

FHWA-1391 Notice and Instructions

Contractors' Annual EEO Report

July 1, 2013

This notice is being sent to all contractors and subcontractors with *active** federal-aid contracts in Oregon. All forms must be filed electronically.

*Active federal-aid contracts are those with first note but not 2nd 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 reporting period of July 21-27, 2013.

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/CS/CIVILRIGHTS/forms.shtml> in the EEO Forms Section
- Contractors and subcontractors complete one statewide report of their total ODOT federal-aid workforce.
- 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**
- 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 21-27, 2013?

- 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 16, 2013.**

Questions? Call (503) 986-4350

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

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

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** Fill in the legal name
3. **City**
4. **State**
5. **New/Revised:** Is this the first form you have submitted for this year? If so, select yes. If you are revising a previously submitted report, select "**Revised**" and complete with all new data. The previously submitted form will be deleted.

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6. **Statewide workforce on Federal-aid construction site(s) during last full pay period ending July 2013:**

- In Table A, supply the total number of employees of all types (journey/apprentice/trainee) in each racial/ethnic category working in each trade or craft.
- In Table B, supply the number of apprentice or trainees working in each trade or craft.
- In Table C, supply the racial/ethnic category of the apprentices or trainees reported in Table B.

TOTALS FOR TABLE B and TABLE C MUST MATCH!

This form must be filled out and submitted online using the link located at http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/pages/forms.aspx#eeo_form

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, 9, and 10 (Required):

Fill in your 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 form:

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

If using an email application on your computer:

- 1) Select the "SUBMIT BY E-MAIL" button
- 2) Select "Desktop Email Application". The form will automatically be attached, the subject line and the destination e-mail address will be filled out.
- 3) Click send.
- 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 completed form to your computer
- 4) Sign on to your email provider
- 5) Create a new email
- 6) Enter "**2013_1391_[CompanyName]_[N/R]**" in the subject line (2013_1391_XYZ Corporation_N)
- 7) Attached the saved form
- 8) Send to ODOT's Office of Civil Rights at ocrinforequest@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

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Please fill out the following form. You can save data typed into this form. Highlight Fields

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. INSTRUCTIONS



FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

FHWA Form 1391

| | | | | |
|---|---|----------------------------|-----------------------|--------------------------------|
| 1. SELECT ONE <input type="checkbox"/> Prime Contractor <input checked="" type="checkbox"/> Subcontractor | 2. COMPANY NAME XYZ CORPORATION | 3. CITY ANY CITY | 4. STATE OR | 5. NEW / REVISED New |
|---|---|----------------------------|-----------------------|--------------------------------|

This collection of information is required by law and regulation 23USC 140a and 23CFR Part 230.

6. Workforce on federal-aid and construction site(s) during last full pay period ending July 2013

In Table A, supply the total number of employees of all types (regular, apprentice and trainee) in each racial/ethnic category working in each trade or craft.
In Table B, supply the number of apprentices or trainees working in each trade or craft.

| | 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 | 2 | 1 | | | | | | | | | | | | | | | 2 | 1 | | | | |
| Supervisors | 8 | 1 | 1 | 1 | 1 | | | | | | | 1 | | | | | 5 | | | | | |
| Foremen/women | 5 | | | | | | | | | | | | | | | | 5 | | | | | |
| Clerical | | 8 | | | | | | | | | | | | | | | | | | 8 | | |
| Equipment Operators | 15 | 3 | 3 | | 2 | | | | 1 | | | | | | | | 12 | 3 | | | | |
| Mechanics | | | | | | | | | | | | | | | | | | | | | | |
| Truck Drivers | | | | | | | | | | | | | | | | | | | | | | |
| Ironworkers | 18 | | 3 | | | | 3 | | | | | | | | | | 15 | | 3 | | | |
| Carpenters | | | | | | | | | | | | | | | | | | | | | | |
| Cement Masons | | | | | | | | | | | | | | | | | | | | | | |
| Electricians | 26 | 13 | 4 | 1 | 1 | 1 | 3 | | | | | | | | | | 22 | 12 | | | | |
| Pipefitters/plumbers | | | | | | | | | | | | | | | | | | | | | | |
| Painters | | | | | | | | | | | | | | | | | | | | | | |
| Laborers – Semiskilled | 65 | 14 | 10 | 4 | 1 | | 5 | 2 | | | | | 4 | 2 | | | 55 | 10 | | | | |
| Laborers – Unskilled | | | | | | | | | | | | | | | | | | | | | | |
| Total | 137 | 38 | 21 | 8 | 5 | 1 | 11 | 2 | 1 | | | 1 | 4 | 2 | | | 116 | 32 | 10 | 3 | | |

In Table C, supply the total number of apprentices and/or trainees only in each racial/ethnic category. Totals in Table C must equal the totals in Table B.

| | Table C | | | | | | | | | | | | | | | | | | | | | |
|---------------------|----------------|---|------------------------------|---|---------------------------|---|--------------------|---|----------------------------------|---|-------|---|-------------------------------------|---|-------------------|---|-------|---|--|--|--|--|
| | 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 | | | | | |
| | M | F | M | F | M | F | M | F | M | F | M | F | M | F | M | F | M | F | | | | |
| Apprentices | 10 | 3 | 10 | 3 | 3 | | 3 | 2 | 3 | | | 1 | 1 | | | | | | | | | |
| On the Job Trainees | | | | | | | | | | | | | | | | | | | | | | |

| | | | |
|--|----------------------------|---|-----------------|
| 8. NAME OF CONTRACTOR REPRESENTATIVE SUBMITTING THIS REPORT JANE DOE | 9. DATE 8/5/2013 | 10. SIGNATURE OF ODOT REPRESENTATIVE | 11. DATE |
| TITLE OF CONTRACTOR REPRESENTATIVE OFFICE MANAGER | | TITLE OF ODOT REPRESENTATIVE | |

SUBMIT BY E-MAIL