

FHWA-1391 Instructions Contractors' Annual EEO Report

These instructions correspond with the numbered boxes and tables on the report.

1. **Check Appropriate Block.** This is a required field. Check box indicating whether you are a prime contractor and/or subcontractor.
2. **Name and Address of Firm.** This is a required field. Fill in the name and address of your company.
3. **Federal-Aid Project Number.** Skip this field.
4. **Type of Construction.** Skip this field.
5. **County and State.** Skip this field.
6. **Percent Complete.** Skip this field.
7. **Beginning Construction Date.** Skip this field.
8. **Dollar Amount of Contract.** Skip this field.
9. **Estimated Peak Employment.** This is a required field. Enter the month and Year (mm/yyyy) and number of employees during that month.
10. **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. Only use the form that is provided.

Tables A, B, & C

It is crucial to complete each column of totals in this report, breaking out the ethnic and gender calculations before going on to the next job category. *For clarity, please do not insert 0 when there is nothing to report in a box.* To illustrate a correctly computed job category:

| TABLE A | | | | | | | | | | | | | | TABLE B | | | | |
|---------------|-----------------|----|------------------|---|-------|---|----------|---|--------------|---|-------|---|-------|---------|-------|---|---------------------|---|
| Job Category | Total Employees | | Total Minorities | | Black | | Hispanic | | Amer. Indian | | Asian | | White | | Appr. | | On-the-Job Trainees | |
| | M | F | M | F | M | F | M | F | M | F | M | F | M | F | M | F | M | F |
| Laborers | 25 | 14 | 5 | 3 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | | 20 | 11 | 6 | 2 | | |
| TOTALS | 25 | 14 | 5 | 3 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | | 20 | 11 | 6 | 2 | | |
| TABLE C | | | | | | | | | | | | | | | | | | |
| Appr. | 6 | 2 | 3 | 1 | 1 | | | 1 | 1 | | 1 | | 3 | 1 | | | | |
| OJT | | | | | | | | | | | | | | | | | | |

Please do not use "0" in empty cells.

To check your math, there are several methods of cross-checking. The math is done for you when using the fillable pdf. Here are some basic formulas to ensure all calculations are correct using the numbers from the above example:

| | |
|---|-----------|
| Total Minorities under Male (5) and Female (3) | 8 |
| Plus <u>Total White under Male (20) and Female (11)</u> | <u>31</u> |
| Equals Total Employees (25 + 14 = 39) | 39 |

This is a match. This calculation can be done for each job category and at the bottom for the totals.

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 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.

Apprentices and OJT. In our example, there are 6 male and 2 female apprentices and no OJTs. The total of 6 and 2 are shown in Table C. The ethnic breakdown of all apprentices is translated from each job category and summarized in Table C. Table C shows that of the 6 apprentices, 3 are minority males broken down into ethnic categories of 1 Black, 1 American Indian, 1 Asian, and 3 White. The same formula used above can ensure correct calculation in Table C.

| | |
|---|----------|
| Total Minority Apprentices Male (3) and Female (1) | 4 |
| Plus <u>Total White Apprentices Male (3) and Female (1)</u> | <u>4</u> |
| Equals Total Apprentices (6 + 2 = 8) | 8 |

11. **Prepared By.** This is a required field. Enter your first name, last name and the date.
12. **Reset Tables button.** Select to clear tables A, B and C
13. **Submit Form button.** Select 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 FHWA-1391 data 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
- 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 .fdf data file to your computer
- 4) Sign on to your email provider
- 5) Create a new email
- 6) Enter "Data from FHWA_1391_2009" 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
- 9) Check your sent folder to verify that the email has been sent.

If you need assistance completing this report, please contact the following:

Office of Civil Rights (503) 986-4350