



2021 CONTRACTORS ANNUAL EEO REPORT FHWA-1391 FORM INSTRUCTIONS

This report is due from **both prime contractors and subcontractors on Wisconsin DOT federal-aid highway projects where the value of each contract is \$10,000 or more.**

Contractors are required to report the last full week they worked in July 2021 (which could be week ending 7/3, 7/10, 7/17, 7/24 or 7/31).

You must use the FHWA-1391 form. **FHWA-1391 forms are due by August 31, 2021.**

Completed reports or questions should be sent by email to DOTLaborComplianceManagementSystem@dot.wi.gov; with subject line **“(Your firm name) 1391 July 2021.”**

Notes:

- All projects fitting the above criteria are reported together on one form. Consolidate personnel numbers for all project(s) staff into the provided 1391 Excel file. If an employee works on more than one project during the reporting period, that employee is counted multiple times. Include those company officials and supervisors that are on projects even if they do not appear on payrolls. Any employee that supports the project should be counted.
- **DO NOT** count any project personnel as apprentices unless they are currently enrolled in a recognized and approved training program in an approved trade (approval entities: State DOT, U.S. Dept. of Labor and/or FHWA). **DO** count TrANS Graduates. Remember, the OJT Trainee category in WI is used only to count working TrANS program graduates. Unrecognized Apprentice/OJT categories are filled in dark gray and marked as “NA” on the attached file. There should not be any personnel counted in these categories.
- Firms file for themselves only – prime contractors are not responsible for submitting subcontractor reports or data but **are responsible** for ensuring all subcontractors are **aware** of the EEO Contract Special Provision requirements.
- If you are a prime or subcontractor on a federal highway project with a contract amount of \$10,000 or greater and DO NOT perform any work on those projects in the month of July, please submit the 1391 without personnel numbers and include the message “No Work in July.”
- Trucking-only firms are only required to fill in Section 7. **WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING JULY 2021 (Table A).** However, trucking firms that perform other functions – example: landscaping, clearing and grubbing, concrete work, etc. – must complete and submit the FHWA-1391 as if they held a contract that fits the above criteria.

Detailed form instructions on next page...

Detailed Form Instructions

The form is to be filled out as follows:

- BLOCK 1** Check (by **bolding** and/or “X”) “Prime Contractor” or “Sub Contractor” or mark both if work performed was both as prime and subcontractor.
- BLOCK 2** Provide the complete name, address, phone number, and email of company.

Blocks 3, 4 & 5 are for PRIME CONTRACTORS ONLY

- BLOCK 3** Report the number of projects (contracts) in which your company was the prime contractor (do NOT include subcontract amounts if applicable).
- BLOCK 4** The total dollar value of those projects in which you are the prime contractor
- BLOCK 5** List project(s) location by county in which you are the prime contractor.

****Note: Blocks 3, 4 and 5 are to be left blank if you are reporting Subcontract work only**

- ✓ **Table A (basic employment data)** must be complete (blanks count as zeros) and the figures must balance, across and down.
 - **Data should only be entered in blue cells; green cells will automatically calculate the totals as you enter data.**
 - Please note—the figures in the “Total Employed” columns should equal the “Total Minorities” plus “White” columns. The “Total Minorities” column should equal the total of the “Black or African American”, “Hispanic or Latino”, “American Indian or Alaskan Native”, “Asian”, “Native Hawaiian or Other Pacific Islander” or “Two or more races” columns. -
 - Use the most appropriate job category – air tool operators and operators of power pavement saws, etc. should show as semi-skilled laborers. List flaggers as unskilled laborers. Operators of paint striping trucks are not painters; they are truck drivers or equipment operators. Form builders and helpers are carpenters, form setters are semi-skilled laborers. Include welders with ironworkers. Include survey crews as semi-skilled laborers for lack of a better category. **DO NOT cross out any printed categories or write in your own category.**

Please use the following definitions for completing Table B & C:

Apprentices: Indentured apprentices enrolled in state-approved apprenticeship programs in approved trades.

On the Job Trainees: TrANS (Transportation Alliance for New Solutions) graduates.

- ✓ **Tables B (Apprentices/On the Job Trainees)** should be filled out as applicable. Show the apprentice/trainee in the job category for which they are in training not as semi-skilled or unskilled laborers. This table communicates the trade of your working apprentices/trainees.
- ✓ **Table C (Apprentices/On the Job Trainees)** should be filled out if data was recorded in Table B and match the number(s) reported in Table B. Table C works just like the employment table above – Total Employees equals Total Minorities plus White, Total Minorities equals the total of each minority group. This table communicates the ethnic breakdown of your working apprentices/trainees.
- ✓ All firms must sign (**BLOCK 8**) and date (**BLOCK 9**) electronic copy of the original form. Complete the FHWA-1391 Form, attach to the email with “**Your CONTRACTOR NAME**” 1391 July 2021 and send to DOTLaborComplianceManagementSystem@dot.wi.gov - **no later than August 31, 2021**. The original copy of the form should be maintained on file for three years. Forms are to be signed and dated (**Block 8 & 9**) by the company official or representative.
- ✓ All firms must have sufficient documentation on file that would effectively show its work force on a project-by-project basis in support of the data submitted to the State on this consolidated 1391 report.

cc: Mary Forlenza, Civil Rights Program Manager, Federal Highway Administration
Michael Staude, Compliance Manager, WisDOT
Madalena Maestri, DBE Manager, WisDOT