

TO: All Contractors and Subcontractors

RE: Instructions for completing the Federal-Aid Highway Construction Contractors' Annual EEO Report (Form PR-1391) for Fiscal Year 2005

- A. **All** of the information requested on the 1391 Form **must** be provided, and it **must be LEGIBLE!** The information provided **must** be for the **week of July 17, 2005**. Correctly completed Forms **must** be provided by the **deadline of August 1, 2005**, or they will be considered late. Improperly completed Forms will be returned.

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. County and State.
6. Percent complete.
7. Beginning construction date.
8. Dollar amount of contract(s).
9. Estimated peak employment re: Month and Year, and Number of Employees.
10. Total employees broken down by Job Categories, by Male and Female, by Total Minorities, and by Specific Race i.e.: Black (Not of Hispanic Origin), Hispanic, American Indian or Alaskan Native, Asian or Pacific Islander, White (Not of Hispanic Origin), and also the number of Apprentices and/or Trainees.

The 1391 Forms must be signed by the individual who prepared the Form, and that individual's name **must be LEGIBLE**.

Only one (1) 1391 Form needs to be completed listing the **total** number of employees working on **all** Federal-Aid projects the firm is working on during the week of July 15, 2000. **All of the project numbers and the dollar amounts of each** must be provided. If the firm is working on more than one Federal-Aid project, the projects and dollar amounts of each should be listed on a sheet attached to the 1391 Form.

The 1391 Forms are to be **sent directly** to **Jeanie Lyons** at the **NDOR, DBE Office**. If desired, the subcontractors may also provide copies of their 1391 Forms to the prime contractor, but it is the subcontractors' responsibility to send the properly completed Forms directly to the NDOR.

It is **not necessary** for the prime contractor to also provide copies of the subcontractors' 1391 Forms to the NDOR. (This only causes confusion because we receive multiple copies of the same firms' 1391 Forms from different contractors.)

**IF YOU HAVE ANY QUESTIONS, CALL: JEANIE LYONS (402) 479-4514, or
JOE KISICKI (402) 479-4531**