

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

1. MARK APPROPRIATE BLOCK <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor	2. COMPANY NAME, CITY, STATE: _____	3. PROJECT NUMBER: 7961	4. DOLLAR AMOUNT OF CONTRACT: _____	5. PROJECT LOCATION: (County and State) Los Angeles, California
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This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in March, 2016.

6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 20__ (INSERT YEAR)

JOB CATEGORIES	TABLE A																TABLE B					
	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS	0	0	0	0																		
SUPERVISORS	0	0	0	0																		
FOREMEN/WOMEN	0	0	0	0																		
CLERICAL	0	0	0	0																		
EQUIPMENT OPERATORS	0	0	0	0																		
MECHANICS	0	0	0	0																		
TRUCK DRIVERS	0	0	0	0																		
IRONWORKERS	0	0	0	0																		
CARPENTERS	0	0	0	0																		
CEMENT MASONS	0	0	0	0																		
ELECTRICIANS	0	0	0	0																		
PIPEFITTER/PLUMBERS	0	0	0	0																		
PAINTERS	0	0	0	0																		
LABORERS-SEMI SKILLED	0	0	0	0																		
LABORERS-UNSKILLED	0	0	0	0																		
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TABLE C (Table B data by racial status)

APPRENTICES	0	0	0	0																		
OJT TRAINEES	0	0	0	0																		

8. PREPARED BY: (Signature and Title of Contractors Representative)	9. DATE	10. REVIEWED BY: <i>(Signature and Title of State Highway Official)</i>	11. DATE
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**DEPARTMENT OF TRANSPORTATION
INSTRUCTIONS FOR COMPLETING
FEDERAL HIGHWAY ADMINISTRATION 1391 FORM**

The FHWA-1391 form shall be used to report the number of minority and non-minority employees by gender employed in each work classification on a Federal-aid contract. The "Job Categories" column is used to identify work classification. When identifying work classification use only the categories listed on the form. Miscellaneous job categories are to be incorporated in the most appropriate category listed on the form.

WHO MUST REPORT:

Each prime contractor and subcontractor, regardless of tier, who has a Federal-aid contract or subcontract in excess of \$10,000.

REPORT DATA:*

Each contractor is to collect data of the number of project personnel who worked all or any part of the last full week of July. Contractors who do not perform any work during the last full week of July are not required to report. The form must be completed in its entirety to be considered completed satisfactorily.

DUE DATE:

Due on or before the 15th of August.

DEFINITION OF TERMS:

OFFICIALS (Managers): Officers, project engineers, superintendents, etc., who have management level responsibility and authority.

SUPERVISORS: All levels of project supervision, if any, between management and foremen levels.

FOREMAN/WOMAN: Men and women in direct charge of craft workers and laborers performing work on the project.

MECHANICS: Equipment service and maintenance personnel.

LABORERS, SEMI-SKILLED: All laborers classified by specialized type of work.

LABORERS, UNSKILLED: All Non-classified laborers.

OTHERS: Miscellaneous job classifications are to be incorporated in the most appropriate category listed on the form. All employees on the project should be accounted for.

BLOCK ENTRIES:

1. MARK APPROPRIATE BLOCK - Check only one box. (*Required Information)
2. COMPANY NAME AND ADDRESS – Enter the entire name, street address, city or town, state and zip code. Do not abbreviate. (*Required Information)
3. PROJECT NUMBER – Enter all Federal-aid project number(s) associated with the contract number including the Caltrans contract number. Refer to the Caltrans Division of Construction Statement of Ongoing Contracts at website: <http://www.dot.ca.gov/hq/construc/statement.html>. If you are a subcontractor and do not know the Federal-aid project number, contact the prime contractor. (*Both Federal and Caltrans Project Numbers are Required Information)
4. DOLLAR AMOUNT OF CONTRACT – Enter dollar amount of contract, including amended amounts. (*Required Information)
5. PROJECT LOCATION (County and State) – Enter all county(ies) and state(s) associated with the contract number. Refer to the Caltrans Division of Construction Statement of Ongoing Contracts at website <http://www.dot.ca.gov/hq/construc/statement.html>. (*Required Information)
6. PAY PERIOD ENDING – Insert Year (*Required Information)
7. EMPLOYMENT DATA – (*Required Information)
 - (Table A) – Enter number of employee(s) based on race, gender and job category during the reporting period.
 - (Table B) – Enter number of apprentice(s) and on-the-job trainee(s) based on gender and job category during the reporting period.
 - (Table C) – Enter number of apprentice(s) and on-the-job trainee(s) based on race and gender during the reporting period.
8. PREPARED BY – Signature and Title of Contractor’s Representative certifying the reported data to be true. (*Required Information)
9. DATE – (*Required Information)
10. REVIEWED BY – Signature and Title of State/Agency Official reviewing data. (*Required Information)
11. DATE – (*Required Information)