

## Federal-Aid Highway Construction Contractors Annual EEO Report - 1391

The FHWA annual Equal Employment Opportunity (EEO) Report is required for all federal-aid construction contracts. The annual EEO Report (1391) collects employment data, specifically highlighting employment of racial/ethnic minorities and women, from all construction contractors with active federal-aid contracts. Accurate reporting of data is imperative in order to maintain federal funding for future Alaska DOT&PF Federal-Aid Highway Construction projects.

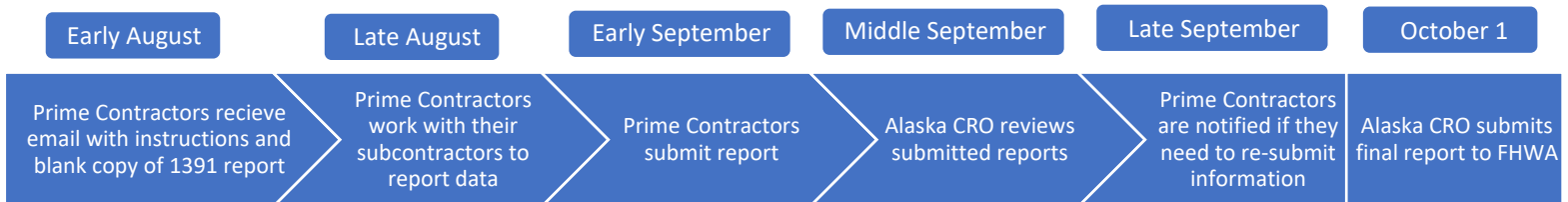
### Resources:

- Related legislation/regulation: 23 U.S.C. 140a and 23 CFR 230.121: <https://www.ecfr.gov/current/title-23/chapter-I/subchapter-C/part-230>
- Alaska Construction Manual: [https://dot.alaska.gov/stwddes/dcsconst/assets/pdf/constman/2023/acm\\_all.pdf](https://dot.alaska.gov/stwddes/dcsconst/assets/pdf/constman/2023/acm_all.pdf)
- AASHTOWare: <https://dot.alaska.gov/aashtoware/>

### Instructions on how to fill out the 1391 report:

1. Compile a list of all of your active FHWA funded projects.
2. Pull Certified Payroll from AASHTOWare for appropriate projects.
3. Using the blank 1391 form, fill out employee information as specified.
  - a. Complete steps 1-11 for all projects (even if no employees worked in the month of July).
4. Send a completed report to [DOT.CRO.ProjectsDocs@alaska.gov](mailto:DOT.CRO.ProjectsDocs@alaska.gov) by due date.
5. Failure to report will result in non-compliance under 23 USC 140a and 23 CFR Part 230.
6. Read over FAQs for any questions.

### Timeline:



### Some examples of job category/classification:

Job Category	Types of Classifications
Officials	Owners
Supervisors	Tugboat Captain, Laborers Traffic Control Supervisor
Foreman/Forewomen	Crew Chief, Engineer, Engineer Apprentice, Surveyor, Grade Checker, Inspectors, Instrument Engineer
Clerical	Lab Technicians, QC Technicians/Inspectors
Equipment Operators	Power Equipment Operator, Tunnel Workers, Telecom Equipment Operator
Mechanics	Marine, Automotive, Aircraft, Diesel, Engine, HVAC
Truck Drivers	Paint striping trucks
Ironworkers	Welder, Structural, Reinforcing, Ornamental, Marine
Carpenters	Form Builders
Cement Masons	Concrete finisher
Electricians	Wireman, Solar, Lineman
Pipefitters/Plumbers	Mechanical, Construction, Pipeline, Shipyard
Painters	General, Brush, Hazardous, Abatement

Laborers-Semiskilled	Air tool operators, operators of power pavement saws, form setters, survey crews, Erosion Control Trainee
Laborers-Unskilled	Flaggers
Apprentice	An apprentice working through the OJT Program through a unionized contractor.
OJT Trainee	An employee working through the OJT Program through a non-unionized contractor.

➤ DO NOT add categories!

## Frequently Asked Questions:

### Q: What is the FHWA 1391 Form?

A: The FHWA 1391 is snapshot of contractor’s workforce and work opportunities in the month of July. The 1391 form collects demographic data on employees working for contractors and subcontractors. The data is used to determine if and where training and hiring goals are applied on projects, so it’s critical that Alaska DOT&PF receives accurate data in your submission.

### Q: Is this required?

A: Yes, submitting the 1391 data is required and this requirement is listed under Project Closeout section in the Alaska Construction Manual (pg. 118, 169).

### Q: Where can I find information on 1391 report in the CFR?

A: Information on 1391/EEO report can be found in the following regulation. Related legislation/regulation: 23 U.S.C. 140a and 23 CFR 230.121: <https://www.ecfr.gov/current/title-23/chapter-I/subchapter-C/part-230>

### Q: Who fills out this report?

A. Any Prime Contractor and Subcontractor (regardless of tier) needs to report on active Alaska DOT&PF Federal-Aid Highway projects. This form needs to be completed annually by each contractor and each subcontractor holding contracts or subcontracts **exceeding \$10,000 except as otherwise provided for under 23 U.S.C. 117**. The employment data entered should reflect the work force on board during all or any part of the last payroll period preceding the end of the month of July.

### Q: I’m a contractor who provides professional services, do I need to fill out this report?

A: No.

### Q. I am a prime contractor, do I need to fill out this report for all of my subcontractors or do they do it on their own?

A. Yes, each prime contractor must work with their subcontractors to fill out this report.

### Q: What pay period do contractors report for?

A: Contractors must report all employees who worked in all or any part of the last full pay period preceding the end of July (even if the contractor did not work the full pay period).

### Q: What if we didn’t work the last week of July?

A: If no employees worked the last week of July, then contractors would report on the next closest week in July.

- If employees worked the 3rd week of July, then contractors would report on that week.
- If employees worked only the 2nd week of July, then contractors would report on that week.
- If employees worked only the 1st week of July, then contractors would report on that week.

**Q: What if we had no open projects during that time period?**

A: Respond to CRO's request and state that the prime or subcontractor have no open projects during that time period. Meaning that the prime or subcontractor have no active projects that are funded by FHWA.

**Q: What if no employees worked in the month of July?**

A: If no employees worked onsite during the month of July, then the contractor would simply enter basic information and select the box that says, "No Activity in July." A report must be submitted!

**Q: We have employees who work in multiple job categories. How do we list them?**

A: For non-OJT employees, list them in the classification which they work most frequently. For OJT employees, list them in the classification as written in the [25A-311 Training Utilization Report](#). Do not list them in more than one classification.

**Q: What if we have an employee working on multiple projects?**

A: Employees working on multiple projects should be counted multiple times, based on the number of projects they worked on during the reporting period.

**Q: Do contractors report on each project, or can all projects be added together?**

A: FHWA requires that each project is reported individually. The purpose of this report is to collect information on "work opportunities." Reporting on individual projects keeps contractors from under-representing their work opportunities and workforce onsite, and overall, this provides Alaska DOT&PF with more accurate data.

**Q: I'm not sure how to pull employee information from AASHTOWare, what do I do?**

A: AASHTOWare has instructions on their website on how to submit certified payroll and how to pull reports. Information can be found here: <https://dot.alaska.gov/aashtoware/contractors.shtml>