



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF ROADS

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December 2013

To: All Highway Appointed County Highway/City Street Superintendents
and their Secretaries

From: Nebraska Department of Roads Boards-Liaison Services Section

Re: New Electronic Filing System for SSAR & One- and Six-Year Plans

As a reminder, the Nebraska Department of Roads is requiring that the appointed Highway/Street Superintendents file the 2013-2014 *Annual Road/Street Program Report (Standardized System of Annual Reporting)* using the Nebraska Enterprise Content Management System Portal. The link is: <https://ecmp.nebraska.gov/NDOR-BLS/Account/Login> We are pleased to report that bugs that have affected our system have been corrected.

To accomplish this, you will have to coordinate and communicate with your Clerk on how to complete the registration process for the Clerk, and the Clerk Certification of the County Highway/City Street Superintendent. A copy of the Power Point presentation on electronic filing is available online at the *NDOR Boards-Liaison Services Section website*:
<http://transportation.nebraska.gov/gov-aff/gov-aff-main.html>

One of the most frequently asked questions is what file attachment is required for the Clerk's Certification of the Superintendent. Any of the following documents or a combination thereof is acceptable **providing** the individual's name and title (i.e., County Highway Superintendent or City Street Superintendent) is clearly stated in the document:

- 1) The official signed Reorganization meeting minutes showing the Highway/Street Superintendent was appointed for 2013. (*January 2013 meeting minutes for most Counties and December 2012 meeting minutes for most municipalities*).
- 2) The official signed, regular, meeting minutes from when they were appointed as a Highway/Street Superintendent for 2013.
- 3) A signed Agreement or Contract between the government entity and the Highway/Street Superintendent for 2013.
- 4) An Interlocal Agreement for Highway/Street Superintendent services for 2013.
- 5) A Resolution appointing the Highway/Street Superintendent for 2013.
- 6) The County Clerk can attach a signed certificate stating who the County Highway Superintendent is for 2013.
- 7) The County Clerk can attach the *Annual Report of County Officers* that is filed with the Secretary of State Office, including signatures and seals, providing it contains the County Highway Superintendent's information.
- 8) The Municipal Clerk can attach a certificate signed by the Mayor or Village Chairman and the Clerk, stating who the municipality's City Street Superintendent is for 2013.

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For those Superintendents who have already filed a paper copy of the SSAR, once you are registered and certified by the Clerk, we will be requesting that you resubmit the SSAR using the Nebraska Enterprise Content Management System Portal.

Please note: Anytime there is a change in Clerk, the new Clerk will have to register online. The same applies to a change in Superintendent, the new Superintendent will have to register and the Clerk will have to certify the new Superintendent.

It is the responsibility of the Highway/Street Superintendent to communicate with the Clerk.

If you encounter any problems or need assistance using the website, we would prefer you please send an email, rather than call, to: DOR.BLSHelp@nebraska.gov

Enclosures