

FHWA-1391 Notice and Instructions Contractors' Annual EEO Report

July, 2026

Who is required to complete this federal report?

- This notice is for all contractors and subcontractors that will have an active/open federal-aid contract or subcontract in July 2026, exceeding \$10,000, with funding through the Oregon Department of Transportation (ODOT), including contracts let by a Certified Local Public Agency.
- Reports are required for the last full pay period preceding the end of July for each qualifying contract, with employment data that reflect the workforce on-board during all or any part of the payroll period.
- Reports are not required for qualifying contracts which do not have at least one full payroll period within July.

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

- A requirement attached to federal-aid contracts (FHWA 1273 Required Contract Provisions Federal-Aid Construction Contracts and Equal Employment Opportunity Provisions). The collection of information is required by law and regulation 23 USC 140a and 23 CFR Part 230 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. The information is used by Federal and State officials evaluating equal opportunity programs.

What and where are the filing instructions?

- The online form with instructions are submitted, and available through the link below.
- <https://www.oregon.gov/odot/Business/OCR/Pages/FHWA1391AnnualReport.aspx>
- Contractors and subcontractors must complete the Online Form for **each** qualifying contract and subcontract.
 - 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 using the Online Form (Excel File is no longer accepted)**
 - Failure to report will result in non-compliance under 23 USC 140a and 23 CFR Part 230.

What is the deadline?

- Prime contractors and subcontractors are responsible for completing the Online form no **later than Friday, August 14, 2026.**

Common Mistakes

- A form is submitted with totals from table B & C that do not match: 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.

Questions? Call Cyé Fink at 503-428-2921

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

The Online form is located here:

<https://www.oregon.gov/odot/Business/OCR/Pages/FHWA1391AnnualReport.aspx>

Complete and submit via Online form by August 14, 2026.

This report is a simple head count of your workforce for each federal-aid contract, for all occupations listed on the form. Work hours are not reported on this form.

1. **Enter the ODOT Contract Number:**
 - Indicate whether you are a prime contractor or subcontractor on this project by selecting the appropriate role field.
 - Choose the following submission type from the drop down menu.
2. **Company Name, City, and State:** Fill in the legal name, city and state.
3. **Preparer Information:** Enter the name of the person who is preparing this form, along with the job title of the preparer. **Be sure to include the email address of the preparer**
4. **Dollar Amount of Contract.** Enter the amount of your firm's contract or subcontract.
5. **Project Location:** Fill in County and State.
6. **WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2026** (Enter numbers in Tables A, B and C as indicated below).
 - **Table A:** Enter the number of employees (including journey, and apprentices) in each racial/ethnic category working in each Job Category. Use only the most appropriate category on the form; The totals will calculate automatically.
 - **Table B:** Enter 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.**

Definition of Apprentice

Apprentice: A state or federally registered apprentice employed by contractor that is a registered training agent in a formal training program governed by an apprenticeship committee.

Once all of the employee information has been filled out correctly, sign the form using the "Preparers Signature" box and then press the "Submit" button.

If you need assistance completing this report, please contact:

Call Cye Fink at 503-428-2921
or email

OCRInfoRequest@odot.oregon.gov