

GENERAL INSTRUCTIONS

All prime contractors and subcontractors (*regardless of tier*), with a Federal-Aid Highway Construction Contract of \$10,000 or more, must complete this report *using project employment data* for all Federal-aid Highway Construction Projects that were **active** during the reporting period.

ACTIVE PROJECTS:

- If the prime contractor works during the month of July they must file Form 1391.
- If the prime contractor completed work on June 30 and performed no work in July, they still are required to file Form 1391 because the final acceptance did not come before July 1 and the project is considered active.
- If the project was accepted by NCDOT as complete in June, the prime contractor does not have to file a Form 1391 report because the project is considered complete before July 1.
- If the work order is dated August 1, the prime contractor does not have to file a Form 1391 because the project was not active in July.

All prequalified contractors and subcontractors file reports for themselves only. Prime contractors are responsible for submitting subcontractor reports to the Resident Engineers (State Highway Official).

Employment data will be limited to the workforce involved on highway construction projects within North Carolina during the last full payroll period in July of each year. A full pay period is seven (7) days. If a federal contract is active during this payroll period but no work was performed, contractors must submit a 1391 report indicating "NO ACTIVITY". **Do not** report any other payroll period in the month of July. Construction workers working on more than one Federal-Aid project during the reporting period are reported only once. All employees working on Federal-aid projects must be accounted for.

Include those company officials and supervisors that are on the projects for a **majority of the time** even if they do not appear on payrolls. **Do not include** any company personnel that may be on the project on an occasional basis; and do not have daily, on-site responsibility for project activity. **Do not include** any home office personnel unless they are assigned exclusively to a project and appear on the project payroll. This applies primarily to clerical personnel.

Only use the most appropriate job category to report employees (i.e., list flaggers as skilled laborers, operators of paint striping trucks are truck drivers, however stripers are equipment operators, form builders and helpers are carpenters, form setters are skilled laborers.) **Note:** Surveyors are not considered construction trades and should not be reported on the form.

Do not alter any part of the report, cross out any printed categories, or provide information not requested on the report. This will result in the report not being acceptable and it will be returned.

DEFINITIONS OF JOB CLASSIFICATIONS

The following table should be used as guidance when completing Form FHWA-1391. Entries made for “Job Categories” are to be confined to the listing shown below. Miscellaneous job classifications are to be incorporated in the most appropriate category listed on Form FHWA-1391. **All employees working on federal construction projects must be accounted for.** ***NOTE:** Surveyors are not considered a construction trade and should not be reported on the 1391 form.*

LIST OF TRADES (FORM FHWA 1391)	
Officials	Construction managers, project engineers, superintendents, etc. who have management level responsibility and authority.
Supervisors	All levels of project supervision, if any, between management and foremen levels. <i>For example: first-line supervisors.</i>
Foremen/Women	Men and women in direct charge of craft workers and laborers performing work on the project.
Clerical	Persons who perform a combination of clerical tasks to support office, business, and administrative operation.
Equipment Operators	Use machinery that moves construction materials, earth, and other heavy materials and applies asphalt and concrete to roads and other structures. <i>For example: paving, surfacing, and tamping equipment operators, crushing and grinding workers, dredge and excavating operators, etc.</i>
Mechanics	Repair and maintain engines and hydraulic, transmission, and electrical systems for equipment such as cranes, bulldozers, and trackhoes.
Truck Drivers	Drivers that operate industrial trucks and tractors.
Ironworkers	Person who install iron or steel girders, columns, and other construction materials to form buildings, bridges, highways, tunnels, and other structures.
Carpenters	Construct, erect, install, or repair structures and fixtures made of wood.
Cement Masons	Smooth and finish poured concrete surfaces and work with concrete to create sidewalks, curbs, roadways, or other surfaces.
Electricians	Install and maintain all of the electrical and power systems.
Pipefitter/Plumbers	Pipelayers, Plumbers, Pipefitters, Steamfitters.
Painters	Stain, varnish, and apply other finishes to buildings and other structures and apply decorative coverings to walls and ceilings.
Laborer-Semi Skilled	Performs job that require physical strength, training, and experience. <i>Examples include: helpers, bridge worker, grade checker, and oiler/greaser/firer.</i>
Laborer-Unskilled	Performs jobs that require little skill and can be learned quickly.

COMPLETING FORM 1391: Follow the instructions below for completing the appropriate boxes on Form FHWA-1391.

- Box 1:** Check whether you are a prime contractor or a subcontractor on this project.
- Box 2:** Indicate the complete name and address of the firm.
- Box 3:** Enter the NCDOT contract number (e.g., **C300200**). Do not complete this report if the project is not a federal-aid project.
- Box 4:** Prime contractors indicate the contract value of the entire project. Do not enter the bid amount. Subcontractors indicate the amount of the subcontract only. Do not consider plan changes.
- Box 5:** Indicate the county and state of the project location.
- Box 6:** Enter the FFY for date of the Form 1391.

Table A: Includes all employees working on highway construction projects at any time during the last full pay period in July. Women **WILL NOT** be counted as minorities unless they are members of one of the six ethnic minority groups in Table A.

Table B: Includes all Apprentices and OJT employees identified (*in the job category being trained in*).

Table C: Apprentices and OJT employees are further identified by their race/ethnic status. (Should match totals in Table B). Completing each category in this report by ethnic and gender breakdown before going on to the next job category is crucial. For clarity, please do not insert a zero (0) when there is nothing to report. Although only showing two job categories, a correctly computed example is shown below.

- Box 8:** The report must be signed by the firm's representative (e.g., EEO Officer) certifying the reported data to be true.
- Box 9:** Indicate the date the report was completed.
- Box 10:** The Form 1391 must be signed by the "State Highway Official". Prime contractors are not authorized to sign as a "State Highway Official". NCDOT has designated their Resident Engineers as the "State Highway Official" and as the reviewer of the reports.
- Box 11:** Indicate the date the report was signed by the Resident Engineer/State Highway Official.

The following general guidance is provided to further assist in completing Tables B and C:

- Apprentices: Do not count any project personnel as apprentices unless they are indentured in an Apprenticeship Program recognized and approved by the NCDOT, US Department of Labor and/or FHWA.
- On-the-Job Training (OJT) Programs: Do not count any project personnel as being in an OJT program unless they are enrolled in a program recognized and approved by the NCDOT, US Department of Labor and/or FHWA.
- List the apprentices or trainees **in the job category for which they are training**, not as semi-skilled or unskilled laborers.

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: IBA Contractor, Inc. Hardhat, NC 20000	3. PROJECT NUMBER: C210210	4. DOLLAR AMOUNT OF CONTRACT: \$5,000,000.00	5. PROJECT LOCATION: Wake County, NC
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This collection of information is required by law and regulation 23 U.S.C. 140 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in March, 2016.

6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 20__ (INSERT YEAR)

TABLE A																			TABLE B			
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		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																						
SUPERVISORS																						
FOREMAN/WOMEN																						
CLERICAL																						
EQUIPMENT OPERATORS	25	14	5	3	2	1	1	1	1	1	1						20	11			6	2
MECHANICS																						
TRUCK DRIVERS	4		2		1		1										2					
IRONWORKERS																						
CARPENTERS																						
CEMENT MASONS																						
ELECTRICIANS																						
PIPEFITTER/PLUMBERS																						
PAINTERS																						
LABORERS-SEMI-SKILLED																						
LABORERS-UNSKILLED																						
TOTAL	29	14	7	3	3	1	2	1	1	1	1						22	11			6	2

White + Minority
=Total Employed

Broken down by
race in Table C

TABLE C (Table B data by racial status)																						
APPRENTICES																						
OJT TRAINEES	6	2	3	1	1			1	1		1						3	1				

8. PREPARED BY: (Signature and Title of Contractors Representative) <u>John Doe, President</u>	9. DATE: <u>08/05/11</u>	10. REVIEWED BY: (Signature and Title of State Highway Official) <u>Jane Doe, Resident Engineer</u>	11. DATE: <u>08/08/11</u>
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1. MARK APPROPRIATE BLOCK <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor				2. COMPANY NAME, CITY, STATE: IBA Contractor, Inc. Hardhat, NC 20000				3. PROJECT NUMBER: C210211				4. DOLLAR AMOUNT OF CONTRACT: \$5,000,000.00				5. PROJECT LOCATION: Wake County, NC							
This collection of information is required by law and regulation 23 U.S.C. 140 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in March, 2016.																							
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	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
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