

October 20, 2016

Re: Best Practices Checklist Due Friday

Dear Mayor:

The deadline for submission of Best Practices Inventories to the Division of Local Government Services is **Friday October 21** for Calendar and Transition Year municipalities. The Division will not accept Inventories submitted past the close of business October 21 unless an individual appeal is filed with the Director stating good cause as to why the Inventory was submitted late. **The entire final aid payment is subject to being withheld unless the Director determines the late submission was for good cause.**

The Division is advising municipalities not to contact them to confirm receipt of your municipality's inventory. They will reach out to each municipality for which an Inventory cannot be located.

If your municipality does not have a business administrator, the person running your municipality's day-to-day operations must execute the Chief Administrative Officer certification. The date of the public meeting where your municipality's Best Practices response is discussed may take place after the October 21 submission deadline. The date when the meeting will take place must be stated in the Municipal Clerk's certification located on the spreadsheet.

Save the file using the following naming structure: 2016_best_practice_xxxx and replace xxxx with the municipality's 4-digit municipal code # (it appears in Cell B2 after the municipality's name is chosen). Email the worksheet as an Excel file to: bestpractices@dca.nj.gov. Please include in the Subject Line the name of the municipality and the phrase "Best Practice Submission."

The http://www.nj.gov/dca/divisions/dlgs/programs/best_practices.html and <http://www.nj.gov/dca/divisions/dlgs/lfns/16/2016-13.pdf> (which explains the Best Practices process in greater detail) are available on the Division's website.

Contact: Lori Buckelew, Senior Legislative Analyst, lbuckelew@njslom.org, 609-695-3481 ext. 112 or
Jon Moran, Senior Legislative Analyst, jmoran@njleg.org, 609-695-3481 ext. 121.

Sincerely,

Michael J. Darcy, CAE
Executive Director