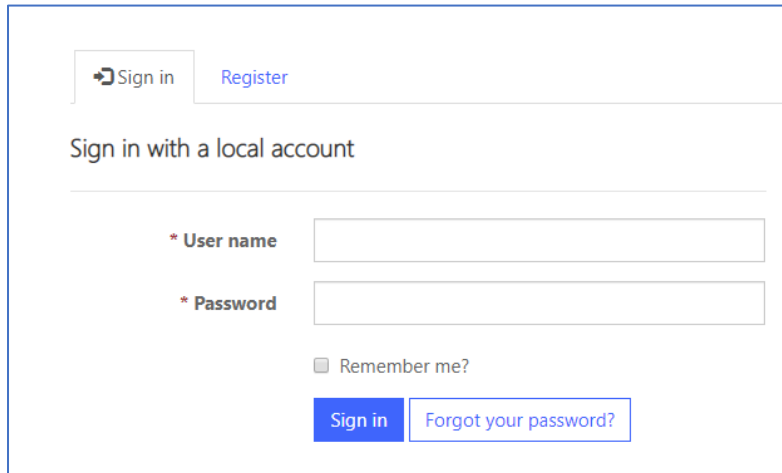


Instructions – CY2019/SFY 2020 Best Practices Inventory Online Platform

Accessing the Best Practices Inventory

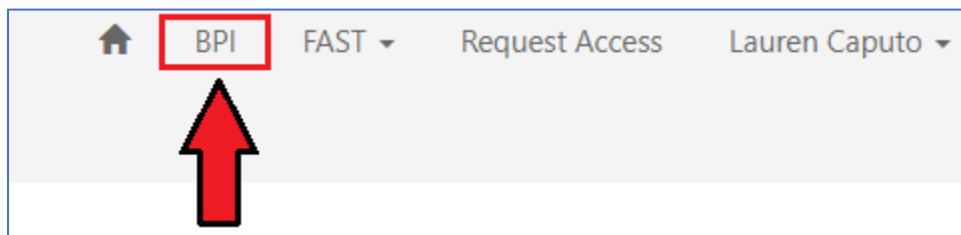
Step One: Click on <https://njdca.dynamics365portals.us> to enter the Best Practices (BPI) Platform's sign-in page. Although the BPI Platform will function in all widely-used internet browsers, Google Chrome is recommended.

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.

A screenshot of the BPI sign-in page. At the top, there are two buttons: "Sign in" (with a right-pointing arrow) and "Register". Below these is the heading "Sign in with a local account". There are two input fields: "* User name" and "* Password". Below the password field is a checkbox labeled "Remember me?". At the bottom, there are two buttons: "Sign in" (in a blue box) and "Forgot your password?" (in a white box with a blue 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.

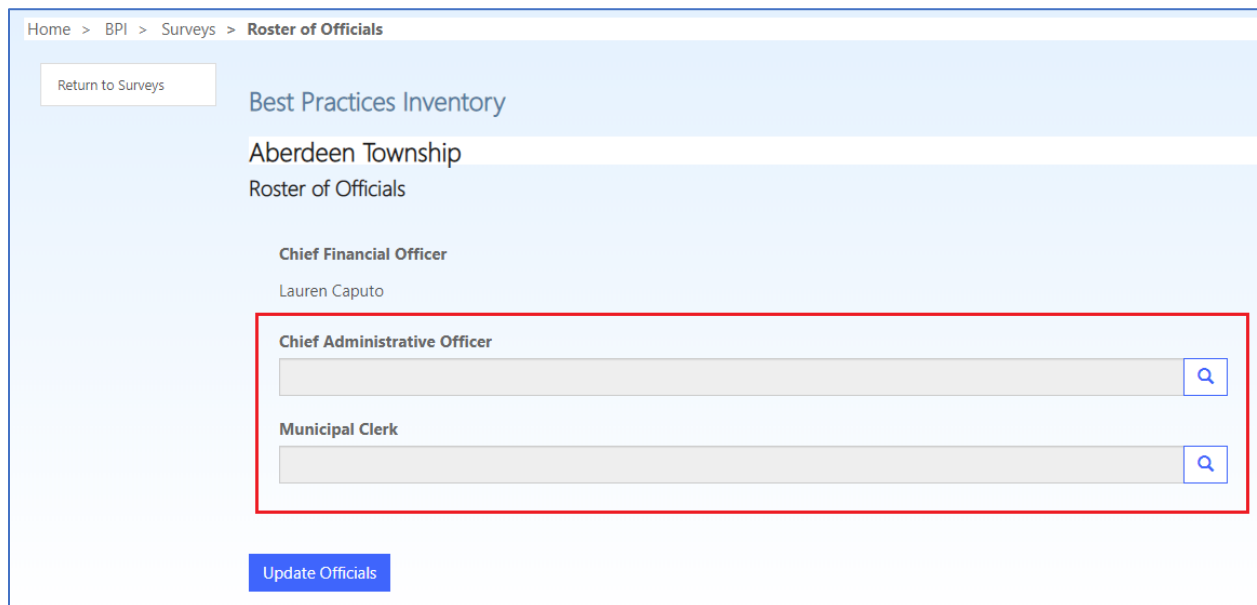
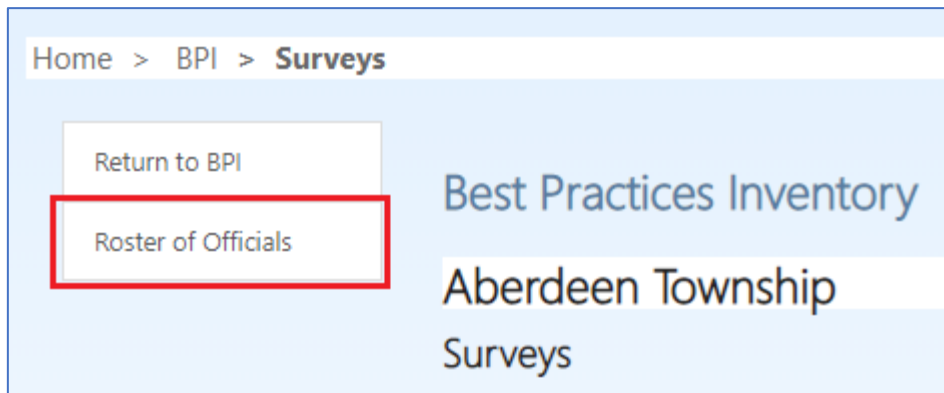
Home > BPI

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.



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:

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

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.

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.

Home > BPI > Surveys

Return to BPI
Roster of Officials

Best Practices Inventory

Aberdeen Township

Surveys

You can view submitted and previous surveys by selecting the survey under **Submitted & Approved Surveys**.

Active Surveys

Name ↓	Survey	Status Reason
Aberdeen Township	Survey 2019	Active

Submitted & Approved Surveys

Name ↓	Survey	Status Reason
--------	--------	---------------

Home > BPI > Surveys > Survey View

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

Best Practices Inventory


Aberdeen Township

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 "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?	[1.00] Yes
Core Competencies	Personnel	002	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	[0.00] No

0 Unanswered Questions
1 Questions need Comments



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 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

Aberdeen Township

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
Core Competencies	Personnel	001	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?	[1.00] Yes [0.00] No
Core Competencies	Personnel	002	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	[1.00] Yes [0.00] No

- 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.

Question #: 001

Question *

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?

Yes

No

Comment

Save Answer

Note: Comments permitted for every question, but some require entry of a comment in the Comment Box to count as a complete answer.

- 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.

Question Number ↑	Description	Answer
001	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?	[0.00] No
002	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?	[1.00] Yes
003	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.	
004	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?	

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.

Question #: 007

Question *

Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas including, but not limited to: discrimination, harassment, personal days, use of municipal vehicles, and political activity. Has your municipality adopted an employee personnel manual/handbook by resolution or ordinance? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was adopted. If not yes, please type "Did Not Answer Yes" into the comment box.

Yes
 No

Comment (Required)

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 user interface for managing survey questions. On the left sidebar, there are two buttons: "92 Unanswered Questions" and "14 Questions need Comments", both highlighted with a red border and a red arrow pointing to them. The main content area is a table with the following columns: "Category", "Topic", "Question Number", "Description", and "Answer".

Category	Topic	Question Number	Description	Answer
Core Competencies	Personnel	001	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?	
Core Competencies	Personnel	002	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?	[1.00] Yes
Core Competencies	Personnel	003	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.	
Core Competencies	Personnel	004	Does your municipality have 1) an established documented process requiring department heads to submit notice of outside	

* 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:

Inventory Score	Final Payment Amount Disbursed	Impact on final 5% aid payment
30 and greater	100%	No penalty
25-29	75%	Lose 25% of final CMPTRA & ETR payment
20-24	50%	Lose 50% of final CMPTRA & ETR payment
0-19	0%	Lose 100% of final CMPTRA & ETR payment

As questions are answered, the current score can be displayed by selecting the Scoring button on the left side of the screen.

Scoring	
Current Score: 36.50	
Score	Aid Withheld
30 +	No aid withholding
25 - 29	25% of final aid payment withheld
20 - 24	50% of final aid payment withheld
0 - 19	100% of final aid payment withheld

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:

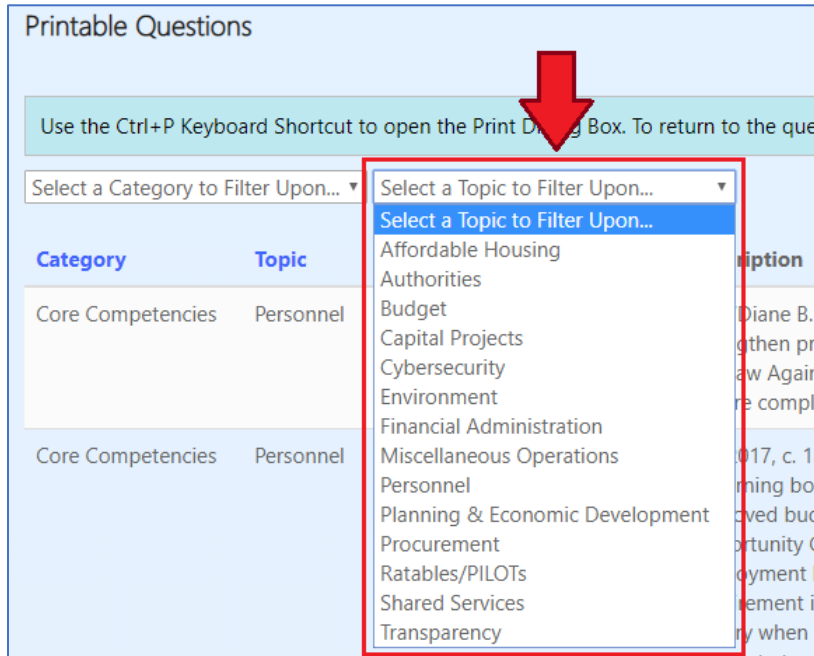
Questions can be sorted by category, topic, or question number by clicking on the blue Category, Topic, or Question Number links.

Filtering:

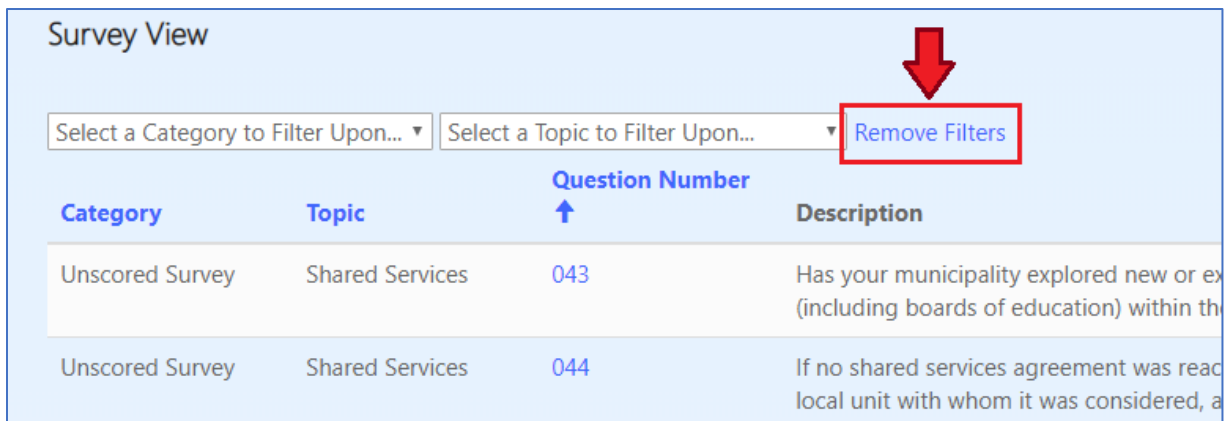
To filter by category: Click the “Select a Category to Filter Upon” drop down box.

The screenshot shows the 'Printable Questions' interface. At the top, there is a header 'Printable Questions' and a light blue bar with the text: 'Use the Ctrl+P keyboard Shortcut to open the Print Dialog Box. To return to the question sheet'. Below this, there are two dropdown menus: 'Select a Category to Filter Upon...' and 'Select a Topic to Filter Upon...'. The 'Select a Category to Filter Upon...' dropdown is open, showing a list of categories: 'Select a Category to Filter Upon...', 'Best Practices', 'Core Competencies', and 'Unscored Survey'. A red arrow points to the first dropdown menu. Below the dropdowns is a table with columns for 'Question Number' and 'Description'. The first row in the table shows '001' and 'The "Diane B. Allen Equa strengthen protections a'.

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 "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?	[1.00] Yes Comment: Yes, our municipality consulted with its labor counsel to ensure compliance with this law.
Core Competencies	Personnel	002	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	[0.00] No

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 "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?	[1.00] Yes Comment: Yes, our municipality consulted with its labor counsel to ensure compliance with this law.
Core Competencies	Personnel	002	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?	[0.00] No
Core Competencies	Personnel	003	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	[1.00] N/A Comment: This question does not apply to our municipality.

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 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

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 *

8/23/2019

Save

Submit Completed Survey

Aberdeen Township
Sign and Submit

Municipal Clerk's Certification
I hereby certify that the Governing Body of **Aberdeen Township** in **Monmouth County** discussed/will discuss the CY2019/SFY2020 Best Practice Inventory as completed herein at a public meeting on 8/23/2019, 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 *
8/23/2019

Municipal Clerk
Lauren Caputo

Signed (Municipal Clerk) *
Example User 3

Current Best Practices Inventory Signatures

Signed (Chief Administrative Officer) *
Example User 2

Signed (Chief Financial Officer) *
Example User 1

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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