



## INSTRUCTIONS

1. Any prime contractor or subcontractor (no matter what tier) with a federal-aid contract of \$10,000 or more **MUST** complete and submit one form with its company-wide employment data. Truck owner-operators, haulers of petroleum products, brokers, vendors, suppliers, regular dealers, and manufacturers are **NOT** considered contractors and are **NOT** required to file this report.
2. If work was performed on a federal-aid project in **NORTH DAKOTA** at any time during the month of July, a Form FHWA-1391 is required. If no work was done during the last full pay period in July, **ONLY** the top part of the form (through Block 5) need be completed.
3. The staffing figures to be reported under workforce data **MUST** be limited to the workforce involved in **HIGHWAY CONSTRUCTION WORK ONLY** who were on board in all or any part of the last full pay period preceding the end of July (even if the contractor **DID NOT** work the full pay period). A full pay period is **seven calendar days**. For example: If, for the year 2012, a contractor's pay period normally ends on a:

Saturday	-	the report will cover the period ending July 29
Sunday	-	the report will cover the period ending July 30
Monday	-	the report will cover the period ending July 31
Tuesday	-	the report will cover the period ending July 25
Wednesday	-	the report will cover the period ending July 26
Thursday	-	the report will cover the period ending July 27
Friday	-	the report will cover the period ending July 28

4. The report **MUST** be checked to ensure that it has been filled out completely and that the figures balance across and down. The report **MUST** be submitted directly to the Civil Rights Division, North Dakota Department of Transportation, 608 East Boulevard Avenue, Bismarck, ND 58505-0700 (701-328-2637), by **NO LATER THAN AUGUST 10**.
5. The report should be filled out as follows:

**REPORT FOR:** The beginning and ending date of your firm's last full pay period in July (see paragraph 3 above).

**BLOCK 1:** Check whether your firm is a prime contractor or a subcontractor.

**BLOCK 2:** The complete name and address of your firm.

**BLOCK 3:** A brief description of the type of work your firm does (paving, drainage, structural steel, etc.).

**BLOCK 4:** The name, title, and phone number of the individual who completed the report.

**BLOCK 5:** Check this block only if no work was performed during your firm's last full pay period.

**BLOCK 6:** **ONLY** project personnel **MUST** be reported. Those company officials and supervisors who are on projects a majority of the time **MUST** be included. Company personnel who are on projects for **ONLY** short periods and who **DO NOT** have daily, on-site responsibilities for project activity **MUST NOT** be included. Home office personnel (primarily clerical) who are **NOT** assigned exclusively to a project and who **DO NOT** appear on project payrolls **MUST NOT** be reported.

**BLOCK 7:** The report should be signed and dated by an official or representative of your company.

### TABLE A:

- a. The staffing figures to be reported in Table A **MUST** include journeyworkers **ONLY**. Apprentices and on-the-job trainees **MUST** be reported separately in Tables B and C. The most appropriate job classification **MUST** be used since there is no provision for write-in categories. For example: Welders, greasers, and oilers **MUST** be shown as **Mechanics**; operators of stripping trucks as **Equipment Operators**; etc.
- b. The figures in the two **TOTAL EMPLOYED** columns (male and female) **MUST** equal the figures in the two **TOTAL RACIAL/ETHNIC MINORITY** columns (male and female) plus the two **WHITE** columns (male and female). The figures in the two **TOTAL RACIAL/ETHNIC MINORITY** columns (male and female) **MUST** equal the total of the figures in the two **BLACK OR AFRICAN AMERICAN, HISPANIC OR LATINO, AMERICAN INDIAN OR ALASKAN NATIVE, ASIAN, NATIVE HAWAIIAN OR PACIFIC ISLANDER, AND TWO OR MORE RACES** columns (male and female).
- c. Women are **NOT** to be reported as minorities unless they are members of one of the six ethnic minority groups.

### TABLES B AND C:

- a. The staffing figures to be reported **MUST** include **ONLY** apprentices and on-the-job trainees and **MUST** be entered as indicated above. Project personnel **MUST ONLY** be reported as apprentices and on-the-job trainees if they are currently enrolled in recognized and approved (by NDDOT or the Bureau of Apprenticeship and Training, U.S. Department of Labor) apprenticeship and on-the-job training programs.
- b. The apprentices and trainees **MUST** be shown in the job classification for which they are receiving training, **NOT AS SEMI-SKILLED OR UNSKILLED LABORERS**.
- c. The number of apprentices and on-the-job trainees shown in Table C **MUST** equal the number of apprentices and on-the-job trainees shown in Table B.