
<td>908-996-7071</td>
<td>Milford</td>
<td>Hunterdon</td>
</tr>
<tr>
<td>Allamuchy Township</td>
<td>Municipal</td>
<td>2101</td>
<td>Township</td>
<td>908-852-5132</td>
<td>Allamuchy</td>
<td>Warren</td>
</tr>
<tr>
<td>Allendale Borough</td>
<td>Municipal</td>
<td>0201</td>
<td>Borough</td>
<td>201-818-4400</td>
<td>Allendale</td>
<td>Bergen</td>
</tr>
</tbody>
</table>

**Step Four:** Once logged in, under the Local Government Entity heading on the BPI Homepage, click the municipality for which you will be completing a Best Practices Inventory.
**Step Five:** For each municipality, the CFO must click on the Roster of Officials tab on the upper left-hand corner, enter the name of the municipality’s Chief Administrative Officer (CAO) and Municipal Clerk, and then click the Updated Officials button on the bottom.

![Roster of Officials](image)

**Step Six:** The CAO and Municipal Clerk must obtain their own log-in credentials by clicking on the Register tab and then selecting Request Access, unless they already have FAST log-in credentials.

![Register](image)
Registration page:

Request Access page:
Individuals holding multiple titles must have an individual log-in credential corresponding to each position; for example, if the CFO is also a Business Administrator in the same municipality, the CFO must type their own name into the Chief Administrative Officer box.

Once logged in, the CAO and Municipal Clerk will see their associated municipalities under the Local Government Entity heading and will have the same ability as the CFO to complete the Inventory. The CFO, CAO, and Municipal Clerk may be logged into the same Best Practices Inventory at the same time.

**Note:** The Chief Administrative Officer is the individual, whatever their title, charged with running the municipality’s day-to-day operations. A municipality that does not have a business administrator or municipal manager still has one individual responsible for running day-to-day operations, whether it be someone such as a CMFO, Municipal Clerk, or a Mayor.

**Forgetting Username or Password:** Click the “Forgot Your Password” link located on the sign-in screen. If you forgot your username, contact the DCA Help Desk at helpdesk@dca.nj.gov.

**Logging Out:** Click your name at the top right corner, scroll to the bottom and click Sign Out.

### Completing the Best Practices Inventory

1. Under the Surveys page for your municipality, select your municipality from under the Active Surveys heading to reach the Survey View page, which will contain your municipality’s Best Practices Inventory. As you scroll down, you can return to the top by clicking the arrow button on the bottom right corner of the screen.
2. There is a total of 84 questions on the Inventory, divided by category and topic:

**Category**
- Core Competencies (1 point)
- Best Practices (1/2 point except for one full point question)
- Unscored Survey (0 points)

**Topics**
- Personnel
- Budget
- Financial Administration
- Capital Projects
- Transparency
- Authorities
- Procurement
- Cybersecurity
- Shared Services
- Misc. Operations
- PILOTs & Ratables
- Planning & Economic Development
- Environment
- Affordable Housing

For Core Competencies questions, positive credit is awarded for “Yes” answers as well as “Prospective” and “N/A” responses when permitted by the question. “Prospective” is not a permitted answer for questions in the Best Practices category.

3. To print a list of all questions with the entire range of permissible answers for each question, select the Printable Question Sheet Button from the left menu. Hit the Ctrl and P buttons on
your keyboard at the same time to open the Print Dialog Box. To return to the question sheet, click the Return to Question List button on the left.

4. To answer each question, select the number of the question under the Question Number column. Answer each question using the featured radio buttons (unless none are present) and click the Save Answer button below the Comment Box.

Note: Comments permitted for every question, but some require entry of a comment in the Comment Box to count as a complete answer.
5. Once saved, the answer will appear to the right under the Answer column, along with the point value of the answer and any comments that were entered. All questions must be answered before the Inventory can be certified and submitted.

<table>
<thead>
<tr>
<th>Question Number</th>
<th>Description</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>The “Diane B. Allen Equal Pay Act” (P.L. 2018, c. 9), which took effect on July 1, 2018, modifies current law to strengthen protections against employment discrimination and promote equal pay for all groups protected under the Law Against Discrimination (N.J.S.A. 10:5-1 et seq.). Has your municipality consulted with its labor counsel to ensure compliance with this law?</td>
<td>[0.00] No</td>
</tr>
<tr>
<td>002</td>
<td>P.L. 2017, c. 183, signed into law on August 7, 2017, amends the Local Budget Law to require municipal and county governing bodies to certify compliance with the following Federal civil rights requirements when submitting their approved budgets with DCGS: that their hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964.” Local Finance Notice 2017-27 discusses this requirement in further detail. Has your governing body reviewed your municipality’s policies on the use of criminal history when making personnel decisions, to ensure that those policies do not violate Title VII on the basis of either disparate treatment or disparate impact?</td>
<td>[1.00] Yes</td>
</tr>
<tr>
<td>003</td>
<td>Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee’s W-2 (unless the vehicle meets the “qualified non-personal vehicle” criteria specified by the IRS)? Only answer “N/A” if your municipality does not have any municipally-owned vehicles.</td>
<td></td>
</tr>
<tr>
<td>004</td>
<td>Does your municipality have 1) an established documented process requiring department heads to submit notice of outside employment, and 2) upon receiving such notice, does your municipality have a documented process within its human resources function to determine whether a conflict of interest exists?</td>
<td></td>
</tr>
</tbody>
</table>

Certain questions require the entry of a comment in the Comment Box to register a complete answer; these comments must be completed before the Inventory can be certified and submitted.
Buttons on the left side of the screen show the number of unanswered questions remaining*, as well as the number of remaining questions that require comments. As questions are answered these numbers will update accordingly (there may be a momentary delay). Clicking these buttons will highlight in the Answer column which questions are unanswered or require comments.

* Please note that the Unanswered Questions tally may exceed the number of total questions because two of the Unscored Survey questions are broken into multiple subparts.

6. The Best Practices Inventory scoring criteria is as follows:

<table>
<thead>
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<th>Inventory Score</th>
<th>Final Payment Amount Disbursed</th>
<th>Impact on final 5% aid payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 and greater</td>
<td>100%</td>
<td>No penalty</td>
</tr>
<tr>
<td>25-29</td>
<td>75%</td>
<td>Lose 25% of final CMPTRA &amp; ETR payment</td>
</tr>
<tr>
<td>20-24</td>
<td>50%</td>
<td>Lose 50% of final CMPTRA &amp; ETR payment</td>
</tr>
<tr>
<td>0-19</td>
<td>0%</td>
<td>Lose 100% of final CMPTRA &amp; ETR payment</td>
</tr>
</tbody>
</table>
As questions are answered, the current score can be displayed by selecting the Scoring button on the left side of the screen.

![Scoring](image)

7. Questions can be sorted and/or filtered by category or topic. These sorting and filtering capabilities are also available on the Printable Question Sheet.

**Sorting:**
Questions can be sorted by category, topic, or question number by clicking on the blue Category, Topic, or Question Number links.

**Filtering:**
To filter by category: Click the “Select a Category to Filter Upon” drop down box.

![Printable Questions](image)
To filter by topic: Click the “Select a Topic to Filter Upon” drop down box.

To remove filters: Click “Remove Filters” to the right of the “Select a Topic to Filter Upon” drop down box.

8. To print all saved answers and comments, click the Print Current Answers icon on the upper right of the screen. Hit the Ctrl and P buttons on your keyboard at the same time to open the Print Dialog Box. To return to the question sheet, click the Return to Question List button on the left.
<table>
<thead>
<tr>
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<th>Topic</th>
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<td>Personnel</td>
<td>001</td>
<td>The &quot;Diane B. Allen Equal Pay Act&quot; (P.L. 2018, c. 9), which took effect on July 1, 2018, modifies current law to strengthen protections against employment discrimination and promote equal pay for all groups protected under the Law Against Discrimination (N.J.S.A. 10:5-1 et seq.), Has your municipality consulted with its labor counsel to ensure compliance with this law?</td>
<td>[1.00] Yes Comment: Yes, our municipality consulted with its labor counsel to ensure compliance with this law.</td>
</tr>
<tr>
<td>Core</td>
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<td>P.L. 2017, c. 183, signed into law on August 7, 2017, amends the Local Budget Law to require municipal and county governing bodies to certify compliance with the following Federal civil rights requirements when submitting their approved budgets with DLGS: that their hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964.” Local Finance Notice 2017–27 discusses this requirement in further detail. Has your governing body reviewed your municipality’s policies on the use of criminal history when making personnel decisions, to ensure that those policies do not violate Title VII on the basis of either disparate treatment or disparate impact?</td>
<td>[0.00] No</td>
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<td>Personnel</td>
<td>003</td>
<td>Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value?</td>
<td>[1.00] N/A Comment: This question does not apply to our municipality.</td>
</tr>
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</table>
Submitting the Best Practices Inventory

1. Once all questions are answered (including any required comments), the Sign and Submit buttons for the CFO, CAO and Municipal Clerk on the left will be enabled.

2. Before the Submit Completed Inventory button is enabled on the bottom of the screen, the CFO, CAO, and Municipal Clerk must complete their respective certifications. Each can see if the other two individuals have or have not yet certified.
Sign and Submit

Chief Financial Officer’s Certification
I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.

Chief Financial Officer *
Lauren Caputo

Signed (Chief Financial Officer) *
(Enter Name here)

Current Best Practices Inventory Signatures

Signed (Chief Administrative Officer) *
Example User 2

Signed (Municipal Clerk) *
Example User 3

Discussion Date *
8/23/2019

Sign and Submit

Chief Administrative Officer’s Certification
I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.

Chief Administrative Officer
Lauren Caputo

Signed (Chief Administrative Officer) *
(Enter Name here)

Current Best Practices Inventory Signatures

Signed (Chief Financial Officer) *
Example User 1

Signed (Municipal Clerk) *
Example User 3

Discussion Date *
8/23/2019
The CFO and CAO must individually certify to the accuracy of the Inventory answers, and the Municipal Clerk must certify that the Inventory either has been discussed at a governing body meeting (inserting the meeting date) or will be discussed at a governing body meeting in the near future (inserting the projected meeting date).

Once the certifications are complete, click the Submit Completed Inventory button on the bottom of the screen. A confirmation email will be sent to the CFO, CAO, and Municipal Clerk.

3. The Best Practices Inventory cannot be changed once submitted. All submitted Inventories associated with the CFO, CAO, or Municipal Clerk appear under Submitted and Improved Inventories on the Surveys page, which when clicked are read-only.

**Help Desk Assistance**

Please email DCA’s IT Helpdesk at helpdesk@dca.nj.gov if you require assistance. Email is the preferred method of contact; calling the Helpdesk (609) 292-8134 will most likely require leaving a message and the appropriate person calling back.
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