FHWA-1391 Notice and Instructions
Contractors' Annual EEO Report

July 9, 2018

This notice is being sent to all contractors and subcontractors with *active** federal-aid contracts in Oregon funded through the Oregon Department of Transportation (ODOT). All forms must be filed electronically (meaning the fields in the pdf are fillable when submitted. We cannot import scanned pdfs).

**Active federal-aid contracts are those with first note but not second note.*

What is the Federal-Aid Highway Construction Contractors' Annual EEO Report (FHWA-1391)?

- This collection of information is required by law and regulation 23USC 140a and 23CFR Part 230.
- Every column of the report must be completed to identify the number of people you employ, the primary trade in which they work, their race and gender, and their classification as a journey worker, an apprentice, or on-the-job trainee.
- Count each employee once for the last full pay period ending anytime within the month of July 2018. Report on the last week worked during the month, not necessarily the last week. Example: If there were employees working only the 2nd week of July, then you would report on that week. If they were working the 2nd and 4th week, you would report on the 4th week.

Who is required to complete this federal report?

- All contractors and subcontractors who receive this notice with the exception of surveying and engineering firms.

What and where are the filing instructions?

- The form and instructions are located at
- http://www.oregon.gov/ODOT/Business/OCR/Documents/FHWA1391.xls
- http://www.oregon.gov/ODOT/Business/OCR/Documents/2018_1391_Instructions.pdf; or see attached.
- Contractors and subcontractors must complete the Form for **each** ODOT Federal-aid project.
- Contractors that are both a prime contractor and a subcontractor should check prime contractor.
- Surveying and engineering classifications are not required to be reported. Firms employing only surveying and engineering classifications are not required to submit this report.
- **Reports must be completed and submitted electronically by email to** ocrinforequest@odot.state.or.us
- Failure to report will result in non-compliance under 23 USC 140a and 23 CFR Part 230.

What if a contractor/subcontractor does not have an active workforce during July 2018?

- Contractors or subcontractors without an active workforce on ODOT Federal-aid projects anywhere in Oregon need only complete boxes outlined in red and submit.

What is the deadline?

- Prime contractors and subcontractors are responsible for submitting the electronic form **no later than Friday, August 17, 2018.**

Common Mistakes

- A form is submitted with totals from table B & C not matching: Table C - Supply the racial/ethnic category of the apprentices or trainees (reported in Table B). TOTALS FOR TABLE B and TOTAL EMPLOYED ON TABLE C MUST MATCH.
- A form is submitted as a flat / scanned pdf: The fields in the pdf should still be fillable when submitted meaning that you can still type and tab through the fields. We cannot import scanned or flattened pdfs images.

Questions? Call Julie Myers at (541) 388-6065

The following instructions correspond with the numbered boxes and tables on the report. For an example of a completed form, see page 3.

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Contractors' Annual EEO Report

This report is a head count of your ODOT federal-aid workforce for each project, including management and office personnel performing project related duties. Do not report work hours on this form.

1. **Select Appropriate Role:** Select the dropdown arrow to the right of the box and make the selection indicating whether you are a prime contractor or subcontractor.
2. **Company Name, City, State:** Fill in the legal name, city and state.
3. **Project Number**: Enter the ODOT Contract Number for the data the form will cover. Enter only one projects' information per form. Additional projects must be filled out on additional forms.
4. **Dollar Amount of Contract.**
5. **Project Location:** Fill in County and State.
6. **Statewide workforce on Federal-aid construction contracts for your last pay period that ends in July 2018.** This information is auto-populated for 2018.
   - **Table A**: Supply the total number of employees of all types (journey/apprentice/trainee) in each racial/ethnic category working in each Job Category. Use only the most appropriate category on the form; do not add categories.
   - **Table B**: Supply the number of apprentice or trainees (reported in Table A) working in each trade or craft.
   - **Table C**: Supply the racial/ethnic category of the apprentices or trainees (reported in Table B). *TOTALS FOR TABLE B and TOTAL EMPLOYED ON TABLE C MUST MATCH.*

This form, located here
http://www.oregon.gov/ODOT/Business/OCR/Documents/FHWA1391.xls
must be filled out and submitted electronically by email to
ocrinforequest@odot.state.or.us by August 18, 2018.

Definition of Apprentice and On-the-Job Trainee (OJT)
Apprentice: A contractor that is a registered training agent who employs apprentices that are registered in formal training programs governed by an apprenticeship committee.
On-the-Job Trainee: An employee that is not a registered apprentice that is being trained under a company's approved In-House training program and is monitored by ODOT and FHWA.

Boxes 8 and 9 (Required):
Fill in your name, title, email address and the date.

Submitting the completed FHWA-1391 form:
Once all of the information has been entered on the FHWA-1391,

1. Save the completed form to your computer
2. Sign on to your email provider
3. Create a new email
4. Enter **"[Project Number] 1391 2018 [CompanyName]"** in the subject line (14000 1391 2018 XYZ Corporation)
5. Attach the saved form
6. Send to ODOT's Office of Civil Rights at ocrinforequest@odot.state.or.us
7. Check your sent folder to verify that the email has been sent.

If you need assistance completing this report, please contact:

Office of Civil Rights (541) 388-6065

ODOT OFFICE OF CIVIL RIGHTS MS 23
3930 Fairview Industrial Drive SE, Salem, OR 97302

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

1. MARK APPROPRIATE BLOCK	2. COMPANY NAME, CITY, STATE:	3. PROJECT NUMBER:	4. DOLLAR AMOUNT OF CONTRACT:	5. PROJECT LOCATION: (County and State)
x□ Contractor □ Subcontractor	XYZ Corporation, Salem, OR	12345	$3,500,000.00	Marion, OR

This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in August, 2019.

6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2018 (INSERT YEAR)

TABLE A

JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS	1	0	1	0	1													
SUPERVISORS	2	1	1	0					1								1	1
FOREMEN/WOMEN	6	0	3	0	2				1								3	
CLERICAL	0	3	0	1				1										2
EQUIPMENT OPERATORS	5	3	4	2	1	2	1		1				1				1	1
MECHANICS	0	0	0	0														
TRUCK DRIVERS	0	0	0	0														
IRONWORKERS	8	1	6	0	2		1		2		1						2	1
CARPENTERS	6	2	3	1	2	1	1										3	1
CEMENT MASONS	6	1	4	1			3	1			1						2	
ELECTRICIANS	0	0	0	0														
PIPEFITTER/PLUMBERS	0	0	0	0														
PAINTERS	0	0	0	0														
LABORERS-SEMI SKILLED	8	2	5	1	1		3		1					1			3	1
LABORERS-UNSKILLED	0	0	0	0														
TOTAL	42	13	27	6	9	3	9	2	6	0	2	0	1	1	0	0	15	7

TABLE B

APPRENTICES		ON THE JOB TRAINEES	
M	F	M	F
	1		
2			
1	1		
1	1		
4	3	0	0

TABLE C *(Table B data by racial status)*

APPRENTICES	4	3	2	3		2	1		1					1			2					
OJT TRAINEES	0	0	0	0																		

8. PREPARED BY:		10. REVIEWED BY: *(Signature and Title of State Highway Official)*	11. DATE
Jane Doe, Office Manager	8/9/2018		

Form FHWA- 1391 (Rev. 09-13) PREVIOUS EDITIONS ARE OBSOLETE

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