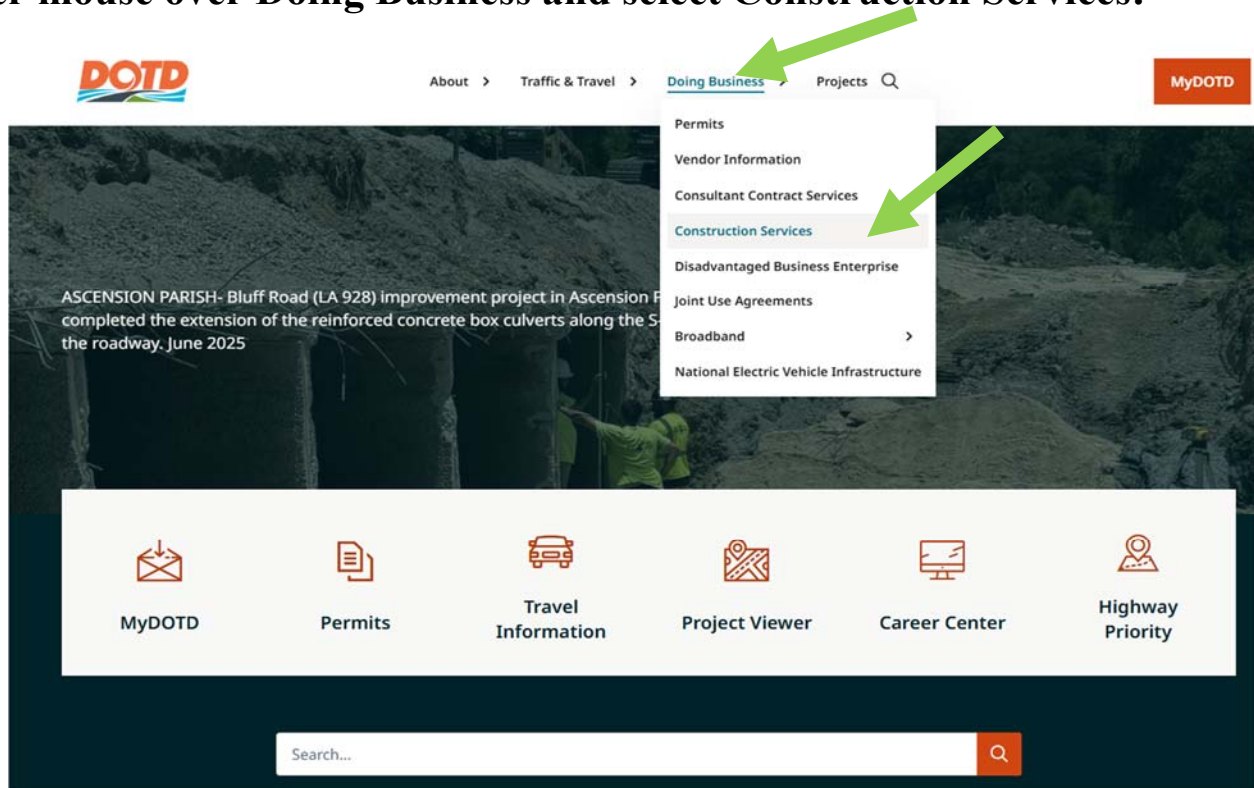


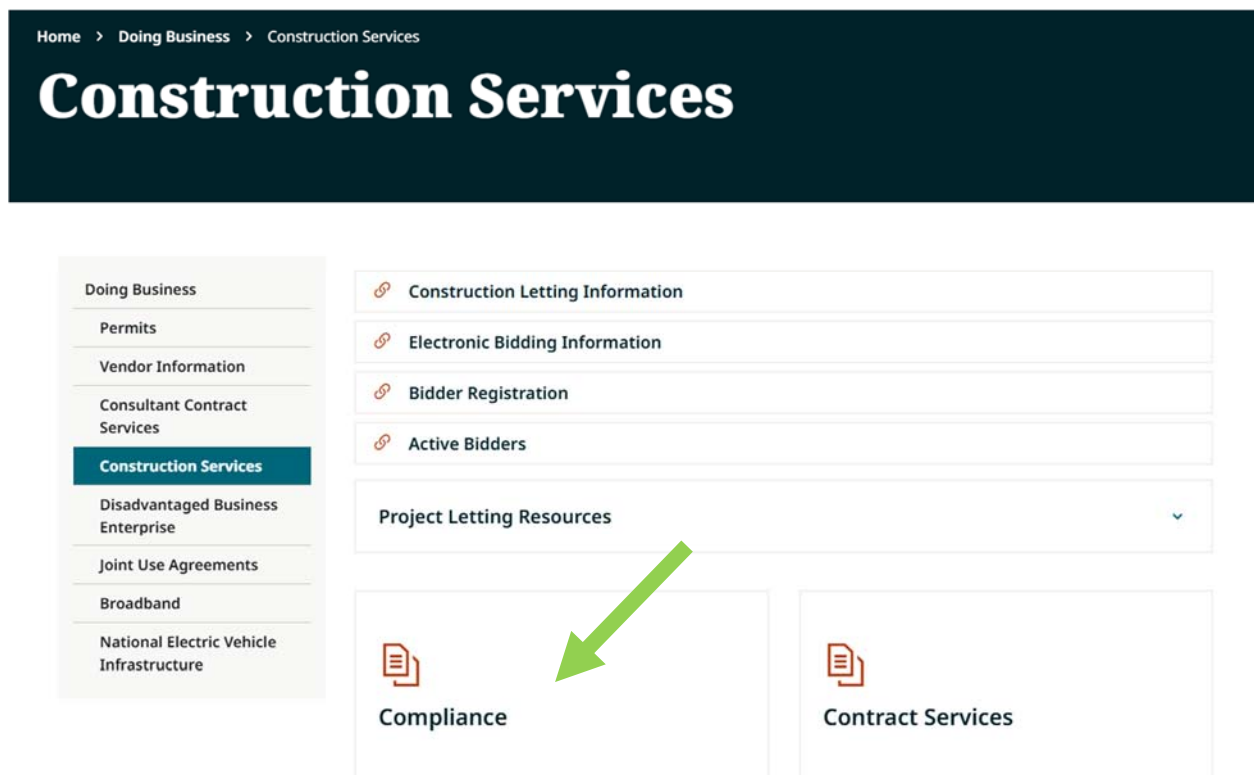
# HOW TO DOWNLOAD AND COMPLETE 1391-FORM

The Federal Aid Highway Construction Contracts Annual EEO Report, Federal Form PR-1391 (1391-Form), is located on the Department's Website at <https://www.dotd.la.gov/>.

**Hover mouse over Doing Business and select Construction Services:**



**Select Compliance:**



# HOW TO DOWNLOAD AND COMPLETE 1391-FORM

## Select Contract Compliance Unit:

Home > About > Office of the Secretary > Compliance

## Compliance

Office of the Secretary

Executive Staff Directory

Strategic Improvement Initiatives

FHWA Stewardship Agreement

Emergency Orders

**Compliance**

Americans with Disabilities Act Program

Contract Administration Unit

[Contract Compliance Unit](#)




Disadvantaged Business Enterprise

The Compliance Programs Section is responsible for developing administering and implementing Civil Rights programs. These Civil Rights programs are mandated due to DOTD receiving federal funding from the U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration, etc.

The federally mandated programs include Disadvantaged Business Enterprise Certification, Disadvantaged Business Enterprise, Contract Administration, Small Business Element Certification, Small Business Element Contract Administration, Title VI, Americans with Disabilities Act, Contractor Compliance, Labor Compliance, On-the-Job Training and Title VII.

The Compliance Section has the primary responsibility for ensuring the department's compliance with the Code of Federal Regulations which governs each of the aforementioned programs, to avoid the loss of federal funding. Additional Compliance Section responsibilities required by the CFR which are sole sourced or outsourced are: National Summer Transportation Institute, Disadvantaged Business Enterprise Supportive Services, On-the-Job Training Supportive Services and Hudson and Veteran Small Entrepreneurship Initiatives.

### Public Notices and Press Releases

-  [Public Notice \(published 05/06/2025\)](#)
-  [Baton Rouge AD May 20, 2025 \(published 05/06/2025\)](#)
-  [Shreveport AD May 22, 2025 \(published 05/06/2025\)](#)

## Click on FHWA 1391 Documents:

Home > About > Office of the Secretary > Compliance > Contract Compliance Unit

## Contract Compliance Unit

Compliance

Americans with Disabilities Act Program

Contract Administration Unit

**Contract Compliance Unit**

Disadvantaged Business Enterprise

Forms and Manuals

Labor Compliance Program

On The Job Training Program

Resource Links

Small Business Element

In order to receive federal-funding, DOTD ensures that contractors and subcontractors comply with the equal employment opportunity and nondiscrimination provisions of all federally-assisted construction contracts of \$10,000 or more. The function of the Contract Compliance Program is to ensure that the requirements of the Federal Highway Administration are fulfilled in this area.

The primary duties of this program area are monitoring and assisting contractors in program implementation, conducting compliance reviews and developing the annual summary of highway construction employment.

**FHWA 1391 Documents**

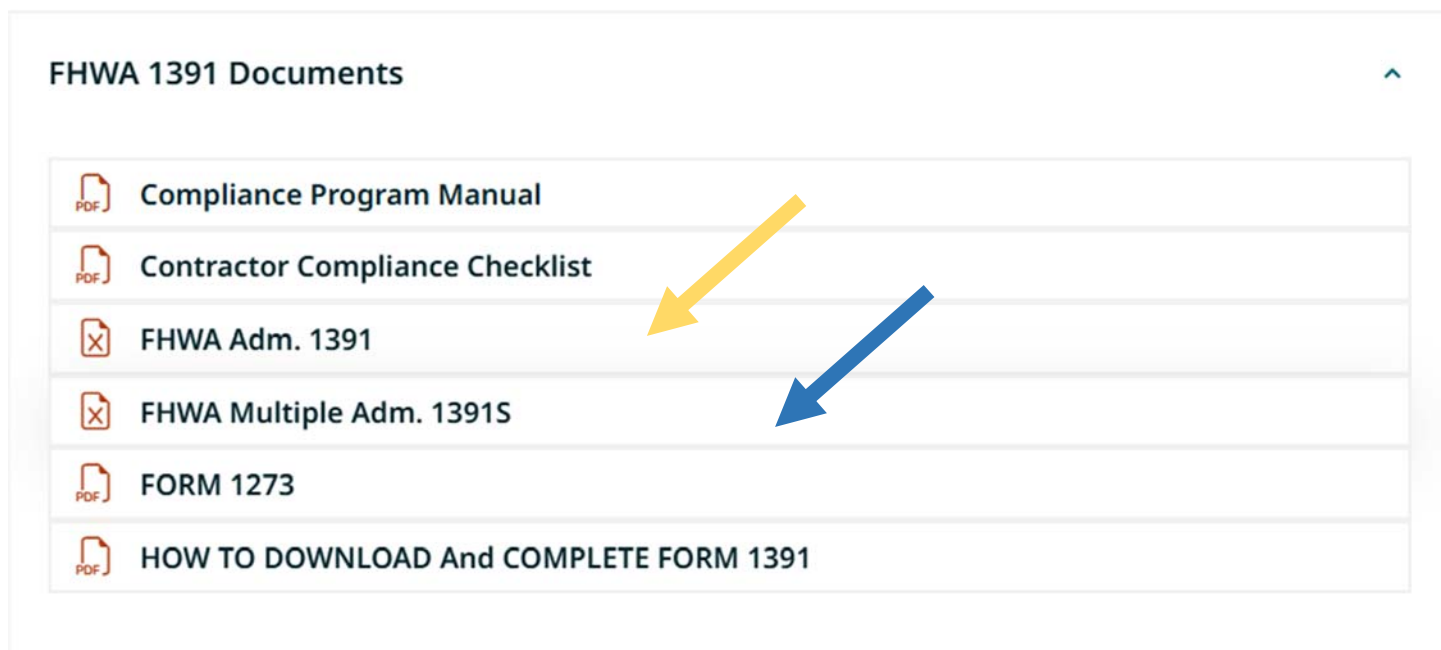
**Employee Rights**

**Family and Medical Leave Act**

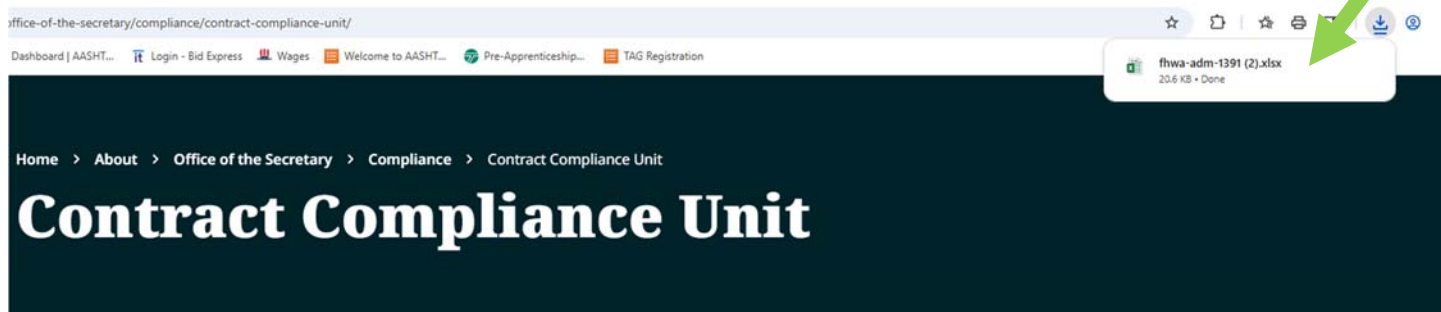
**Workers' Compensation**

# HOW TO DOWNLOAD AND COMPLETE 1391-FORM

**Click FHWA Adm. 1391 to submit one project (gold arrow) or FHWA Adm. 1391S to submit multiple projects (blue arrow), the file will automatically download:**



**Select the FHWA 1391 file download from the top right corner:**



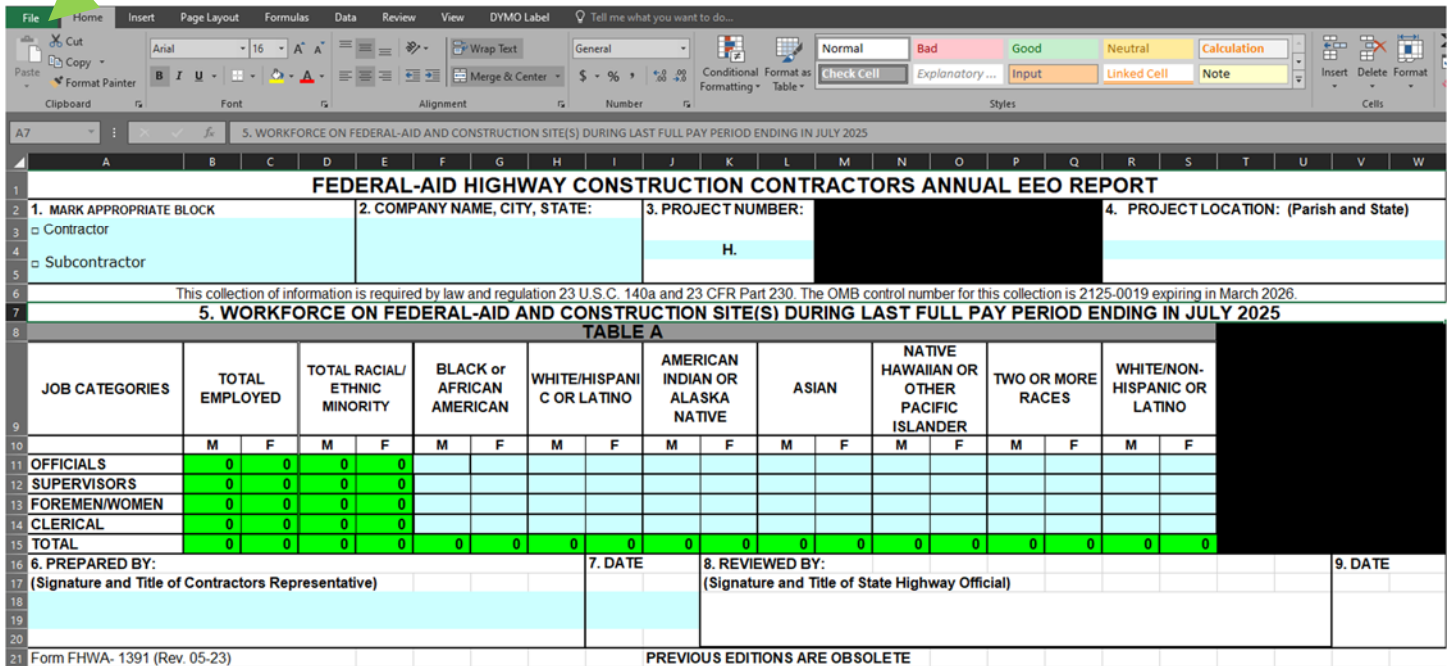
In order to receive federal-funding, DOTD ensures that contractors and subcontractors comply with the equal employment opportunity and nondiscrimination provisions of all federally-assisted construction contracts of \$10,000 or more. The function of the Contract Compliance Program is to ensure that the requirements of the Federal Highway Administration are fulfilled in this area.

The primary duties of this program area are monitoring and assisting contractors in program implementation, conducting compliance reviews and developing the annual summary of highway construction employment.



# HOW TO DOWNLOAD AND COMPLETE 1391-FORM

**Note:** Use only the current 1391-Form from the Department's Website annually. The form must be saved as an xlsx file; select file → save as → then save the file to your computer.



**FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT**

1. MARK APPROPRIATE BLOCK  
☐ Contractor  
☐ Subcontractor

2. COMPANY NAME, CITY, STATE:

3. PROJECT NUMBER: H.

4. PROJECT LOCATION: (Parish and State)

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 2026.

**5. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2025**

**TABLE A**

JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		WHITE/HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE/NON-HISPANIC OR LATINO	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS	0	0	0	0														
SUPERVISORS	0	0	0	0														
FOREMEN/WOMEN	0	0	0	0														
CLERICAL	0	0	0	0														
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

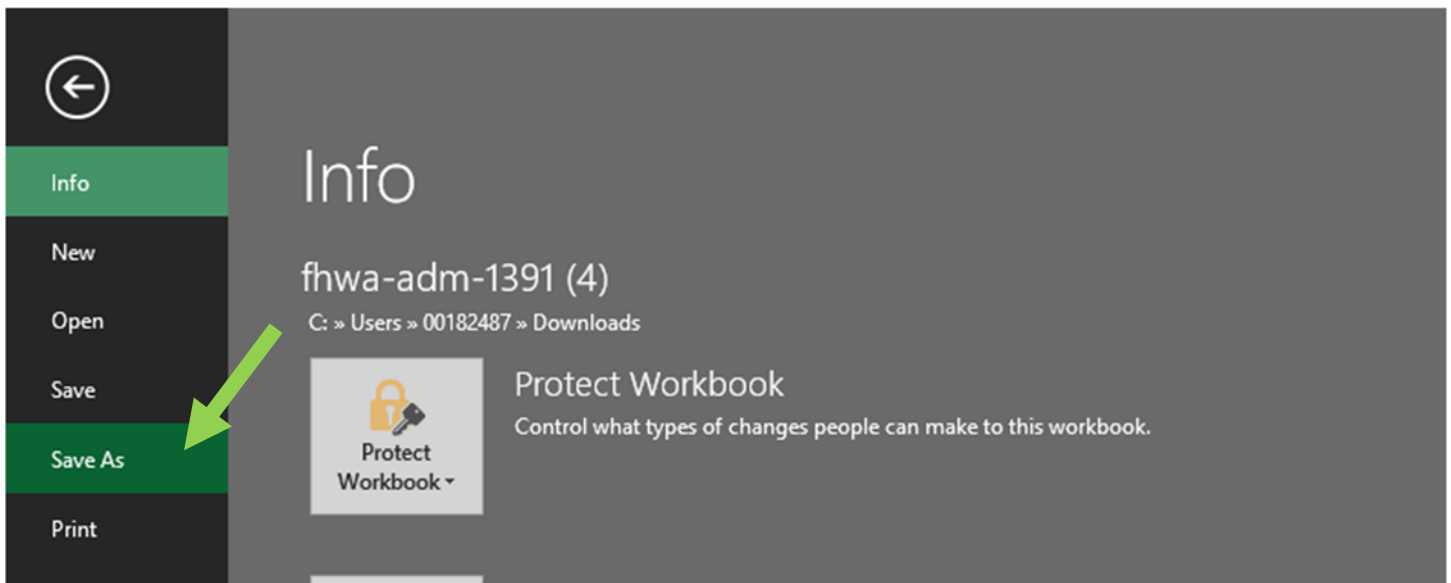
6. PREPARED BY: (Signature and Title of Contractors Representative)

7. DATE

8. REVIEWED BY: (Signature and Title of State Highway Official)

9. DATE

Form FHWA- 1391 (Rev. 05-23) PREVIOUS EDITIONS ARE OBSOLETE



# HOW TO DOWNLOAD AND COMPLETE 1391-FORM

## COMPLETING 1391 FORM:

After downloading and saving the 1391-Form, follow the steps below for each numbered box located in the light blue area on the form. Type in the light blue area **only** to input project number, dollar value and project location (3-5). **DO NOT CHANGE THE FORMAT OF THE DOCUMENT!**

**\*\*To submit “No activity/work performed” 1391, please see instructions on the last page.**

Box 1 – Select Contractor or Subcontractor (**bold** by selecting the keys CTRL B)

Box 2 – Provide the company’s name and address.

Box 3 – Enter the **DOTD State Project Number** (Ex: H.00000.6)

Box 4 – Enter project location. If the project is located in more than one parish, put the first parish listed on the contract.

Box 5 – Employment Workforce:

**Table A:** Enter employment workforce for each job category, be sure to indicate female and minority employees by racial status. **Note: Enter only numbers in the light blue fields of Table A.** The data will automatically calculate in the green areas of the form. **DO NOT ENTER WORDS IN TABLE A!**

Example: 2-Officials (1-Black male and 1-White female). 3-Supervisors (2- Hispanic males and 1-American Indian male). 4-Foremen/women (1-Black female; 1- American Indian male; 1-Asian female and 1-two or more races female) 3-Clerical (1-American Indian male; 1-Asian male; 1-two or more races female). The information entered automatically calculates in the green areas of the form.

Box 6 – Enter the name of the person completing the document with the title of the position.

Box 7 – Include the date prepared.

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																			
1. MARK APPROPRIATE BLOCK				2. COMPANY NAME, CITY, STATE:				3. PROJECT NUMBER:				4. PROJECT LOCATION: (Parish and State)							
<input checked="" type="checkbox"/> Contractor				ABC Construction, LLC 124 Any Street Baton Rouge, LA				H.012345.6				EBR, LA							
<input type="checkbox"/> Subcontractor																			
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 2026.																			
5. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2025																			
TABLE A																			
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		WHITE/HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE/NON-HISPANIC OR LATINO		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
OFFICIALS	1	1	1	0	1													1	
SUPERVISORS	2	0	2	0			2												
FOREMEN/WOMEN	0	3	0	3		1						1				1			
CLERICAL	1	1	1	1								1				1			
TOTAL	4	5	4	4	1	1	2	0	0	0	1	1	0	0	0	2	0	1	
6. PREPARED BY: (Signature and Title of Contractors Representative)										7. DATE		8. REVIEWED BY: (Signature and Title of State Highway Official)						9. DATE	

Form FHWA- 1391 (Rev. 05-23) PREVIOUS EDITIONS ARE OBSOLETE

Once complete, save the document in EXCEL format (.xlsx) using the name of the contractor and project number. Ex: **ABC Company Inc. H.012354.6.xlsx**

**Send the completed 1391 only to [DOTDForm1391@la.gov](mailto:DOTDForm1391@la.gov) in Excel format. Do NOT send the form via regular (snail) mail.**

Submit by the **second Friday in August each year** for federal-aid projects.



# HOW TO DOWNLOAD AND COMPLETE 1391-FORM

## Things to remember, Prime Contractors must submit if:

- Notice to proceed date is prior to July in current year;
- Project has **not** received final acceptance prior to July of current year
- Subcontractors have completed work on the project in July, prime contractors must also submit 1391 even if it is a “no work/activity” for the prime contractor.
- Payrolls on a federal-aid project submitted during the last payroll period in July, must submit the administrative 1391, this includes subcontractors.

Subcontractors do **NOT** submit, “No work performed” 1391’s.

\*\*Submit “No activity/work performed” 1391’s by completing boxes 1 through 4, 6 and 7, leave Table A empty. Do not input words in the Table! If you must put “No activity,” put on line 6 shown in red highlighted below the TABLE! Do not change the classifications of the positions. (See below)

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																			
1. MARK APPROPRIATE BLOCK <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor				2. COMPANY NAME, CITY, STATE: ABC Contruction, LLC 124 Any Street Baton Rouge, LA				3. PROJECT NUMBER: H.012345.6				4. PROJECT LOCATION: (Parish and State) EBR, LA							
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 2026.																			
5. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2025																			
TABLE A																			
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		WHITE/HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE/NON-HISPANIC OR LATINO		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
OFFICIALS	0	0	0	0															
SUPERVISORS	0	0	0	0															
FOREMEN/WOMEN	0	0	0	0															
CLERICAL	0	0	0	0															
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6. PREPARED BY: (Signature and Title of Contractors Representative) <b>NO WORK ACTIVITY PERFORMED</b>										7. DATE		8. REVIEWED BY: (Signature and Title of State Highway Official)						9. DATE	
Form FHWA- 1391 (Rev. 05-23)										PREVIOUS EDITIONS ARE OBSOLETE									

\*\*OJT and apprentice classifications are included on the payrolls, no need to input administrative 1391.