



# 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](http://njdotlocalaidrc.com/pmrs-resources)

[www.njdotlocalaidrc.com](http://www.njdotlocalaidrc.com)

609.649.9395

[DOT-LocalAID.ResourceCenter@dot.nj.gov](mailto: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.”

**Workflow in your court**

Project	Name	Subject	Step	Date Due	Requested Comment
LA-2018 MA FARMINGDALE TREASURER TRAINING ADV-Walnut Street and Water Street 13	LAMP - 2	PS and E For Walnut St to Water Street	LA Project Manager Review		
LA-2018 MA FARMINGDALE TREASURER TRAINING ADV-Walnut Street and Water Street 13	LAINV - 1	Initial Invoice LA-2018 MA FARMINGDALE TREASURER TRAINING ADV-Walnut Street and Water Street 13	LPA PM Review Initial		
LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16	LAAE - 1	Resolution - LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16	LPA Resolution		
LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16	LAUSP - 1	Application - LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16 -MA-2017-2017 State Aid Road Resurfacing Prog-10007	SAGE Imported for Review State Asst. PGM		
LA-2018 MA FARMINGDALE TREASURER TRAINING ADV-Walnut Street and Water Street 13	LAAE - 2	Resolution - LA-2018 MA FARMINGDALE TREASURER TRAINING ADV-Walnut Street and Water Street 13	Presiding Officer Signs		
LA-2018 MA Union Beach Boro PILOT - Reconstruction of Ocean Avenue 13	LAAE - 2	Resolution - LA-2018 MA Union Beach Boro PILOT - Reconstruction of Ocean Avenue 13	Presiding Officer Signs		

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**

## LA Resolution Submission and Agreement Execution Process (LAAE) - 1

Accept Decline Submitted Take Action Check Spelling Print Copy Save Cancel

Project:	LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16	Project Number:	2017-MA-10007
Process Document:	LAAE - 1 <a href="#">Show History</a>   <a href="#">Current Actors</a>	Overall Due Date:	
Current Workflow Step:	LPA Resolution <a href="#">Show Workflow Diagram</a>	Step Due Date:	
Subject:	Resolution - LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16		
Status:	Submitted		

Details Comments (0) Attached Documents (0) Attached Processes (0) Attached Forms (0) Attached To (0)

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

Resolution Number: [ ]

Additional Information: [ ? ]

**Resolution No. [ ]**

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.

BE IT FURTHER RESOLVED that the [Municipal Council] and Clerk are hereby authorized to submit an electronic grant application identified as [enter here the application ID from NHDOT SAGE] to the New Jersey Department of Transportation on behalf of [Name of Municipality].

BE IT FURTHER RESOLVED that [Mayor/Council] and Clerk are hereby authorized to sign the grant agreement on behalf of [Name of Municipality] 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[ ]

\_\_\_\_\_  
Clerk

Submitted Take Action Check Spelling Print Copy Save Cancel



## 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.”

The screenshot shows the e-Builder PMRS interface. The user is logged in as 'carlt@mccormicktaylor.com'. The main navigation bar includes Home, Dashboard, Projects, Forms, Processes, Documents, Calendar, Contacts, Bidding, Cost, Schedule, Reports, Setup, and a menu icon. The 'Workflow in your court' section is highlighted with a yellow border and contains a table with the following data:

Project	Name	Subject	Step	Date Due	Requested	Comment
LA-2018 MA Union Beach Boro PILOT - Reconstruction of Ocean Avenue 13	LAAE-1	Resolution - LA-2018 MA Union Beach Boro PILOT - Reconstruction of Ocean Avenue 13	Presiding Officer Signs			

Below the table are sections for 'My first 10 tasks', 'Submittal Items in your court', and 'Items Pending Approval', all of which currently show no data.

3. The following window will be displayed:

The screenshot shows a detailed form titled "Approval to submit a grant application and execute an agreement with the New Jersey Department of Transportation." The form includes the following sections:

- Resolution Number:** A text input field.
- Grant Recipient:** FARMINGDALE TREASURER
- Grant Application Submission:** NOW, THEREFORE, BE IT RESOLVED that Council of FARMINGDALE TREASURER formally approves the grant application for the above stated project.
- Authorization to Submit Grant Application:** BE IT FURTHER RESOLVED that James Daly and Clerk are hereby authorized to submit an electronic grant application identified as MA-2018-Main Street Improvements - Phase IV -00603 to the New Jersey Department of Transportation on behalf of FARMINGDALE TREASURER
- Authorization to Sign Agreement:** BE IT FURTHER RESOLVED that James Daly and Clerk are hereby authorized to sign the grant agreement on behalf of FARMINGDALE TREASURER 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:** A rich text editor with a toolbar and a text area containing "Sample Text".
- Resolution Adoption Date:** A date selection field with a calendar icon. Below it, text reads: "Certified as a true copy of the Resolution adopted by the Council On this day of [ ] [ ] [ ]"
- Attest and Seal:** A section for the Presiding Officer's signature and date.
- Presiding Officer Title:** A text input field.
- Signature Area:** A large text area for the Presiding Officer's signature and date, highlighted with a yellow callout.

At the bottom of the form, there is a dropdown menu with the text "Please select an action --" and several buttons: "Take Action", "Check Spelling", "Print", "Copy", "Save", and "Cancel".

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 **Take Action**  
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.

1. 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.”

Workflow in your court Show First ten

Project	Name	Subject	Step	Date Due	Requested Comment
LA-2018 MA FARMINGDALE TREASURER TRAINING ADV-Walnut Street and Water Street 13	LAAE - 1	Resolution - LA-2018 MA FARMINGDALE TREASURER TRAINING ADV-Walnut Street and Water Street 13	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

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### LA Resolution Submission and Agreement Execution Process (LAAE) - 2

Accept Decline -- Please select an action -- Take Action Check Spelling Print Copy Save Cancel

Project:	LA-2018 MA FARMINGDALE TREASURER TRAINING ADV-Walnut Street and Water Street 13	Project Number:	2018MA00603TEST
Process Document:	LAAE - 2 <a href="#">Show History</a>   <a href="#">Current Actors</a>	Overall Due Date:	
Current Workflow Step:	Clerk <a href="#">Show Workflow Diagram</a>	Step Due Date:	
Subject:	Resolution - LA-2018 MA FARMINGDALE TREASURER TRAINING ADV-Walnut Street and Water Street 13		
Status:	Submitted		

Details Comments (0) Attached Documents (0) Attached Processes (0) Attached Forms (0) Attached To (0)

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

* Resolution Number:	1234
Grant Recipient:	FARMINGDALE TREASURER
Grant Application Submission:	NOW, THEREFORE, BE IT RESOLVED that Council of FARMINGDALE TREASURER formally approves the grant application for the above stated project.
Authorization to Submit Grant Application:	BE IT FURTHER RESOLVED that James Daly and Clerk are hereby authorized to submit an electronic grant application identified as MA-2018-Main Street Improvements - Phase IV -00603 to the New Jersey Department of Transportation on behalf of FARMINGDALE TREASURER
Authorization to Sign Agreement:	BE IT FURTHER RESOLVED that James Daly and Clerk are hereby authorized to sign the grant agreement on behalf of FARMINGDALE TREASURER and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.
* Resolution Adoption Date:	Certified as a true copy of the Resolution adopted by the Council On this day of 6/17/2021
Attest and Seal:	My signature and the Clerk's seal 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:	
Clerk Signature Date:	
* Presiding Officer Title:	Mayor
Presiding Officer Signature:	Christina Arit
Presiding Officer Signature Date:	05.06.2021

-- Please select an action -- Take Action Check Spelling Print Copy Save Cancel

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.

Need Help?



View a video of this process online:  
[njdotlocalaidrc.com/pmrs-resources](https://njdotlocalaidrc.com/pmrs-resources)

www.njdotlocalaidrc.com  
609.649.9395  
DOT-LocalAID.ResourceCenter@dot.nj.gov