

- I. **BACKGROUND:** MDOT reports diversity information to the United States Department of Labor annually as required by 23 U.S.C. 140a and 23 CFR Part 230. Any Prime or Sub Contractor with a federal-aid contract of \$10,000.00 or more **MUST** submit 1391 Annual Employment Report(s) for your firm, regardless of how many contracts it holds, to submit employment diversity information to MDOT detailing their workforce for the last full pay period of July of current year. If no work was performed during the full pay period ending in July, the report must be submitted with the “No Work” box checked (instructions below).
- Prime contractors are not responsible for submitting subcontractor reports but are responsible for ensuring all subcontractors are aware of the contract EEO requirements. ALL FIRMS NOTIFIED ARE REQUIRED TO REPORT ON THEIR WORKFORCE ONLY.
 - Firms acting as manufacturers, suppliers, vendors, and regular dealers are **NOT** considered subcontractors and are **NOT** required to file this report when performing work in any of these capacities.
- II. **INSTRUCTIONS:** for completing the report online using the Web Reporting System.

LOGIN TO THE REPORTING SYSTEM – Use your web browser to navigate to:

<https://mdotnetpublic.state.mi.us/1391-PUBLIC/>

Login using your Vendor ID and your Access Code provided to you in the email and/or letter notification from MDOT. If you are having any issues logging in, please contact us at MDOT-1391@Michigan.gov or 1-866-323-1264.

STEP #1 – Fill in the remainder of the fields on Page 1 of 3 (shown below). Click **Next >>**.

Notes:

- You must complete all the required fields marked with a red asterisk (*).
- For your reference, a list of the qualifying projects that MDOT has on record for you is shown.
- If you did not perform work on any of the projects listed for your firm during the last full pay period of July of current year, check the **“No Work”** box and click **Next >>**.

MDOT - Annual 1391 Reporting System

WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2023

*** = Required Fields**

Company Name: ACME Construction Company
Vendor ID: 98765

*** Prepared By:**

*** Phone and Extension:**

*** Email:**

Check if No Work: No Work performed for this full pay period (skip to page3)

Total Fed Projects: (\$10000+): 2
Total Dollar Amount: \$570,730

MDOT Contract Id	Fed Contr ID	Job Location	Award Amount	Project List	Contr. Type
11057-201984	23A0029	US-31NB from US-12 to M-139.	\$293,250.00	201984A	SUB/002
82293-111073-2	N/A	On I-275 at 3 structures.	\$277,480.00	127525A, 130003A, 200446A, 200992A, 201544A, 201937A.	SUB/003

Page 1 of 3

****Your changes will not be saved until you click the Submit button on Page 3.****

STEP #2 – If you left No Work unchecked, the Employee Data Entry Columns Page is displayed (Page 2 of 3 shown below). Record employment data according to the table setup by indicating the number of employees who fall within the applicable Job Categories, Genders, and Racial/Ethnic Categories. (Definitions are located at the top of the page under “Race/Ethnic & Job Categories” and on last page of this document). All employees that worked on any MDOT Federal-aid projects of \$10,000 or more during the last full pay period ending July must be accounted for.

- Table A: Job Category, Gender, and Race/Ethnicity of all employees for your company that have worked on any of the MDOT Federal-aid projects listed for your firm. **(DO NOT INCLUDE Apprentices and On-the-Job Trainees in Table A).**
- Table B: Job Category and Gender of all Apprentices and On-the-Job Trainees.
- Table C: Race/Ethnicity and Gender of all Apprentices and On-the-Job Trainees.

Click **Next >>** when you are finished entering data.

Data Entry for Employee Counts by Ethnicity and Category

FOR WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2023, record employment data according to the table setup below by indicating the number of employees who fall within the applicable Job Categories, Genders and Racial/Ethnic Categories. [Click here for definitions of Race/Ethnic & Job Categories.](#)

- Counts should be ONLY FOR YOUR EMPLOYEES and do not count subcontractors.
- Count an employee only once. Multi-racial employees go into the "Two of more Races" category.

TABLE A: Job Category, Gender and Race/Ethnicity of all employees for your company that have worked on any of the MDOT Federal-aid projects listed on the email and/or letter notification for your firm.

(DO NOT INCLUDE Apprentices and On-the-Job Trainees in Table A)

TABLE B: Job Category and Gender of Apprentices and On-the-Job Trainees only.

TABLE C: Race/Ethnicity and Gender of Apprentices and On-the-Job Trainees only.

To zoom in, press ctrl+ Macs: press ⌘+	TABLE A														TABLE B			
	Black or African American		White/ Hispanic or Latino		American Indian or Alaskan Native		Asian		Native Hawaiian or Other Pacific Islander		Two or More Races		White/ Non-Hispanic or Latino		Apprentices		On-the-Job Trainees	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials (Managers)	1																	
Supervisors														1				
Foremen / Women				1														
Clerical								1										
Equipment Operators						1												
Mechanics			2															
Truck Drivers									1									
Iron Workers / Welders																		
Carpenters											1							
Cement Masons																		
Electricians						1												
Pipe Fitters / Plumbers																		
Painters																	1	
Laborers, Semi-Skilled																2		3
Laborers / Unskilled																1		
Totals	1	0	2	1	1	1	0	1	1	0	1	0	1	0	1	2	1	3

TABLE C (Table B data by racial/ethnicity status)																		
Apprentices		1		1				1										
On-the-Job Trainees									1			1				2		

<< Enter here Apprentices/OTJ Trainees must also be entered by gender/race

<< Prev Next >> Reset table

****Your changes will not be saved until you click the Submit button on Page 3.****

NOTE that the totals of the Apprentices and OJT you entered in Table B should match up with the numbers in Table C by gender.

STEP #3 – Verify the Summary Data on Page 3 of 3. The data on this page is calculated based on what you entered on Page 2 of 3. If you need to change this information, use the **<< Prev** button to return to Page 2 of 3. If the data on Page 3 of 3 is correct, click **Submit**.

Validate totals and submit				
Job Categories	Total Employed		Total Minorities	
	M	F	M	F
Officials (Managers)	1	0	1	0
Supervisors	1	0	0	0
Foremen / Women	0	1	0	1
Clerical	0	1	0	1
Equipment Operators	0	1	0	1
Mechanics	2	0	2	0
Truck Drivers	1	0	1	0
Iron Workers / Welders	0	0	0	0
Carpenters	1	0	1	0
Cement Masons	0	0	0	0
Electricians	1	0	1	0
Pipe Fitters / Plumbers	0	0	0	0
Painters	0	0	0	0
Laborers, Semi-Skilled	0	0	0	0
Laborers / Unskilled	0	0	0	0
Apprentices	1	2	1	2
On-the-Job Trainees	1	3	1	1
Total	9	8	8	6

Page 3 of 3

****Your changes will not be saved until you click the Submit button****

STEP #4 – When you click Submit, the system will ask you to click OK to confirm or click Cancel to go back (example below). Once you click OK, the system will post the data you submitted, and respond with the 1391 PDF report as shown below. You should see the completed 1391 PDF report downloading in your browser. This report typically goes to your default Download folder.

You can then click on the downloaded report and print yourself a copy. Also note, this report gets automatically emailed to your email address (that you entered in step #1).

Michigan Department of Transportation 1391 (07/22)		FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																				
1. MDOT VendorID: 07112		2. COMPANY NAME, CITY, STATE: Alpine Tree Service, LLC Newaygo MI				3. PROJECT NUMBERS: 11057-201984 Sub 82293-111073-2 Sub				4. DOLLAR AMOUNTS: 293,250.00 277,480.00				5. PROJECT LOCATIONS (County and State) Berrien MI Wayne MI								
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 2025																						
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PERIOD ENDING OF JULY 2023																						
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL / ETHNIC MINORITIES		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		APPRENTICES		ON-THE-JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
TABLE A														TABLE B								
OFFICIALS	1		1		1																	
SUPERVISORS	1																1					
FOREMEN/WOMEN		1		1				1														
CLERICAL		1		1									1									
EQUIPMENT OPERATORS		1		1						1												
MECHANICS	2		2				2															
TRUCK DRIVERS	1		1										1									
IRONWORKERS																						
CARPENTERS	1		1													1						
CEMENT MASONS																						
ELECTRICIANS	1		1					1														
PIPE FITTERS / PLUMBERS																						
PAINTERS																						1
LABORERS, SEMI-SKILLED																				2		3
LABORERS, UNSKILLED																				1		
TOTAL	7	3	6	3	1		2	1	1	1		1	1		1		1		1	2	1	3
TABLE C (Table B data by racial/ethnicity status)																						
APPRENTICES	1	2	1	2			1		1			1										
OTJ TRAINEES	1	3	1	1									1			1						2
8. PREPARED BY (Signature and Title of Contractor's Representative)					9. DATE					10. REVIEWED BY (Signature and Title of State Highway Official)					11. DATE							
Jane Doe 111-555-1212 x99 janedoe@acmeconstruxion.com					7/26/2023																	

For further assistance, please contact our office at MDOT-1391@Michigan.gov or 517-241-2981, 1-866-323-1264.

III. DEFINITIONS FOR RACIAL/ETHNIC & JOB CATEGORIES:

Racial/Ethnic Category Definitions: Count each employee **only once** from the racial/ethnic choices below:

- **Black or African American** – A person having origins in any of the black racial groups in Africa.
- **White / Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race.
- **American Indian or Alaska Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Asian** – A person having origins in any of the original peoples of Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Two or More Races** – All persons who identify with more than one of the above five races and/or ethnicities.
- **White / Non-Hispanic or Latino** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Job Category Definitions: Count each employee **only once** in the most appropriate job category below:

- **Officials (Managers)** – Officers, project engineers, superintendents, etc. who have management level responsibility and authority.
- **Supervisors** – All levels of project supervision, if any, between management and foremen levels.
- **Foremen/Women** – Men and women in direct charge of crafts workers and laborers performing work on the project.
- **Mechanics** – Equipment service and maintenance personnel.
- **Laborers, Semi-Skilled** – All laborers classified by specialized type of work.
- **Laborers, Unskilled** – All Non-classified laborers.