

CONTRACTOR FHWA REPORTING GUIDE





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This guide applies to any contractor, Prime or Subcontractor, working on a Federal Highway Administration-funded (FHWA) project within the month of July, and is required to submit the FHWA 1391 annual EEO report. Included in this guide is:

- How to run the FHWA 1391 Report
- How to enter information for non-prevailing wage workers (supervisors, clerical staff, etc., . . .) through the “FWHA Additional Data Entry” page
- How to run the “FWHA Additional Data Entry Report”
- Important Notes on the 1391 Report

FHWA 1391 REPORT

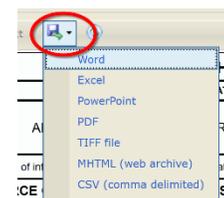
The FHWA 1391 Report is an annual equal employment opportunity (EEO) report that reflects the workforce employed on the FHWA project during the last payroll period in July.

The report is combining the results of certified payroll (CPR) data as well as any “FHWA Additional Data”, which is information submitted on non-prevailing wage workers, also employed during the last payroll period in July. Non-prevailing wage workers, as defined by FHWA, include officials (managers), supervisors, foremen/women and clerical staff.

A separate report is to be generated for each individual project, as well as for each covered contract or subcontract on an individual project. To Run the FHWA 1391 Report:

- Click on the Reports Tab >> Click the FHWA 1391 Report

- Enter the applicable date range
- Select the project status
- Select the project(s)
- Select the contractor
- Select the “Sub to” assignment
- Click on “View Report”
- To export the report, click on the diskette icon, as shown to the right





See below an example of the FHWA 1391 report.

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																						
1. MARK APPROPRIATE BLOCK:			2. COMPANY NAME, CITY, STATE:					3. PROJECT NUMBER:				4. DOLLAR AMOUNT OF CONTRACT:				5. PROJECT LOCATION: (County and State)						
X Contractor — Subcontractor			D Goode Inc., Orange, CA					fedao				\$15,000.00				ORANGE COUNTY, CA						
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 August, 2019.																						
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2019 (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	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVISORS	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0
FOREMEN/WOMEN	0	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL	0	6	0	4	0	1	0	3	0	0	0	0	0	0	0	0	0	2	0	0	0	0
EQUIPMENT OPERATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MECHANICS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRUCK DRIVERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IRONWORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CARPENTERS	0	4	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	2	0	0	0	0
CEMENT MASONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ELECTRICIANS	2	1	2	0	1	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0
PIPEFITTER/PLUMBERS	5	2	4	0	2	0	1	0	1	0	0	0	0	0	0	0	1	2	0	0	0	0
PAINTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS-SEMI SKILLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS-UNSKILLED	5	3	4	1	2	0	1	0	1	1	0	0	0	0	0	0	1	1	0	0	0	0
TOTAL	15	17	11	7	6	1	2	4	3	2	0	0	0	0	0	0	4	8	0	0	0	0
TABLE C (Table B data by racial status)																						
APPRENTICES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OUT TRAINEES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8. PREPARED BY: (Signature and Title of Contractors Representative)									9. DATE			10. REVIEWED BY: (Signature and Title of State Highway Official)									11. DATE	
									7/23/2019													
Form FHWA-1391 (Rev. 06-13) PREVIOUS EDITIONS ARE OBSOLETE																						
1. number of employees were unwilling to self-identify so are not represented in this report. These employees had the ethnicity of "Not Specified", "Other" or no selection made.																						

Note: Employees with an ethnicity selection in LCPtracker of “Not Specified”, “Other”, or no selection made will not appear on this report at all. In the case that employees with one of these ethnicity selections performed work on the week being reported, there will be a footnote on the bottom of the report to reflect the number of employees that were “unwilling to self-identify”.

TO ENTER FHWA ADDITIONAL DATA

The “FHWA 1391 Additional Data Entry” section is used to report “non-prevailing wage job categories” such as managers, supervisors, foreman, and clerical workers along with their demographics of gender and ethnicity.

- Click on the “1. Payroll Records” tab
- Click on “FHWA 1391 Additional Data Entry”
- Select the project and contract (if there are multiple contracts)
 - *Note: Only projects that have been marked as FHWA 1391/1392 projects by your Administrator will appear on this list.*
- Select “Week End Date” from the available dropdown.
 - *Note: You will use the same date that was used on the last performing pay period submitted for the certified payroll.*
- Enter your workforce data under the columns with ethnicities listed
- The columns with totals, the “Total Employed” and “Total Minorities” will auto-populate based on what is entered into the table.
- Enter your name, title and electronic signature password (eSignature)



FHWA Additional Data Entry

▼ Filters

Project | Sub To | Contract Id *
Annie Olivene Convention Center

Week End Date *
7/7/2019

Data Entry

Job Categories	Total Employed		Total Minorities		White (Not of Hispanic Origin)		Black (Not of Hispanic Origin)		Hispanic		American Indian or Alaskan Native		Asian		Native Hawaiian or Other Pacific Islander		Two or More Races		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Officials (Managers)	0	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	0
Foreman/Women	0	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	0

Submitted By * Required
Title of Submitted By * Required
ESignature Password * Required

Cancel Save

Note: the first 4 columns will auto populate when data is entered in the remaining fields.

RUNNING THE FHWA 1391 ADDITIONAL DATA ENTRY STATUS REPORT

This report gives an overview of the FHWA Additional Data Entry submittals completed for each project.

- Click on Reports tab
- Click on FHWA 1391 Additional Data Entry Status Report.

FHWA 1391 Additional Data Entry Status Report

From Date: 7/1/2018 To Date: 7/31/2018

Status: Active Contractor: D Goode Inc.

Projects: Annie Olivene Convention Center Sub To: Prime contractor for Annie Olivene

View Report

- Enter the applicable date range
- Select the contractor
- Select the project
- Select the "Sub To" assignment
- Click View Report.

1391 Additional Data Entry Status Report				
2019				
Report Date: 7/23/2019				
Sr. No.	Contractor	Project	Sub To	Week End Date
1	D Goode Inc.	Annie Olivene Convention Center	Prime contractor	07/18/2018

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IMPORTANT NOTES ON THE 1391 REPORT

- In “Table A”, only Journeyman employees, or those designated as non-prevailing wage employees submitted through the “FHWA Additional Data Entry” will be counted. Apprentices and OJT/Trainees are not included in this count.
- “Table B” and “Table C” will show all employees submitted as Apprentices or OJT/Trainees.
- Any employee that works more than one craft in the monitored week, will only be shown ONCE on the report. The craft selected will be:
 - The craft with the greatest number of hours worked
 - If the crafts have the same number of hours worked, then the more skilled craft will be selected. The following hierarchy was used in terms of most skilled to the least skilled.
 - Electricians
 - Mechanics
 - Equipment Operators
 - Ironworkers
 - Carpenters
 - Cement Masons
 - Pipefitter/Plumbers
 - Truck Drivers
 - Painters
 - Laborers-Semi Skilled
 - Laborers-Unskilled
 - Apprentice
 - OJT or Trainee
- A Minority is considered any employee with an ethnicity other than “Caucasian” and excludes any employees that have “Not Specified”, “Other” or no selection made.
- Apprentices will be counted by looking for "APPR" or "Apprentice" in the Craft OR Classification on the prevailing wage data entered for the project
- OJT or Trainees will be counted by "OJT" or "TRAINEE" in the Craft OR Classification on the prevailing wage data entered for the project
- If a Contractor has more than one contract on the same project, they will be counted separately. This means if one employee works for the Contractor, but on separate contracts, they will be counted twice on the 1392. This logic is determined by 23 CFR 230.121 (a)(2), which states:
(2) Form PR 1391 is to be completed by each contractor and each subcontractor subject to this part for every month of July during which work is performed and submitted to the State highway agency. **A separate report is to be completed for each covered contract or subcontract.**