

Missouri Department of Transportation
FHWA 1391: 2025 Contractor's EEO Report Instructions

***** Please forward the initial email from Rhonda Wilson with ALL attachments to your subcontractors (DBE and non-DBE) who performed work the latest week in July 2025 *****

1. Submission of the FHWA 1391 report is required for all Prime Contractors and Subcontractors (DBE and non-DBE) who work on the construction site for federally funded contracts that equal or exceed \$10,000.00. 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 Subcontractors. The following Subcontractors are NOT required to submit a 1391 form:**
 - a. **hauling companies**
 - b. **professional services companies**
 - c. **material testing companies**
 - d. **supplying companies**
 - e. **surveying companies**

2. **Reporting Period:** The reporting period should be the **latest** week in July 2025 in which work was performed. All of the weeks in July 2025, are countable weeks.
 - a. *Sunday, June 30, 2025 – Saturday, July 5, 2025*
 - b. *Sunday, July 6, 2025 – Saturday, July 12, 2025*
 - c. *Sunday, July 13, 2025 – Saturday, July 19, 2025*
 - d. *Sunday, July 20, 2025 – Saturday, July 26, 2025*
 - e. *Sunday, July 27, 2025 – Saturday, August 2, 2025*

3. **Data to report:** The FHWA 1391 reports need to include the **number of people** who worked on the project during the latest week in July 2025, work was performed. **DO NOT provide number of hours worked.**

4. The FHWA 1391 report will only be submitted if work was performed during the latest week work was performed listed in #2 above.
 - a. We will **not** be collecting “NO WORK” reports.
 - b. Prime contractors are required to send one email per project listed on the Active Project List. The email needs to be sent to Rhonda.Wilson@modot.mo.gov **AND** Laura.Bouslaugh@modot.mo.gov with the subject line stating “FHWA 1391 for...” and provide the contract number (Example: FHWA 1391 for 230703-D01.)

- c. If neither the prime contractor nor any subcontractors performed any work during July 2025, please send an email to Rhonda Wilson AND Laura Bouslaugh stating in the **body** of the email **NO WORK**. Please make sure the subject of the email is like the example in 4b above.
- d. If the prime contractor did not perform any work during July 2025 and one or more subcontractors did perform work during July 2025, please send an email to Rhonda Wilson AND Laura Bouslaugh stating in the **body** of the email **PRIME NO WORK** and attach the Prime Project Workbook listing all subcontractor's who performed work the latest week in July 2025.

5. **Sub List:** Prime Contractors are not required to submit a Sub List.

6. **Subcontractors Report Submission:** Subcontractors will submit the Subcontractor 1391 form to only the Prime Contractor for each project listed on the 2025 Active Project List.

a. **Subcontractors WILL NOT submit any FHWA 1391 reports to MoDOT Business Development and Compliance Division (BDC).**

7. **Prime Contractors Submission:**

a. Prime Contractors will collect all the Subcontractor 1391 forms from all subcontractors (DBE and non-DBE) for each project listed on the 2025 Active Project List who performed work the latest week in July 2025.

b. Highlight with your computer mouse and copy all boxes from the Subcontractor 1391 form (Cell A1 to X1 to X27).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																							
2	1. COMPANY NAME:				2. CITY, STATE:				3. CONTRACT NUMBER: (i.e., 250516-D01)				4. PROJECT LOCATION: (County and State)											
3																								
4	<small>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 2025.</small>																							
5	5. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2025																							
6	TABLE A												TABLE B											
7	JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO/ WHITE		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE/NON-HISPANIC OR NON-LATINO		APPRENTICES		ON THE JOB TRAINEES		
8		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
9	OFFICIALS	0	0	0	0																			
10	SUPERVISORS	0	0	0	0																			
11	FOREMEN/WOMEN	0	0	0	0																			
12	CLERICAL	0	0	0	0																			
13	EQUIPMENT OPERATORS	0	0	0	0																			
14	MECHANICS	0	0	0	0																			
15	TRUCK DRIVERS	0	0	0	0																			
16	IRONWORKERS	0	0	0	0																			
17	CARPENTERS	0	0	0	0																			
18	CEMENT MASONS	0	0	0	0																			
19	ELECTRICIANS	0	0	0	0																			
20	PIPEFITTER/PLUMBERS	0	0	0	0																			
21	PAINTERS	0	0	0	0																			
22	LABORERS-SEMI SKILLED	0	0	0	0																			
23	LABORERS-UNSKILLED	0	0	0	0																			
24	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
25	TABLE C (Table B data by racial status)																							
26	APPRENTICES	0	0	0	0																			
27	OJT TRAINEES	0	0	0	0																			

- c. Click in cell A1 in the subcontractor tab within the Prime Project Workbook (PPW).
- d. Right click and choose “Paste” to paste the subcontractor information into the subcontractor tab within the Prime Project Workbook (PPW).

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

1. COMPANY NAME: 2. CITY, STATE: 3. CONTRACT NUMBER: (i.e., 250516-D01) 4. PROJECT LOCATION: (County and State)

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 2025.

5. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING **LAST FULL PAY PERIOD ENDING IN JULY 2025**

TABLE A														TABLE B								
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO/ WHITE		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE/NON-HISPANIC OR NON-LATINO		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	M	F	M	F
OJT TRAINEES	0	0	0	0

- e. Repeat steps 7a – 7d for each subcontractor who performed work the latest week in July 2025.
- f. Attach the PPW to an email and send email directly to [Rhonda Wilson and Laura Bouslaugh](#).
- g. **Example:** For the sake of this example, the following companies performed work on Project 5 during the month of July 2025.

B-Construction, LLC = Prime Contractor = Data entered into Prime tab of the PPW

To change the name on the tab, right click on the tab, choose “Rename” from the list, type name of prime contractor.

A-Contrete, LLC = DBE Subcontractor = Data copied and pasted into a subcontractor tab of the PPW

To change the name on the tab, right click on the tab, choose “Rename” from the list, type name of prime contractor.

Z-Scape, LLC = non-DBE Subcontractor = Data copied & pasted into a subcontractor tab of the PPW

To change the name on the tab, right click on the tab, choose “Rename” from the list, type name of prime contractor.

- h. **It is the responsibility of the Prime Contractor** to verify all reports have been received for each subcontractor who performed work for the latest week, work was performed from the weeks listed in #2 above, and submit a digitally signed PPW (Cumulative Tab Only) to [Rhonda Wilson AND Laura Bouslaugh](#).

i. Emails including a zip file of the PPW will be accepted.

8. All reports are due from Prime Contractors by **close of business on Thursday, August 21, 2025.**
9. As a prime contractor, if you are not listed on the Active Project List for any projects, you do not need to submit a PPW nor do you need to send a NO WORK email. However, if you feel you are working on an active project not listed on the Active Project List, please email Rhonda Wilson and Laura Bouslaugh, with the contract number, project number, and the project county location.

**** Please read the below instructions carefully
prior to completing the Prime Project Workbook.****

FHWA 1391 forms are to be submitted to MoDOT BDC by COB, Thursday, August 21 2025

Do's & Do Not's: Personnel To Be Counted for the Subcontractor 1391 Form and Prime Tab in PPW

1. **Do** count the number of personnel who performed work on each federally-aided project where the company is a prime or a subcontractor.
2. **DO NOT** enter the number of hours each employee worked.
3. **Do** include company officials and supervisors that are on the project, even if they do not appear on payrolls.
4. **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.
5. **Do** include employees working on multiple projects during July 2025, it is acceptable to count the same employee on each project specific PPW or Subcontractor 1391 form.
6. **Do** save one PPW for each project listed for your company in which you are the prime contractor on the Active Project List.
7. **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.
8. **DO NOT** count any 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.
9. **DO NOT** count apprentices and OJTs in **Table A** on 1391 form.

The Subcontractor 1391 form and the tabs within the PPW are to be completed as follows:

1. Box 1: Enter company name
2. Box 2: Enter city and state for the company location
3. Box 3: Enter **MoDOT Contract number (example: 231024-D01)** for information being submitted - one PPW to be completed per prime contractor and all subcontractors who performed work the latest week in July 2025, per project.
4. Box 4: Enter county and state location of project. If more than 3 counties, enter at least 3 counties and add various. Example: Cole, Callaway, Boone, and various. (Only projects located in Missouri)

5. Box 5: Table A is to be used to list the number of all employees who were working for the company on the specific project.

5. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2025																		
TABLE A																		
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO/ WHITE		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE/NON-HISPANIC OR NON-LATINO	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	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																		
LABORERS-UNSKILLED																		
TOTAL																		

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

5. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2025																		
TABLE A																		
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO/ WHITE		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE/NON-HISPANIC OR NON-LATINO	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS																		
SUPERVISORS																		
FOREMEN/WOMEN																		
CLERICAL																		
EQUIPMENT OPERATORS																		
MECHANICS																		
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ELECTRICIANS																		
PIPEFITTER/PLUMBERS																		
PAINTERS																		
LABORERS-SEMI SKILLED																		
LABORERS-UNSKILLED																		
TOTAL																		

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.