



County Aid Resolution Submission (CARES) Process

This process is used by Counties to submit a resolution in PMRS.

What to Consider



Who:

- Presiding Officers
(County Executives)



What:

- Copy of County Resolution



When:

Within 30 days of
submitting your County Aid
application in the System
for Administering Grants
Electronically (SAGE)

Need Help?



njdotlocalaidrc.com/pmrs-resources

www.njdotlocalaidrc.com/pmrs

609.649.9395

DOT-LocalAID.ResourceCenter@dot.nj.gov

LPA Project Manager Step



First, the LPA Project Manager submits the resolution.

1. The LPA Project Manager goes to <https://njdotlocalaidrc.com/pmrs/>, selects “PMRS Sign In,” and enters username and password.
2. From the homescreen, click the “CARES-1” in the “Name” column for the appropriate project from “Workflow in your court.”

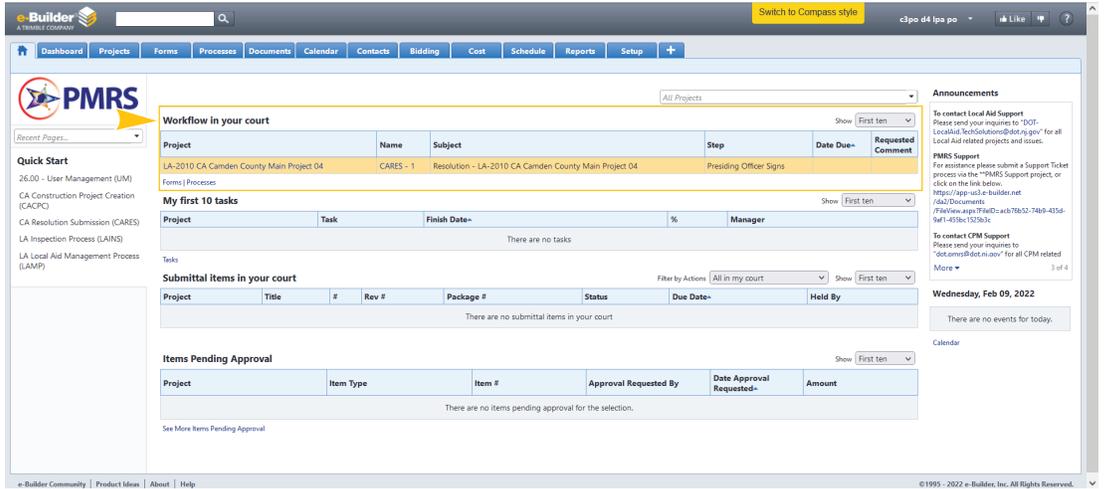
3. Enter the Resolution Number and any additional text required by your local government for resolutions. Choose “Submitted” from the dropdown menu, and click **Take Action**



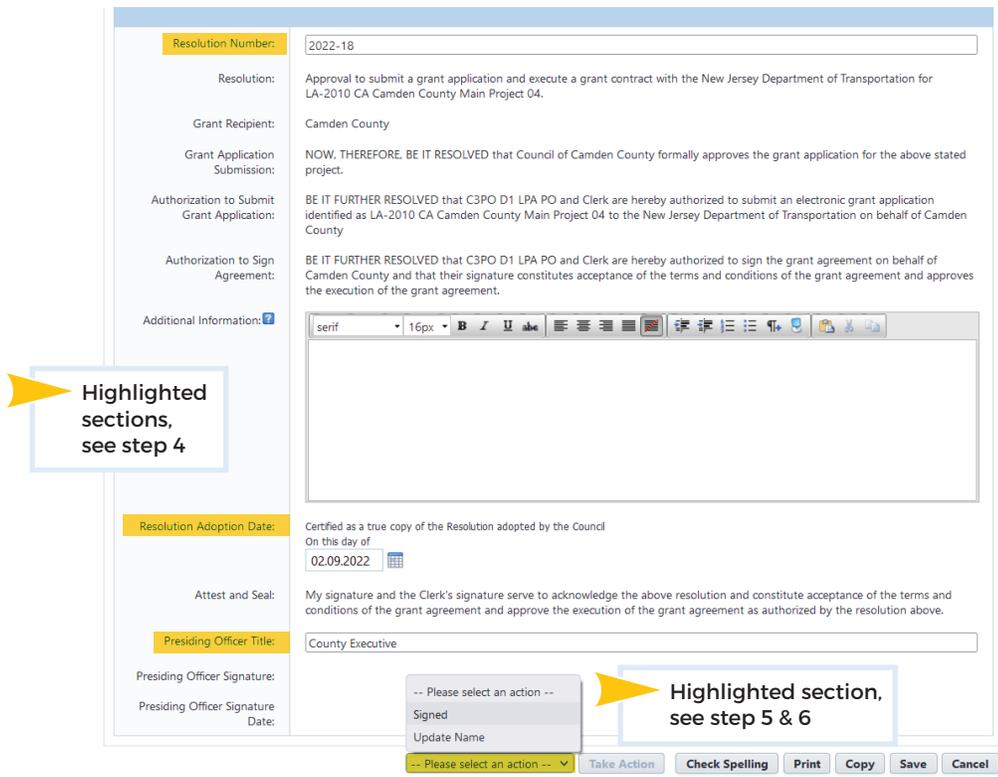
Presiding Officer Step

The next action needs to be taken by the Presiding Officer, such as the County Executive or their Delegate.

1. The County Executive goes to <https://njdotlocalaidrc.com/pmrs/>, selects “PMRS Sign In,” and enters username and password.
2. From the homescreen, click the “CARES-1” in the “Name” column for the appropriate project from “Workflow in your court.”



3. The following window will be displayed:



4. Check to make sure the resolution number, the County, project, resolution adoption date, and title of the Presiding Officer are correct.
5. If the Presiding Officer’s name is correct, select “Signed” from the dropdown menu and **Take Action**
6. If the Presiding Officer’s name is incorrect, select “Update Name” from the dropdown menu and when the Presiding Officer selects the action “Update name,” the process will disappear for few minutes from his/her court. The Presiding Officer has to refresh the browser to see the process back in his/her court.
7. Upon taking action, the Presiding Officer’s Signature and Signature Date will be captured and the process will advance to the Clerk.



Final Step - The Clerk verifies and submits the resolution to NJDOT.

1. The Clerk goes to <https://njdotlocalaidrc.com/pmrs/>, selects “PMRS Sign In,” and enters username and password.
2. From the homescreen, click the “CARES-1” in the “Name” column for the appropriate project from “Workflow in your court.”

Workflow in your court Show

Project	Name	Subject	Step	Date Due	Requested Comment
LA-2010 CA Camden County Main Project 04	CARES - 1	Resolution - LA-2010 CA Camden County Main Project 04	Clerk		

3. Verify that following items are correct. Enter them if they have not been entered yet:

- ✓ Resolution Number
- ✓ Resolution Adoption Date
- ✓ Presiding Officer Title

Approval to submit a grant application and execute an agreement with the New Jersey Department of Transportation.

*** Resolution Number:**

Resolution: Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for LA-2010 CA Camden County Main Project 04.

Grant Recipient: Camden County

Grant Application Submission: NOW, THEREFORE, BE IT RESOLVED that Council of Camden County formally approves the grant application for the above stated project.

Authorization to Submit Grant Application: BE IT FURTHER RESOLVED that C3PO D1 LPA PO and Clerk are hereby authorized to submit an electronic grant application identified as LA-2010 CA Camden County Main Project 04 to the New Jersey Department of Transportation on behalf of Camden County

Authorization to Sign Agreement: BE IT FURTHER RESOLVED that C3PO D1 LPA PO and Clerk are hereby authorized to sign the grant agreement on behalf of Camden County and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Additional Information: [?](#)

*** Resolution Adoption Date:** Certified as a true copy of the Resolution adopted by the Council
On this day of

Attest and Seal: My signature and the Clerk's signature serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

Clerk Signature: 6/17/2021

Clerk Signature Date:

*** Presiding Officer Title:**

Presiding Officer Signature: C3PO D4 LPA PO

Presiding Officer Signature Date:

4. If any of the information needs to be corrected, select the action “Revise” from the dropdown menu, to send it back to the Presiding Officer, who will have an opportunity to make corrections.
5. If the information is correct, select “Signed” from the dropdown menu and
6. Once “Signed,” the resolution is submitted to the NJDOT Local Aid Assistant Project Manager and Project Manager for review. Unless a revision is required, your role in the resolution submission is complete.

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