

FHWA 1391
2016 Contractor's Annual EEO Report Instructions

PLEASE READ THE INSTRUCTIONS

Submission of the FHWA 1391 report is required from both prime contractors and subcontractors (with subcontracts that equal or exceed \$10,000) on federally funded contracts that have construction activity during July. The report is not required for contracts that are only state funded. Contractors are required to report the last FULL pay week they worked on a CDOT project in July. This may indicate you are reporting a different week for each CDOT project. The reporting week(s) may be between July 1-31 depending on when your payroll week starts. Contractors must report their own workforce and ensure that all subcontractors that were active the reporting week also submit their information electronically. The REQUIRED format for submission is via an Excel spreadsheet.

Contractors must ensure that their active subcontractors submit the report to them prior to submission to CDOT. Contractors must submit all reports for the project in the required Excel format to CDOT. Please read the instructions carefully prior to completing the form.

Reports are to be filed with the Contract/Labor Compliance Manager at monica.vialpando@state.co.us by Friday, August 26, 2016. Contractors shall also copy project engineers on the FHWA 1391 submittal. Failure to submit the required information may result in future estimate payments being withheld. The most current electronic version of the FHWA 1391 and these instructions may be found at <http://www.coloradodot.info/library/forms/fhwa-other-forms>.

When emailing the spreadsheet, please title the subject line as follows: Region number (if known), CDOT Project Sub Account Number (5 digit number), and the name of the contractor or subcontractor: i.e. R3/18245 ABC Contractor.

DO NOT submit "No Work" statements on the FHWA 1391. Contractors shall list all projects and/or subcontractors who are not active in July within the text of their e-mail.

DO NOT SAVE OR SUBMIT FORMS IN THE .PDF FORMAT AS THEY WILL NOT BE ACCEPTED.

All project personnel on each federally funded contract where the company is a prime or a subcontractor (with subcontracts that equal or exceed \$10,000) needs to be reported. ONLY INCLUDE company officials, supervisors, and administrative personnel if they work on the specific project a majority of the time - even if they do not appear on payrolls.

- DO NOT include any project personnel if they are on the project only from time to time and do not have daily, on-site responsibility for project activity.

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- DO NOT include any home office personnel unless they are assigned exclusively to a project and appear on project payroll. This would involve primarily clerical personnel.
- DO NOT count any project personnel or company trainees as apprentices or OJT's unless they are currently enrolled in a recognized and approved (by CDOT, US Dept of Labor and/or FHWA) training program.
- DO NOT include OJT trainees/apprentices in Table A. Table B and C should be filled out.

Please complete the form as follows:

1. Box 1: Choose whether you are a prime contractor or subcontractor.
2. Box 2: Name and address of your company.
3. Box 3: CDOT Sub Account Project Number for project being submitted.
4. Box 4: Reporting contractor dollar value of project.
5. Box 5: CDOT Project Number.
6. Box 6: Region and Location of project (County and City).
7. Box 7: Table A - **DOES NOT INCLUDE OJT TRAINEES OR APPRENTICES.** Employment data lists all employees who are working for the company on the project for the week of July 2016 that is being reported. Insert the number of employees broken out by classification, gender, and ethnicity. The Excel columns and row shaded in green are locked and the program will automatically total individual columns across and to the bottom of the form.

Use the most appropriate job category:

- Air tool operators and operators of power pavement saws, form setters, etc. should be listed as "Laborers - semi-skilled"
- Flaggers should be listed as "Laborers - unskilled"
- Operators of paint striping trucks are not painters and should be listed as either "Truck Drivers" or "Equipment Operators"
- Form builders are Carpenters
- Welders are included in Ironworkers
- List the employees who work in multiple classifications only once and in the classification in which they work most frequently
- **Professional services with no DB wages are not required for reporting**
- DO NOT add categories

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RACE and ETHNIC Identification:

- Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.
- White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Table B & C (Apprentices or OJT Trainees) is only for those employees registered in a formal, approved apprenticeship or OJT program. Report the employee(s) in the classification in which they are training.

Table C Data will match Table B for the ethnic and gender reporting for the apprentice and/or OJT.

8. Box 8: Indicate the person responsible for the preparation of the form by typing in their name and title. Original documentation shall be signed and maintained by the Contractor and subcontractors for a period of 3 years. **No original signature is required.**
9. Box 9: Date the contractor prepared the form.
10. Box 10: To be completed by CDOT representative.

Upon completion of the form, select "File" and "Save as" an Excel document.