

Financial Automation Submission & Tracking (FAST)

Emergency Appropriations User Guide

General:

Emergency Appropriations starting with CY2026 and SFY 2027 are required to be submitted via FAST. The current Emergency Appropriations module is for municipalities only. A separate County Emergency Appropriation module, as well as a Special Emergencies module, is forthcoming.

Municipalities and counties are reminded that emergency appropriations must be submitted to the Division for review within five (5) days of governing body approval.

Emergency appropriations previously submitted for CY2026 will be pre-loaded to FAST and do not need to be re-submitted.

Access:

There is one “role” in FAST that provides access to the Emergencies module:

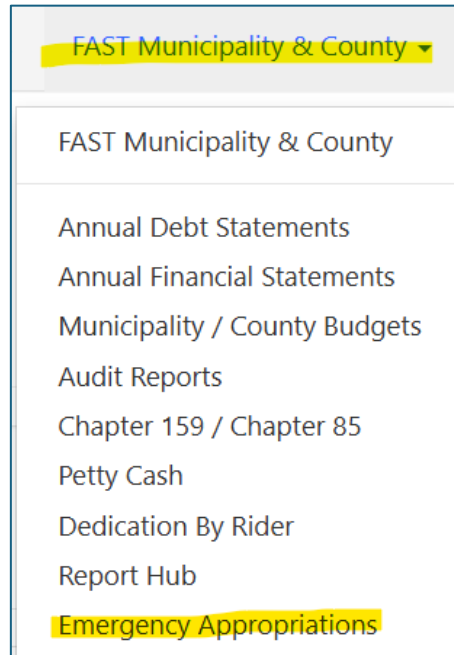
- 1) **Chief Financial Officer:** Individuals with CFO level access to their municipality or county entities automatically have access to the “Emergency Appropriations” option in the FAST dropdown menu. **No additional access needs to be requested for the CFO to access this section of FAST.**

New Chief Financial Officers must register for an account if they do not already have one and request access in FAST. CFO access is confirmed with the resolution appointing the CFO. The resolution can be sent directly to Matt Gallelo, FAST System Administrator, at Matthew.Gallelo@dca.nj.gov to expedite access.

CFOs in multiple municipalities are strongly encouraged to maintain separate accounts for each of their municipalities.

Filing an Emergency Resolution:

From the “FAST Municipality & County” dropdown menu, select the option, “Emergency Appropriations”.



The Emergency Appropriations page will display all previously submitted emergency resolutions from CY2026/SFY2027 onward, along with the year associated and the status. Click the blue text for the resolution number to access a previously created resolution. To create a new emergency appropriation submission, click “Add an Emergency”.

Financial Automation Submission and Tracking						
Emergency Appropriations						
Add an Emergency						
Resolution # 	Purpose	Municipality/County 	Current Year	Submission Date	Status Reason 	
1200	Test Appropriation	(DCA) Martucciville	2026	7/2/2026	Submitted	

A new window will appear, prompting the selection of the Local Government Entity (LGE). **An emergency appropriation should only be created if the municipal budget has been adopted for the current year.**

Create

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Please select an LGE.

Request Details

Municipality/County *

Once the LGE is selected, the data entry window will automatically load. Enter the name and email of the Municipal Clerk, resolution number for the emergency, the budget year for which the emergency is being requested, the date the resolution was adopted, the emergency amount, and a description with more information regarding the emergency conditions.

Municipal Clerk / Clerk to the Board Name * 	Municipal Clerk / Clerk to the Board Email *
Resolution # * 	Budget Year * Select
Purpose * 	
Adopted Date * M/D/YYYY Calendar	Emergency Amount *
Description * 	

Further down the data entry window, select whether the utility emergency is applicable to a utility. If you have a utility, but the emergency is not specific to the utility, select “Non-Utility”. If “Utility Expenditure” is selected, the system will require the type of utility (Sewer, Water, Parking, etc.) to be selected.

The emergency resolution, CFO certification, and any other supporting documentation must be uploaded to the data entry window. The CFO must then agree to the attestation, select their name, enter their email, and submit. A sample resolution and CFO certification are available at: https://www.nj.gov/dca/dlgs/programs/mc_budgets.shtml.

Please click on the appropriate emergency type below. If you select Utility, you must also indicate the type of utility.

☐ Non Utility

☐ Utility Expenditure

#	Name	Category	Modified	Remove
No Files.				

Category

Select File

Upload

0

Upload Resolution *

Choose a File

0

Upload CFO Certification *

Choose a File

0

Upload Other

Choose a File

☐ By Checking this box, I am swearing that:

By electronic transmittal of this form the County/Municipal CFO certifies that this emergency appropriation has been adopted by resolution of the governing body and is included as an attachment to this form. The emergency appropriation meets the statutory requirements and will be included as an appropriation in the budget of the next succeeding fiscal year. *

Chief Financial Officer *

CFO Email

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After submission, a confirmation email of successful submission will be transmitted and the emergency will be reviewed for compliance. Upon review and approval, the amounts that must be raised inside and outside the appropriation cap will be determined and will populate to the emergency appropriation detail page. Similar to other “Budget Amendment” modules in FAST, a report of current emergency appropriations and their status will generate in both the Emergency Appropriation record and the Report Hub section of FAST.

FAST Technical Support:

For technical assistance regarding the FAST Emergency Appropriation module, contact Matt Gallelo at Matthew.Gallelo@dca.nj.gov.