











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?

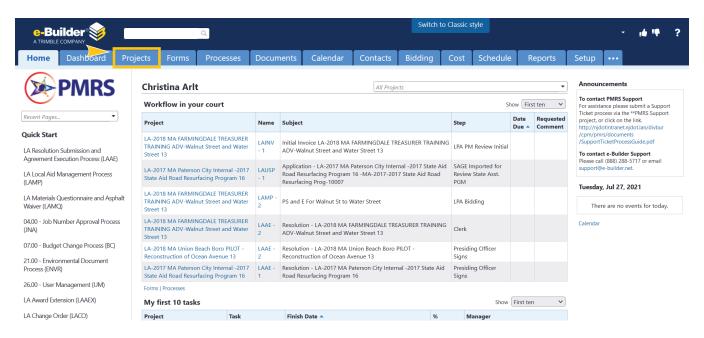


Find videos about PMRS at: njdotlocalaidrc.com/pmrs-resources

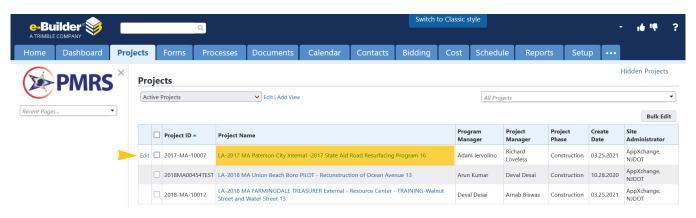
- # www.njdotlocalaidrc.com
- **4** 609.649.9395
- ➤ DOT-LocalAID.ResourceCenter@dot.nj.gov

1. Go to https://njdotlocalaidrc.com/pmrs, click on the username and password.

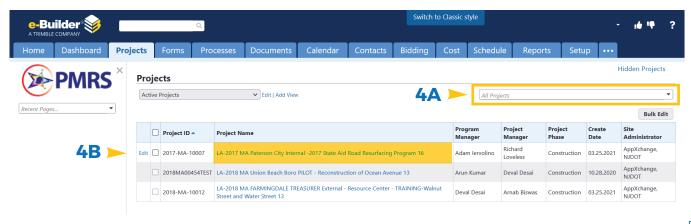
2. From the Global Menu at the top of the screen, click on the "Projects" tab:



3. Click on the name of the project that you want to check the status of:

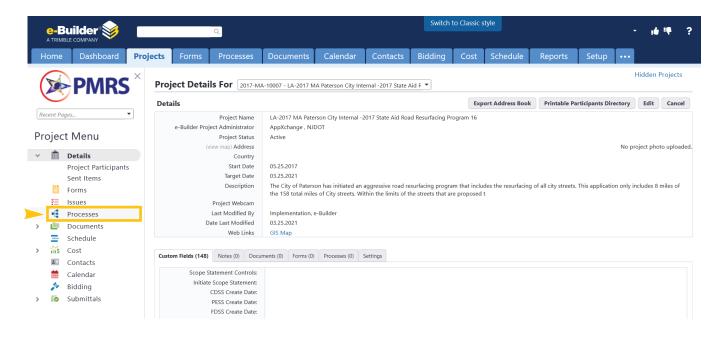


- 4A. If you don't see the name of the project that you are looking for, use the search bar on the upper right that says "All Projects" to search for your project by name, municipality, or the project ID (5-digits).
- 4B. Click on the project name.

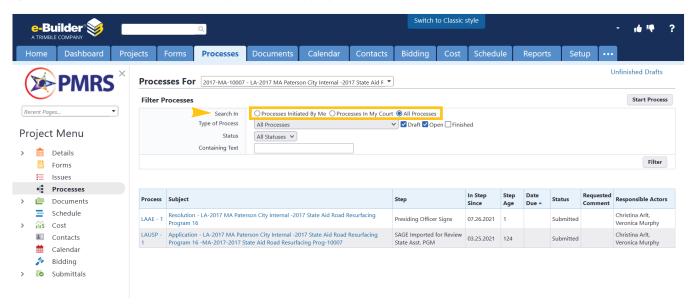




5. Once you have opened the project, click on "Processes" under the Project Menu on the left-hand side:

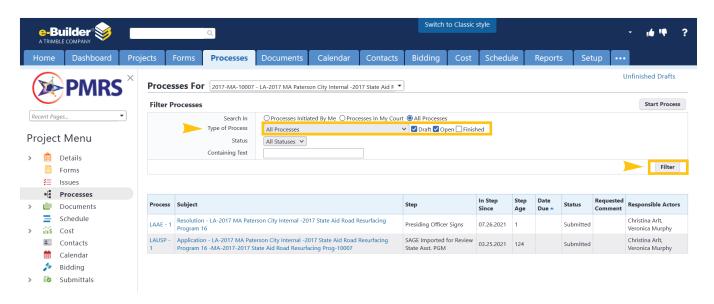


6. Select the radio button next to "All Processes:"

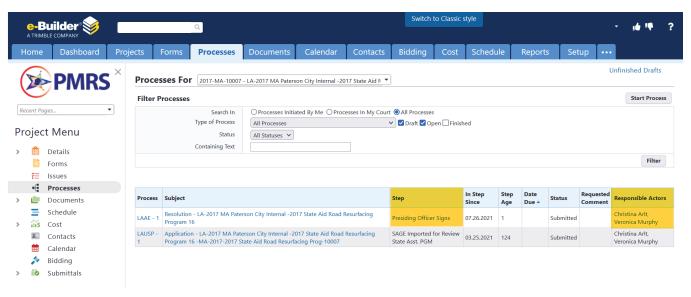




7. From the "Type of Process" drop down menu, select "All Processes" or select the name of the specific process you are looking for (e.g., "LA Resolution Submission and Agreement Execution Process (LAAE)") and then hit "Filter."



8. Under the "Process" column in the table, find the abbreviation LAAE-1. The table will also show the step that the process is in and the person who is responsible to take the action.



- "LPA Resolution" means that the process is waiting for your municipality to take the first action (entering the resolution number).
- "Presiding Officer Signs" means that Mayor/County Executive needs to sign.
- "Clerk" means the Clerk needs to review and sign.
- "APM Review" means that the resolution has been submitted and is being reviewed by NJDOT Local Aid.

