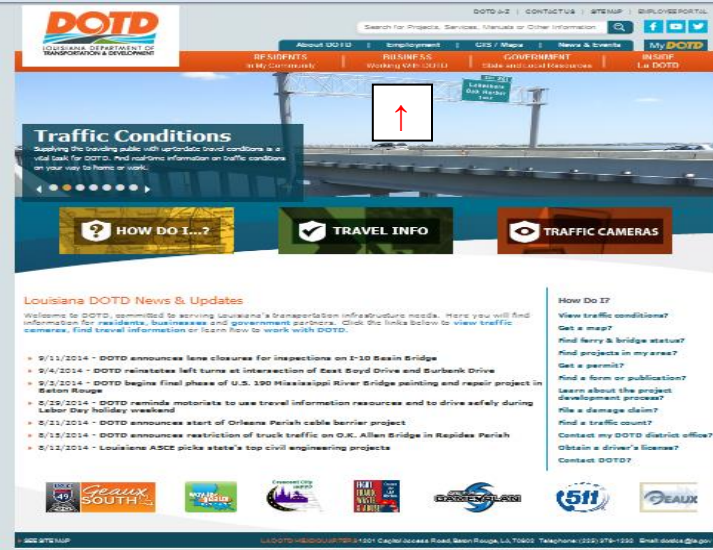
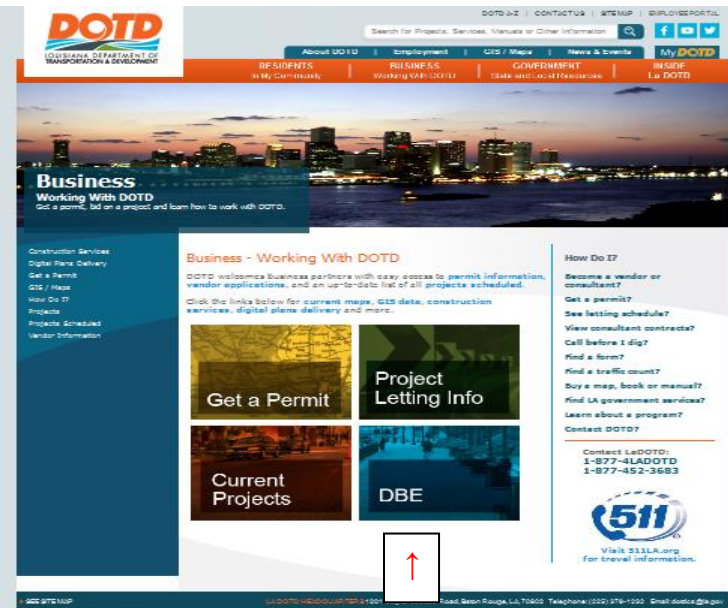


INSTRUCTIONS ON HOW TO DOWNLOAD THE CURRENT 1391-FORM

The Federal Aid Highway Construction Contractors Annual EEO Report, Federal Form PR-1391 (1391-Form), is located on the Department's Website at www.dotd.la.gov. Select – Business Working with DOTD → DBE → Contract Compliance Unit → FHWA 1391 Form:



Select: Business Working with DOTD



Select: DBE

1391-Form Download Instructions, Cont.

Select: Contract Compliance Unit



Contract Compliance Unit
 Construction Lending Information
 DBE Directory for Fed Projects
 Ready, Willing & Able Firms
 Disadvantaged Business Enterprise (DBE)
 DOTD DBE Certification
 DBE Contract Admin Unit
 DBE Supportive Services
 Forms & Manuals
 Labor Compliance Program
 On The Job Training (OJT)
 On The Job Training (OJT)
 OJT Support Services
 Small Business Element (SBE)
 DOTD SBE Certification
 SBE Contract Administration Unit
 Title VI
 ADA Program
 Title VII Program Unit
 Unica
 Subcontractor Payments
 Certified Payroll

DOTD DBE Certification

The Disadvantaged Business Enterprise (DBE) Program was created to remedy past and current discrimination against DBE firms. The intention is to level the playing field for socially and economically disadvantaged individuals wanting to do business with the DOTD on U.S. Department of Transportation Federally assisted projects.

The Compliance Programs Section, Certification Unit, certifies businesses capable of performing services and/or products which can be credited toward DBE goals. The certification process ensures that only qualified small business firms that are independently owned and controlled by one or more socially and economically disadvantaged individuals are certified for this program. The first step in the certification process is to complete and submit a DBE application.

UNIFIED CERTIFICATION PROGRAM (UCP)

In order to comply with regulatory mandates, LADOTD has collectively joined with the Louis Armstrong New Orleans International Airport, and the New Orleans Regional Transit Authority to develop and implement uniform procedures for DBE certification. This program eliminates the necessity for DBE firms to complete multiple applications, as certification decisions are reciprocally accepted throughout the UCP membership in Louisiana. Any firm may apply with our department; however, the other 2 agencies listed above and the LADOTD New Orleans DBE Office are restricted by geographic location. Our department is recognized as the certifying agent for all airports and transit authorities located within the boundaries of Louisiana who have contracting opportunities in excess of \$250,000.00 annually. This authority excludes those entities mentioned in the previous paragraph.

For further information on the UCP, or to download a DBE application, please go to:
<http://www6.dotd.la.gov/ucp/>

Small Business Technical Assistance Resources and Programs

Secretary Anthony Fox is committed to furthering the goals and objectives of the Disadvantaged Business Enterprise (DBE) Program and ensuring its success for the small disadvantaged firms that seek contracting opportunities funded by state and local governments, and public transit and airport sponsors. It is vitally important that these businesses are aware of the resources and services that the Office of Small and Disadvantaged Business Utilization (OSDBU) has to offer. The OSDBU's Small Business Transportation Resource Centers, in 13 locations throughout the country, provide essential business assistance services including bonding education, short-term lending opportunities, networking events, free business coaching, technical workshops and information on procurement opportunities. The OSDBU's services tailored for DBEs are posted to the Departmental Office of Civil Rights' (DOCR) website at www.transportation.gov/civil-rights/osdbu-technical-assistance-brochure.

DBE Application Tipwires

Application "tipwires" can delay the processing of an application for DBE certification or even lead certifiers to deny an application. To assist DBE certification applicants avoid these errors, we developed a tip sheet. It is a great tool to assist you in the DBE certification process. The sooner you get certified, the sooner you can start competing for more contracts. To view the tip sheet, [click here](#).

Scam Email Warning

DOTD would like to remind everybody that all DOTD email comes from an account with ".la.gov" as the domain. When conducting official DOTD business, please do not reply to any email that does not contain ".la.gov". If you need verification, please call customer service at 1-877-452-3683.

Contract Compliance Unit

In order to receive federal funding, DOTD is to ensure that contractors and subcontractors comply with the equal employment opportunity and nondiscrimination provisions of all federally-assisted construction contracts of \$10,000 or more in value. The function of the Contract Compliance Program is to ensure that the requirements of the Federal Highway Administration are fulfilled in this area. The primary duties of this program area are monitoring and assisting contractors in program implementation, conducting compliance reviews, and developing the annual summary of highway construction employment data.

FHWA 1391 Documents

Type	Name	Modified	File Size
PDF	Blank Notice To Contractor	2/25/2014 2:22 PM	48 KB
PDF	Contract Compliance Program Manual	2/25/2014 2:21 PM	423 KB
PDF	Contractor Compliance Checklist	2/25/2014 1:59 PM	82 KB
PDF	Electronic 1391 Form Revised 2014	5/20/2014 11:17 AM	126 KB
PDF	FHWA 1391 Form	7/21/2014 1:50 PM	29 KB
PDF	Recruitment Sources	12/18/2013 9:58 AM	114 KB

Contacts

Name	Phone	Title
TANYA R. ST. ANGELO	225-379-1261	Contract Compliance Program Manager

Select: FHWA 1391-Form

Note: The 1391-Form cannot be completed on the website; you must first select the Enable Editing button in the yellow highlighted area → select file in the top left corner → select save as → then save the file to your computer.

1391-Form Download Instructions, Cont.

Select:
File

Select: Enable Editing

FHWA 1391 Form.xlsxm [Protected View] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

F11

FEDERAL AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																				
1. NAME APPROPRIATE BLOCK		2. COMPANY NAME, CITY, STATE			3. PROJECT NUMBER			4. DOLLAR AMOUNT OF			5. PROJECT									
Contractor																				
Subcontractor																				
6. WORKFORCE ON FEDERAL AID HIGHWAY CONSTRUCTION FOR FISCAL YEAR ENDING 12/31/2014																				
TABLE B																				
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACE/ETHNICITY		RACE OF AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE			
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
OFFICIALS																				
SUPERVISORS																				
MANAGEMENT/OWNER																				
CLERICAL																				
EQUIPMENT OPERATION																				
MECHANICAL																				
TRUCK DRIVERS																				
IRON WORKERS																				
CARPENTERS																				
CONCRETE WORKERS																				
ELECTRICIANS																				
PAINTERS																				
LABORERS-SEMI SKILLED																				
LABORERS-UNSKILLED																				
TOTAL																				
TABLE C (Table B data by racial status)																				
APPRENTICE		OUT-TRAINEE		TOTAL		RACE OF AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
9. PREPARED BY: (Signatures and Title of Contractors Representatives)		9. DATE			10. REVIEWED BY: (Signatures and Title of State Highway Official)															

Note: Only use the 1391-Form from the Department's Website annually. This version of the 1391-Form is the most current, and has been formatted for the current year.