

DATE \_\_\_\_\_

Section (e)

Second line after workforce include **must delete is to**

Third line include **the**

Number 4 Other Issurances Affected. Change date from 03/26/1982 to **12/6/2017**

Requested changes have also been verified by the sections affected by this EDSM. These Section Heads have signed below.

If you have any questions or concerns; please feel free to contact me accordingly.

Attachments:

- EDSM current version

- EDSM with track-changes proposed

- EDSM with proposed changes incorporated

## ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
III	5	1	4	11/12/2020

**SUBJECT: CONTRACT COMPLIANCE SUBMISSION OF ELECTRONIC FORM PR-1391**

- PURPOSE:** The purpose of this directive is to establish a uniform policy whereby contractors and subcontractors electronically submit Form PR-1391, Federal Aid Highway Construction Contractor's Annual EEO Report. **This form is to be completed on federal-aid funded projects only.**
- SCOPE:** This directive establishes new procedures for data submitted on Form PR-1391.
- PROCEDURE:** Submittal of Federal Aid Highway Construction Contractor's Annual EEO Report (Form PR—1391) is required for each federal—aid project for which the Notice to Proceed has been issued and each federal—aid project which has not been final accepted by the department and should reflect the project work force on board during the last full payroll period in July.

Accordingly, the following procedures will be followed in order to comply with this directive.

- The project engineer will inform the Compliance office of how many contractors and subcontractors are required to complete the 1391 document. This will be accomplished by project engineer completing a copy of DOTD Form 03-40-0028 **"Notice to Contractors"** (electronically) for each contractor/subcontractor on active federal-aid projects and submitting the notice to [DOTDForm1391@la.gov](mailto:DOTDForm1391@la.gov) email address by the **first Friday in July**. Project Engineers having no federal-aid projects must send an email to the [DOTDForm1391@la.gov](mailto:DOTDForm1391@la.gov) email address stating they have no federal aid projects and the forms are not required.
- The project engineer will provide the contractor/subcontractor instructions of where to locate the electronic Form PR-1391, how to complete the form, and how to submit the Excel formatted form electronically to the [DOTDForm1391@la.gov](mailto:DOTDForm1391@la.gov) email address.
- The form PR-1391 is designed to be downloaded, completed, and provided in only Excel format. The contractor/subcontractor should type their information into the light blue fields only. Once the form is completed, it should be saved under the company name of the contractor/subcontractor and returned by email and attaching the completed Excel formatted form to the [DOTDForm1391@la.gov](mailto:DOTDForm1391@la.gov) email address. Contractors and subcontractors experiencing problems with the form are directed to call the Compliance Programs Office at (225) 379-1382 for assistance.
- Contractors'/subcontractors' forms PR-1391 are to be submitted for processing by the second Friday in August. No forms are to be submitted until after the last full week in the month of July unless one of the two following exceptions apply: (1) Projects that have been issued a Notice to Proceed but no work has actually begun or (2) the work of the project is complete but 'final acceptance' has not been issued. Any other forms arriving before the completion of the last full week in July will be rejected and must be resubmitted. Penalties or sanctions may be levied against contractors/subcontractors submitting forms after the deadline or failing to submit the forms.
- If no work was performed in the last full week of July, only the top and bottom portions of the form are to be completed. Section covering Item 6 (the workforce) must be left blank and the form will be accepted as having 'no work performed' during targeted week.

4. **OTHER ISSUANCES AFFECTED:** This directive supersedes EDSM NO. III.5.1.4 dated 3/13/2017.
5. **EFFECTIVE DATE:** This directive will be effective immediately upon receipt.

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CHIEF ENGINEER