Project Management & Reporting System (PMRS) FAQs

Updated 7/12/2021

TRANSITION TIMELINE

- When does everyone have to switch to PMRS?
  - The transition to PMRS will be incremental, based on program and program year. All project participants will be notified when their projects will be migrated to PMRS.
- When will we start managing projects in PMRS?
  - The first projects to be created in PMRS will be State Aid programs for FY 2022 Municipal Aid, Bikeways, Transit Village, and Safe Streets to Transit. All other projects will be incrementally migrated to PMRS.
- Will we be able to see the older projects—prior to 2022—on PMRS?
  - 2015 to current projects will be migrated to PMRS.

PMRS ACCESS – USERNAME & PASSWORD

- Does the Mayor have to set up an account?
  - All Mayors should request a username and password.
- When should municipalities register in the system?
  - All municipal staff should sign up for training (https://njdotlocalaidrc.com/pmrs-training.php) and request a username and password now.
- How will I know my request for a username was received?
  - It may take up to 5 business days to receive a confirmation email. The confirmation will come from support@e-Builder.net.
- Is PMRS to be used by only NJDOT or is it going to be used by other New Jersey State Departments that provide funding to Counties & Municipalities?
  - PMRS is a NJDOT platform created for NJDOT projects. Currently, NJDOT Capital projects and Local Aid projects are in the system.
- Can the Municipality have more than one elected official (Governing Body Member) create accounts in the system?
  - Yes, the system can allow more than one person in the Presiding Officer role. We encourage anyone who might have a role in a project to request a username and password.

- If I am a municipal engineer and a consultant for multiple towns, do I need two accounts?
  - If you have a role in multiple municipalities, you only need one username and password. You will need to ensure that when the municipality submits the application in SAGE you are added as the engineer. If that is not done, we can add you when the project is created.
- Does a municipal representative need to provide approval to create an account?
  - No, a municipal representative does not need to provide prior approval to a project's participants. When municipalities submit an application in SAGE, they are required to provide the names of individuals in the following roles: Mayor, Clerk, and Engineer. This information will be automatically added to the PMRS Project. A municipal representative can also log in to PMRS and see who is associated with a project. They can request that participants be removed if they are no longer associated with the municipality or added if new.

MANAGING YOUR PROJECTS

- Will engineers start the projects like SAGE? And will we receive logins for PMRS?
  - Upon completing training, you will receive the link to create your account in the system. You will be approved by our Technology Solutions Group but you will not see any projects yet.
  - The projects will be created in PMRS through integration with SAGE. The project will be created after the municipality submits an application to SAGE.
  - The engineer needs to be assigned to this project in order for them to work on the project.
  - District Office staff will assign LPA Engineers, LPA Project Managers, LPA Presiding Officers, and LPA Clerks to the project.
  - The assignments will be done based on "Applicant Information Page" in municipality or county's SAGE Application.
- Will we be notified by email when a step needs to be completed in PMRS?
  - Yes. The system will notify appropriate individuals when they need to take action on a project.
- Will PMRS be used for Federal Aid projects?
  - Yes, eventually we will migrate all Local Aid projects, including Federal Aid projects, to PMRS. We are working on the State projects first.

- Can we import Excel spreadsheets for the cost tab?
  - You will not need to manage the cost information in PMRS. Local Aid project cost information is automatically created based on the grant amount, eligible cost in award amount, and invoice amount.
- Can you upload plans to PMRS?
  - Yes, plan sets can be uploaded to PMRS.
- When entering the resolution number into PMRS, can we include dashes?
  - Yes, you may enter dashes in the resolution number field.
- What CADD software can be used to submit plans?
  - PMRS can accept dgn files, however, plans being submitted for review need to be in PDF format.
- Is there a maximum file size when uploading sets of construction plans?
  - There are no size limitations that we are aware of. However, if you encounter an issue, please upload in smaller batches.
- Are we still going to be required to send "signed and sealed" original hard copies moving forward or will a PDF suffice?
  - Signed and sealed hard copies of the Resolution are no longer required. We have worked with our attorneys to ensure that this is legally acceptable. We will provide guidance on applying an engineer's seal to plans.
- If project level responsibilities change, how easy is it to update and provide access to new team members?
  - If roles change in your organization, contact the District Office as soon as possible to have your project team updated.
- Can there be more than one Local Public Agency Project Manager?
  - Yes, you can have multiple people assigned to a role. An assistant Project Manager will have similar access to the project in PMRS and will be able to track project status, access project documents, etc.
- What happens if a township switches the consultant in subsequent years? Does the township have to disassociate the previous engineer from the project?
  - Yes, we recommend that you keep your project team up to date. When there are changes in your organization, you may contact your Local Aid District Office to add or remove project participants.
- Do other NJ State agencies use PMRS?
  - No, the Project Management and Reporting System is used to manage only NJ Department of Transportation projects.

PMRS & SAGE

- Will our existing SAGE accounts and login credentials transfer to the new system?
  - No, PMRS requires a separate username and password.
- Will we still be using SAGE? Will it be removed eventually?
  - We will continue to use SAGE for all grant applications.
- Does this program interact with the SAGE program?
  - Yes, SAGE and PMRS are integrated; information entered into SAGE will be seamlessly transferred to PMRS on a nightly basis.
- Will the projects in SAGE be transferred over into PMRS?
  - Yes, eventually all projects from 2015 forward will be transferred from SAGE.
- Does the resolution authorizing a grant application need to be submitted through PMRS or through SAGE?
  - Starting with the 2022 State Aid grant applications, all resolutions must be submitted through PMRS.

PMRS HELP & TRAINING INFORMATION

- Are you providing a guidebook on the new program?
  - A variety of training material and information will be available on the PMRS webpage: https://njdotlocalaidrc.com/pmrs/
- Is there a specific help line number just for PMRS?
  - The Resource Center hotline is being used to respond to all PMRS queries: (609) 649-9395.
- If we have specific questions regarding previous SAGE accounts and the transfer of existing, who should we contact?
  - Please contact Tech Solutions Group at: DOT-LocalAid.TechSolutions@dot.nj.gov.