



State of New Jersey

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FAST - SUBMISSION OF ELECTION RESULTS

Access:

There is one “role” in FAST that provides access to the fire district section of FAST.

Commissioner / Fire District Official: Individuals with this level access to their fire district automatically have access to the election section included within the Adopted Budget section in FAST. **No additional access needs to be requested for the fire district official to access this section of FAST.** If you already have the access to submit your fire district’s budget, your account already has the necessary access to submit the election results to FAST.

New Users (Commissioner of Fire District Official): New users can register for an account at: <https://njdca.dynamics365portals.us/Account/Login/Register>. To request access, login to FAST and click “Request Access” in the upper right corner of the screen. Select the option “Request Access to FAST”. On the page that appears, select your fire district, check the role for “Commissioner / Fire District Official”, and submit the request.

All requests for access are confirmed to the most recent budget document and/or the fire district website Fire district are strongly encouraged to ensure this information is accurate.

Unlocking Elections Tab

The elections tab is a subsection of the Adopted Budget module. The elections tab is locked by default. This tab will be enabled after the date of the election has passed and the adopted budget status is set to “Pending Election Results”. This status indicates the adopted budget has been reviewed by DLGS Staff and all requested budget and audit information has been received with the only exception being the election results.

Upload Adopted Fire Budget
Submit for Review
Elections

Elections Tab

To begin submitting election results, go to the adopted budget in FAST. Click the third button on the left hand side of the screen labeled “Elections”. This tab is organized into three sections: Ballot Items, Ballot Results, and Document Uploads.

Elections

Ballot Items

Exceeding 2% Levy Cap Referendum Initial LOSAP

Capital Item(s) Release Restricted Fund Balance

- Note: If a ballot item is selected, please include its election results to the table below.
- Note: Even if no items are selected, please fill in the ballot results for Amount to be Raised by Taxation.

Ballot Results

Ballot Item ↑	Description	Amount	Yes Votes	No Votes	Pass / Fail
	Amount to be Raised by Taxation				▼

Document Uploads

Filename	Category	Upload Date
Resolution #2025-1_Municipal Approval of Elected Fire Commissioner Compensation	Other	1/3/2025

Upload Copy of Ballot	<input type="button" value="Add"/>
Upload Copy of Certified Election Results Form	<input type="button" value="Add"/>
Upload Municipal Resolution if Defeated	<input type="button" value="Add"/>
Upload Amended Budget if Defeated	<input type="button" value="Add"/>
Upload Other File	<input type="button" value="Add"/>

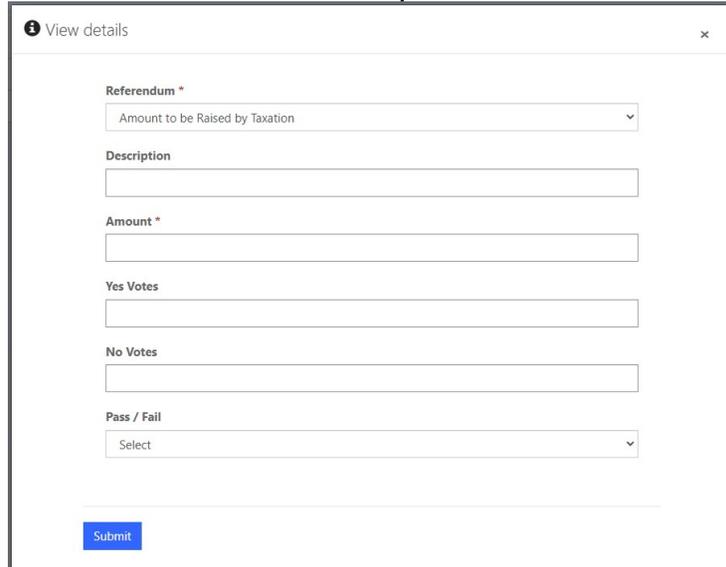
Select Ballot Items

This section contains four items that could be included in the adopted budget: Exceeding 2% Levy Cap Referendum, Capital Item(s), Initial LOSAP, and Release Restricted Fund Balance. If any of these four items are included in the budget, click on the boxes to the left of the text. If none of the items are included in the budget, do not click any of the boxes in this section.

Ballot Results

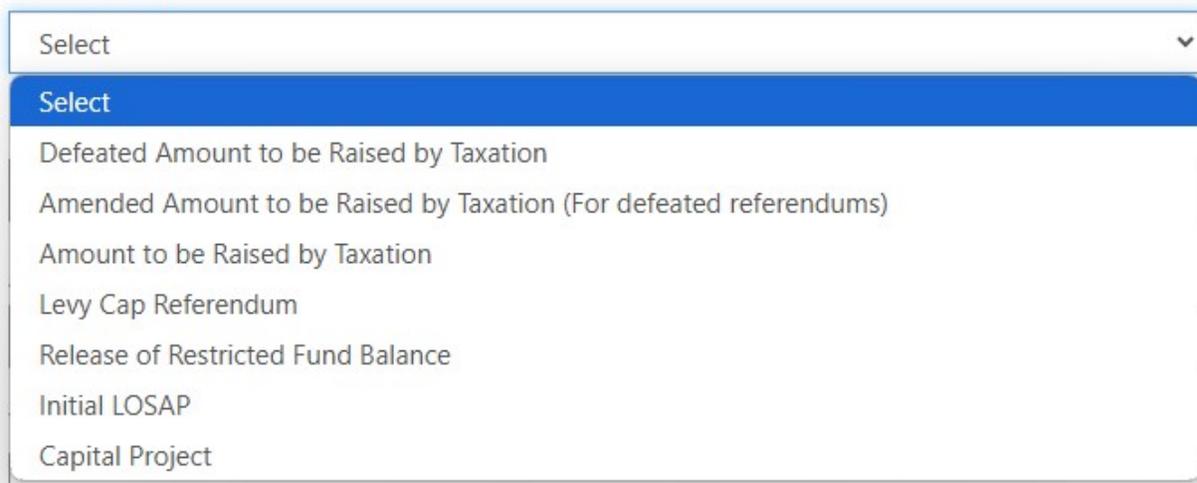
This section is where the individual items that were put to public vote are going to be recorded. Amount to be Raised by Taxation is prepopulated for your convenience. To record the amount and number of votes, click on  then select details.

View Details Screen will pop up allowing for data to be entered for Amount, Yes Votes, No Votes, and Pass/Fail dropdown. The Amount to be Raised by Taxation and number of votes must agree to the Election Certification of Results Form (see next section for uploading this form). Click Submit on the bottom when this form is complete.



To add an additional ballot item, click the  button. The first drop down menu (see below) contains a list of various referendum items that can be chosen. For each item, record the amount, yes votes, no votes, and pass/fail in the appropriate lines. For Capital Items, utilize the description line to add a description of the item. Ensure all information recorded agrees to the Election Certification of Results Form. Click Submit on the bottom when this form is complete.

Referendum *



Document Uploads

Required Documents

After completing the first two sections, you will be required to upload additional documents. The first document is a copy of the ballot presented to the public containing Amount to be Raised and any additional Referendum Items (Capital, Exceeding Levy Cap, LOSAP, or Release Restricted Fund Balance). The second document is a signed certified election results form. A blank certification form is available on the DLGS website if needed at the following location:

https://www.nj.gov/dca/dlgs/programs/au_docs/fd_general_election.docx

Other Documents

There are certain instances where additional documents are required. In the case of a defeated budget, the district will need to have the governing body of the municipality hold a public hearing on the budget and pass a resolution to approve the budget. At the municipal level, the governing body may chose to approve the budget as is or reduce appropriations. When this occurs, the district will be required to upload a signed copy of the municipal resolution approving the budget as well as a revised budget that complies with this resolution.

In the case of a defeated levy cap referendum or release of restricted fund balance referendum, the district will be required to submit an amended budget that removes the referendum amounts throughout the budget. The district will be required to upload a copy of this amended budget to FAST.

FINAL STEP

Once all 3 sections are completed, be sure to click the Submit button on the bottom of the tab. This will notify the Division that the election results have been submitted and ready for review. Failure to click the submit button will delay the budget signature and tax levy certification. This will delay the Municipality from being legally allowed to remit tax funds to the District.