

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 www.dotd.la.gov. Select – Business Working with DOTD → DBE → Contract Compliance Unit → FHWA Adm. 1391 for single 1391 or FHWA Multiple Adm. 1391s Form for multiple projects requiring 1391s.

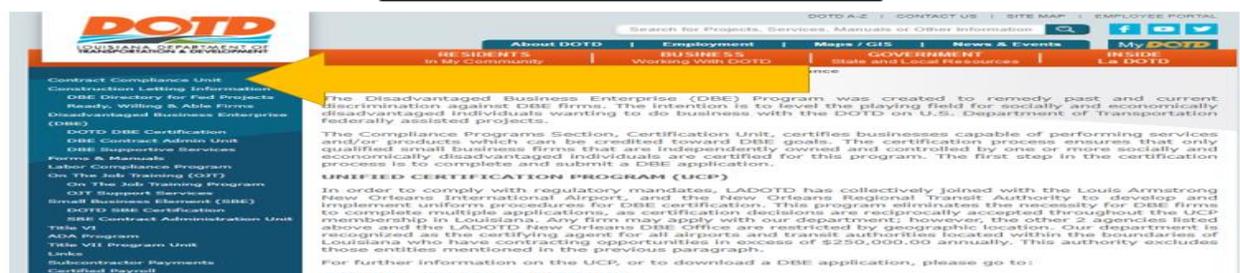
Select: Business Working with DOTD (yellow arrow)



Select: DBE (yellow arrow)



Select: Contract Compliance Unit (yellow arrow)



HOW TO DOWNLOAD AND COMPLETE 1391-FORM, CONT.

Select: FHWA ADM 1391 to submit one 1391 (green arrow) ←

or

Select: FHWA Multiple ADM 1391s to submit multiple projects. (purple arrow) ←

Contract Compliance Unit

In order to receive federal-funding, DOTD is to ensure that contractors and subcontractors comply with the equal employment opportunity and nondiscrimination provisions of all federally-assisted construction contracts of \$10,000 or more in value. The function of the Contract Compliance Program is to ensure that the requirements of the Federal Highway Administration are fulfilled in this area. The primary duties of this program area are monitoring and assisting contractors in program implementation, conducting compliance reviews, and developing the annual summary of highway construction employment data.

FHWA 1391 Documents

Type	Name	Modified	File Size
	Compliance Program Manual	10/13/2017 9:49 AM	349 KB
	Contractor Compliance Checklist	2/28/2020 11:40 AM	122 KB
	FHWA Adm. 1391 <small>NEW</small>	10/17/2023 11:00 AM	21 KB
	FHWA Multiple Adm. 1391s <small>NEW</small>	10/17/2023 11:01 AM	40 KB
	FORM 1273-Rev. July 5, 2022	6/12/2023 11:03 AM	807 KB
	HOW TO DOWNLOAD and COMPLETE FORM 1391	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 → then save the file to your computer.

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																		
1. MARK APPROPRIATE BLOCK <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor				2. COMPANY NAME, CITY, STATE:				3. PROJECT NUMBER: H.				4. PROJECT LOCATION: (Parish and State)						
This collection of information is 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.																		
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2023 (INSERT YEAR)																		
TABLE A																		
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		WHITE/HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE/NON-HISPANIC OR LATINO	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVISORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FOREMEN/WOMEN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6. PREPARED BY: (Signature and Title of Contractors Representative)							7. DATE		8. REVIEWED BY: (Signature and Title of State Highway Official)							9. DATE		
Form FHWA- 1391 (Rev. 05-23) PREVIOUS EDITIONS ARE OBSOLETE																		

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.

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1. MARK APPROPRIATE BLOCK <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor		2. COMPANY NAME, CITY, STATE:				3. PROJECT NUMBER:				4. PROJECT LOCATION: (Parish and State)								
①		②				③ H.				④								
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JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		WHITE/HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE/NON-HISPANIC OR LATINO	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS	0	0	0	0														
SUPERVISORS	0	0	0	0														
FOREMEN/WOMEN	0	0	0	0														
CLERICAL	0	0	0	0														
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6. PREPARED BY: (Signature and Title of Contractors Representative)						7. DATE			8. REVIEWED BY: (Signature and Title of State Highway Official)						9. DATE			
⑥						⑦												
Form FHWA- 1391 (Rev. 06-22) PREVIOUS EDITIONS ARE OBSOLETE																		

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 blue 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.

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																		
1. MARK APPROPRIATE BLOCK <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor		2. COMPANY NAME, CITY, STATE: ABC Construction, LLC 124 Any street Baton Rouge, LA				3. PROJECT NUMBER: H.012345.6				4. PROJECT LOCATION: (Parish and State) EBR, LA								
This collection of information is 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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	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS	1	1	1	0	1													1
SUPERVISORS	3	0	3	0			2		1									
FOREMEN/WOMEN	1	3	1	3		1			1		1						1	
CLERICAL	2	1	2	1					1		1						1	
TOTAL	7	5	7	4	1	1	2	0	3	0	1	1	0	0	0	2	0	1
6. PREPARED BY: (Signature and Title of Contractors Representative) <i>Juanita Linton, Payroll</i>						7. DATE 8/5/2023			8. REVIEWED BY: (Signature and Title of State Highway Official)						9. DATE			
Form FHWA- 1391 (Rev. 06-22) PREVIOUS EDITIONS ARE OBSOLETE																		

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 **NOT** 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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	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS	0	0	0	0														
SUPERVISORS	0	0	0	0														
FOREMEN/WOMEN	0	0	0	0														
CLERICAL	0	0	0	0														
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6. PREPARED BY: (Signature and Title of Contractors Representative) NO WORK/ACTIVITY PERFORMED <i>Quanita Linton, Payroll</i>										7. DATE 8/5/2023		8. REVIEWED BY: (Signature and Title of State Highway Official)				9. DATE		
<small>Form FHWA- 1391 (Rev. 06-22) PREVIOUS EDITIONS ARE OBSOLETE</small>																		

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