HOW TO DOWNLOAD AND COMPLETE 1391-FORM

The Federal Aid Highway Construction Contractors Annual EEO Report, Federal Form PR-1391 (1391-Form), is located on the Department's Website at <u>www.dotd.la.gov</u>. Select – Business Working with DOTD \rightarrow DBE \rightarrow Contract Compliance Unit \rightarrow FHWA Adm. 1391 for single 1391 or FHWA Multiple Adm. 1391s Form for multiple projects requiring 1391s.

Select: Business Working with DOTD (**yellow** arrow)



HOW TO DOWNLOAD AND COMPLETE 1391-FORM, CONT.

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orms & Manuals	Туре	Name				Modified	File Size
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On The Job Training (CDT)		Compliance F	-	ince Checklist		2/28/2020 11:40 AM	
OJT Support Services	2					10/17/2023 11:00 AM	
mall Business Element (SBE)	2	FHWA Adm.				10/17/2023 11:00 AP	
DOTD SBE Certification SBE Contract Administration Unit		FORM 1273.				6/12/2023 11:03 AM	807 KB
Title VI				AD and COMPLETE F	0.004 1.005	5/17/2023 9:52 AM	1148 KB

Note: Use only the current 1391-Form from the Department's Website annually. The form must be saved as an xlsx file; select save as \rightarrow then save the file to your computer.

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COMPLETING 1391 FORM:

After downloading and saving the 1391-Form, follow the steps below for each numbered box located in the light blue area on the form. Type in the light blue area only to input project number, dollar value and project location (3-5). **DO NOT CHANGE THE FORMAT OF THE DOCUMENT!** **To submit "No activity/work performed" 1391, please see instructions on the last page.

- Box 1 Select Contractor or Subcontractor (**bold** by selecting the keys CTRL B)
- Box 2 Provide the company's name and address.
- Box 3 Enter the DOTD State Project Number (Ex: H.00000.6)
- Box 4 Enter project location. If the project is located in more than one parish, put the **first** parish listed on the contract.

HOW TO DOWNLOAD AND COMPLETE 1391-FORM, CONT.

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Box 5 – Employment Workforce:

Table A: Enter employment workforce for each job category, be sure to indicate female and minority employees by racial status. **Note:** Enter **only** numbers in the light <u>blue</u> fields of Table A. The data will automatically calculate in the green areas of the form. **DO NOT ENTER WORDS IN TABLE A!**

Example: 2-Officials (1-Black male and 1-White female). 3-Supervisors (2- Hispanic males and 1-American Indian male). 4-Foremen/women (1-Black female; 1- American Indian male; 1-Asian female and 1-two or more races female) 3-Clerical (1-American Indian male; 1-Asian male; 1-two or more races female). The information entered automatically calculates in the green areas of the form.

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				Baton Rouge, LA 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.																
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		8/5/2	2023																	
	Juanita Linton, Payroll																			

Box 6 – Enter the name of the person completing the document with the title of the position. Box 7 – Include the date prepared.

Once complete, save the document in EXCEL format (.xlsx) using the name of the contractor and project number. Ex: **ABC Company Inc. H.012354.6.**xlsx

Send the completed 1391 only to **DOTDForm1391@la.gov** in **Excel** format. Do **NOT** send the form via regular (snail) mail.

Submit by the **second Friday** in **August each year** for federal-aid projects.

HOW TO DOWNLOAD AND COMPLETE 1391-FORM, CONT.

Things to remember, Prime Contractors must submit if:

- Notice to proceed date is prior to July in current year;
- Project has **not** received final acceptance prior to July of current year
- Subcontractors have completed work on the project in July, prime contractors must also submit 1391 even if it is a "no work/activity" for the prime contractor.
- Payrolls on a federal-aid project submitted during the last payroll period in July, must submit the administrative 1391, this includes subcontractors.

Subcontractors do <u>NOT</u> submit, "No work performed" 1391's.

Submit "No activity/work performed" 1391's by completing boxes 1 through 5, 6 and 7, leave Table A empty. **Do not input words in the Table! If you must put "No activity," put on line 6 shown in red highlighted below the TABLE! Do not change the classifications of the positions.

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OJT and apprentice classifications are included on the payrolls, no need to input administrative 1391