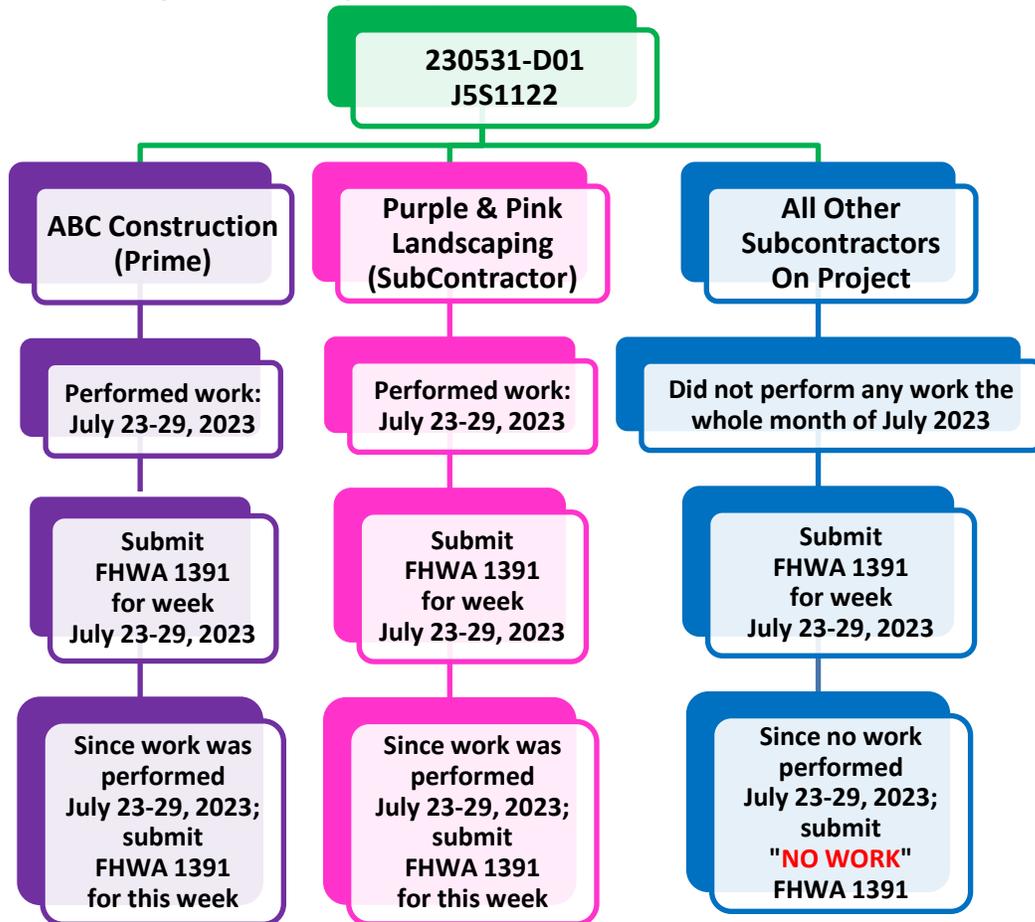


Missouri Department of Transportation
FHWA 1391
2023 Contractor's EEO Report Instructions

- Submission of the FHWA 1391 report is required for all Prime & Subcontractors for contracts that equal or exceed \$10,000.00, on federally funded contracts. This also includes off-system projects that was let by a city or a county as pass through funds from MoDOT. Projects that are 100% state funded are not to be reported on a FHWA 1391 form by either the Prime Contractor or any of the Subcontractors.
- The **Target Week of July 23-29, 2023**, is the week to use if any construction work (office work is not to be reported) was performed on the project by either the Prime Contractor or any of the Subcontractors.
 - a. **Example #1:** If the Prime Contractor and/or Subcontractors perform work on an active project (*see list of active projects provided in initial email*) during the **Target Week of July 23-29, 2023**, then the Prime Contractor and all Subcontractors must submit a completed FHWA 1391 form for the **Target Week of July 23-29, 2023**, for each active project.
 - i. **Example #1.1:** Prime Contractor ABC Construction and Subcontractor Purple & Pink Landscaping performed work during the **Target Week of July 23-29, 2023**. ABC Construction and ALL of the subcontractors on the project must report the work they performed during the **Target Week of July 23-29, 2023**.



- a. For the contractors who did not perform any work during the **Target Week of July 23-29, 2023**, please submit the FHWA 1391 form and enter **“NO WORK”** at the top of the form. All project information must be entered into the form. See below example.

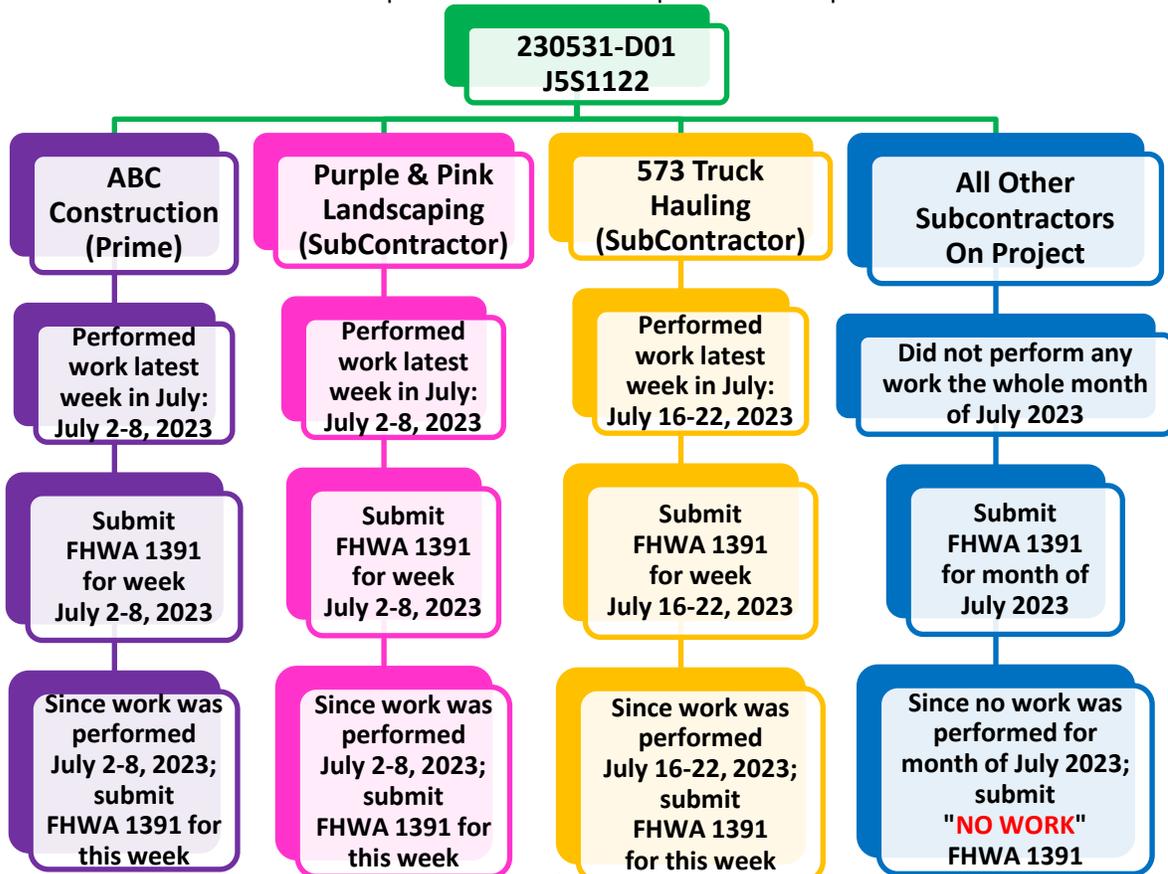


FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT				
1. MARK APPROPRIATE BLOCK	2. COMPANY NAME, CITY, STATE:	3. PROJECT NUMBER:	4. DOLLAR AMOUNT OF CONTRACT:	5. PROJECT LOCATION: (County and State)
<input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Subcontractor	NO WORK Dig-N-Haul, LLC	230531-D01	\$1,482,567.00	Cole County, Missouri

- If neither the Prime Contractor nor any Subcontractors performed any work during the **Target Week of July 23-29, 2023**, the week that must be reported for the Prime Contractor **AND ALL** of the Subcontractors is the latest week in July that either the Prime Contractor or any of the Subcontractors performed any construction work on the active project.

- a. **Example #2:** If the Prime Contractor and/or Subcontractors **DID NOT** perform work during the **Target Week of July 23-29, 2023**; however, any of the contractors (prime or subs) **DID** perform work during any of the other weeks in July (*July 2-8, July 9-15, July 16-22*) all contractors on the project (prime and subs) are required to submit a completed FHWA 1391 form for the latest week in July that contractor performed work on the project. If no work was performed the entire month of July, the contractor will submit a completed FHWA 1391 and enter **“NO WORK”** at the top of the form the same as previous example.

- i. **Example #2.1:** The latest week in July 2023, the Prime Contractor ABC Construction and Subcontractor Purple & Pink Landscaping performed work was the week of July 2-8, 2023. The latest week in July 2023 Subcontractor 573 Truck Hauling performed work was the week of July 16-22, 2023. All other Subcontractors on the project did not perform any work during the entire month of July 2023. ABC Construction and Purple & Pink Landscaping will submit a completed FHWA 1391 form for the week of July 2-8, 2023, 573 Truck Hauling will submit a completed FHWA 1391 form for the week of July 16-22, 2023, all of the subcontractors that did not perform any work the entire month of July 2023 will submit a completed FHWA 1391 form and enter **“NO WORK”** at the top of the form as in the previous example.



- a. For the contractors which no work was performed during the week of July 16-22, 2023, please submit the FHWA 1391 form and put “**NO WORK**” at the top. All project information must be entered into the form. See below example.



FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT				
1. MARK APPROPRIATE BLOCK - Contractor # Subcontractor	NO WORK	2. COMPANY NAME, CITY, STATE: Dig-N-Haul, LLC	3. PROJECT NUMBER: 230531-D01	4. DOLLAR AMOUNT OF CONTRACT: \$1,482,567.00
5. PROJECT LOCATION: (County and State) Cole County, Missouri				

- Contractors must report their own workforce and assure that all subcontractors that are on the project also submit their information (for each individual project). Please use the provided FHWA 1391 form. Contractors must assure that all subcontractors on the project submit the report to the Missouri Department of Transportation (MoDOT). Contractors and subcontractors must determine themselves which projects they need to report on based on the federal contract amount (over \$10,000) and whether any work was conducted during the month of July. The only scenario that a “**NO WORK**” report would be submitted is if the reporting company did not do any work on a specific project for the entire month of July 2023.

Please read the below instructions carefully prior to completing the form.

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

- One FHWA 1391 form for the prime contractor and all subcontractors on each individual federal-aid project (may have multiple reports)
- (Prime’s Only) Subcontractor list for all active federal-aid contracts identifying the name, address, email, and phone number of those subcontractors who worked on the project. Attached is a form that you are highly encouraged to use to create the sub list for submittal.

Please make sure to send a copy of this notice as well as a copy of the FHWA 1391 form to all subcontractors that worked on the active projects. The subcontractors can forward completed copies of the FHWA 1391 form to the prime contractor directly, who shall then forward the FHWA 1391 forms to MoDOT External Civil Rights Division. The subcontractor can choose to submit the reports directly to MoDOT External Civil Rights Division as well as notifying the prime contractor of that action. Electronic version of the FHWA 1391 was included as an attachment with the initial email.

Subcontractor lists are to be submitted to MoDOT by Friday, August 4, 2023.

FHWA 1391 forms are to be submitted to MoDOT by Friday, August 18, 2023.

Do’s & Do Not’s: Personnel To Be Counted for FHWA 1391 Form

- Do** count project personnel on each federally funded contract where the company is a prime or a subcontractor.
- Do** count the number of personnel who performed work on the project.
- DO NOT** provide the amount of hours worked.
- Do** include company officials and supervisors that are on the project, 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** include employees working on multiple projects during July 2023, it is acceptable to list the employee on each project specific report.
- Do** start with a blank form for each project, rather than clearing out a previously filled form. This ensures data is entered correctly and not mistakenly left from a previous project. To easily clear the form, click the red “CLEAR FORM” button at the top of the form.

- **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 either the box next to contractor or the box next to subcontractor
2. Box 2: Enter company name and company address
3. Box 3: Enter **MoDOT Project number** for information being submitted (Example JOP0541, BRO/STP/CMAQ) -one report to be completed per prime contractor, per subcontractor, per project.
4. Box 4: Enter dollar value of project (Prime contract amount) – if you are a subcontractor leave the value blank or write “subcontractor”.
5. Box 5: Enter county and state location of project
6. Box 6: Table A is to be used to list the number of all employees who were working for the company on the specific project.

TABLE A																		
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		WHITE/HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE/NON-HISPANIC OR LATINO	
	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

Enter the **number of employees** broken out by job categories (laborers, painters, carpenters, etc.), gender, and ethnicity. All numbers in the green areas will total automatically and you will not need to total your entries.

TABLE A																		
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		WHITE/HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE/NON-HISPANIC OR LATINO	
	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

The sum of the "TOTAL EMPLOYED" Male TOTAL plus the "TOTAL EMPLOYED" Female TOTAL should equal the sum of "TOTAL RACIAL/ETHNIC MINORITY" Male TOTAL plus "TOTAL RACIAL/ETHNIC MINORITY" Female TOTAL plus the "WHITE/NON-HISPANIC OR LATINO" Male TOTAL plus "WHITE/NON-HISPANIC OR LATINO" Female TOTAL.

JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		WHITE/HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE/NON-HISPANIC OR LATINO		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
	OFFICIALS	0	0	0	0														
SUPERVISORS	2	0	1	0	1													1	
FOREMEN/WOMEN	0	1	0	1				1											
CLERICAL	0	1	0	0														1	
EQUIPMENT OPERATORS	0	0	0	0															
MECHANICS	0	1	0	1					1										
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	2	3	1	2	1	0	0	1	0	1	0	0	0	0	0	0	0	1	1

$2 + 3 = 5$ (Total Male + Total Female)
 $1 + 2 = 3$ (Total Racial/Ethnic Minority Male + Female)
 $1 + 0 + 0 + 1 + 0 + 1 + 0 + 0 = 3$ (Total of all other racial/ethnic groups Male + Female)
 $3 + 2 = 5$ (Total Racial/Ethnic Minority + Total of all other racial/ethnic groups)

The sum of "TOTAL RACIAL/ETHNIC MINORITY" Male and Female should equal the total of "BLACK or AFRICAN AMERICAN" Male and Female TOTALs plus "WHITE/HISPANIC OR LATINO" Male and Female TOTALs plus "AMERICAN INDIAN OR ALASKA NATIVE" Male and Female TOTALs plus "ASIAN" Male and Female TOTALs plus "NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER" Male and Female TOTALs plus "TWO OR MORE RACES" Male and Female TOTALs.

NOTE: Women are NOT to be counted as minorities unless they are members of one of the five ethnic minority groups shown.

JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		WHITE/HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE/NON-HISPANIC OR LATINO		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
	OFFICIALS	0	0	0	0														
SUPERVISORS	2	0	1	0	1													1	
FOREMEN/WOMEN	0	1	0	1				1											
CLERICAL	0	1	0	0														1	
EQUIPMENT OPERATORS	0	0	0	0															
MECHANICS	1	0	1	0				1											
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	3	2	2	1	1	1	1	0	0	0	0	0	0	0	0	0	0	1	1

$2 + 1 = 3$ (Total Male + Total Female)
 $1 + 1 + 1 + 0 = 3$ (Total of all racial/ethnic groups Male + Female)

The Apprentices/On the Job Trainees (OJT) should be included with the employees listed in **Table A** as well as listed separately in **Table B** and **Table C**.

JOB CATEGORIES	TABLE B			
	APPRENTICES		ON THE JOB TRAINEES	
	M	F	M	F
OFFICIALS				
SUPERVISORS				
FOREMEN/WOMEN				
CLERICAL				
EQUIPMENT OPERATORS				
MECHANICS				
TRUCK DRIVERS				
IRONWORKERS				
CARPENTERS				
CEMENT MASONS				
ELECTRICIANS				
PIPEFITTER/PLUMBERS				
PAINTERS				
LABORERS-SEMI SKILLED	1		1	
LABORERS-UNSKILLED				
TOTAL	1	0	1	0

JOB CATEGORIES	TOTAL EMPLOYED	TOTAL RACIAL/ETHNIC MINORITY	BLACK or AFRICAN AMERICAN	WHITE/HISPANIC OR LATINO	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	TWO OR MORE RACES	WHITE/NON-HISPANIC OR LATINO
TABLE C (Table B data by racial status)									
APPRENTICES	0	0	0	0					
OJT TRAINEES	0	0	0	0					

Table B is only for those employees registered in a formal, approved apprenticeship or OJT program. List the number of Apprentices and OJTs for each Job Category in which they are training. Regardless if an Apprentice or OJT work in more than one Job Category, each Apprentice and OJT should only be counted one time and use the job category they work in most frequently. DO NOT attempt to add categories.

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” should equal “TOTAL RACIAL/ETHNIC MINORITY” + “WHITE/NON-HISPANIC OR LATINO” Female.

JOB CATEGORIES	TOTAL EMPLOYED	TOTAL RACIAL/ETHNIC MINORITY	BLACK or AFRICAN AMERICAN	WHITE/HISPANIC OR LATINO	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	TWO OR MORE RACES	WHITE/NON-HISPANIC OR LATINO
APPRENTICES	1 2	1 1	1				1		1
OJT TRAINEES	1 2	1 1		1 1					



JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN	WHITE/HISPANIC OR LATINO	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	TWO OR MORE RACES	WHITE/NON-HISPANIC OR LATINO
	1	2	1	1							
APPRENTICES	1	2	1	1	1				1		1
OJT TRAINEES	1	2	1	1		1	1				1

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. ***The use of electronic signatures is highly encouraged.***
8. Box 9: Enter the date prepared
9. Box 10: To be completed by **MoDOT representative.**
10. Box 11: To be completed by **MoDOT representative.**

Submit the data reports to MoDOT by email to both laura.bouslaugh@modot.mo.gov and Rhonda.Wilson@modot.mo.gov

Please call Laura Bouslaugh at 573-751-1355 if you have any 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.

White/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.

White/Non-Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Two or more races – All persons who identify with more than one of the above six races.