CONTRACTOR'S ANNUAL EEO REPORT INSTRUCTIONS -- FORM FHWA-1391

This report is due from **all** primes and subcontractors on all South Dakota **Federal-aid** highway projects where the value of each (sub) contract is $10,000 or more. The staffing data should represent the project work force in all or any part of reporting week which is **July 24-30, 2016**. Firms file for themselves only – prime contractors are not responsible for submitting subcontractor reports but are responsible for insuring all subcontractors are aware of the EEO Contract Special Provision requirements. Subcontractors are sent separate notices and forms. All firms are to report their TOTAL work force for all federal-aid projects in South Dakota that were active during the reporting period. Firms will file only one report, include prime and subcontract work (if any) together.

Reports are to be filed with the Civil Rights Office, SDDOT, no later than **August 20, 2016.** Any versions of this form other these provided by the Civil Rights office **will not be accepted.** Electronic versions of the form are found at: http://www.sddot.com/services/civil/forms/Default.aspx.

1. Report project personnel only but consolidate the numbers for all projects. If an employee works on more than one project during the reporting period, that employee is counted multiple times based on the number of projects he/she worked on during the reporting period. All projects, prime and sub, are reported together on one form. Include those company officials and supervisors that are on projects even if they do not appear on payrolls. Any employee even those working at the home office but have responsibilities to support the project should be counted. This primarily involves support staff not based on the project.

2. DO NOT count any project personnel as apprentices or OJTs unless they are currently enrolled in a recognized and approved (by State DOT, U.S. Dept. of Labor and/or FHWA) training program. DO NOT include company trainees as apprentices or OJTs unless the company program has been approved by one of the above agencies. Remember to be sure to include all active trainees who are enrolled in approved programs.

3. The form is to be filled out as follows: Block 1, check "Contractor" or "Subcontractor" or mark both if acting as both a prime and subcontractor. Block 2, name and address (city & state) of company. Block 3, report the number of projects (contracts) in which your company was the prime contractor (do NOT include subcontract amounts if applicable). Block 4, the total dollar value of those projects in which you are the prime contractor. Block 5, list project(s) location by county in which you are the prime contractor. **(Blocks 3, 4 and 5 are blank if you are reporting subcontract work only.)**

4. Table A (basic employment data) must be complete (blanks count as zeros) and the figures must balance, across and down. Please note—the figures in the "Total Employed" columns should equal the "Total Minorities" plus the "White" columns. The "Total Minorities" column should equal the total of the "Black or African American", "Hispanic or Latino", "American Indian or Alaskan Native" , "Asian" , "Native Hawaiian or Other Pacific Islander" or "Two or more races" columns. Women are **NOT** to be counted as minorities unless they are members of one of the ethnic minority groups shown.

5. Use the most appropriate job category – air tool operators and operators of power pavement saws, etc. should show as semi-skilled laborers. List flaggers as unskilled laborers. Operators of paint striping trucks are not painters; they are truck drivers or equipment operators. Form builders and helpers are carpenters, form setters are semi-skilled laborers. Include welders with ironworkers. Include survey crews as semi-skilled laborers for lack of a better category. DO NOT cross out any printed categories or write in your own category.

6. Tables B and C (apprentices and trainees) should be filled out as applicable. Show as apprentice/trainee in the job category for which they are training, not as semi-skilled or unskilled laborers. Table C works just like the employment table above – Total Employees equals Total Minorities plus White, Total Minorities equals the total of each minority group.

7. All firms must file the original form, signed and dated or electronic copy of the original form with the Civil Rights Program, South Dakota Department of Transportation, ATTN: June Hansen, 700 East Broadway Avenue, Pierre, South Dakota 57501 by **August 20, 2015**. Forms may also be submitted electronically by e-mail (june.hansen@state.sd.us) or fax (605-773-4442). **If you submit your form electronically the original copy of the form should be maintained on file for three years.** Forms are to be signed and dated (Block 8 & 9) by the company official or representative.

8. All firms must have sufficient documentation on file that would effectively show its work force on a project-by-project basis in support of the data submitted to the State on this consolidated 1391 report.