

NEBRASKA DEPARTMENT OF TRANSPORTATION
Instructions for Completing the Annual EEO Report
Form FHWA-1391

The Federal Highway Administration (FHWA) form FHWA-1391 is to be completed by every prime contractor and subcontractor who performed work on an FHWA-funded NDOT project during the last full week of July (i.e. any time during the week of July 23rd - 29th). The employment data entered on the form should be for the work force on that job during that period.

- A separate report is to be completed for each project on which work was performed.
- If you did not perform work on a FHWA funded project during the period of July 23rd - 29th, you do not need to fill out a form. Simply respond with a statement indicating you did not perform work on any qualified project.

Federal Requirement

This Annual EEO Report is filed in compliance with Code of Federal Regulations, Title 23, Section 230.121. Contractors are required to report annually on the composition of their workforce by race, gender, and job category.

Due Dates

- Reports are due to the NDOT Civil Rights Office on or before August 15, 2017.

Definition of Job Categories in form 1391 Table A

The following table contains the list of 15 "parent" Job Categories/Work Classifications. These classifications can be different than the specific Job Category/Work Classification that is printed on a certified payroll report.

Officials	Carpenters
Supervisors	Cement Masons
Foremen/Women	Electricians
Clerical	Pipefitter/Plumbers
Equipment Operators	Painters
Mechanics	Laborers-Semi-Skilled
Truck Drivers	Laborers-Unskilled
Ironworkers	

Utilize the following examples of work to place in the appropriate job classification: List flaggers as Laborers-Unskilled; list operators of paint striping trucks as Truck Drivers or Equipment Operators; list form builders and helpers as Carpenters; list form setters as Laborers- Semi-Skilled; and list survey crews as Laborers-Semi-Skilled.

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Entries (All Information Required)

1. MARK APPROPRIATE BLOCK – Check only one box.
2. COMPANY NAME AND ADDRESS – Enter the entire name, street address, city or town, state, and zip code. (Do not abbreviate.)
3. PROJECT NUMBER – Enter the project number(s) associated with the contract. (If you are a subcontractor and do not know the project number, contact the prime contractor.)
4. DOLLAR AMOUNT OF CONTRACT – Enter dollar amount of contract, including amended amounts.
5. PROJECT LOCATION (County and State) – Enter all counties associated with the project number.
6. PAY PERIOD ENDING IN JULY – Insert year.
7. EMPLOYMENT DATA – Table A: Enter number of employees based on race, gender, and job category during the reporting period; Table B: Enter number of apprentices and on-the-job trainees based on gender and job category during the reporting period; Table C: Enter number of apprentices and on-the-job trainees based on race and gender during the reporting period.
8. PREPARED BY – Signature and title of contractor's representative certifying the reported data to be true.
9. DATE – Entered by preparer.
10. REVIEWED BY – Signature and title of NDOT official reviewing data. (Leave blank.)
11. DATE – Entered by reviewer. (Leave blank.)

Submit completed forms to the NDOT Civil Rights Office by email, fax or mail using the contact information below.

NDOT Hwy Civil Rights Office
1500 Hwy 2
PO Box 94759
Lincoln, NE 68509-4759
Phone: (402) 479-4531
Fax: 402-479-3728
Fax: troy.larsen@nebraska.gov