



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
800 BAY ROAD
P.O. BOX 778
DOVER, DELAWARE 19903

JENNIFER COHAN
SECRETARY

ATTENTION!!

***All Primes AND Subcontractors MUST use the B2G Now system for 1391 Annual EEO Reporting**

DUE September 11, 2020*

The Delaware Department of Transportation's Office of Civil Rights implemented a *new* electronic 1391 reporting process in 2019, powered through B2G Now. You are now **required** to complete your report by logging into the system and entering workforce information.

The B2Gnow Vendor Compliance System for the 1391 Annual EEO Reporting is now open for firms to log in and complete their 1391 report. **This report needs to be submitted no later than September 11, 2020.**

Who should report?

This report is due from **ALL** prime contractors and subcontractors (no matter what tier), on all Delaware Federal-aid highway construction contracts with a value of \$10,000 or more.

The staffing data should represent the project work force in:

- Comprehensive development agreement/design-build contracts and local government agency contracts must report employment data obtained from the certified project payroll(s) for the **last complete payroll period preceding the end of July**.
- **Does not include** professional service providers, material suppliers, truck owner-operators or hauling firms not approved as subcontractors.

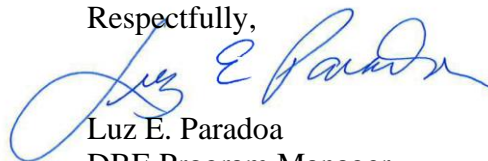
Additional Reporting Instructions:

- Each applicable contractor is responsible for data submission to meet federal employment reporting requirements for the Federal-aid Highway Construction Contractors Annual Equal Employment Opportunity Report (Form FHWA-1391).
- Contractors are not responsible for submitting reports for subcontractors; however, prime contractors should advise subcontractors of their contractual obligation to submit the report.
- For workers who performed on more than one project during the reporting week, report the "employment opportunities" - not a headcount of the individual workers. For example, if your company has five workers who worked on three different projects during the reporting week- then report the 15 job opportunities by job classification, race/ethnicity and gender.
- Report all workers who worked in all or any part of the last full pay week period preceding the end of July (even if your company did not work the full pay period).
- 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.
- To begin, log into <https://deldotcivilrights.dbesystem.com/> From the left navigation bar, select "View", then select "My 1391 Reports". In the upper right corner select the button to "Add 1391 Report".

If you need assistance with logging in, please visit <https://deldotcivilrights.dbesystem.com/> and click on the Account Access links to look up your account or reset your password.

If you need a refresher on how to complete your report – view the training video with step by step instructions at [1391 Instructional Video](#)

Respectfully,



Luz E. Paradoa
DBE Program Manager
Delaware Department of Transportation