

NOTE: These instructions apply **ONLY** to contractors working on Federal-aid projects in **NEBRASKA**.

INSTRUCTIONS FOR COMPLETING FORM PR-1391 for FISCAL YEAR 2009

All contractors and subcontractors are required to complete and submit FHWA Form PR-1391, Federal-aid Highway Construction Contractors Annual EEO Report, for all work performed on Federal-aid projects in Nebraska during the month ending July 31st. All of the information requested on the Form PR-1391 must be provided and must be LEGIBLE. With the exception of "Estimated Peak Employment" all of the requested information is for the pay period preceding July 31, 2009 (the week of July 19-25, 2009).

The Form PR-1391 must be mailed or faxed to the Nebraska Department of Roads Highway Civil Rights Office by August 15, 2009.

The required information includes:

1. If the Firm is a Contractor or Subcontractor.
2. The Firm's complete Name and Address.
3. The Federal-aid Project Number(s).
4. The Type of Construction.
5. Location, County and State.
6. Percentage Completed.
7. Beginning Construction Date.
8. Dollar Amount of Contract(s).
9. Estimated Peak Employment re: Month and Number of Employees.
10. Total Employees by Job Categories, Gender and Race.

Each firm is to complete only one Form PR-1391 listing the total number of employees working on all Federal-aid projects in Nebraska during all or any part of the pay period preceding July 31, 2008. If the firm is working on more than one Federal-aid project, the project numbers and dollar amounts for each project must be identified on a separate sheet attached to the Form PR-1391.

If your firm was not working on a Federal-aid project in Nebraska during the pay period preceding July 31, 2009, provide the name of the firm, write "**No Federal Work**" on the Form PR-1391 and return the form to NDOR.

The Form PR-1391 must be signed and dated by the individual who prepared the Form, and that individual's name must be LEGIBLE.

The Form PR-1391 must to be mailed or faxed (**402 479-3728**) to Mary Hutson in the NDOR Highway Civil Rights Office. It is the subcontractor's responsibility to send the properly completed Form PR-1391 directly to NDOR.

- Prime contractors are **not** to send copies of their subcontractor's Form PR-1391 to NDOR. (It just causes confusion when we receive multiple copies of the same firm's Form PR-1391 from different sources.)

**IF YOU HAVE ANY QUESTIONS, CALL: Mary Hutson (402) 479-4514, or
Joe Kisicki (402) 479-4531**