

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 worked on a federally aided Nebraska Department of Transportation (NDOT) project during any portion of the week of July 22 - 28, 2018. The data entered on the form will be for the workforce they had on the project during that period.

- A separate report is to be completed for federally aided each project on which the contractor or subcontractor performed during the week of July 22 - 28.
- If a company did not perform work on a federally aided project during the week of July 22 - 28, they do not need to complete the form. They can simply indicate they did not perform work on a qualified project during that time.

Federal Requirement

This Annual EEO Report is filed in compliance with Code of Federal Regulations, Title 23, Part 230.121 (CFR 23 Part 230.121), which requires contractors on federally aided projects to report annually on the composition of their workforce by race, gender, and job category.

Due Date

Completed forms are due by August 15, 2018. Information on where to submit completed form may be found at the end of this document.

Instructions

Note:

- DO NOT include any office personnel unless they are assigned exclusively to the project and appear on the project's payroll.
- DO NOT count any OJT trainees or apprentices unless they are currently enrolled in a federally approved program.
- DO NOT record OJT trainees or apprentices in Table A of the form. Record them in Table B and Table C as applicable.

Complete the form as follows:

1. Box 1: Choose whether you are a prime contractor or subcontractor.
2. Box 2: Enter the name and address of your business.

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

3. Box 3: Enter the NDOT project number for the project being reported (example: "STP-12-34-5(678)").
4. Box 4: Enter the dollar value of the firm's contract on the project.
5. Box 5: Enter the project location (example "Douglas County, Nebraska").
6. Box 6: Enter the last two digits of the current year.
7. Box 7 – Table A (DOES NOT include OJT trainees or apprentices): Enter the number of employees who worked for the company on the project at any time during the week of July 22 - 28, 2018. Insert the number of employees as broken out by classification, gender and ethnicity. The spreadsheet cells shaded in green cannot be edited and will automatically calculate totals for the numbers you enter in the other cells.

Use the most appropriate job classification:

- Air tool operators and operators of power pavement saws, form setters, etc. should be listed as "Laborers – semi-skilled."
- Flaggers should be listed as "Laborers - unskilled."
- Operators of paint striping trucks are not painters and should be listed as either "Truck Drivers," if they are dedicated to operating the vehicle, or "Equipment Operators," if they also operate the painting apparatus.
- Form builders are "Carpenters."
- Welders are included in "Ironworkers."
- List the employees who work in multiple classifications only once and in the classification in which they work most frequently.
- Professional services employees with no Davis-Bacon wages are not required for reporting.
- DO NOT add job classifications to the list on the form.

Race and Ethnic Identification:

- Black or African American (not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.
- 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.

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

- 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.
- Two or More Races (not Hispanic or Latino): All persons who identify with more than one of the above five groups.
- White (not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Box 7 – Table B & C (apprentices or OJT trainees): Enter those employees currently enrolled in a federally approved apprenticeship or OJT program. Report the employees in the job classification in which they are training. Table C data will match Table B for the ethnic and gender reporting.

8. Box 8: Indicate the person responsible for the preparation of the form by entering their name and title.
9. Box 9: Enter the date the form was completed.
10. Box 10: No action required. To be completed by NDOT representative.

Submission of Completed Forms

Submit completed forms to the NDOT Highway Civil Rights Office (HCRO) by email, fax or mail using the contact information below. The original copy of the form must be maintained by the company for a period of 3 years.

NDOT HCRO
1500 Hwy 2
PO Box 94759
Lincoln, NE 68509-4759

Phone: (402) 479-4531
Fax: 402-479-3728
Email: ndot.hcro-eeo@nebraska.gov