

Notice to Contractors and Subcontractors
Contractors' Annual EEO Report

New Instructions, Please Read!

July 23, 2008

This notice is being sent to all contractors and subcontractors with active federal-aid contracts in Oregon. Please note the new filing instructions in the last section.

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

- The federal government requires this report. It is a head-count of your **statewide ODOT federal-aid** workforce.
- 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 an apprentice or on-the-job trainee.

Who is required to complete this federal report?

1. All contractors and subcontractors who receive this request.

What are the reporting requirements?

- Contractors and subcontractors complete **one statewide report of their total ODOT federal-aid workforce.**
- **Prime contractors must also submit a list of all Federal-aid ODOT projects containing the ODOT contract number(s), name(s) of the project(s), and the corresponding contract value(s) along with their report.**
- Contractors that are both a prime contractor and a subcontractor should report as a prime.
- Surveying and engineering classifications are not required to be reported.
- Reports must be filled out on the federal form only. Information submitted in an alternate format will be returned.
- **Use only classifications that are on the report. Do not change or alter classifications.**
- 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 July 21-25, 2008?

- Contractors or subcontractors who do not have any active workforce on ODOT Federal-aid projects anywhere in Oregon may *complete the contractor name & address section and return with "In-Active Workforce" written across the front.*

What is the deadline and where do I send the report(s)?

- Prime contractors and subcontractors are responsible for submitting their completed form directly to the Office of Civil Rights no later than Friday, **August 15, 2008**. If you are not using the enclosed Postage Paid Envelope, the mailing address is, Oregon Department of Transportation, Attention: Angela Ramos, 355 Capitol St NE, Room 504, Salem, Oregon 97301-3781.

Fillable PDF format forms including formulas along with a printable form that may be filled out by hand are located at:

<http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/forms.shtml>

Questions? Call 503-986-4350

FHWA-1391 Instructions Contractors' Annual EEO Report

These instructions correspond with the numbered boxes and tables on the report.

1. **Check Appropriate Block.** Check box indicating whether you are a prime contractor or subcontractor. If you do both prime and subcontracting and are currently a prime on at least one federal-aid job, check the prime box and following instructions for primes.
2. **Name and Address of Firm.** Fill in the name and address of your company.
3. **Federal-Aid Project Number.** Primes will attach a list of all their ODOT federal-aid projects inclusive of ODOT contract number, contract name, and contract amounts. Subs do not need to report any information for this box.
4. **Type of Construction.** Filled in, no need to add anything.
5. **County and State.** Filled in, no need to add anything.
6. **Percent Complete.** Filled in, no need to add anything.
7. **Beginning Construction Date.** Filled in, no need to add anything.
8. **Dollar Amount of Contract.** Information is included in list of items in #3 above.
9. **Estimated Peak Employment.** Filled in, no need to add anything.
10. **Employment Data.** See explanations below for Tables A, B, and C.

Remember, this report is a head count of your statewide workforce. Do not report work hours on this form. Please note that women are not counted as minorities unless they belong to an ethnic category. Completely fill out the report and check the math. YOU MUST USE THE FORM PROVIDED.

Tables A, B, & C

It is crucial to complete each column of totals in this report, breaking out the ethnic and gender calculations before going on to the next job category. *For clarity, please do not insert 0 when there is nothing to report in a box.* To illustrate a correctly computed job category:

TABLE A														TABLE B				
Job Category	Total Employees		Total Minorities		Black		Hispanic		Amer. Indian		Asian		White		Appr.		On-the-Job Trainees	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Laborers	25	14	5	3	2	1	1	1	1	1	1		20	11	6	2		
TOTALS	25	14	5	3	2	1	1	1	1	1	1		20	11	6	2		
TABLE C																		
Appr.	6	2	3	1	1				1	1			1		3	1		
OJT																		

Please do not use "0" in empty cells.

To check your math, there are several methods of cross-checking. If you are using the fillable pdf with formulas, the math is done for you. Here are some basic formulas to ensure all calculations are correct using the numbers from the above example:

	Total Minorities under Male (5) and female (3)	8
Plus	Total Male (20) and Female (11) employees under ethnic category of White	<u>31</u>
Equals	Total Employees (25 + 14 = 39)	39

This is a match. This calculation can be done for each job category and at the bottom for the totals.

**The difference between an apprentice and on-the-job trainee (OJT):
 A contractor who is a registered training agent employs apprentices, and the apprentices are registered in formal training programs governed by an apprenticeship committee. An on-the-job trainee is not in a registered apprenticeship program and is being trained under a company's In-House training program approved and monitored by ODOT and FHWA.**

Remember to carry over to the Apprentice and/or OJT columns in Table B to Table C at the bottom of the form. Table C provides the ethnicity and gender of the apprentices and/or trainees from Table B.

Apprentices and OJT. In our example, there are 6 male and 2 female apprentices and no OJTs. The total of 6 and 2 are shown in Table C. The ethnic breakdown of all apprentices is translated from each job category and summarized in Table C. Table C shows that of the 6 apprentices, 3 are minority males broken down into ethnic categories of 1 Black, 1 American Indian, 1 Asian, and 3 White. The same formula used above can ensure correct calculation in Table C.

	Total Minority Apprentices Male (3) and Female (1)	4
Plus	Total White Apprentices Male (3) and Female (1)	<u>4</u>
Equals	Total Apprentices (6 + 2 = 8)	8

If you need assistance completing this report, please contact the following:

Office of Civil Rights (503) 986-4350