



FHWA-1391 2023 CONTRACTORS ANNUAL EEO REPORT NOTICE

The FHWA-1391 is an annual workforce report **required** by the Federal Highway Administration (FHWA) for all prime contractors and subcontractors working on WisDOT Federal-Aid highway projects with a current prime contract or subcontract of \$10,000 or more.

Is your company currently working on a WisDOT highway project either as the prime or subcontractor?

No – You do not need to submit an FHWA-1391.

Yes - Go to next question.

Does the WisDOT project your company is working on have federal funding? See FAQ #2 for how to determine this.

No - You do not need to submit an FHWA-1391

Yes - Go to next question.

Is the amount of your company's contract (work) equal to or exceeds \$10,000?

No - You do not need to submit an FHWA-1391

Yes – FHWA-1391 is required. Complete the form and submit.

Please see the frequently asked questions if you have further questions.

If you are required to submit an FHWA-1391:

You must use the FHWA-1391 Excel form. If you are unable to use Excel please contact DOTLaborComplianceManagementSystem@dot.wi.gov for an alternative submittal method.

FHWA-1391 forms are due by August 18, 2023.

Completed reports or questions should be sent by email to DOTLaborComplianceManagementSystem@dot.wi.gov; with subject line: **Company Name 1391**.

Note:

This report is a head count of the WisDOT federal-aid workforce for each project. Do not report work hours on the form.

Companies must have sufficient documentation on file showing its work force on a project-by-project basis in support of the data submitted to WisDOT.

Failure to file the FHWA-1391 if required will result being non-compliant under 23 U.S.C. 140(a) and 23 CFR Part 230.

Authority

Code of Federal Regulations, Title 23, Subpart A, Section 230.121
23 U.S.C. 140(a)
FHWA-1273, Required Contract Provisions Federal-Aid Contracts