Instructions –2020 Best Practices Inventory Online Platform
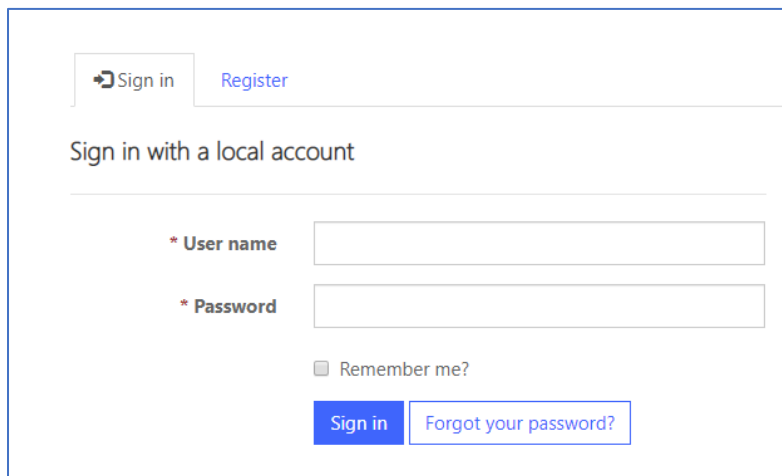
Accessing the Best Practices Inventory

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.
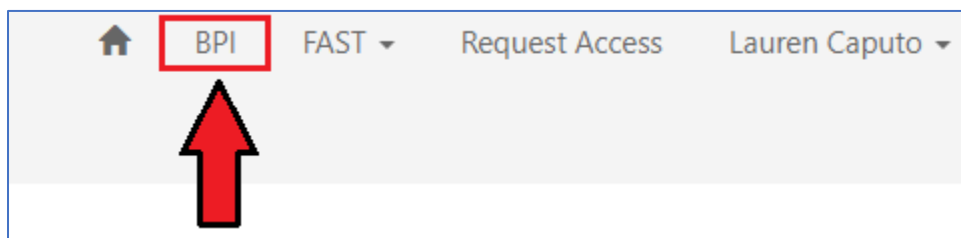
Once the BPI selection is clicked and you reach the BPI Homepage, Best Practices Inventories for municipalities associated with the CFO's current log-in will be listed under the Local Government Entity heading.

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.

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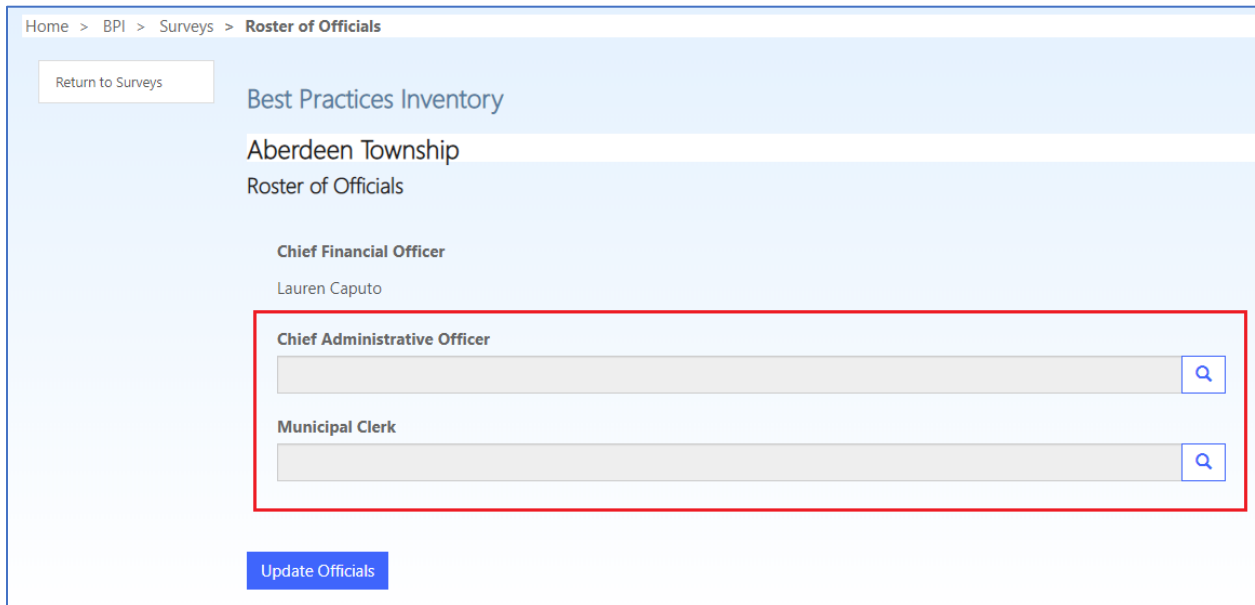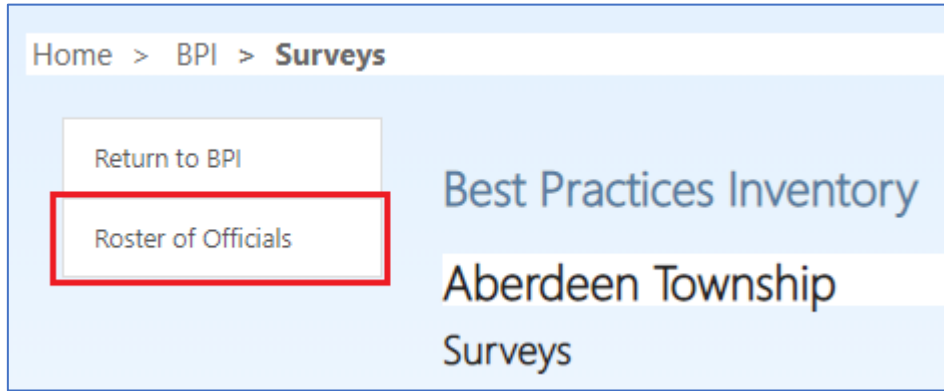
<u>Step Six:</u> The CAO and Municipal Clerk must obtain their own log-in credentials by clicking on the Register tab and then selecting Request Access, unless they already have FAST log-in credentials.

Registration page:

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 60 questions on the Inventory, divided by category and topic:

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

<div align="center"><u>Topics</u></div>

- Personnel
- Budget
- Financial Administration
- Capital Projects
- Transparency

- Opportunity Zones
- Procurement

- Cybersecurity
- Shared Services
- Liquor Licensing
- PILOTs & Ratables
- Planning & Economic Development
- Environment
- COVID-19 Response

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

2020 Best Practices Inventory Online Platform

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 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	[1.00] Yes

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.

Question #: 001

Question *

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?

○ Yes
○ No

Comment

[Save Answer]

<u>Note</u>: 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.

Question Number ↑	Description	Answer
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
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
003	Does your municipality complete an initial draft of its annual budget no later than the first week of January (or first week of July if an SFY municipality), and obtain input in crafting the draft budget from elected officials and department heads as appropriate to the form of government?	[0.00] No
004	Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5?	
005	Does your municipality annually review 1) its fee schedules against revenue collected, and 2) its fee ordinance(s) to determine whether fees need to be brought more in line with expenses?	

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 #: 002

Question *

Has your municipality reviewed and updated its employee personnel manual/handbook by resolution or ordinanc
each of your municipality's collective negotiated agreements (CNAs)? If yes, please provide in the Comments secti
manual was updated. 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.

* 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
16 and greater	100%	No penalty
12-15	75%	Lose 25% of final CMPTRA & ETR payment
8-11	50%	Lose 50% of final CMPTRA & ETR payment
0-7	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: 1.50

Score	Aid Withheld
0 - 7	100% of final aid payment withheld
8 - 11	50% of final aid payment withheld
12 - 15	25% of final aid payment withheld
16 +	No aid withholding
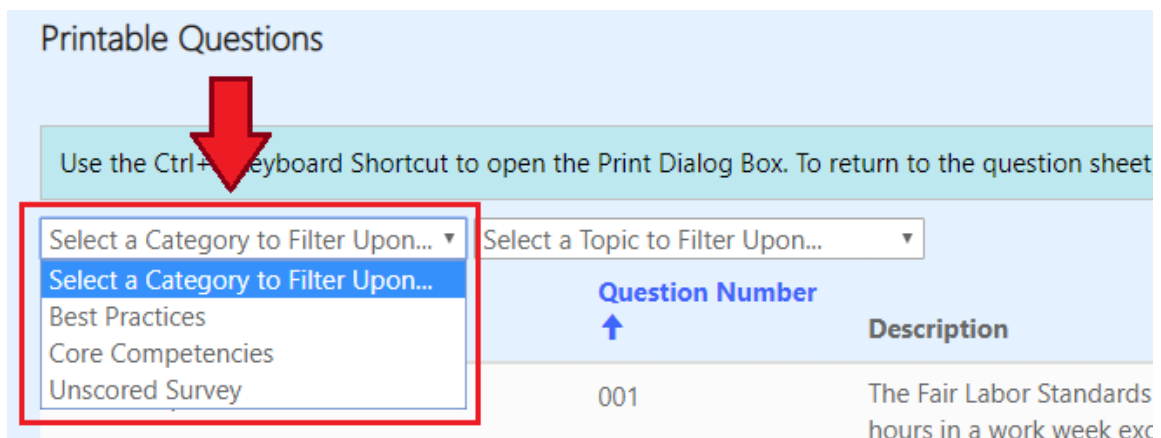
7. Questions can be sorted and/or filtered by category or topic. These sorting and filtering capabilities are also available on the Printable Question Sheet.

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

Use the Ctrl+ eyboard Shortcut to open the Print Dialog Box. To return to the question sheet

Select a Category to Filter Upon... ▾	Select a Topic to Filter Upon... ▾
Select a Category to Filter Upon...	
Best Practices	**Question Number** ↑
Core Competencies	**Description**
Unscored Survey	
	001	The Fair Labor Standards hours in a work week exc

To filter by topic: Click the "Select a Topic to Filter Upon" drop down box.
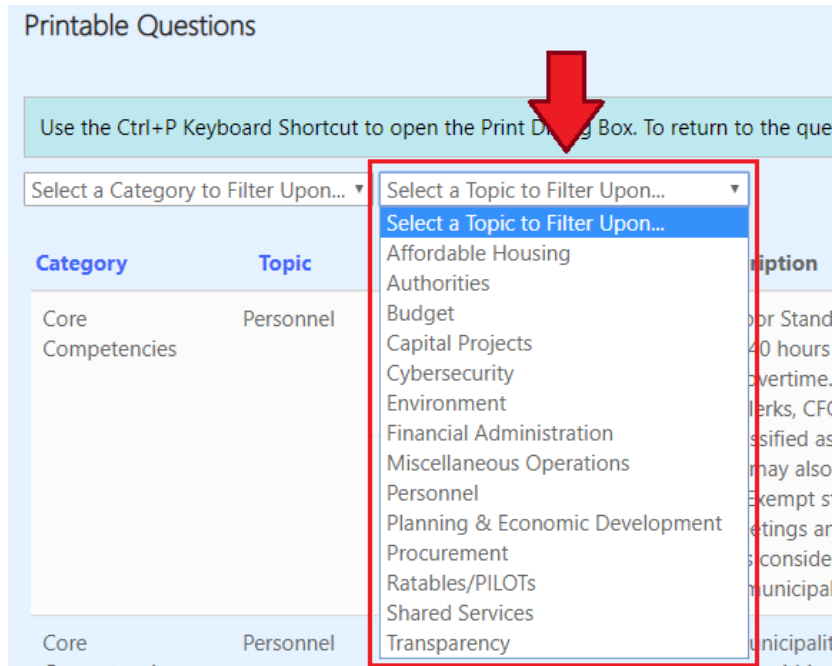
To remove filters: Click "Remove Filters" to the right of the "Select a Topic to Filter Upon" drop down box.
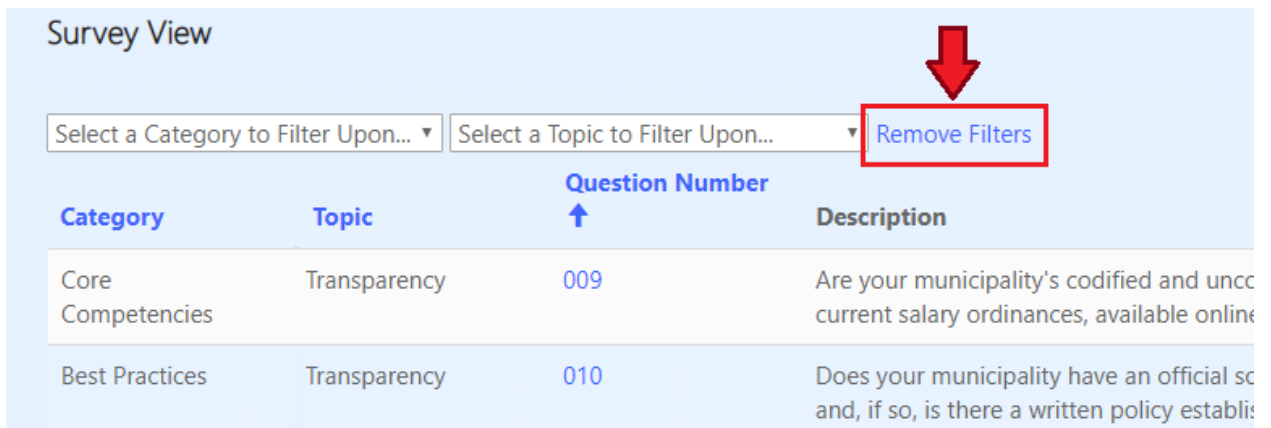
8. To print all saved answers and comments, click the Print Current Answers icon on the upper right of the screen. Hit the Ctrl and P buttons on your keyboard at the same time to open the Print Dialog Box. To return to the question sheet, click the Return to Question List button on the left.

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 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 *

8/23/2020

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 the ongoing COVID-19 pandemic limiting on-site staff, the Helpdesk cannot provide assistance by phone.

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