



State of New Jersey

DEPARTMENT OF TRANSPORTATION
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Commissioner

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Lt. Governor

Sent Via Email Transmittal

August 4, 2021

IMPORTANT NOTICE

For All NJDOT Construction Contractors

RE: 2021 EEO Workforce Report – Federal Highway Administration (FHWA) Form 1391

This will serve as a reminder that the annually required, EEO Workforce Report is now due. This year NJDOT is requiring that these reports be prepared on the Excel spreadsheet attached to the email transmittal and labeled, *Federal-Aid Highway Construction Contractors Annual EEO Report* (hereafter referred to as FHWA Form PR-1391 or 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, 2021, using the above noted FHWA Form PR-1391. You must report on each and every covered contract or subcontract active during the month of July, 2021. 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 2021.

Contractors Required to Report

All NJDOT prime contractors who worked on FHWA or Federally Funded construction contracts and all related subcontractors with subcontracts of \$10,000 or more. NJDOT prime contractors and subcontractors who did not work on a FHWA/Federally Funded contract during the month of July 2021 are not required to report.

Reporting Period

All applicable prime contractors and their subcontractors must prepare Form PR-1391 identifying all employees who performed work during all or part of the last payroll period in July, 2021, (i.e., Sunday, July 25, 2021, through Saturday, July 31, 2021).

Reporting Instructions

The Excel Form PR-1391 must be filled out completely, and represent the firm's workforce on each NJDOT Federally Funded project for the month ending July 31, 2021. The employment data entered should capture the workforce on board during all or any part of the last payroll period preceding the end of the month (i.e., Sunday, July 19, 2021, through Saturday, July 25, 2021).

Firms working on multiple Federally funded projects during this period may consolidate its respective projects, workforce and total project dollar values into one Form 1391 report. All firms must have sufficient documentation on file that would effectively show its workforce on a project-by-project basis in support of the data submitted to the NJDOT on this consolidated Form 1391.

This form must be completed and submitted as an electronic Excel file. Please **DO NOT ALTER** or **CHANGE** any cells in the Excel form provided for this report. You must use the Excel format provided, as no other versions of this form such as pdf, will be accepted. The original signed and dated form should be maintained on file for three years.

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 the Form PR-1391. Primes should collect their subcontractors' forms and submit all forms (primes and subcontractors) by email directly to the NJDOT, Division of Civil Rights/Affirmative Action's Contractor Compliance Unit by no later than **August 31, 2021.**

Please complete the spreadsheet(s) as instructed and return by email directly to the Division of Civil Rights and Affirmative Action's Contractor Compliance Unit at: **DOT.CRCContCompl@dot.nj.gov** with an email subject line indicating "July 1391 Workforce Reports For Project(s) DPxxxxx."

Any questions should be directed to Contractor Compliance representative Kwincy Brown who can be reached by phone at 609-963-2059 or 609-940-2299, and email at: **Kwincy.Brown@dot.nj.gov.**

ORIGINAL / ELECTRONIC SIGNED
Vicki Tilghman-Ansley, Acting Director
Division of Civil Rights and Affirmative Action

Attachment – Please refer to separate Excel document - FHWA Form 1391