

# FHWA-1391 Instructions Contractors' Annual EEO Report

**This form is intended to be filled out and submitted online. The newest version (7/11) will be the only form accepted.**

The following instructions correspond with the numbered boxes and tables on the report.

1. **Check appropriate box:** Check the box indicating whether you are a prime contractor (Contractor) or subcontractor. If you are both, select Contractor.
2. **Company Name, City, State:** Fill in the name, city and state of your company.
3. **Project Number:** Fill in the project number(s) of the project(s) you worked on during the reporting period.
4. **Dollar Amount of Contract:** Fill in the total dollar amount for the contract(s) you worked on during the reporting period.
5. **Project Location (County and State):** This is from the center of the project(s)
6. **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.**

### Tables A, B, & C

Complete each column in this report, breaking out the ethnic and gender for each job category row. *Please do not insert 0 when there is nothing to report in a box.* See the example below for a correctly reported job category:

  Fields highlighted in blue are fillable.   Fields highlighted in blue and outlined in red are required.   Fields highlighted in green are calculation fields and are not fillable.



## FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

FHWA Form 1391

<b>1. SELECT ONE</b>	<b>2. COMPANY NAME, CITY, STATE</b>	<b>3. PROJECT NUMBER</b>	<b>4. DOLLAR AMOUNT OF CONTRACT</b>	<b>5. PROJECT LOCATION (COUNTY AND STATE)</b>
<input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor	XYZ Inc., Tigard, Or	12345	\$50000	Clackamas County, Or

This collection of information is required by law and regulation 23USC 140a and 23CFR Part 230. The OMB control number for this collection is 2125-0019 expiring March 2013.

### 6. Workforce on federal-aid and construction site(s) during last full pay period ending July 2011

	Table A														Table B							
	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials																						
Supervisors																						
Foremen/women																						
Clerical																						
Equipment Operators	9	3	9	3	2		1		1		2			2	3	1				2		
Mechanics																						
Truck Drivers																						
Ironworkers																						
Carpenters																						
Cement Masons																						
Electricians																						
Pipefitters/plumbers																						
Painters																						
Laborers – Semiskilled	2	3	2	2			1		1				2							1		
Laborers – Unskilled																						
<b>Total</b>	<b>11</b>	<b>6</b>	<b>11</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	

  

Table C (Table B data by racial status)											
Apprentices	2		2								
OJT Trainees		1								1	

<b>8. NAME OF CONTRACTOR REPRESENTATIVE SUBMITTING THIS REPORT</b> Adam Smith	<b>9. DATE</b> 8/1/2011	<b>10. SIGNATURE OF ODOT REPRESENTATIVE</b>	<b>11. DATE</b>
<b>TITLE OF CONTRACTOR REPRESENTATIVE</b> Owner		<b>TITLE OF ODOT REPRESENTATIVE</b>	

Click the Submit By E-mail button to send your data to ODOT. If you wish to save a copy for your records, print the completed form before submitting.

SUBMIT BY E-MAIL



## **FHWA-1391 Instructions Contractors' Annual EEO Report**

### **Clarification for 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.

**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.**

### **Blocks 8 and 9:**

Fill in your first name, last name, the date and your job title.

### **Submitting the form:**

Select the SUBMIT BY E-MAIL button when the form has been completed. See below for detailed information.

### **Sending the completed FHWA-1391 file:**

Once all of the information has been entered on the FHWA-1391, select the "Submit Form" button.

If using an email application on your computer:

- 1) Select the "SUBMIT BY E-MAIL" button
- 2) Select "Desktop Email Application". The 1391.xml file will automatically be attached and the subject line will be filled out.
- 3) Send to Robert Ryan at ODOT Office of Civil Rights [Robert.C.Ryan@odot.state.or.us](mailto:Robert.C.Ryan@odot.state.or.us)
- 4) Check your sent folder to verify that the email has been sent.

If using an internet email system such as Juno, Yahoo or Gmail:

- 1) Select the "Submit By E-Mail" button
- 2) Select "Internet Email"
- 3) Save the 1391.xml file to your computer
- 4) Sign on to your email provider
- 5) Create a new email
- 6) Enter "FHWA Form 1391" in the subject line
- 7) Attached the saved data file
- 8) Send to Robert Ryan at ODOT Office of Civil Rights [Robert.C.Ryan@odot.state.or.us](mailto:Robert.C.Ryan@odot.state.or.us)
- 9) 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 (503) 986-4350