

# DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

### INTRADEPARTMENTAL CORRESPONDENCE

	REFERRED FOR ACTION
	ANSWER FOR MY SIGNATURE
	FOR FILE
	FOR YOUR INFORMATION
	FOR SIGNATURE
	RETURN TO ME
·	PLEASE SEE ME
	PLEASE TELEPHONE ME
	FOR APPROVAL
	PLEASE ADVISE ME
BY	DATE

REFERRED TO

## **MEMORANDUM**

TO:

Mr. Christopher P. Knotts, P. E.

**Chief Engineer** 

FROM: Mrs. Paula Roddy

**Compliance Programs Director** 

DATE: November 11, 2020

SUBJECT: Revision Requested for EDSM III.5.1.4: Contract Compliance Submission of Electronic Form PR-1391

Requesting approval for a revision to EDSM III.5.1.4: Contract Compliance Submission of Electronic Form PR-1391.

Effective date from 12/6/17 to 11/12/2020

Number 3, Procedure (a) change "is office" to the Compliance office
Second line in (a) change "this" to the 1391
Fourth line in (a) change "with" to on
Fifth line in (a) change "it" to the notice include by the first Friday in July
Sixth line in (a) include after no federal-aid projects must send an email to the
Seventh line in (a) include after <a href="DOTDForm1391@la.gov">DOTDForm1391@la.gov</a> email address stating they have no federal aid projects and the forms

Number 3 Procedure (b) second line include **Excel** Third line include **formatted** 

Number 3 Procedure (c) first line after downloaded input comma (,) delete **and** after completed input comma (,) include the words **and provided**Second line, put period after format (.) Delete **provided and to**Fourth line after returned include **by email and** delete by and after completed include word **Excel**Fifth line include **formatted** delete after form **in an email** 

Section (d)
First line after by include **the second**Second line include **Friday** delete **15**<sup>th</sup>

RECOMMENDED FOR APPROVAL

DATE

RECOMMENDED FOR APPROVAL

DATE

RECOMMENDED EOR SPROVAL

JAMES JULI 2020

DATE

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

- 1. **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.**
- 2. SCOPE: This directive establishes new procedures for data submitted on Form PR-1391.
- **3. 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.

- A. 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 <a href="DOTDForm1391@la.gov">DOTDForm1391@la.gov</a> email address by the <a href="first">first</a></a> <a href="Friday in July">Froject Engineers having no federal-aid projects must send an email to the <a href="DOTDForm1391@la.gov">DOTDForm1391@la.gov</a> email address stating they have no federal aid projects and the forms are not required.
- B. 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 <a href="DOTDForm1391@la.gov">DOTDForm1391@la.gov</a> email address.
- C. 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 email address. Contractors and subcontractors experiencing problems with the form are directed to call the Compliance Programs Office at (225) 379-1382 for assistance.
- D. 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.
- E. 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.

CHRISTOPHER P. KNOTTS, P.E. CHIEF ENGINEER