

## CONTRACTOR'S ANNUAL EEO REPORT INSTRUCTIONS -- FORM FHWA-1391

This report is due from all prime and subcontractors on all Hawaii Federal-aid highway projects where the value of each (sub) contract is \$10,000 or more. The report is for those firms active any week in July 2013 that the Contractor selects. Firms file for themselves only-prime contractors are not responsible for submitting sub-contractor reports but are responsible for insuring all subcontractors are aware of the EEO Contract Special Provision requirements. Subcontractors are sent separate notices and forms. All firms are to report their TOTAL work force for all federal-aid projects in Hawaii that were active during that week. Firms will file only one report, include prime and subcontract work (if any) together.

Reports are to be filed with the Construction & Maintenance Branch, HWY, Hawaii DOT, no later than **August 30, 2013**. Any versions of this form other than those provided by the Construction & Maintenance Branch **will not be accepted**. Electronic versions of the form are found at: <http://www.fhwa.dot.gov/eforms/fhwa1391.xls>.

1. Report project personnel only but consolidate the numbers for all projects. All projects, prime and sub, are reported together on one form. Include those company officials and supervisors that are on project a majority of the time 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. 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.
2. DO NOT count any project personnel as apprentices or OJTs unless they are currently enrolled in a recognized and approved (by State DOT, U.S. Dept. of Labor and/or FHWA) training program. DO NOT include company trainees as apprentices or OJTs unless the company program has been approved by one of the above agencies. Remember to include all active trainees who are enrolled in approved programs.
3. The form is to be filled out as follows: Block 1, check "Contractor" or "Subcontractor" or mark both if acting as both a prime and subcontractor. Block 2, name and address (city & state) of company. 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. **(Blocks 3, 4 and 5 are blank if you are reporting subcontract work only.)**
4. Table A (basic employment data) must be complete (blanks count as zeros) and the figures must balance, across and down. Please note—the figures in the "Total Employed" columns should equal the "Total Minorities" plus the "White" columns. The "Total Minorities" 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. Women are **NOT** to be counted as minorities unless they are members of one of the ethnic minority groups shown.
5. 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.
6. Tables B and C (apprentices and trainees) should be filled out as applicable. Show as apprentice/trainee in the job category for which they are training, not as semi-skilled or unskilled laborers. 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.
7. All firms must file the original form, signed and dated or electronic copy of the original form with the Equal Employment Opportunity Program, Highways Division, Hawaii Department of Transportation, ATTN: Jamie Ho, 869 Punchbowl Street #404, Honolulu, HI 96813 by **August 30, 2013**. Forms may also be submitted electronically by email ([jamie.ho@hawaii.gov](mailto:jamie.ho@hawaii.gov)) or fax (808)587-2177. **If you submit your form electronically 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.
8. 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.

## 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:	4. DOLLAR AMOUNT OF CONTRACT:	5. PROJECT LOCATION: (County and State)
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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, 2013.

### 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																		
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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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