

# 2025 FHWA 1391 Forms Revised Submission Information



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Missouri Department of Transportation  
2025

# FHWA 1391 Recap



- Required by the Federal Highway Administration (FHWA)
- Reporting number of employees working and not the number of hours employees worked
- Providing data by craft, gender, and ethnicity

# 2024 Recap



- No subcontractor lists
- Primes will receive an Active Project List
  - Include MoDOT construction and LPA construction projects
  - List may include projects no one has worked on for several months. We are showing it as active because the project has not been closed in our system.
- All Subcontractors (DBE and non-DBE) send reports to prime contractor. Subcontractors **WILL NOT** send FHWA 1391 reports to the Business Development and Compliance Division (BDC)
- NO WORK = NO 1391 REPORT



Prime Contractor will send **ONE E-mail per project** to [Rhonda.Wilson@modot.mo.gov](mailto:Rhonda.Wilson@modot.mo.gov) and cc: [Laura.Bouslaugh@modot.mo.gov](mailto:Laura.Bouslaugh@modot.mo.gov)

- Email needs to contain Prime Project Workbook for the prime contractor and all subcontractors (DBE and non-DBE for specific project) who performed work during the latest week in July 2025 on that project

- Subject line of email needs to contain “1391 for...” and the contract number

Example: 1391 for 250701-D01 or Example: 1391 for BRO-R026001

To	✓ <a href="#">Rhonda Wilson;</a>
Cc	✓ <a href="#">Laura M. Bouslaugh;</a>
Subject	1391 for 250701-D01

To	✓ <a href="#">Rhonda Wilson;</a>
Cc	✓ <a href="#">Laura M. Bouslaugh;</a>
Subject	1391 for BRO-R026001



- Do not shorten the name of the company by using letters
  - Example: Asphalt Brick & Concrete Contracting = **Correct**  
ABC Contracting or ABCC = **Incorrect**
  - Example: Dirt Gravel & Sand Hauling = **Correct**  
DGS Hauling or DGSH = **Incorrect**
  - Example: Prime Contractor Construction  
PC Construction or PCC = **Incorrect**



- Only submit reports for the latest week in July in which work was performed on the project
  - Work week runs from Sunday to Saturday for July dates only
  - All weeks in July 2025 are countable
- Only count the latest week work was performed by prime or subcontractor on the project.

- **Example 1:**

Prime = 3<sup>rd</sup> week in July

Subcontractor A = 3<sup>rd</sup> week in July

Subcontractor B = 3<sup>rd</sup> week in July

**Who will report their data? Prime, Subcontractor A and B**

- **Example 2:**

Prime = 1<sup>st</sup> week in July

Subcontractor A = 2<sup>nd</sup> week in July

Subcontractor B = 3<sup>rd</sup> week in July

No other work in July

**Who will report their data? Subcontractor B**



- **Example 3:**

Prime = 3<sup>rd</sup> week in July

Subcontractor A = 2<sup>nd</sup> week in July

Subcontractor B = 3<sup>rd</sup> week in July

No other work in July

**Who will report their data? Prime and Subcontractor B**

- **NO WORK = NO REPORT** (*DO send “no work” email*)
- Reports are due by close of business on Thursday, August 21, 2025



# New in 2025



- Primes will be sent one Subcontractor 1391 form (in an Excel format), one Prime Project Workbook (resembles the Cumulative Workforce workbook), and one Active Project List
- Save workbook with contract number and prime name  
**Example: BRO-R026001 – Z Prime Construction or  
250701-D01 – Z Prime Construction**
- Tabs at the bottom of the spreadsheet:
  - Cumulative
  - PRIME
  - Sub\_1, Sub\_2, Sub\_3 to Sub\_5



- Right click on tab to change the name and choose Rename
  - Change the name of the Prime tab and each Sub tab that is reporting data for the project.
- Prime Project Workbook must remain as an Excel workbook and attached to each project email
  - **DO NOT CONVERT TO PDF**

	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	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	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																							
10	SUPERVISORS																							
11	FOREMEN/WOMEN																							
12	CLERICAL																							
13	EQUIPMENT OPERATORS																							
14	MECHANICS																							
15	TRUCK DRIVERS																							
16	IRONWORKERS																							
17	CARPENTERS																							
18	CEMENT MASONS																							
19	ELECTRICIANS																							
20	PIPEFITTER/PLUMBERS																							
21	PAINTERS																							
22	LABORERS-SEMI SKILLED																							
23	LABORERS-UNSKILLED																							
24	TOTAL																							
25	TABLE C (Table B data by racial status)																							
26	APPRENTICES																							
27	OJT TRAINEES																							
28	6. PREPARED BY: (Signature and Title of Contractors Representative)									7. DATE			8. REVIEWED BY: (Signature and Title of State Highway Official)									9. DATE		
29																								
30	Form FHWA- 1391 (Rev. 06-22)												PREVIOUS EDITIONS ARE OBSOLETE											
31																								
32																								
33																								
	Cumulative		PRIME		Sub_1		Sub_2		Sub_3		Sub_4		Sub_5											

# 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)
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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 2025.

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

[illegible]

**TABLE C** (Table B data by racial status)

[illegible]



- Design-Build projects WILL BE counted this year and Prime Contractors WILL NEED to submit the Prime Project Workbook with data
- Professional Services projects WILL NOT be counted this year and Prime Consultants DO NOT need to submit the Prime Project Workbook

# Primes Will Receive



Prime Contractors will receive an email from me which will contain the following:

- Updated written instructions
- Link to this recorded Lunch & Learn webinar
- Active Project List
- Prime Project Workbook
- Subcontractor 1391 form

Prime contractors are asked to forward my email with all the attachments, to only those subcontractors (DBE and non-DBE) who performed work on the project the latest week in July.

# How the New Process Works



Once the Prime Contractors receive my email with the attachments and links, they will need to forward my email to the subcontractors (DBE and non-DBE) who performed work the latest week in July.

- Primes will need to look at the Active Project List and save the Prime Project Workbook one time for each project on the list in which you are the prime. (Example: 250701-D01 – Z Construction)
- Primes will need to change the tab named “Prime” to their company name.
- Primes will need to change each of the Sub tabs to the subcontractor company name, so that each subcontractor who worked on the project during the latest week in July, has their own tab.



- The subcontractors will complete the Subcontractor 1391 form and email it to the prime contractor. DO NOT convert to PDF
  - Only 1 Subcontractor 1391 form will be completed per subcontractor per project
- Once the Prime Contractor receives all the Subcontractor 1391 forms
  - The prime will copy the subcontractor's name, city, state, contract number, and project location at the top of the form, as well as all the data entered by the subcontractor and paste it into the tab with the subcontractor's name within the Prime Project Workbook for that project
  - Highlight from cell A1 to X1, then down to X27, right click, select copy, and paste into the Prime Project Workbook



# 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 28 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0049 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	0	0	0	0																		
OJT TRAINEES	0	0	0	0																		

Form FHWA- 1391 (Rev. 06-22)

PREVIOUS EDITIONS ARE OBSOLETE

SUBCONTRACTOR

SAVE AS: 250516-D01 – S CONSTRUCTION  
BRO-R026001 – S CONSTRUCTION

# No Work Performed



- If no work was performed during the entire month of July by either the prime or any subcontractors
  - Prime contractors, please send us an email and cc: Laura Bouslaugh with the subject line as 1391 for (contract number).
  - Within the body of the email please state that no work was performed during the month of July for the prime contractor and all subcontractors.
  - Do not send blank Prime Project Workbook.
- The Prime contractor will only submit data for those subcontractors who performed work during the latest week in July, even if the Prime did not perform any work.
- Attach the Prime Project Workbook with the data for all subcontractors to the email and in the body of the email, please let us know that the prime did not perform any work during July.

# ANY QUESTIONS?



# Thank You for Attending!



## Contact Information

***Rhonda Wilson***

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***Laura Bouslaugh***

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