

INSTRUCTIONS FOR COMPLETING THE 1391 ANNUAL EMPLOYMENT REPORT - PAPER SUBMISSION

- 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** complete **ONE** 1391 Annual Employment Report for your firm, regardless of how many contracts it holds, to submit employment diversity information to MDOT detailing their workforce for the last full week in July. If no work was performed during the last full week in July, the top portion of MDOT form 1391 must be completed (with the “NO WORK” box checked), signed and submitted.
- 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 paper MDOT form 1391 to be submitted by mail, fax, or email.
NOTE: It is strongly recommended that you use the user-friendly Web Reporting system located at <https://mdotnetpublic.state.mi.us/1391-PUBLIC/> to submit your report. Using the Web Reporting system will simplify the re-reporting process for you and increase accuracy.

The Web Reporting system will automatically populate information about your firm once you 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.

Complete the form as follows (including all **REQUIRED FIELDS** as indicated on MDOT form 1391):

1. Enter your MDOT VENDOR ID number (located in the email and/or letter you received from MDOT). If you do not have your vendor number, proceed to step 2 (MDOT staff will enter it for you upon submission).
2. Fill-in your COMPANY NAME, CITY, & STATE as indicated on the email and/or letter you received,
3. List the TYPE OF CONSTRUCTION your company performs,
4. If NO WORK has been performed by your company on the projects listed for your firm (located on the email and/or letter from MDOT) during the last full week in July, select the box “NO WORK”. Skip to the step 6.
5. Fill-in the remaining employment information in Tables A, B & C as it applies ONLY to the work performed by YOUR company:

TABLES A, B & C: 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 on page 2 of this document).

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 all Apprentices and On-the-Job Trainees only.

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

6. Complete fields 6-9: PREPARED BY, DATE, PHONE NUMBER, and EMAIL ADDRESS.

All employees who worked on any MDOT Federal-aid projects of \$10,000 or more during the last full week of July must be accounted for.

Ensure that the totals for each column are accurate and keep a copy of the report submitted for your records. For further assistance, please contact our office at MDOT-1391@Michigan.gov or 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.
- **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 Sout 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, 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** – 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.
- **Others** – Miscellaneous job classifications are to be incorporated in the most appropriate category listed on the form. All employees on the project during the last week of July must be accounted fo