





Local Aid Agreement Execution (LAAE) Process

This process is used to submit a resolution in PMRS.

What to Consider







Who:

- Local Public Agency (LPA)
 Project Managers
- Mayors and County Executives (Presiding Officers)
- Clerks

What:

· Copy of Council Resolution

When:

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

Need Help?



View a video of this process online: njdotlocalaidrc.com/pmrs-resources

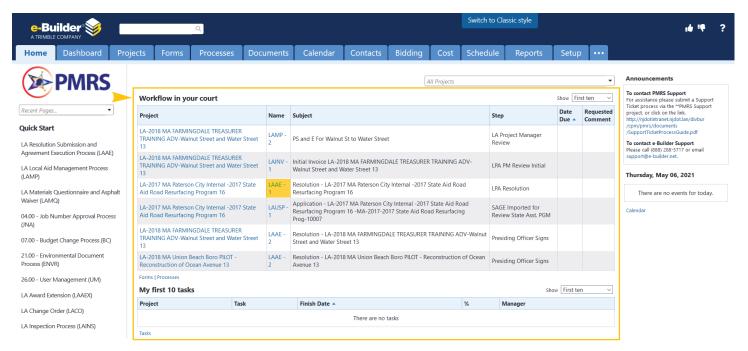
- # www.njdotlocalaidrc.com
- **6**09.649.9395
- ➤ DOT-LocalAID.ResourceCenter@dot.nj.gov

LPA Project Manager Step

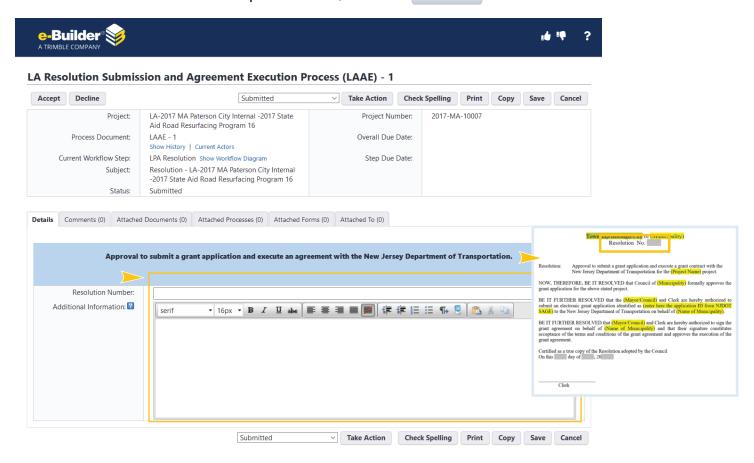


First, the LPA Project manager submits the resolution.

- 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 "LAAE-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

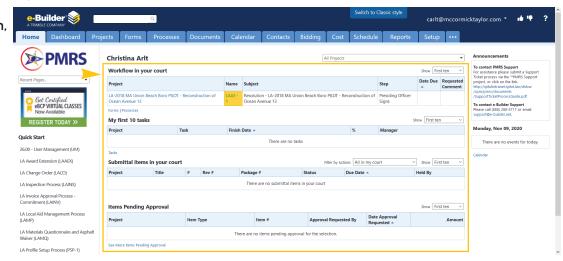




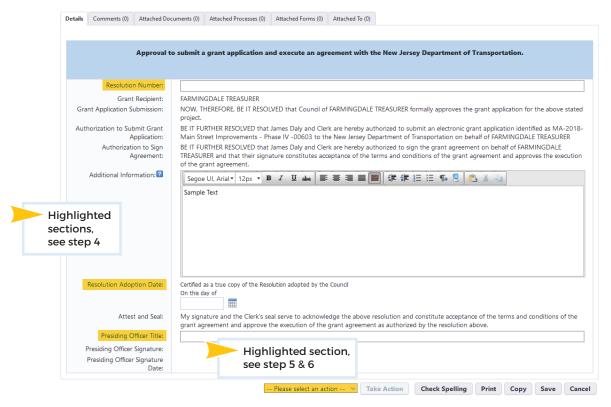
Presiding Officer Step

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

- 1. The Mayor or County Executive goes to https://njdotlocalaidrc.com/pmrs/, selects "PMRS Sign In," and enters username and password.
- 2. From the homescreen, click the "LAAE-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 town, project, and name 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 next step, the Clerk step.

Clerk Step

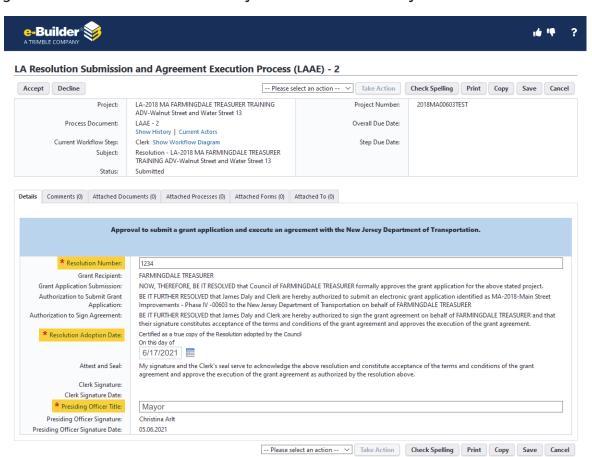


Finally, the Clerk verifies and submits the resolution to NJDOT.

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



- 3. Verify that following items are correct. Enter them if they have not been entered yet:
 - ✓ Resolution Number
 - ✓ Resolution Adoption Date
 - ✓ Presiding
 Officer Title



- 4. If any of the information needs to be corrected, select the action "Revise" from the dropdown menu, revise and 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 this process is complete.

