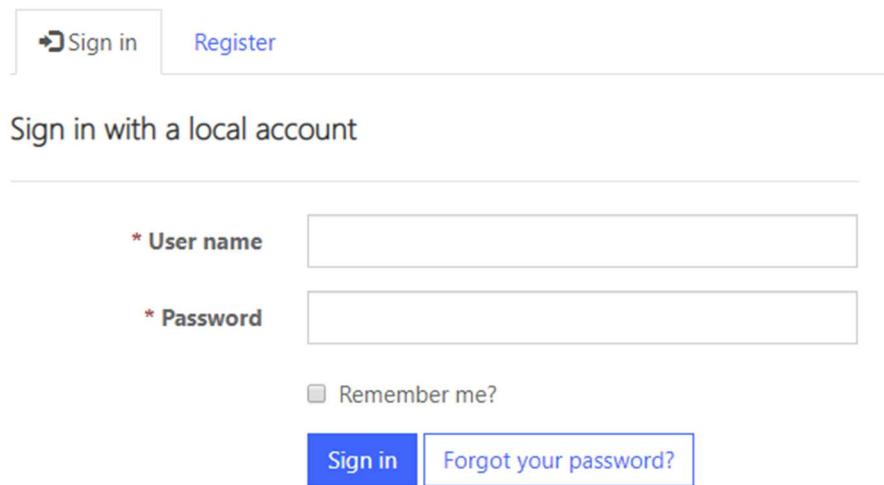


Instructions –2024 Best Practices Inventory Online Platform

Accessing the Best Practices Inventory

Step One: Click on <https://fast.dca.nj.gov> 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.

The image shows a web form for signing in. At the top, there are two buttons: "Sign in" with a key icon and "Register". Below these is a horizontal line, followed by the text "Sign in with a local account". Underneath is another horizontal line. The form contains two input fields: the first is labeled "* User name" and the second is labeled "* Password". Below the password field is a checkbox labeled "Remember me?". At the bottom of the form are two buttons: "Sign in" (a solid blue button) and "Forgot your password?" (a blue button with a border).

- 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.

Home > BPI

Best Practices Inventory

Local Government Entities

Local Government Entity ↑	LGE Type	LGE Code	Municipality Type	Phone	City	County	
Aberdeen Township	Municipal	1330	Township	732-583-4200	Aberdeen	Monmouth	▼
Absecon City	Municipal	0101	City	609-641-0663	Absecon	Atlantic	▼
Alexandria Township	Municipal	1001	Township	908-996-7071	Milford	Hunterdon	▼
Allamuchy Township	Municipal	2101	Township	908-852-5132	Allamuchy	Warren	▼
Allendale Borough	Municipal	0201	Borough	201-818-4400	Allendale	Bergen	▼

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.

Home > BPI

Best Practices Inventory

Local Government Entities

Local Government Entity ↑	LGE Type	LGE Code	Municipality Type	Phone	City	County	
Aberdeen Township	Municipal	1330	Township	732-583-4200	Aberdeen	Monmouth	▼
Absecon City	Municipal	0101	City	609-641-0663	Absecon	Atlantic	▼
Alexandria Township	Municipal	1001	Township	908-996-7071	Milford	Hunterdon	▼
Allamuchy Township	Municipal	2101	Township	908-852-5132	Allamuchy	Warren	▼
Allendale Borough	Municipal	0201	Borough	201-818-4400	Allendale	Bergen	▼

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.

Home > BPI > **Surveys**

Return to BPI

Roster of Officials

Best Practices Inventory

Aberdeen Township

Surveys

Home > BPI > Surveys > Roster of Officials

[Return to Surveys](#)

Best Practices Inventory

Aberdeen Township


Roster of Officials

Chief Financial Officer	Lauren Caputo
Chief Administrative Officer	<input type="text"/>
Municipal Clerk	<input type="text"/>

[Update Officials](#)

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.

Registration page:

 STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

[Sign in](#) [Register](#)

Register for a new local account

* Email

* Username

* Password

* Confirm password

[Register](#)

Request Access page:

[Home](#) > [Portal Access Request](#) > [Request Access to Best Practices Inventory](#)

Request Access to Best Practices Inventory

Local Gov't Entity *

[Submit Request](#)

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.

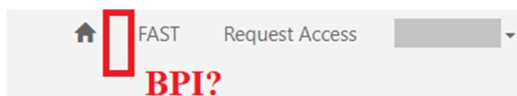
Once logged in, the CAO and Municipal Clerk will see their associated municipalities under the Local Government Entity heading and will have the same ability as the CFO to complete the Inventory. The CFO, CAO, and Municipal Clerk may be logged into the same Best Practices Inventory at the same time.

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.

Troubleshooting Note 1:** For those returning CAO's or Municipal Clerks, or newcomers who already possess an account. If you do not see BPI in your Navigation Menu, or if you cannot find your municipality in the list of Local Government Entities, you will need to **Request Access**.



Local Government Entities

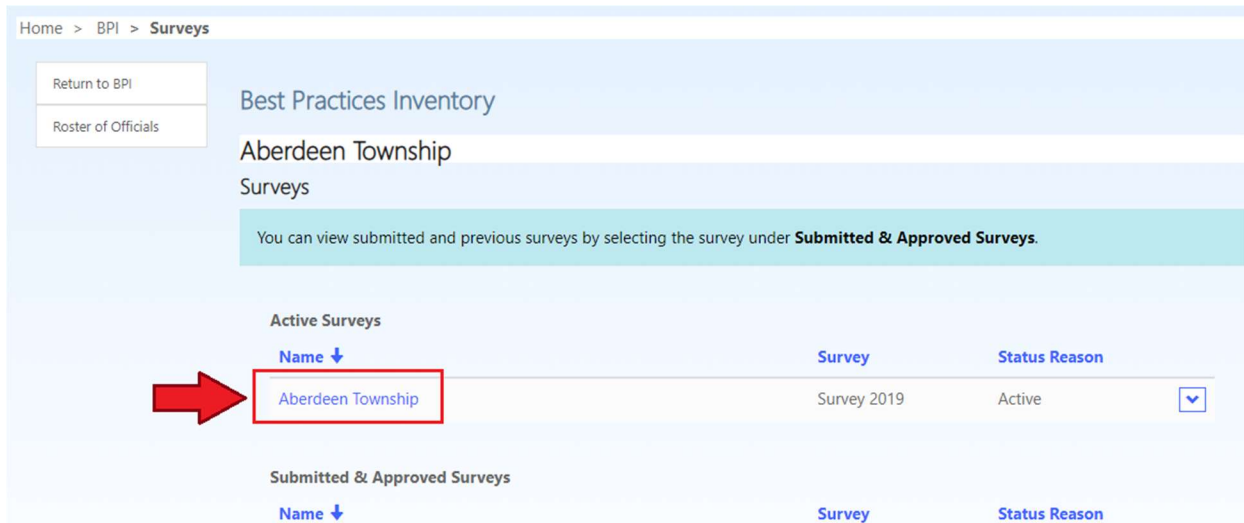
Local Government Entity ↑	LGE Type	LGE Code	Municipality Type	Phone
Aberdeen Township	Municipal	1330	Township	732-583
Allamuchy Township	Municipal	2101	Township	908-852

A red question mark and a red arrow point to the 'Local Government Entity' column header.

Troubleshooting Note 2:** For those returning CAO's or Municipal Clerks, or newcomers who already possess an account. If you attempt to access your municipality's questionnaire and you receive an access denied, you will need to have your account added to the list of permitted users by the CFO (please see Step 5)

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.



STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

Home > BPI > Surveys > Survey View

Return to Surveys
Instructions
FAQ
Printable Question Sheet
Scoring
Sign and Submit (Municipal Clerk)

2 Unanswered Questions
1 Questions need Comments

Best Practices Inventory Online Platform

Test Municipality

Survey View

Select a Category to Filter Upon... Select a Topic to Filter Upon...

Print Current Answers

Category	Topic	Question Number	Description	Answer
Unscored Survey	Affordable Housing	001a	Has your municipality been authorized to collect residential development fees to be deposited into an Affordable Housing Trust Fund?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="Comment"/>
Unscored Survey	Affordable Housing	001b	If the answer to Question 1a is "Yes" on what date did the municipality first start collecting residential development fees. Fill-in date under Comments as	03/01/2018 <input type="text" value="Comment"/>

There is a total of 69 questions on the Inventory, divided by category and topic:

Category
 Core Competencies (1 point)
 Best Practices (1/2 point)
 Unscored Survey (0 points)

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.

- To print a list of all questions with the entire range of permissible answers for each questions, 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.

Home > BPI > Surveys > Survey View > Printable Questions

Return to Question List

Best Practices Inventory Online Platform

Survey

Test Municipality

Printable Questions

Use the Ctrl+P Keyboard Shortcut to open the Print Dialog Box. To return to the question sheet, click the [Return to Question List] button.

Select a Category to Filter Upon... Select a Topic to Filter Upon...

Category	Topic	Question Number	Description	Answer
Unscored Survey	Affordable Housing	001a	Has your municipality been authorized to collect residential development fees to be deposited into an Affordable Housing Trust Fund?	[0.00] Yes [0.00] No
Unscored Survey	Affordable Housing	001b	If the answer to Question 1a is "Yes" on what date did the municipality first start collecting residential development fees. Fill-in date under Comments as MM/DD/YYYY. If 1a was answered "No" insert "Answered No" under Comments.	

3. *To answer each question*, the answer column is on the right side. Answer each question using the featured radio buttons (for Single Select questions), checkboxes (for Multiple Selection Questions). Answers will be saved automatically when a selection is made.

Single Select:

Category	Topic	Question Number	Description	Answer
Unscored Survey	Affordable Housing	001a	Has your municipality been authorized to collect residential development fees to be deposited into an Affordable Housing Trust Fund?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="Comment"/>

Multiple Selection:

Unscored Survey	Personnel	044	Does your municipality currently have an unlicensed individual serving as an acting municipal clerk, temporary chief municipal finance officer, temporary purchasing agent, and/or a temporary chief public works manager? Select as many as are applicable or None of the Above.	<input type="checkbox"/> Acting Municipal Clerk <input type="checkbox"/> Temporary CMFO <input type="checkbox"/> Temporary QPA <input type="checkbox"/> Temporary CPWM <input checked="" type="checkbox"/> None of the Above <input type="text" value="Comment"/>
Unscored Survey	Personnel	045	Does your municipality currently retain a chief financial officer through a professional services contract?	<input type="radio"/> Yes

Comments are permitted for every question, but some require entry of a comment in the Comment Box to count as a complete answer. These will be indicated with a "Comment (Required)" placeholder text in the comment box. Clicking on a Comment box, required or not, will bring up a dialog window where your comment can be added. Comments are not autosaved, you will need to click the "Save" button to save your comment.

Comment Required:

Unscored Survey	Affordable Housing	005b	If the answer to Question 5a is "Yes" please provide the number of units completed that fulfill your municipality's third-round prospective need obligation under Comments (please only include numbers without text or explanation to facilitate tabulation). If your municipality does not have a third-round prospective need obligation, type "Answered No" under Comments. If your answer to Question 5a is "Other" please state the reason under Comments.	<input type="text" value="Comment (Required)"/>
-----------------	--------------------	------	--	---

Comment Dialog Box:

- All questions must be answered 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.

The screenshot shows a survey interface with a sidebar on the left containing two buttons: '2 Unanswered Questions' and '1 Questions need Comments'. The main area displays a list of questions under the heading 'Unscored Survey Affordable Housing'. The questions are numbered 001a, 001b, 001c, 002a, and 002b. Each question has a corresponding answer column on the right. The answer column for question 001a shows a 'Yes' button and a 'Comment' field. The answer column for question 001b shows a date field with the value '03/01/2007'. The answer column for question 001c shows a 'Yes' button and a 'Comment' field. The answer column for question 002a shows a 'Yes' button and a 'Comment' field. The answer column for question 002b shows a 'Yes' button and a 'Comment' field.

- Score:** As questions are answered, the current score can be displayed by selecting the Scoring button on the left side of the screen. The 2024 Best Practices Inventory scoring criteria is as follows:

The screenshot shows the 'Scoring' button highlighted in the sidebar. The main area displays the 'Scoring' section with the 'Current Score: 31.00' highlighted. Below the score, there are two columns: 'Score' and 'Aid Withheld'. The 'Score' column lists the following ranges: 35 +, 31 - 34, 27 - 30, and 0 - 26. The 'Aid Withheld' column lists the following percentages: No aid withholding, 25% of final aid payment withheld, 50% of final aid payment withheld, and 100% of final aid payment withheld.

Inventory Score	Final Payment Amount Disbursed	Impact on final 5% aid Payment
35 and greater	100%	No withholding
31-34	75%	Lose 25% of final formula aid payment
27-30	50%	Lose 50% of final formula aid payment
0-26	0%	Lose 100% of final formula aid payment

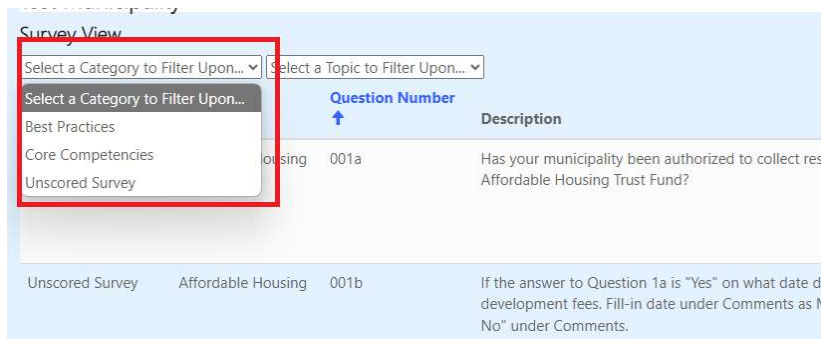
- Sorting and Filtering:** Questions can be sorted and/or filtered by category or topic. These sorting and filtering capabilities are also available on the Printable Question Sheet.

Sorting:

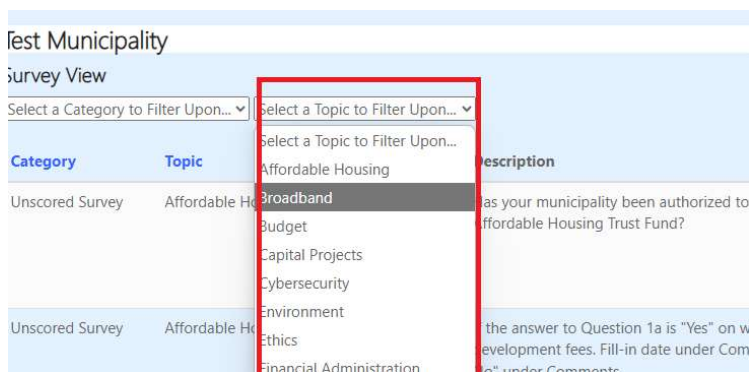
Questions can be sorted by category, topic, or question number by clicking on the blue Category, Topic, or Question Number links.

Filtering:

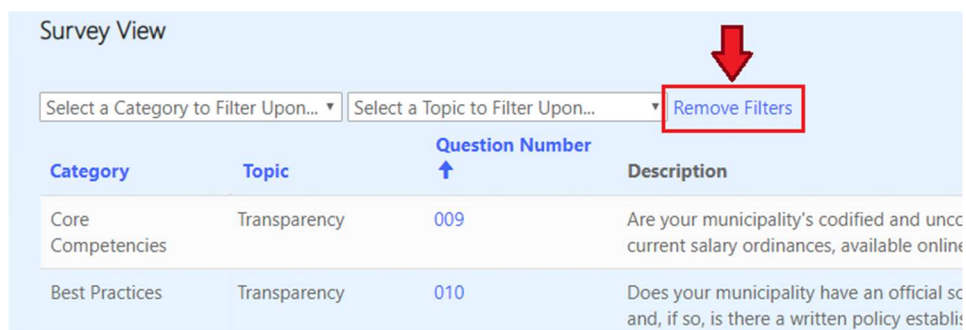
To filter by category: Click the “Select a Category to Filter Upon” drop down box.



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.



- 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.

Survey View

Select a Category to Filter Upon... Select a Topic to Filter Upon...

 [Print Current Answers](#)

Category	Topic	Question Number ↑	Description	Answer
Core Competencies	Personnel	001	The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay	[1.00] Yes

Printable Current Answers

Use the Ctrl+P Keyboard Shortcut to open the Print Dialog Box. To return to the question sheet, click the [Return to Question List] button.

Select a Category to Filter Upon... Select a Topic to Filter Upon...

Category	Topic	Question Number ↑	Description	Answer
Core Competencies	Personnel	001	The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality not pay overtime to employees classified as exempt under the FLSA?	[1.00] Yes
Core Competencies	Personnel	002	Has your municipality reviewed and updated its employee personnel manual/handbook by resolution or ordinance within the past three years or upon the conclusion of each of your municipality's collective negotiated agreements (CNAs)? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was updated. If not yes, please type "Did Not Answer Yes" into the comment box.	[1.00] Yes Comment: 5/6/19
Core	Budget	003	Does your municipality complete an initial draft of its annual budget no	[0.00] No

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.

Return to Surveys
Instructions
Printable Question Sheet
Scoring
Sign and Submit (Chief Administrative Officer)
Sign and Submit (Chief Financial Officer)
Sign and Submit (Municipal Clerk)

0 Unanswered Questions

0 Questions need Comments

2. Before the "Submit Completed Survey" 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 *
8/23/2020

Save Submit Completed Survey

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 *

8/23/2020

Save

Submit Completed Survey

Sign and Submit

Municipal Clerk's Certification

I hereby certify that the Governing Body of **Aberdeen Township in Monmouth County** discussed/will discuss the CY2020/SFY2021 Best Practice Inventory as completed herein at a public meeting on 8/23/2020, with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.

Discussion Date *

8/23/2020

Municipal Clerk

Lauren Caputo

Signed (Municipal Clerk) *

(Enter Name here)

Current Best Practices Inventory Signatures

Signed (Chief Administrative Officer) *

Example User 2

Signed (Chief Financial Officer) *

Example User 1

Save

Submit Completed Survey

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. Due to on-site staff limitations, the Helpdesk cannot provide assistance by phone.

Keyboard Shortcuts:

Actions	Keys
Back (Previous Page)	Alt + Left Arrow
Forward (Next Page)	Alt + Right Arrow
Navigate through tabs	Ctrl + Tab(Nav Right), Ctrl + Shift + Tab(Nav Left)
Move down a page	Spacebar
New Tab	Ctrl + t
Increase Zoom	Ctrl + +
Decrease Zoom	Ctrl + -
Reset Zoom	Ctrl + 0
Print	Ctrl + p
Page Refresh	F5, Ctrl + r
Find	Ctrl + f
Select all	Ctrl + a
Copy	Ctrl + c
Paste	Ctrl + v
Cut	Ctrl + x
Search Web	Ctrl + e

Contents

Accessing the Best Practices Inventory	1
Completing the Best Practices Inventory.....	5
Submitting the Best Practices Inventory	10
Help Desk Assistance	13