

CONTRACTOR'S ANNUAL EEO REPORT INSTRUCTIONS -- FORM PR-1391

This report is due from all primes and subs on all South Dakota **Federal-aid** highway projects where the value of each (sub) contract is \$10,000 or more. The report is for those firms active the week, which includes **July 15th (week of July 12-18, 2009)**. Firms file for themselves only – prime contractors are not responsible for submitting subcontractor reports but are responsible for insuring all subcontractors are aware of the EEO Contract Special Provision requirements. Subs are sent separate notices and forms. All firms are to report their TOTAL work force for all federal aid projects in South Dakota that were active during that week. Firms will file only one report, include prime and sub work (if any) together.

Reports are to be filed with the Civil Rights Office, SDDOT, no later than **August 10, 2009**. Any versions of this form other than those provided by the Civil Rights office **will not be accepted**. Electronic versions of the form are found at: www.sddot.com/eoo.asp.

1. Report project personnel only but consolidate the numbers for all projects. All projects, prime and sub, are reported together on one form. Include those company officials and supervisors that are on projects a majority of the time even if they do not appear on payrolls. DO NOT include any company personnel if they are on the project only from time to time and do not have daily, on-site responsibility for project activity.
2. DO NOT include any home office personnel unless they are assigned exclusively to a project and appear on project payroll. This would involve primarily clerical personnel.
3. DO NOT count any project personnel as apprentices or OJTs unless they are currently enrolled in a recognized and approved (by State DOT, U.S. Dept. of Labor and/or FHWA) training program. DO NOT include company trainees as apprentices or OJTs unless the company program has been approved by one of the above agencies. But be sure to include all active trainees who are enrolled in approved programs.
4. The form is to be filled out as follows: Block 1, ignore this block. Block 2, check "Prime" or "Sub" or "Both" as appropriate. Block 3, name and address of firm. Block 4, report the number of projects in which your company was the prime contractor (do NOT include subcontract projects). Block 5, the total dollar value of those projects in which you are the prime contractor. (Blocks 4 and 5 are blank if you are reporting subcontract work only.)
5. Table A (basic employment data) must be complete (blanks count as zeros) and the figures must balance, across and down. Please note—the figures in the "Total Employees" columns should equal the "Total Minorities" plus the "White" columns. The "Total Minorities" column should equal the total of the "Black", "Hispanic", "American Indian" and "Asian" groups. Women are **NOT** to be counted as minorities unless they are members of one of the four ethnic minority groups shown.
6. Use the most appropriate job category – air tool operators and operators of power pavement saws, etc. should show as semi-skilled laborers. List flaggers as unskilled laborers. Operators of paint striping trucks are not painters; they are truck drivers or equipment operators. Form builders and helpers are carpenters, form setters are semi-skilled laborers. Include welders with ironworkers. Include survey crews as semi-skilled laborers for lack of a better category. DO NOT cross out any printed categories or write in your own category.
7. Tables B and C (apprentices and trainees) should be filled out as applicable. Show as apprentice/trainee in the job category for which they are training, not as semi-skilled or unskilled laborers. Table C works just like the employment table above – Total Employees equals Total Minorities plus White, Total Minorities equals the total of each minority group.
8. Forms, which are incomplete or inaccurate, will be returned for correction.
9. All firms must file the original form, signed and dated or electronic copy of the original form with the Civil Rights Program, South Dakota Department of Transportation, ATTN: June Hansen, 700 East Broadway Avenue, Pierre, South Dakota 57501 by **August 10, 2009**. Forms may also be submitted electronically by e-mail (june.hansen@state.sd.us) or fax (605-773-4442 or 605-773-3921). **If you submit your form electronically the original copy of the form should be maintained on file for three years.** Forms are to be signed and dated (Block 11) by the company official or representative.
10. All firms must have sufficient documentation on file that would effectively show its work force on a project-by-project basis in support of the data submitted to the State on this consolidated 1391 report.