

Missouri Department of Transportation
FHWA 1391
Contractor's EEO Report Instructions

Please Note

You will no longer be required to complete the Annual, Preseason, and Post-season data reports. You will only need to submit the 1391 data reports for the July reporting period.

Submission of the FHWA 1391 report is required for all Prime & Subcontractors (with contracts that equal or exceed \$10,000) on federally funded contracts that have construction activity during any part of the final full week of July. This includes any off-system projects that may be let by a city or county as pass through funds from MoDOT. The report is not required for contracts that are 100% state funded.

The new reporting period for the 1391 will be the last pay period worked by the contractor for the month of July. For example, if the contractor only worked the week of July 3 through July 9, the contractor will use this pay period to report 1391 data. If the contractor worked multiple weeks during the month of July, the contractor will report on the latest week worked. For example, if the contractor worked the week of July 3 through July 9 and July 17 to July 23, 2016, the contractor will use the week of July 17 to July 23 for reporting purposes. Contractors must report their own workforce and assure that all subcontractors that are active during the reporting week also submit their information (for each individual project). The provided form or similar payroll report should be used to submit the data. Contractors must assure that their active subcontractors submit the report to the Missouri Department of Transportation (MoDOT). **Please read the instructions carefully prior to completing the form.**

The following items will be required to be completed for the reporting period:

- One 1391 data report for each federal-aid project (may have multiple reports)
- One 1391 data report which reflects the company wide workforce (all projects) *same report can be used; however, under item 3 instead of indicating the Project Number, indicate how many projects were worked on.
- Subcontractor list for all active federal-aid contracts identifying the name and address of those subcontractors who were active during the reporting period (primes only to complete)

Please make sure to send a copy of this notice as well as a copy of the 1391 data reports to all subcontractors that are active during the reporting period. The subcontractors can forward completed copies of the reports to the prime contractor directly, who shall then forward the report to MoDOT. The subcontractor can choose to submit the reports directly to MoDOT. Electronic version of the FHWA 1391 may be found at:

http://www.modot.mo.gov/business/contractor_resources/External_Civil_Rights/jobtraining.htm

Subcontractor lists are to be submitted to MoDOT by **August 8, 2016**.

Data reports are to be submitted to MoDOT by **September 1, 2016**.

Report project personnel on each federally funded contract where the company is a prime or a subcontractor. Include those company officials and supervisors that are on there even if they do not appear on payrolls. DO NOT include any company personnel if they are on the project only from time to time and do not have daily, on-site responsibility for project activity. **If an employee works on multiple projects during the reporting period, it is acceptable to list the employee on both project specific reports. However, please only list the employee once on the company-wide report.**

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 MoDOT, US Dept. of Labor and/or FHWA) training program.

The form is to be completed as follows:

1. Box 1: Select contractor or subcontractor
2. Box 2: Name and address of company
3. Box 3: Federal Project number for information being submitted (Example JOP0541, BRO/STP/CMAQ) -one report to be completed per project
4. Box 4: Dollar value of project (Prime contract amount) – if you are subcontractor leave the value blank or write “subcontractor”.
5. Box 5: Location of project (county and state)
6. Box 6: Employment data (Table A) lists all employees who were working for the company on the project. The contractor should only use the **last pay period worked by the contractor for the month of July 2016**. Insert the number of employees broken out by classification, gender and ethnicity. The figures in “Total Employees” columns should equal the “Total Minorities” and White columns combined. The “Total Minorities” column should equal the total of the Black, Hispanic or Latino, American Indian or Alaska Native, Asian and Native Hawaiian or other Pacific Islander or two or more races. NOTE: women are NOT to be counted as minorities unless they are members of one of the five ethnic minority groups shown. **The contractor should include Apprentices/OJT employees in Table A. Apprentice/OJT information will also be captured in Table B and Table C.**

Use the most appropriate job category. List the employees who work in multiple classifications only once and in the classification in which they work the most frequently. DO NOT attempt to add categories.

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

Table C is for the ethnic and gender reporting for the apprentice and/or OJT reporting in Table B. Table C should be completed like Table A, total employed equals total racial minority plus white.

7. Box 8: Indicate the person responsible for the preparation of the form by indicating in their name. Original documentation shall be signed and maintained by the Contractor and subcontractors for a period of 3 years.
8. Box 9: Date prepared
9. Box 10: To be completed by MoDOT representative.
10. Box 11: Same as above

Submit the data reports to MoDOT by mail at Missouri Department of Transportation, External Civil Rights Division, P.O. Box 270, Jefferson City, MO 65102 or e-mail at missy.stuedle@modot.mo.gov or fax to (573) 526-0558. Please call 573-751-1216 if you have questions.

RACE and ETHNIC Identification definitions:

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.