

EEO FORM FHWA-1391 INSTRUCTIONS – SDDOT PROJECTS ONLY

This report is required from all prime contractors and subcontractors working on **South Dakota Federal-aid highway projects** with contract values of \$10,000 or more. Report staffing for any project on which your company worked during the reporting week of **July 19–25, 2026**. Each firm submits its **own** report. Prime contractors are **not** responsible for submitting subcontractor reports but must ensure subcontractors understand the EEO Contract Special Provisions. Subcontractors receive their own notices and forms. Submit **one consolidated report** listing the total workforce for **all** Federal-aid projects your company worked on in South Dakota during the reporting period (including both prime and subcontract work).

Reports must be submitted to the SDDOT Civil Rights Office by **August 20, 2026**. Only official forms provided by the Civil Rights Office are accepted. Excel or Adobe PDF fillable versions of the forms are available at:

<https://dot.sd.gov/programs-services/civil-rights/equal-employment-opportunity-eeo>

1. Who to Count

- Report only employees who worked on Federal-aid projects during the reporting week.
- Count an employee once **per project** worked.
- Include company officials, supervisors, and support staff who contribute to the project, even if they do not appear on payroll or work directly on the project site.
- Combine all projects—prime and sub—into one consolidated form.

2. Apprentices and OJTs

- Only count employees as apprentices or OJTs if they are currently enrolled in a recognized, approved training program (State DOT, U.S. DOL, or FHWA).
- Do not classify company trainees as apprentices/OJTs unless the program has been formally approved.
- Include all active, approved trainees.

3. Completing the Form (Blocks 1–5)

- Block 1: Mark Contractor, Subcontractor, or both.
- Block 2: Enter company name and address (city and state).
- Block 3: Enter the number of **prime** contracts only.
- Block 4: Enter the **total dollar value** of your prime contracts.
- Block 5: List counties where your company is the prime contractor.

(Leave Blocks 3–5 blank if reporting subcontractor work only.)

4. Table A – Employment Data

- Complete all cells (blank cells count as zero).
- Totals must balance:
 - Total Employed = White + Total Racial/Ethnic Minority
 - Total Racial/Ethnic Minority = sum of all minority groups
- Women are counted by gender only; count them as minorities **only** if they belong to one of the listed minority groups.

5. Job Categories

Use the most accurate category:

- Flaggers → Unskilled laborers
 - Paint-striping truck operators → Truck drivers or equipment operators
 - Form builders/helpers → Carpenters
 - Form setters → Semi-skilled laborers
 - Welders → Ironworkers
 - Survey crews → Semi-skilled laborers (best fit)
- Do not alter printed job categories.

6. Tables B and C – Apprentices and Trainees

- If applicable, list apprentices/trainees under the job category they are training for.
- Table C totals must balance the same way as Table A.
- **Complete all totals across and down.**

7. Submitting the Form

- Submit the original signed form or an electronic copy to:

South Dakota Department of Transportation
Civil Rights Program – ATTN: June Hansen
700 East Broadway Avenue
Pierre, SD 57501

Email: june.hansen@state.sd.us

- Electronic submissions must be kept on file (original signed copy) for three years.
- The form must be signed and dated in Blocks 8 and 9.

8. Documentation Requirement

All firms must maintain project-by-project workforce documentation supporting the data submitted on the consolidated FHWA-1391 report.