

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

### **INSTRUCTIONS FOR COMPLETING FORM FHWA-1391 for FISCAL YEAR 2010**

All contractors, subcontractors, and suppliers working on Federal-aid projects in **Nebraska** are required to submit Form FHWA-1391, "Federal-aid Highway Construction Contractors Annual EEO Report" to the Nebraska Department of Roads. The Report must list all employees that were actually working on Federal-aid projects in Nebraska during the pay period preceding July 31, 2010 (**the week of July 18-24, 2010**).

If a firm has a Federal-aid project in Nebraska, but was not actually working on the project during the pay period preceding July 31, 2010, provide the name of the firm, write "No Federal Work" on the Form FHWA-1391 and submit the form to NDOR.

Form FHWA-1391 must be received by the Nebraska Department of Roads Highway Civil Rights Office no later than August 13, 2010.

**Any versions of Form FHWA-1391 other than "Rev 03-07" will not be accepted.**

Each firm is to complete only one Form FHWA-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, 2010. 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.

All of the information requested on Form FHWA-1391 must be provided and must be legible. The form must be signed and dated by the individual who prepared the form, and that individual's name must also be legible.

The following information is required:

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, i.e. Month and Number of Employees
10. Total Employees by Job Categories, Gender and Race

The Form FHWA-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 directly to NDOR.

**Prime contractors are not to send their subcontractors' Form FHWA-1391 to NDOR.**

If you have any questions, call: Mary Hutson (402) 479-4514, or  
Joe Kisicki (402) 479-4531