

Steps for Preparing Active Contract Form FHWA 1391

Active Contracts - Only the employees who worked the last full week of July on each project. A Form FHWA 1391 must be submitted for each of the contracts listed in the letter received from the Affirmative Action Program.

Review the letter to see which contract(s) require a Form FHWA 1391.

The Reporting Requirements are located toward the bottom of the page. Select FHWA 1391 Annual EEO report.

To Complete Form FHWA 1391 - do the following:

Box 1-Select Contractor or Subcontractor

Box 2-Enter Company Name

Box 3-Enter the Contract Number listed on the letter

Box 4-Enter in the Dollar Amount of the contract

Box 5-Enter the County Location of the project

Section A-Enter the number of employees in each job classification. Employees are only to be counted on one contract; even if they worked on multiple projects during the last full work week of July.

Box 8-Enter in your name (it will be sufficient as your signature)

Box 9-Enter date

Save the file as an Excel file **and email it to AA.CC@TN.gov**. The reports are due back no later than August 14.

All prime and subcontractors who do not submit a Form FHWA 1391 for each contract(s) listed in the letter may have current estimates withheld.