




**Annual PR 1391 Reporting for Contractors
Office of Civil Rights Programs**



Annual PR-1391 Reporting

- The purpose of the Annual PR-1391 is to collect data breakdown of all racial/ethnic minorities and women employed by highway construction contractors who are actively working on a Federal-Aid project.
 - **Active** is defined as, all projects that have been awarded, but have not had the final estimate submitted.
- All contractors must meet the following criteria when completing a PR-1391 form.
 - Contract dollar value of \$10,000.00 or more
 - Working on site during the last full pay period in July.
- PR-1391 is not required of haulers, material testers, suppliers, and surveyors.

PR-1391 Form

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

1. MARK APPROPRIATE BLOCK <input type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor	2. NAME, STREET ADDRESS & PHONE OF COMPANY 	FEDERAL ID NUMBER OF COMPANY (FEIN) 	3. FEDERAL-AID PROJECT NO. 	4. DOLLAR AMOUNT OF CONTRACT 																		
		SC FILE NO. 	PROJECT LOCATION: (COUNTY & STATE) 	5. TYPE OF CONSTRUCTION 																		
6. LAST FULL PAY PERIOD IN JULY 2019 <div style="display: flex; justify-content: space-around;"> July 21 - 27, 2019 </div>																						
<small>This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in March, 2018</small>																						
7. WORKFORCE ON FEDERAL-AID CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2019																						
Table A										Table B												
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC or LATINO		AMERICAN INDIAN or ALASKAN NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS (Managers)																						
SUPERVISORS																						
FOREMEN/WOMEN																						
CLERICAL																						
EQUIPMENT OPERATORS																						
MECHANICS																						
TRUCK DRIVERS																						
IRONWORKERS																						
CARPENTERS																						
CEMENT MASONS																						
ELECTRICIANS																						
PIPEFITTERS/PLUMBERS																						
PAINTERS																						
LABORERS-SEMI SKILLED																						
LABORERS-UNSKILLED																						
TOTAL																						
Table C (Table B data by racial status)																						
APPRENTICES																						
ON THE JOB TRAINEES																						
8. PREPARED BY: (Signature and Title of Contractors Representative)					9. DATE					10. REVIEWED BY: (Signature and Title of State Highway Official)										11. DATE		



Prime Contractor Responsibilities for Annual PR-1391 Reporting

Prime Contractor is responsible for ensuring that a PR-1391 form is completed and submitted for all relevant subcontractors by the established deadline.

If no work was performed during the specified pay period, a PR-1391 form should be submitted indicating “NO WORK PERFORMED”

If the final estimated has been signed, a PR-1391 form should be submitted indicating “FINAL ESTIMATE SIGNED ___/___/___”

- Each contractor is responsible for ensuring the following fields are completed:

Contractor’s Name

FEIN

SC File Number

Dollar Amount of Contract

Type of Construction or Work being performed by the contractor

Workforce Employment Data

All other relevant information requested on the form



Conclusion

- Thank you for your participation.
- Please be sure to contact the OJT Program Coordinator at (803) 737-6341 if you have any questions.