

NJDOT'S PROJECT MANAGEMENT AND REPORTING SYSTEM (PMRS)



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)

Ę

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.

- The LPA Project Manager goes to <u>https://njdotlocalaidrc.com/pmrs/</u>, 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."

	۹							Switch to Com	ipa		🔟 Like 👎		
ashboard Projects	Forms Processes	Documents C	alendar (Contacts I	idding Cost Sche	dule Reports Setup	+						
PMRS							All Projects			•	Announcements		
	Workflow in you	Workflow in your court Show First ten V											
nt Pages				Name Subject					Date Due*	Requested Comment	LocalAid.TechSolutions@dot.nj.gov" for a Local Aid related projects and issues.		
	LA-2010 CA Camder	County Main Project	t 04	CARES - 1	Resolution - LA-2010 CA Camd	en County Main Project 04	LPA Re:	LPA Resolution			PMKS Support For assistance please submit a Support Tick		
Submission (CARES)	LA-2010 CA Cumber	land County Main Pr	oject 06	CACPC - 2	Construction Project for Rehabilitation or Replacement of Culverts			eates Construction Project			process via the **PMRS Support project, or click on the link below.		
nagement Process	LA-2010 CA Cumberland County Main Project 06			CACPC - 1	Construction Project for Bridge Rehabilitation or Replacement			eates Construction Project			https://app-us3.e-builder.net /da2/Documents		
	LA-2009 CA Morris County Main Project 14			CACPC - 1	Construction Project for ATP 1			LPA Creates Construction Project			Viaia Documents View.aspx?fielD=acb76b52-74b9-435d 9af1-455bc1525b3c To contact CPM Support Please send your inquiries to		
Process -	LA-2010 CA Gloucester County Main Project 08			CAACF - 1	County Aid - 2010 For Gloucester County-ATP			LPA Submits Application					
ion and	LA-2010 CA Cumberland County Main Project 06			CACPC - 3	PC - 3 Construction Project for Beam Guiderail Program			LPA Creates Construction Project					
rocess	Forms Processes		"dot.pmrs@dot.ni.gov" for all CPM relat										
LAAE)	My first 10 tasks								Show First te	en 🗸	More • 3 of		
NS)	Project	Project Task			Finish Date* %			Manager			Wednesday, Feb 09, 2022		
Change Order (LACO)		There are no tasks											
	Tasks		· · · · · · · · · · · · · · · · · · ·										
6.00 - User Management (UM)	Submittal items in your court Filter by Actions All in my court V Show First ten V										Calendar		
Creation	Project	Title	#	Rev #	Package #	Status	Due Date-		Held By				

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

e-Builder°			u Like	• ?					
CA Resolution Submission	on (CARES) - 1								
Accept Decline	Submitted	Take Action Check Spelling	Print Copy Save	Cancel					
Project: I	LA-2010 CA Camden County Main Project 04	Project Number: 2010-0	CA-04-ATP						
Process Document:	CARES - 1 Show History Current Actors	Overall Due Date:							
Current Workflow Step: 1	LPA Resolution Show Workflow Diagram	Step Due Date:							
Subject:	Resolution - LA-2010 CA Camden County Main Project 04								
Status:	Submitted								
Details Comments (0) Attached Do	ocuments (0) Attached Processes (1) Attached F	orms (0) Attached To (0)							
U	U U	U L		Town aspersonautor and transmission and the second					
Approval to sub	mit a grant application and execute an agr	eement with the New Jersey Department	of Transportation.	Resolution: Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the (Project Name) project. NOW, THEREFORE, BE IT RESOLVED that Council of (Municipality) formally approves the grant application for the above stated project.					
Resolution Number:				BE IT FURTHER RESOLVED that the (Mayor Council) and Clerk are hereby authorized to submit an electronic grant application identified as (enter here the application ID from NDOT SAGE) to the New Jersey Department of Transportation on behalf of (Name of Municipality).					
Additional Information:	serif • 16px • B <i>I</i> <u>U</u> abe	ॾॾ ॾऴ ऻऀऀऀऀऀऀऀॾऀॾॾ	9 🕰 🕺 🗈	BE IT FURTHER RESOLVED that (Mayor Council) and Clerk are hereby authorized to sign the grant agreement on behalf of [Name of Manicpäiky] and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the					
				grant agreement. Certified as a true copy of the Resolution adopted by the Council On this day of , 20					
				Cierk					

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.



- 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.

Clerk Step

Need Help?



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 SF								
	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 		Details Comments (0) Attached Documents (0) Attached Processes (1) Attached Forms (0) Attached To (0)													
✓ Resolution Adoption Date		Approval to submit a grant application and execute an agreement with the New Jersey Department of Transportation.													
✓ Presiding Officer Title		* Resolution N	Number: solution:	2022-18 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 Ro Grant App Sub	ecipient: plication mission:	Camden County NOW, THEREFORE, BE IT RESOLVED that Council of Camden County formally approves the grant application for the above stated project											
		Authorization to Grant App	Submit plication:	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 Agr	to Sign eement:	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.											
	A	dditional Inform	ation: <table-cell></table-cell>												
		* Resolution A	ution Adoption Date: Certified as a true copy of the Resolution adopted by the Council On this day of 02.09.2022												
		Attest a	ind Seal:	My signature and the Clerk's signature serve to acknowledge the above resolution and constitute acceptance of the te conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution 6/17/2021								the terms and lution above.			
		Clerk Sig Clerk Signatu	gnature: re Date:												
		* Presiding Offic	cer Title:	County Executive											
	Pre	esiding Officer Sig residing Officer Si	gnature: ignature Date:	C3PO D4 LPA PO 02.09.2022 Please select an action Signed Revise											
					Please select	an action 💙 🔤	Take Action	Check Spelling	Print	Сору	Save	Cancel			

- 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 Take Action
- 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.

<u>njdotlocalaidrc.com/pmrs-resources</u>

- www.njdotlocalaidrc.com/pmrs
- **\$** 609.649.9395
- ⋈ DOT-LocalAID.ResourceCenter@dot.nj.gov