

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

Overview

All contractors working on federal-aid highway construction contracts between July 21, 2024 and July 27, 2024 are required to report their workforce by job category, gender, and ethnicity. MnDOT Office of Civil Rights (OCR) compiles the data submitted by each contractor into a single report – the FHWA 1392 – for the Federal Highway Administration (FHWA).

For highway projects awarded by MnDOT – identifiable by a XXXX-XX or XXXX-XXX numeric arrangement – contractors must:

1. Enter payroll in AASHTOWare and
2. Submit the FHWA 1391 if any work was performed between July 21, 2024 and July 27, 2024. The FHWA 1391 form is necessary because AASHTOWare, the payroll system in which employee hours are entered for MnDOT projects, does not track employee hours for four specific categories of workers otherwise requested by the FHWA as part of the report. This includes officials, supervisors, forepersons, and clerical workers.

Instructions

Please follow these instructions when completing the FHWA 1391. Please note, if you see the banner concerning **Protected View** at the top of the spreadsheet, you will need to click “Enable Editing” in order to be able to save.

Box 1: Indicate with an “X” whether your company was a prime contractor or subcontractor on the project.

Box 2: Provide your company name as it is registered with the Office of the Minnesota Secretary of State.

Box 3: Provide the project number assigned by MnDOT (e.g., SP 1234-56, SP 1234-567). Please note, if the project has a nine-digit numeric arrangement (e.g., 123-456-789), it should not be reported using the FHWA 1391, but rather via the OCR Salesforce portal or an EEO-13. More information is available [here](#).

Box 4: Enter the dollar amount of the contract (only if your company is the prime contractor on the project).

Box 5: List the city and/or county in which the project is located.

Table A: List the total number of officials, supervisors, forepersons, and/or clerical workers who logged hours on the reported project between July 21, 2024 and July 27, 2024 in the appropriate race and gender columns. Be certain to include your name and title, as well as the date, in the box immediately below the table.

Items to consider when filling out Table A:

- Do not include employees who worked on the reported project and whose hours are already entered in AASHTOWare
- Disregard the columns for apprentices and on-the-job trainees in Table A
- Numeric entries are automatically tallied, so use this digital version
- Examples of “officials” could include company presidents, vice presidents, corporate officers, or other executive level employees who visited the site of the reported project, or performed any manner of work connected with the project between July 21, 2024 and July 27, 2024.
- Examples of “clerical” employees could include office managers, payroll specialists, human resources personnel, or other office employees who performed any manner of work on the reported project between July 21, 2024 and July 27, 2024.

Deadline & Submission

Please submit the FHWA 1391 in an Excel spreadsheet format to ocrformsubmissions.dot@state.mn.us by **Aug. 14, 2024**. Please save the file using the following naming convention: Company name as it is registered with the Office of the Minnesota Secretary of State and MnDOT project number (e.g., ABC Construction Company, Inc. SP 1234-56.xlsx)

No previous versions of the form will be accepted.