

Instructions for Form FHWA - 1391

http://www.mdt.mt.gov/publications/docs/forms/dbe/annualeeo_1391.pdf

Any prime contractor or subcontractor (no matter what tier) with a federal-aid contract where the Prime contract totals \$10,000 or more is subject to the EEO obligations of their contract and must complete and submit Form FHWA 1391.

THIS FORM MUST BE SUBMITTED WHETHER OR NOT YOU WORK THE WEEK OF JULY 24-30, 2011.

The staffing figures to be reported under workforce data should be limited to the workforce involved in **Highway Construction** works only and were working all or part of the week of July 24-30, 2011.

- If work was performed on a federal-aid project in Montana during the week of July 24-30, 2011, the complete Form FHWA 1391 is required to be filled out.
- If **NO WORK** was performed during the week of July 24-30, 2011 only the top part of the form (Blocks 1 & 2) should be completed and in Block 3 type in "NO WORK" and submit.

The report should be checked to ensure that it has been filled out correctly and that the figures balance across and down. This report must be submitted directly to the Montana Department of Transportation, no later than August 12, 2011. This can be done by clicking on the submit button at the upper left corner of the form.

This report should be filled out as follows:

Block 1: Check whether your firm is a Prime Contractor or Subcontractor.

Block 2: The complete name and address of your firm.

Block 3: Number of federal-aid contracts.

Block 4: Total dollar amount of contract(s).

Block 5: A brief description of the type of work your firm does (paving, drainage, bridge rehab).

Table A:

The staffing figures to be reported should include all workers on Federal-Aid projects that fall within the categories listed except apprentices and on-the-job trainees. ***Apprentices and on-the-job trainees should be reported separately in Tables B and C.***

The most appropriate job classification should be used since there is no provision for write-in categories. For example: Flaggers should be shown as unskilled laborers; welders, greasers, and oilers as mechanics; operators of striping trucks as equipment operators; and pilot car drivers as truck drivers, etc.

The figures in the two **TOTAL EMPLOYED** columns (male and female) should equal the figures in:

- the two **TOTAL RACIAL/ETHNIC MINORITIES** columns (male and female) plus
- the two **WHITE columns** (male and female).

The figures in the two **TOTAL MINORITIES** columns (male and female) should equal:

- the total of the figures in the two **BLACK OR AFRICAN AMERICAN, HISPANIC OR LATINO, AMERICAN INDIAN OR ALASKAN NATIVE, ASIAN, NATIVE HAWAIIAN OR PACIFIC ISLANDER and TWO OR MORE RACES** columns (male and female).

Women are **NOT** to be reported as minorities unless they are members of one of the ethnic minority groups.

TABLES B AND C:

The staffing figures to be reported should include **ONLY** apprentices and on-the-job trainees. Project personnel should **ONLY** be reported as apprentices and on-the-job trainees if they are currently enrolled in recognized and approved (by MDT or the Bureau of Apprenticeship and Training, U. S. Department of Labor) apprenticeship and on-the-job training programs.

The apprentices and trainees should be shown in the job classification for which they are receiving training, **NOT AS SEMI-SKILLED OR UNSKILLED LABORERS.**

The number of apprentices and on-the-job trainees shown in Table C should equal the number of apprentices and on-the-job trainees shown in Table B

Block 8 & 9: Fill in the name of the official or representative of your company and their title, who prepared the report. Date the report.

Submit the report to The Montana Department of Transportation by clicking on the submit button at the top left corner of the form. You may also mail the form to:

Compliance Technician
Montana Department of Transportation/Civil Rights Bureau
PO Box 201001
Helena, MT 59620-1001

Questions?

Please contact Andy Hyatt-Marcucci at: 406-444-6331, ahyattmarcucci@mt.gov

Or

Kathy Terrio at: 406-444-9270, kterrio@mt.gov

Thank you!