

Financial Automation Submission & Tracking (FAST)

Chapter 159 (Amendments) / Chapter 85 (Change in Title and Text) User Guide

Access:

There are two “roles” in FAST that provide access to the Chapter 159 / Chapter 85 module:

- 1) **Chief Financial Officer:** Individuals with CFO level access to their municipality or county automatically have access to the “File Chapter 159 / Chapter 85” option in the FAST dropdown menu. **No additional access needs to be requested for the CFO to access this section of FAST.**

- 2) **Amendment Preparer:** A new role has been established to allow staff other than the CFO (for example, a Deputy CFO) to **upload and submit** applications related to Chapter 159/Chapter 85, Emergencies, Dedication by Rider, and Petty Cash.
 - a. To request access, login to FAST and click “Request Access” in the upper right corner of the screen. Select the option to request access to FAST. On the page that appears, select your local government entity, check the role for “Amendment Preparer”, and submit the request. **All requests for access are confirmed with the CFO via email. To expedite this process, CFOs are strongly encouraged to send an email to Matt Gallelo at Matthew.Gallelo@dca.nj.gov verifying that access can be granted to the requesting individual.**

Request Access to FAST

Instruction: Requestors must select only one level of access below.

Local Government Entity *

Atlantic City



Municipalities / Counties Only

Chief Financial Officer

Preparer / Data Entry

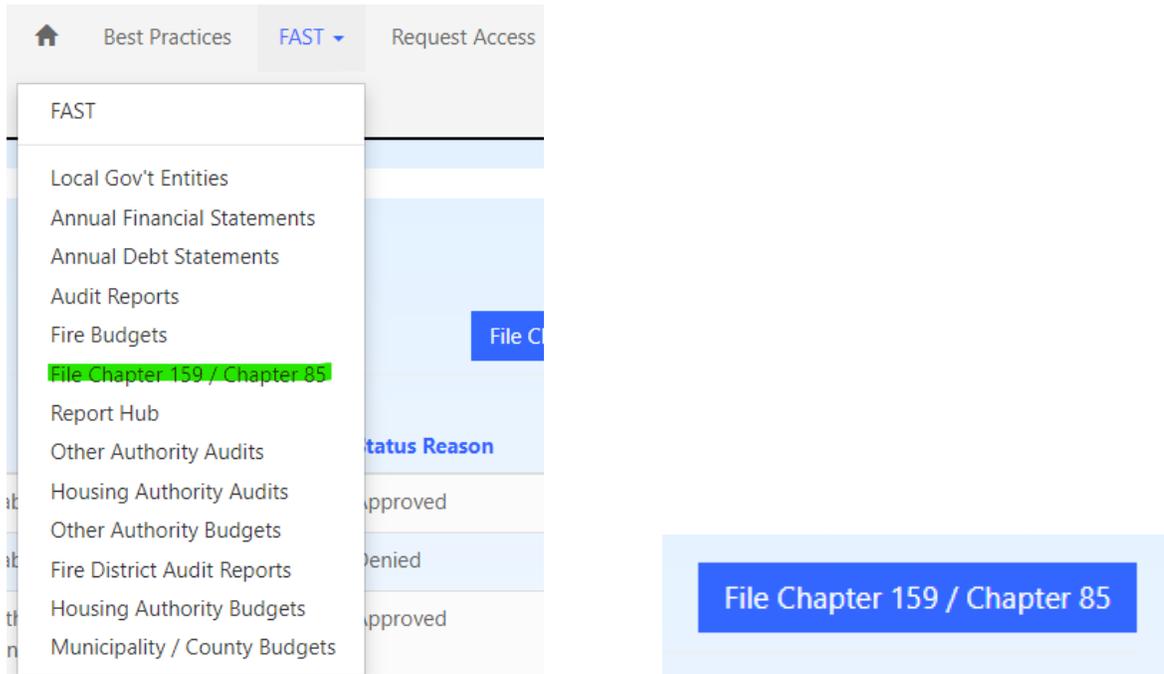
RMA of Record

Audit Preparer

Amendment Preparer (159, Emergency, Rider, Petty Cash)

Filing a Chapter 159 or Chapter 85

From the “FAST” dropdown menu, select “File Chapter 159 / Chapter 85”. On the screen that appears, click the “File Chapter 159 / Chapter 85” button to create a new form.



On the screen that appears, select the form you are filing: 1) Chapter 159, 2) Chapter 85, or 3) a Cancellation of an Existing Chapter 159 or Chapter 85 form. Select the Local Government Entity for which you are filing the form. Enter the number and date for the governing body resolution that relates to this filing. Click “Save” once all data has been entered.

Form *

Chapter 159

LGE *

Resolution # *

2024-17

Resolution Date *

3/12/2024

Save

Once saved, the form will appear on the list of created Chapter 159 and Chapter 85 forms. Click the blue text with the title of the form to open the record. Please follow the steps below depending on the form you are using:

Chapter 159 Filings:

After clicking into the form, select the “Chapter 159” tab on the left side of the screen. Select from the dropdown menus a Revenue Source and Appropriation title, enter the amounts for both, and enter Revenue and Appropriation descriptions. In the section below the Revenue and Appropriation entries, enter the description and amount for a Local Match, as applicable.

Revenue	
Revenue Source	Revenue Amount
NJ Department of Environmental Protection	25,000.00
Revenue Description	
Stormwater Assistance	

Appropriation	
Appropriation Title	Appropriation Amount
NJ Department of Environmental Protection	25,000.00
Appropriation Description	
Stormwater Assistance	

Local	
Local Match	Local Match Amount
—	—
Local Match Description	
—	

Below the data entry section, use the specific file categories to upload a Certified Resolution and Supporting Documentation. Once submitted, a Corrected Resolution and additional Supporting Documentation can be uploaded, if requested by DLGS staff.

Filename	Category	Upload Date
081-2.24 Approving Budget Amendment Pursuant to NJS A 40A_ 4-87(Ch 159, PL 1948) Department of Environmental Protection NJPDES Stormwater.pdf	Certified Resolution	2/26/2024 11:05:03 AM
1215_amendment_2024.pdf	Signed Certification Form	2/26/2024 11:07:24 AM
1215_amendmentsummary_2024.pdf	Amendment Summary	2/26/2024 11:07:54 AM

0 uploaded	Upload Corrected Resolution	Choose a File
0 uploaded	Upload Supporting Documentation	Choose a File

Once all information has been entered documents uploaded, navigate to the “Submit for Review” tab on the left side of the screen. Check the box for the certification of electronic transmittal of the form, confirm the contact information listed is that of the CFO or the designee completing the submission, and submit. An email confirmation will be sent to the submitter upon successful filing.

Chapter 85 Filings:

Once the Chapter 85 form is created and opened, click the “Chapter 85” tab on the left side of the screen to go to the data entry page. Enter the Appropriation Title where the amount is coming from, along with the amount. Create “To Appropriations” as needed for each of the lines to which the amounts are going. Each line requires the title of the Appropriation and an amount.

Municipalities and Counties Only - Chapter 85	
From Appropriation Title	Appropriation (From) Amount
Matching Funds-City Share	30,507.00
To Appropriations	
Name ↑	Amount
Municipal Alliance	30,507.00

Below the data entry section, use the specific file categories to upload a Certified Resolution and Supporting Documentation. Once submitted, a Corrected Resolution and additional Supporting Documentation can be uploaded, if requested by DLGS staff. Once all information has been entered documents uploaded, navigate to the “Submit for Review” tab on the left side of the screen. Check the box for the certification of electronic transmittal of the form, confirm the contact information listed is that of the CFO or the designee completing the submission, and submit.

Filename	Category	Upload Date	Delete
C159_Change Title 4-85_SF24_B.docx	Certified Resolution	2/2/2024 12:24:19 PM	×
#25 \$30,507 Municipal Alliance.pdf	Supporting Documentation	12/28/2023 10:12:20 AM	×
2004_amendment_2024.pdf	Signed Certification Form	2/15/2024 3:06:26 PM	×
2004_amendmentsummary_2024.pdf	Amendment Summary	2/15/2024 3:07:03 PM	×

1 uploaded	Upload Certified Resolution	Choose a File
1 uploaded	Upload Supporting Documentation	Choose a File

Once all information has been entered documents uploaded, navigate to the “Submit for Review” tab on the left side of the screen. Check the box for the certification of electronic transmittal of the form, confirm the contact information listed is that of the CFO or the designee completing the submission, and submit. An email confirmation will be sent to the submitter upon successful filing.

Cancellations:

Once the Cancellation form is created, click the blue text with the form title to access it for data entry. On the screen that appears, use the lookup feature (magnifying glass icon) to select the existing resolution that is being referenced in the cancellation. Enter the amount being cancelled along with a reason. Upload to the document repository a Certified Resolution and Supporting Documentation as necessary.

Cancellation - Resolution #: 23-14

Resolution to Cancel *

Cancellation Amount *

Reason for Cancellation *

Filename	Category	Upload Date	Delete
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No documents uploaded

0 uploaded Upload Certified Resolution

Choose a File

0 uploaded Upload Supporting Documentation

Choose a File

Save

Once all information has been entered documents uploaded, navigate to the "Submit for Review" tab on the left side of the screen. Check the box for the certification of electronic transmittal of the form, confirm the contact information listed is that of the CFO or the designee completing the submission, and submit. An email confirmation will be sent to the submitter upon successful filing.

Signed Certification Forms and Reports:

Upon approval by Division staff, a "Signed Certification Form" will be generated and listed in the same place the Certified Resolution and Supporting Documentation were uploaded. An email confirmation will also be generated upon approval. In addition to a PDF of the Signed Certification Form, an up-to-date PDF report listing all Chapter 159 and Chapter 85 filings will be generated to the same document repository section.

2004_amendment_2024.pdf	Signed Certification Form	3/12/2024 9:52:01 AM	×
2004_amendmentsummary_2024.pdf	Amendment Summary	3/12/2024 9:51:50 AM	×