

**INSTRUCTIONS FOR THE FORM FHWA-1391  
FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT**

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**I. BACKGROUND:** All federal-aid highway construction contractors and subcontractors with contracts of at least \$10,000 are required to report their workforce by job category, gender, and ethnicity on the Form FHWA-1391. The employment data reported should reflect the workforce on board during all or any part of the payroll period between July 23, 2023 and July 29, 2023. A separate FHWA Form-1391 report is to be completed for each covered contract or subcontract. Prime contractors are responsible for ensuring that the subcontractors are made aware of the Form FHWA-1391 reporting requirement. The employment data entered should reflect the workforce on board during all or any part of the last payroll period preceding the end of the month of July.

**II. INSTRUCTIONS:** Complete the form as follows:

1. Indicate with an "X" whether your company was a PRIME CONTRACTOR or SUBCONTRACTOR on the project.
2. Provide your COMPANY NAME, CITY, & STATE as registered with the Alabama Secretary of State.
3. Provide the PROJECT NUMBER assigned by ALDOT.
4. Enter the DOLLAR AMOUNT OF THE CONTRACT.
5. List the COUNTY and STATE in which the project is located.
6. Enter last two digits of the year (i.e., JULY 2023).
7. Fill-in the employment information for Tables A, B & C as it applies to the workforce on board during all or any part of the last payroll period preceding the end of the month of July:
  - Table A – Enter the number of employees for each job category by gender and race/ethnicity. Definitions are located on page 2 of this document. **(DO NOT INCLUDE Apprentices and On-the-Job Trainees in Table A)**
  - Table B – Enter the number of Apprentices and On-The-Job Trainees (OJT) for each job category by gender. **(They MUST be enrolled in an approved training program).**
  - Table C – Enter the number of Apprentices and On-the-Job Trainees by race. **(Table B and C should reflect the same number of employees).**
  - If no work was performed during the reporting period, type “**No Work Performed**” in Table A
8. Provide the Signature and Title of the Contractors Representative who prepared the form.
9. Fill in DATE.
10. To be completed by the ALDOT Official/Representative who reviewed the document.

**III. NOTES:**

1. ONLY use the approved Form FHWA-1391 (Rev. 06-22). No previous versions of the form will be accepted.
2. A typed signature and date are acceptable.
3. When completing the total racial/ethnicity column, please note that white females are not considered minorities.
4. Ensure that the totals for each column are accurate and keep a copy of the report submitted for your records.
5. Completed forms must be submitted to the appropriate ALDOT Official/Representative by mail or email.
6. Failure to submit a Form FHWA-1391 report will result in noncompliance with 23 CFR Part 230.

For further assistance, please contact Twyla Johnson, EEO at (334) 242-6566 or via email at [johnsontw@dot.state.al.us](mailto:johnsontw@dot.state.al.us).

#### IV. **DEFINITIONS FOR RACIAL/ETHNIC & JOB CATEGORIES:**

**Racial/Ethnic Category Definitions:** Count each employee **only once** from the racial/ethnic choices below:

- **Black or African American** – A person having origins in any of the black racial groups in Africa.
- **White/Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race.
- **American Indian or Alaska Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Asian** – A person having origins in any of the original peoples of 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** – A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- **Two or More Races** – All persons who identify with more than one of the above five races and/or ethnicities.
- **White/Non-Hispanic or Latino** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Job Category Definitions:** Count each employee **only once** in the most appropriate job category below:

- **Officials** – Officers, project engineers, superintendents, etc. who have management level responsibility and authority.
- **Supervisors** – All levels of project supervision, if any, between management and foremen levels.
- **Foremen/Women** – Men and women in direct charge of crafts workers and laborers performing work on the project.
- **Mechanics** – Equipment service and maintenance personnel.
- **Laborers, Semi-Skilled** – All laborers classified by specialized type of work.
- **Laborers, Unskilled** – All Non-classified laborers.
- **Others** – Miscellaneous job classifications are to be incorporated in the most appropriate category listed on the form. All employees on the project during the last week of July must be accounted for.

# EXAMPLE Form FHWA-1391 WITH EMPLOYMENT/WORKFORCE DATA

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																							
1. MARK APPROPRIATE BLOCK ☐ Contractor ☑ Subcontractor			2. COMPANY NAME, CITY, STATE: XYZ Corporation, Inc. Birmingham, AL			3. PROJECT NUMBER: JKUVP-0012(908)			4. DOLLAR AMOUNT OF CONTRACT: \$52,358,945.25			5. PROJECT LOCATION: (County and State) Jefferson County, AL											
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)																							
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		APPRENTICES		ON THE JOB TRAINEES		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
	OFFICIALS	1	0	1	0	1					1								1	1			
SUPERVISORS	2	1	1	0	2					1								3	1				
FOREMEN/WOMEN	5	3	3	0					1	1								2					
CLERICAL	0	3	0	1				1											2				
EQUIPMENT OPERATORS	5	3	4	2	1	2	1		1				1					1	1				
MECHANICS	0	0	0	0																			
TRUCK DRIVERS	8	0	0	0																			
IRONWORKERS	6	1	6	0	2	1	1		2		1							2	1	2			
CARPENTERS	6	2	3	1	2	1	1											3	1	1	1	1	
CEMENT MASONS	6	1	4	1			3	1			1							2					
ELECTRICIANS	0	0	0	0																			
PIPEFITTER/PLUMBERS	0	0	0	0																			
PAINTERS	0	0	0	0																			
LABORERS-SEMI SKILLED	6	2	5	1	1		3		1					1				3	1	1	1	1	
LABORERS-UNSKILLED	0	0	0	0																			
<b>TOTAL</b>	<b>48</b>	<b>16</b>	<b>27</b>	<b>6</b>	<b>9</b>	<b>3</b>	<b>9</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>7</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
TABLE C (Table B data by racial status)																							
APPRENTICES	0	0	0	0														2					
OJT TRAINEES	4	3	2	3			2	1		1													
8. PREPARED BY: (Signature and Title of Contractors Representative) Jane Doe, Office Manager			9. DATE 8/15/2022			10. REVIEWED BY: (Signature and Title of State Highway Official) Hazel Nutt, EEO Senior			11. DATE 9/15/2022														

# EXAMPLE Form FHWA-1391 — NO WORK PERFORMED

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																							
1. MARK APPROPRIATE BLOCK ☐ Contractor ☑ Subcontractor			2. COMPANY NAME, CITY, STATE: XYZ Corporation, Inc. Birmingham, AL			3. PROJECT NUMBER: SKUVP-0012(908)			4. DOLLAR AMOUNT OF CONTRACT: \$52,358,945.25			5. PROJECT LOCATION: (County and State) Jefferson County, AL											
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)																							
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		APPRENTICES		ON THE JOB TRAINEES		
	M	F	M	F	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																			
EQUIPMENT OPERATORS	0	0	0	0																			
MECHANICS	0	0	0	0																			
TRUCK DRIVERS	0	0	0	0																			
IRONWORKERS	0	0	0	0																			
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CEMENT MASONS	0	0	0	0																			
ELECTRICIANS	0	0	0	0																			
PIPEFITTER/PLUMBERS	0	0	0	0																			
PAINTERS	0	0	0	0																			
LABORERS-SEMI SKILLED	0	0	0	0																			
LABORERS-UNSKILLED	0	0	0	0																			
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
TABLE C (Table B data by racial status)																							
APPRENTICES	0	0	0	0																			
OJT TRAINEES	0	0	0	0																			
8. PREPARED BY: (Signature and Title of Contractors Representative) Jane Doe, Office Manager			9. DATE 8/15/2022			10. REVIEWED BY: (Signature and Title of State Highway Official) Hazel Nutt, EEO Senior			11. DATE 9/15/2022														