



State of New Jersey

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Sent Via Email Transmittal
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IMPORTANT NOTICE

For All NJDOT Construction Contractors Who Actively Worked the Month of July 2025

RE: 2025 EEO Workforce Report – Federal Highway Administration (FHWA) Form 1391

This will serve as notice that the annually required EEO Workforce Report is now due. NJDOT requires that these reports be prepared on the Excel spreadsheet labeled FHWA 1391 Form which is attached to the email transmittal (Form PR-1391). Please see further information and instructions below.

Regulatory Requirements

In accordance with 23 CFR Part 230.121, as well as the Federal, Civil Rights Contract Provisions, prime contractors and their subcontractors are required to annually report on the make-up of their workforce by race, gender, and job category for the last payroll period in the month of July 2025, using the above noted FHWA Form PR-1391. You must report on each covered contract or subcontract active during the month of July 2025. The employment data entered should reflect the workforce on board during all or any part of the last payroll period preceding the end of July 2025.

Who is Required to Report?

Any NJDOT prime contractors and all related subcontractors on active NJDOT Federal-Aid Highway construction projects valued at \$10,000 or more who worked during the final full pay period of July 2025 are required to report. Solely state-funded projects do not need to complete the FHWA-1391.

Prime contractors are required to complete and submit their Form PR-1391, and ensure that their subcontractors who performed work during this period also complete and submit Form PR-1391. A contractor that did not perform any work (i.e., they had NO certified payroll) during the month of July, are required to submit the FHWA 1391 showing “No Work Performed” for that project. Organizations performing only professional services, and no onsite labor, DO NOT need to complete the FHWA 1391 Report.

Reporting Period

The employment data entered should capture data for employees who worked during all or any part of the last payroll period in July; Sunday, July 20, 2025, through Saturday, July 26, 2025.

Reporting Instructions

A separate FHWA-1391 form must be completed by each prime contractor, and each related subcontractor. Report each project individually.

Completing the Form

DO NOT ALTER OR CHANGE ANY CELLS IN THE EXCEL FORM PROVIDED FOR THIS REPORT.

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.)

Employment Data:

Table A: Enter the number of regular employees by race, gender, and job category. Entries made for the “Job Categories” are to be confined to the listing shown. Miscellaneous job classifications are to be incorporated in the most appropriate category listed on the form. All employees on projects should thus be accounted for. (Please refer to separate “Definitions of Job Categories for Form FHWA –1391” Word document.)

This information reported in Table A should include journey-level men and women, apprentices, and on-the-job trainees. 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, who have responsibilities to support the project, should be counted. This primarily involves support staff not based on the project.

Table B: Enter only the number of apprentices, and on the Job Trainees, by Job Category and gender. DO NOT count any project personnel as apprentices or OJTs unless they are currently enrolled in a recognized and approved 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.

Table C: Show a breakdown by race and gender of all apprentices and on-the-job trainees shown in Table B.

Note: Totals for Tables B and C for the FHWA-1391 should match.

Submission of Forms:

Submit the completed electronic Microsoft Excel (.xlsx) file in the format provided by no later than September 8, 2025. Do not alter the form in any way. Pdf versions of this form cannot be used, and will not be accepted.

Email Microsoft Excel (.xlsx) files directly to: DOT.CRContCompl@dot.nj.gov

Include an email subject line of “2025 July 1391 Workforce Reports for Project DP xxxxx” and indicate the DP number for the specific project.

The original signed and dated form(s) should be maintained on file for three years.

ORIGINAL / ELECTRONIC SIGNED

Vicki Tilghman-Ansley, Director

Division of Civil Rights and Affirmative Action

Attachments – Please refer to separate Excel document - FHWA Form 1391, and separate Word document - Definitions of Job Categories for Form FHWA -1391