

**CONTRACTOR'S ANNUAL EEO REPORT
FHWA 1391 INSTRUCTIONS**

PLEASE READ CAREFULLY AS INSTRUCTIONS HAVE CHANGED

Submission of the FHWA 1391 report is required from primes and subcontractors with contracts/subcontracts on federally-funded contracts that equal or exceed \$10,000. It should reflect the total employment on all Federal-Aid Highway Projects in Delaware as of July 31st. The staffing figures to be reported should represent the project workforce on board in **all or any part of the last payroll period preceding the end of July.**

STARTING WITH:

BOX 1 – Check whether you are a **(Prime) Contractor** or **Subcontractor**

BOX 2 – Identify the company name, city and state of your firm.

BOX 3 – Please put both the “**T**” number (example: T20100090) and the “**FAP**” (Federal Aid Project) Number (example: ETEA..... or ESTP.....).

BOX 4 – Identify the **dollar amount** of the project you are reporting

BOX 5 – Identify the **County and State** where the project is located.

BOX 6 – Enter the **Year of the last full pay period ending in July 2014**

TABLE A

The staffing figures to be reported in **Table A** should include **journey-level men and women.**

Enter all personnel, by race, gender and job classification, employed by your firm who worked on each project the majority of times either all or any part of the last payroll period preceding the end of July.

Two or More Races: If an employee identifies with two (2) or more races (e.g., white and African American) he/she should be included under this category only and “Total Employed”.

If an employee identifies with one (1) race (e.g., African American) he/she should be included in Table A under the race/gender identified.

TABLE B AND C

The staffing figures to be reported in **Tables B and C** should include **Apprentices and On-the-Job Trainees only by job category.**

Table C should include the aggregate of **Apprentices and on-the Job-Trainees from Table B.**

EXAMPLES OF JOB CATEGORY DEFINITIONS

OFFICIALS - Plan, direct, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems.

SUPERVISORS - All levels of project supervision, if any, between management and foreperson levels.

FOREPERSON - Directly supervise and coordinate activities of construction. (**Sample:** Construction Foreman, Construction Superintendent, Construction Supervisor, Field Supervisor, Foreman, Job Superintendent, Project Superintendent, Site Superintendent, Superintendent, Supervisor.)

EQUIPMENT OPERATORS - Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties. (**Sample:** Back Hoe Operator, Engineering Equipment Operator, Equipment Operator, Heavy Equipment Operator, Loader Operator, Machine Operator, Motor Grader Operator, Operating Engineer, Operator, Track Hoe Operator.)

Operate equipment used for applying concrete, asphalt, or other materials to road beds, parking lots, or airport runways and taxiways, or equipment used for tamping gravel, dirt, or other materials. Includes concrete and asphalt paving machine operators, form tampers, tamping machine operators, and stone spreader operators. (**Sample:** Equipment Operator (EO), Paver Operator, Roller Operator, Truck Driver, Operator, Screed Operator, Heavy Equipment Operator, Maintenance Equipment Operator (MEO), Asphalt Raker, Asphalt Paver Operator.)

MECHANICS - Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties. (**Sample:** Back Hoe Operator, Engineering Equipment Operator, Equipment Operator, Heavy Equipment Operator, Loader Operator, Machine Operator, Motor Grader Operator, Operating Engineer, Operator, Track Hoe Operator.)

TRUCK DRIVERS – Heavy and Tractor-Trailer Truck Drivers - Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license. (**Sample:** Truck Driver, Driver, Over the Road Driver (OTR Driver), Line Haul Driver, Delivery Driver, Owner Operator, Road Driver, Semi Truck Driver, City Driver, Feeder Driver.)

IRONWORKERS - Structural Iron and Steel Workers - Raise, place, and unite iron or steel girders, columns, and other structural members to form completed structures or structural frameworks. May erect metal storage tanks and assemble prefabricated metal buildings. (**Sample:** Ironworker, Iron Worker, Fitter / Welder, Steel Fabricator, Steel Worker, Structural Steel Erector, Tower Hand.)

Reinforcing Iron and Rebar Workers - Position and secure steel bars or mesh in concrete forms in order to reinforce concrete. Use a variety of fasteners, rod-bending machines,

blowtorches, and hand tools. Includes rod busters. (**Sample:** Ironworker, Rod Buster, Iron Worker, Steel Tier, Field Ironworker, Reinforced Ironworker, Rodman.)

CARPENTER - Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways.

CONSTRUCTION CARPENTERS - Construct, erect, install, and repair structures and fixtures of wood, plywood, and wallboard, using carpenter's hand tools and power tools. (**Sample:** Carpenter, Lead Carpenter, Assembler, Finish Carpenter, Construction Worker, Custom Stair Builder, Installer, Production Worker, Trim Carpenter, Concrete Carpenter.)

Rough Carpenters - Build rough wooden structures, such as concrete forms, scaffolds, tunnel, bridge, or sewer supports, billboard signs, and temporary frame shelters, according to sketches, blueprints, or oral instructions. (**Sample:** Carpenter, Apprentice Carpenter, Form Carpenter, Journeyman Carpenter, Rough Carpenter, Union Carpenter, Bridge Carpenter, Bridge Repair Crew Person.)

CEMENT MASON(and Concrete Finishers) - Smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; and use saws to cut expansion joints. (**Sample:** Concrete Finisher, Cement Finisher, Cement Mason, Finisher, Mason, Concrete Mason.)

ELECTRICIANS - Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. (**Sample:** Chief Electrician; Control Electrician; Electrician; Industrial Electrician; Inside Wireman; Journeyman Electrician; Journeyman Wireman; Maintenance Electrician; Mechanical Trades Specialist, Electrician; Qualified Craft Worker, Electrician (QCW, Electrician).)

PIPEFITTER - Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Includes sprinklerfitters. (**Sample:** Pipe Fitter, Pipefitter, Welder,

Steamfitter, Sprinkler Fitter, Equipment Service Associate (ESA), Machine Repairman, Journeyman Pipe Fitter, Millwright, Pipe Welder.)

PLUMBER - Assemble, install, or repair pipes, fittings, or fixtures of heating, water, or drainage systems, according to specifications or plumbing codes. (**Sample:** Commercial Plumber; Drain Cleaner, Plumber; Drain Technician; Journeyman Plumber; Master Plumber; Plumber; Plumber Gasfitter; Plumbing and Heating Mechanic; Residential Plumber; Service Plumber.)

PAINTERS - Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency. (**Sample:** Painter, Facilities Painter, Maintenance Painter, Highway Painter, Industrial Painter.)

LABORERS-SEMI SKILLED – Having or requiring more training and skill than unskilled labor but less than skilled. Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris and other waste materials. May assist other craft workers. (**Sample:** Construction Laborer, Construction Worker, Curb and Gutter Laborer, Drain Layer, Drop Crew Laborer, Helper, Laborer, Post Framer, Skill Labor, Union Laborer.)

LABORERS UNSKILLED – All non-classified laborers.

Any miscellaneous job classifications are to be incorporated in the **most appropriate category** listed on the form. All employees on the project should be accounted for.

BOX 8 – The form must be signed by an authorized official of your firm, (e.g., President, Vice-President, EEO Officer, Director, etc.) not by administrative or clerical personnel. Since Form 1391 is in Excel format and a signature cannot be attached to it, please include a letter of confirmation, on your firm’s letterhead stating the following:

“This letter confirms that I (Official’s Name) am the (President, CEO, CFO, Director, EEO Officer) of (Firm’s Name), located at (Address). I hereby represent that all the above is true and accurate and herein affix my signature below.

X _____ ”
Signature **Date**

Please include the project number (example: T20007003)

Box 9 – Enter the date signed.

Box 10 – State Agency Use Only

Box 11 – State Agency Use only