



Local Aid Award Extension (LAAEX) Process

This process is used to request an award extension in PMRS.

What to Consider



Who:

Local Public Agency
(LPA) Project
Managers



What:

An award deadline extension request for extraordinary circumstances, such as bidding problems, permits not approved, utility relocation work, right-of-way not available, or declaration of state of emergency by the Governor of NJ or President of the United States



When:

30 days prior to the
24-month deadline

Need Help?



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

www.njdotlocalaidrc.com

609.649.9395

DOT-LocalAID.ResourceCenter@dot.nj.gov

LPA Project Manager Step



The LPA Project Manager starts the Award Extension process.

1. The LPA Project Manager goes to <https://njdotlocalaidrc.com/pmrs/>, selects “PMRS Sign In,” and enters username and password.
2. Go to the “Projects” tab. Click on the name of the project you would like to request the extension for by clicking on the blue hyperlink in the “Project Name” column.

Projects

Project ID	DB Number	Project Name	Project Manager	Assistant Project Manager	Project Status	Project Phase	Program Manager
1995-LBF-01		LA-1995 LBF Atlantic County Main Project 01	Foroozan Fayazi-Azad		Active	Construction	Vanaja Komatreddy
2010-CA-01-ATP		LA-2010 CA Atlantic County Main Project 01	Project Manager		Active	Construction	Foroozan Fayazi-Azad
2011-MA-00487		LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	Pavan Sheth		Active	Construction	Deval Desai
2017-MA-10007		LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16	Richard Loveless		Administrative	Construction	Adam Iervolino
2018-MA-10012		LA-2018 MA FARMINGDALE TREASURER External - Resource Center - TRAINING-Walnut Street and Water Street 13	Arbab Biswas		Training	Construction	Deval Desai
2019-MA-00089		LA-2019 MA Shrewsbury Township Crawford Street Roadway Improvements 13	Kumudika Somaratna		Active	Construction	Deval Desai
2020-MA-00079		LA-2020 MA Shrewsbury Township Barker Avenue Roadway Improvements 13	Kumudika Somaratna		Active	Construction	Deval Desai
2021-MA-00226		LA-2021 MA Shrewsbury Township Barker Avenue Improvements Phase 2 13	Kumudika Somaratna		Active	Construction	Deval Desai
2022-MA-00323		LA-2022 MA Shrewsbury Township Belshaw Ave Improvements 13	Kumudika Somaratna		Active	Construction	Deval Desai
LAPILOT1		LA Phase I Pilot Training Project			Administrative		

3. Next under the Project Details menu on the left, select “Processes.”

4. Then click on the gray “Start Process button in the upper right.

Processes For 2011-MA-00487 - LA-2011 MA Atlantic Highlands Borough VK - TE

Start Process

Process	Subject	Step	In Step Since	Step Age	Date Due	Status	Requested Comment	Responsible Actors
LAAEX - 3	Extension Request	LA PM	09.22.2022	43		Submitted		Christina Art, John Buckley, Leia D2 LA- APM, Veronica Murphy, Rey Rey D2 PM
LACKO - 1	LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13 Construction Kickoff	LPA Construction Information	08.24.2022	72		Submitted		Christina Art, John Buckley, Luke D2 LPA - PM, Chewy D2 LPA ENG, Veronica Murphy
LAINV - 1	Initial Invoice LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	APM/PM Review	08.24.2022	72		Submitted		Christina Art, John Buckley, Leia D2 LA- APM, Veronica Murphy, Rey Rey D2 PM
LAAEX - 1	Extension Request	DM Final Review	08.24.2022	72		Submitted		Christina Art, John Buckley, Yoda D2 PM, Veronica Murphy
LAAEX - 2	Extension Request	LPA Clerk Signature	09.22.2022	43		Submitted		Christina Art, John Buckley, R2D2 D2 LPA Clerk, Veronica Murphy



5. In the pop up window, select "LA Award Extension (LAAEX)."

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Start a process on LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13

Processes Cancel

Process Name	Description
04.00 - Job Number Approval Process (JNA)	When requesting a project job number, use the 04.00 - Job Number Approval Process.
07.00 - Budget Change Process (BC)	Establish an initial budget as well as manage all of the budget changes.
21.00 - Environmental Document Process (ENVR)	This process is to be used to create, review, and approve the Categorical Exclusion Document (CED), including self certified CED's. This process will likely be enhanced in a future phase to include other types of Environmental Documents. (NJDOT Activity 2510 and Activity 3950).
LA Award Extension (LAAEX)	
LA Change Order (LACO)	Change order process

6. On the next screen, indicate which of the five extraordinary circumstances require you to request an extension for your project, and describe your circumstances in additional detail.

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LA Award Extension (LAAEX)

Start Process

Print Check Spelling Submit Save Draft Cancel

Project:	LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13
Project Number:	2011-MA-00487
Process:	LA Award Extension

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

Reason For Extension

Municipal Local Aid agreement using both formula allocations and Urban Aid allocations must be awarded within 24 months from the date of grant notification. In the event an award is not made within the 24-month deadline, the Department, at its discretion, may grant an extension of not greater than six months in duration for any of the following extraordinary circumstances.

Please select the applicable extraordinary circumstances for your request. Describe your situation in the "Circumstance Explanation" section and provide the anticipated schedule.

<p>* Extraordinary Circumstances (Reason for Extension):</p>	<p><input type="checkbox"/> Bidding problems. The project was advertised and bids received before the 24-month deadline, but because the bids exceeded the estimate, the project will be re-advertised for bid within three months or financing will be arranged to allow award within the next six months</p> <p><input type="checkbox"/> Permits not approved. Environmental permit applications were submitted and accepted by all permitting agencies within 12 months of municipal local aid agreement execution and permits have not been received. Municipalities must provide details of issues precluding the issuance of the permits.</p> <p><input type="checkbox"/> Utility relocation work precludes advertisement, bid, and award during the 24-month deadline. The municipality has demonstrated communication and coordination with all utility companies within 12 months of municipal local aid grant agreement execution; however, utility companies are indicating that relocation work must be performed prior to the construction of the project. The municipality must provide details on the schedule of utility work precluding advancement of the municipal local aid project.</p> <p><input type="checkbox"/> Right-of-way is not available for the project. The municipality shall provide details on the schedule of right-of-way acquisition and any issues precluding advancement of the project.</p> <p><input type="checkbox"/> Declaration of a state of emergency by the Governor of New Jersey or the President of the United States that directly impacts the ability of the municipality to award the contract. The municipality must provide details on the project's schedule and the details as to how the state of emergency precluded the advancement of the municipal local aid project.</p>
<p>* Circumstance Explanation:</p>	<div style="border: 1px solid gray; height: 150px; width: 100%;"></div>



7. Indicate the anticipated schedule for your project, including the date for advertising, awarding, starting construction, and final close out. Use the dropdown menu to indicate the number of months you are requesting an extension for (from 1-6 months).

Anticipated Schedule

* Project Advertisement:	<input type="text"/>	
* Project Award:	<input type="text"/>	
* Construction Begins:	<input type="text"/>	
* Final Closeout:	<input type="text"/>	
* Extension Time Desired in Months:	-- Please select an option --	

Print Check Spelling **Submit** Save Draft Cancel



8. When you are finished filling in the details, click “Submit.”

Presiding Officer Step

1. The Presiding Officer goes to <https://njdotlocalaidrc.com/pmrs/>, selects “PMRS Sign In,” and enters username and password.
2. The Presiding Officer should see the LAAEX process in the “My Processes” section on the “My Home” tab. Click on blue “LAAEX” in the “Instances” column next to the name of the project you are requesting an extension for. It should say “Presiding Officer Signature” under the “Step” column.

The screenshot shows the PMRS web application interface. At the top, there is a navigation bar with tabs: My Home, Dashboard, Projects, Forms, Processes, Documents, Calendar, Contacts, Bidding, Cost, Schedule, Reports, Setup, and a menu icon. The main content area is titled 'Welcome, Christina!' and includes a search bar and an 'Edit My Home' link. Below this is the 'My Processes' section, which contains a table with the following columns: Project, Instance, Subject, Step, Date, and Requested Comment. The table lists several projects, with the first row highlighted in yellow. The first row is: LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13, Instance LAAEX - 4, Subject Extension Request, Step Presiding Officer Signature, Date (empty), and Requested Comment (empty). Other rows include projects like LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16, LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13, LA-2010 CA Atlantic County Main Project 01, LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16, LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13, LA-2010 CA Atlantic County Main Project 01, LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13, and LA-1995 LBF Atlantic County Main Project 01.

Project	Insta...	Subject	Step	Date ... ↑↓	Requested Comment
LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	LAAEX - 4	Extension Request	Presiding Officer Signature		
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	Presiding Officer Signs		
LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	LAAEX - 1	Extension Request	DM Final Review		
LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	LACKO - 1	LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13 Construction Kickoff	LPA Construction Information		
LA-2010 CA Atlantic County Main Project 01	CARES - 1	Resolution - LA-2010 CA Atlantic County Main Project 01	APM Review		
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-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	LAINV - 1	Initial Invoice LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	APM/PM Review		
LA-2010 CA Atlantic County Main Project 01	CAACF - 1	County Aid - 2010 For Atlantic County-ATP	LPA Submits Application		
LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	LAAEX - 3	Extension Request	LA PM		
LA-1995 LBF Atlantic County Main Project 01	BAACF - 1	Bridge - 1995 For Atlantic County	LPA PM		

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3. The Presiding Officer should read the information in the resolution—especially the municipality’s name and the name of the presiding officer—to ensure it is accurate and fill in the following information:

- Resolution # (Not Mandatory)
- Additional Information (Not Mandatory)
- Resolution Adoption Date (Not Mandatory)



Reason For Extension

(a) Municipal local aid agreements using both formula allocations and urban aid allocations shall specify that a contract must be awarded by the municipality within 24 months from the date of grant notification. At any time, but at a minimum of 30 days prior to the 24-month deadline, a municipality may voluntarily cancel a municipal local aid agreement and release the funds back to the Department. (b) Failure to award a contract within the 24-month deadline specified in this section without voluntarily canceling the municipal local aid agreement will result in the agreement being canceled and the funds, except those funds programmed for Urban Aid, being rescinded. (c) In the event an award is not made within the 24-month deadline, the Department, at its discretion, may grant an extension of not greater than six months in duration for extraordinary circumstances.

Extraordinary Circumstances (Reason for Extension):	Bidding problems. The project was advertised and bids received before the 24-month deadline, but because the bids exceeded the estimate, the project will be re-advertised for bid within three months or financing will be arranged to allow award within the next six months
Circumstance Explanation:	The bids exceeded the estimate and the project needed to be re-bid.

Anticipated Schedule

Project Advertisement:	01.09.2023
Project Award:	03.08.2023
Construction Begins:	04.05.2023
Final Closeout:	06.07.2023

Resolution No:	<input type="text"/>
Resolution:	Approval to submit an award extension request for LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13 to the New Jersey Department of Transportation.
Authorization to Request Award Extension:	NOW, THEREFORE, BE IT RESOLVED that Council of Atlantic Highlands Borough formally approves the request for a(n) Six (6) month award extension for the above stated project.
Authorization to Submit Award Extension:	BE IT FURTHER RESOLVED that the Loretta Gluckstein and Clerk, or those authorized on their behalf, are to submit a formal request for a(n) Six (6) month award extension for the above referenced project to the New Jersey Department of Transportation.
Authorization to Sign Award Extension:	BE IT FURTHER RESOLVED that Loretta Gluckstein and Clerk are hereby authorized to sign the Six (6) month award extension request on behalf of Atlantic Highlands Borough and that their signature constitutes acceptance of the terms and conditions of the grant agreement.
Additional Information:	<div style="border: 1px solid gray; height: 60px;"></div>
Certification:	Certified as a true copy of the Resolution adopted by the Council On this day
Resolution Adoption Date:	<input type="text"/>

Resolution Signatures

Presiding Officer Signature:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Presiding Officer Signed Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>

-- Please select an action --

- If the name of the Presiding Officer in the resolution does not match the name of the Presiding Officer who is electronically signing the resolution, select "Revise" from the dropdown menu and click to send it back to the LPA Project Manager to make revisions. If no revisions are necessary, continue to the next step.
- Once everything looks correct, the Presiding Officer selects "Approved" from the dropdown menu and clicks the button.

Resolution Signatures

Presiding Officer Signature:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Presiding Officer Signed Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>

-- Please select an action --

- Approved
- Revise

-- Please select an action --



Clerk Step

1. The Clerk goes to <https://njdotlocalaidrc.com/pmrs/>, selects "PMRS Sign In," and enters username and password.
2. The Clerk will see the process in the "My Processes" section of their "My Home" tab. Click on "LAAEX" next to the name of the project you are requesting an extension for. It should say "LPA Clerk Signature" in the "Step" column.

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My Home Dashboard Projects Forms Processes Documents Calendar Contacts Bidding Cost Schedule Reports Setup ...

Welcome, **Christina** All projects [Edit My Home](#)

My Processes

Project	Insta... ↑↓	Subject	Step	Date ...	Requested Comment
LA-1995 LBF Atlantic County Main Project 01	BAACF - 1	Bridge - 1995 For Atlantic County	LPA PM		
LA-2010 CA Atlantic County Main Project 01	CAACF - 1	County Aid - 2010 For Atlantic County-ATP	LPA Submits Application		
LA-2010 CA Atlantic County Main Project 01	CARES - 1	Resolution - LA-2010 CA Atlantic County Main Project 01	APM Review		
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	Presiding Officer Signs		
LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	LAAEX - 1	Extension Request	DM Final Review		
LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	LAAEX - 2	Extension Request	LPA Clerk Signature		
LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	LAAEX - 3	Extension Request	LA PM		
LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	LAAEX - 4	Extension Request	LPA Clerk Signature		
LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	LACKO - 1	LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13 Construction Kickoff	LPA Construction Information		
LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	LAINV - 1	Initial Invoice LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	APM/PM Review		

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3. The Clerk will review the information. If the Presiding Officer did not fill in the resolution number, any additional information (optional), or the resolution adoption date, the Clerk should fill in these items.

Anticipated Schedule

Project Advertisement:	01.09.2023
Project Award:	03.08.2023
Construction Begins:	04.05.2023
Final Closeout:	06.07.2023

* Resolution No:

Resolution: Approval to submit an award extension request for LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13 to the New Jersey Department of Transportation.

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Authorization to Sign Award Extension: BE IT FURTHER RESOLVED that Loretta Gluckstein and Clerk are hereby authorized to sign the Six (6) month award extension request on behalf of Atlantic Highlands Borough and that their signature constitutes acceptance of the terms and conditions of the grant agreement.

Additional Information:

Certification: Certified as a true copy of the Resolution adopted by the Council On this day

* Resolution Adoption Date:

Resolution Signatures

Presiding Officer Signature:	Christina Arlt	Clerk Signature:	
Presiding Officer Signed Date:	11.07.2022	Clerk Signed Date:	



4. If the name of the Presiding Officer in the resolution does not match the name of the Presiding Officer who is electronically signing the resolution, the Clerk can select “Revise” from the dropdown menu and click **Take Action** to send it back to the LPA Project Manager to make revisions. If no revisions are necessary, continue to the next step.

Anticipated Schedule

Project Advertisement:	01.09.2023
Project Award:	03.08.2023
Construction Begins:	04.05.2023
Final Closeout:	06.07.2023

* Resolution No:

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Additional Information:

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* Resolution Adoption Date:

Resolution Signatures

Presiding Officer Signature:	Christina Artl	-- Please select an action --	Clerk Signature:	
Presiding Officer Signed Date:	11.07.2022	Approved	Clerk Signed Date:	
		Revise		
		-- Please select an action --		

Take Action **Check Spelling** **Print** **Copy** **Save** **Cancel**

5. Once everything is filled in properly, the Clerk selects “Approved” from the dropdown menu and then clicks the **Take Action** button. The process will now go to the NJDOT Local Aid Project Manager for review.

Resolution Signatures

Presiding Officer Signature:	Christina Artl	-- Please select an action --	Clerk Signature:	
Presiding Officer Signed Date:	11.07.2022	Approved	Clerk Signed Date:	
		Revise		
		-- Please select an action --		

Take Action **Check Spelling** **Print** **Copy** **Save** **Cancel**

Need Help?



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