INSTRUCTIONS FOR COMPLETING FORM FHWA-1391 Please Read <u>Thoroughly</u> Before Completing the Form!

All contractors, subcontractors, and suppliers working on Federal-aid projects in Nebraska are required to submit Form FHWA-1391, "Federal-aid Highway Construction Contractors Annual EEO Report" to the Nebraska Department of Roads. The Report must list all employees that were actually working on Federal-aid projects in Nebraska **during the final week of July, 2016**.

If a firm has a contract or subcontract on a Federal-aid project (or projects) in Nebraska, but was not actually working on any of the projects during the final week of July 2016, no form submittal is required.

Form FHWA-1391 must be received by the Nebraska Department of Roads Highway Civil Rights Office by **August 15, 2016.**

The correct version of the form is attached to this email, and is also available on the NDOR webpage: http://www.transportation.nebraska.gov/letting/dbeinfo.htm

The FHWA requires that the information on the FHWA-1391 form be sorted **by project**, so each firm is to complete one Form FHWA-1391 for each federal-aid project on which work was performed during any part of the final week of July, 2016. If the firm worked on more than one Federal-aid project, more than one report will be required.

All of the information requested on Form FHWA-1391 must be provided and must be <u>legible</u>. The form must be signed and dated by the individual who prepared the form, and that individual's name must also be legible.

The Form FHWA-1391 must be mailed, faxed, or emailed to the NDOR Highway Civil Rights Office. It is each contractor's responsibility to send the completed forms directly to the NDOR Civil Rights Office. In the case of subcontractors, it is the subcontractor's responsibility to send the properly completed form directly to the NDOR Civil Rights Office (i.e., do not send it by way of the Prime Contractor or Project Manager).

Please send completed forms and direct all questions to:

Chris Hassler Highway Civil Rights Coordinator 1500 Highway 2 P.O. Box 94759 Lincoln, NE 68509-4759 Phone: 402-479-3553

Phone: 402-479-3553 Fax: 402-479-3728

christopher.hassler@nebraska.gov

Troy Larsen Highway Civil Rights Manager – DBE 1500 Highway 2 P.O. Box 94759 Lincoln, NE 68509-4759 Phone: 402-479-4531

Fax: 402-479-3728 troy.larsen@nebraska.gov