




**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

<b>1. MARK APPROPRIATE BLOCK</b>  <input type="checkbox"/> Prime Contractor  <input type="checkbox"/> Subcontractor	<b>2. NAME, STREET ADDRESS &amp; PHONE OF COMPANY</b>  <div style="border: 1px solid black; height: 40px;"></div>	<b>FEDERAL ID NUMBER OF COMPANY (FEIN)</b>  <div style="border: 1px solid black; height: 20px;"></div>	<b>3. FEDERAL-AID PROJECT NO.</b>  <div style="border: 1px solid black; height: 20px;"></div>	<b>4. DOLLAR AMOUNT OF CONTRACT</b>  <div style="border: 1px solid black; height: 20px;"></div>																		
		<b>SC FILE NO.</b>  <div style="border: 1px solid black; height: 20px;"></div>	<b>PROJECT LOCATION: (COUNTY &amp; STATE)</b>  <div style="border: 1px solid black; height: 20px;"></div>	<b>5. TYPE OF CONSTRUCTION</b>  <div style="border: 1px solid black; height: 20px;"></div>																		
<b>6. LAST FULL PAY PERIOD IN JULY 2019</b>																						
<div style="border: 1px solid black; padding: 5px; display: inline-block;">July 21 - 27, 2019</div>																						
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																						
<b>7. WORKFORCE ON FEDERAL-AID CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2019</b>																						
<b>Table A</b>										<b>Table B</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																						
<b>TOTAL</b>																						
<b>Table C (Table B data by racial status)</b>																						
APPRENTICES																						
ON THE JOB TRAINEES																						
<b>8. PREPARED BY: (Signature and Title of Contractors Representative)</b>					<b>9. DATE</b>					<b>10. REVIEWED BY: (Signature and Title of State Highway Official)</b>					<b>11. DATE</b>							



# 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 - 1126 if you have any questions.