

**FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS
ANNUAL EEO REPORT**

OMB NO. 2125-0019
Report For: July _____, 2009

1. CHECK APPROPRIATE BLOCK Prime Contractor Subcontractor	2. NAME AND ADDRESS OF FIRM	3. TYPE OF CONSTRUCTION	4. PRINT CONTACT NAME/TITLE (Include Phone Number)
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5. No federal-aid project work was performed during the last full pay period.	6. WORKFORCE DATA
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JOB CATEGORIES	TABLE A														TABLE B			
	TOTAL EMPLOYEES		TOTAL MINORITIES		BLACK <i>Not of Hispanic Origin</i>		HISPANIC		AMERICAN INDIAN OR ALASKAN NATIVE		ASIAN OR PACIFIC ISLANDER		WHITE <i>Not of Hispanic Origin</i>		APPRENTICES		ON THE JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS (<i>Managers</i>)																		
SUPERVISORS																		
FOREMEN/WOMEN																		
CLERICAL																		
EQUIPMENT OPERATORS																		
MECHANICS																		
TRUCK DRIVERS																		
IRONWORKERS																		
CARPENTERS																		
CEMENT MASONS																		
ELECTRICIANS																		
PIPEFITTERS, PLUMBERS																		
PAINTERS																		
LABORERS, SEMI-SKILLED																		
LABORERS, UNSKILLED																		
TOTAL																		

TABLE C																		
APPRENTICES																		
ON THE JOB TRAINEES																		

7. PREPARED BY: (Title of Contractor's Representative and Signature)	DATE	REVIEWED BY: (Title of State Transportation Official and Signature)	DATE
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This report is required by law and regulation (23 U.S.C. 140a and 23 CFR Part 230). Failure to report will result in noncompliance with this regulation.

INSTRUCTIONS

1. Any prime contractor or subcontractor (no matter what tier) with a federal-aid contract of \$10,000 or more **MUST** complete and submit one form with its company-wide employment data. Manufacturers, suppliers, vendors, regular dealers, and haulers and/or regular dealers of petroleum products are **NOT** considered contractors and are **NOT** required to file this report.
2. If work was performed on a federal-aid project in **NORTH DAKOTA** at any time during the month of July, a Form FHWA-1391 is required. If no work was performed during the last full pay period in July, the top part of the form (through Block 5) should be completed.
3. The staffing figures to be reported under workforce data should be limited to the workforce involved in **HIGHWAY CONSTRUCTION WORK ONLY** who were on board in all or any part of the last full pay period preceding the end of July (even if the contractor did not work the full pay period). A full pay period is seven calendar days. For example: If, for the year 2008, a contractor's pay period normally ends on a:

Friday	-	the report will cover the period ending July 25
Saturday	-	the report will cover the period ending July 26
Sunday	-	the report will cover the period ending July 27
Monday	-	the report will cover the period ending July 28
Tuesday	-	the report will cover the period ending July 29
Wednesday	-	the report will cover the period ending July 30
Thursday	-	the report will cover the period ending July 31

4. The report should be checked to ensure that it has been filled out completely and that the figures balance across and down. The report **MUST** be submitted directly to the Civil Rights Division, North Dakota Department of Transportation, 608 East Boulevard Avenue, Bismarck, ND 58505-0700 (701-328-2637), by **NO LATER THAN AUGUST 11**.
5. The report should be filled out as follows:

REPORT FOR: The beginning and ending date of your firm's last full pay period in July (see paragraph 3 above).

BLOCK 1: Check whether your firm is a prime contractor or a subcontractor.

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

BLOCK 3: A brief description of the type of work your firm does (paving, drainage, structural steel, etc.).

BLOCK 4: The name, title, and phone number of the individual who completed the report.

BLOCK 5: Check this block only if no work was performed during your firm's last full pay period.

BLOCK 6: **ONLY** project personnel should be reported. Those company officials and supervisors who are on projects a majority of the time should be included. Company personnel who are on projects for only short periods and who **DO NOT** have daily, on-site responsibilities for project activity should **NOT** be included. Home office personnel (primarily clerical) who are **NOT** assigned exclusively to a project and who do **NOT** appear on project payrolls should **NOT** be reported.

BLOCK 7: The report should be signed and dated by an official or representative of your company.

TABLE A:

- a. The staffing figures to be reported should include journeyworkers **ONLY**. 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 and pilot car drivers should be shown as unskilled laborers; welders, greasers, and oilers as mechanics; operators of striping trucks as equipment operators; etc.
- b. The figures in the two **TOTAL EMPLOYEES** columns (male and female) should equal the figures in the two **TOTAL MINORITIES** columns (male and female) plus the two **WHITE NOT OF HISPANIC ORIGIN** 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 NOT OF HISPANIC ORIGIN, HISPANIC, AMERICAN INDIAN OR ALASKAN NATIVE, and ASIAN OR PACIFIC ISLANDER** columns (male and female).
- c. Women are **NOT** to be reported as minorities unless they are members of one of the four ethnic minority groups.

TABLES B AND C:

- a. The staffing figures to be reported should include **ONLY** apprentices and on-the-job trainees and should be entered as indicated above. Project personnel should **ONLY** be reported as apprentices and on-the-job trainees if they are currently enrolled in recognized and approved (by NDDOT or the Bureau of Apprenticeship and Training, U. S. Department of Labor) apprenticeship and on-the-job training programs.
- b. The apprentices and trainees should be shown in the job classification for which they are receiving training, **NOT AS SEMI-SKILLED OR UNSKILLED LABORERS**.
- c. 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.