



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

SHAILEN P. BHATT
 SECRETARY

July 9, 2014

Dear Business Partners:

Please read carefully as there have been changes in procedures.

The Federal Highway Administration (FHWA) requires all contractors (prime and subcontractors) to complete the Federal-Aid Highway Construction Contractors Annual EEO Report Form 1391. The Delaware Department of Transportation administers the program on behalf of the FHWA.

Your firm has the following active Federal Aid Projects:

<i>Tnnnnnnnnn</i>	<i>Project Name</i>	<i>Federal Aid Project Number</i>
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The above list may not be all inclusive. Please include any projects that are not included in the above list. Any projects listed or not listed which did not have work performed for the period indicated below, please indicate “NO WORK PERFORMED.”

Please complete the electronic Form FHWA 1391 (in Excel) by going to www.dbe.deldot.gov, under Forms and Publications, select Form 1391 from the list of forms. Instructions for completing the form will also be on the website. **Separate forms are to be completed for each project.** The form(s) **must** be signed and/or certified by an authorized **official** of your firm, (e.g., President, Vice President, EEO Officer, Director, etc.) not by administrative/clerical personnel. Forms not signed by an official, as required, will be returned for correction and reported to FHWA as non-response if received past the deadline. Please be sure to date the form. (Please see **complete** FHWA 1391 Instructions regarding signature(s).)

Return form(s) to the email address below by **August 20, 2014** to:

DOT.DelawareDBE@state.de.us

DO NOT MAIL FORMS.

Please make sure the **Subject** line reads: **1391 Annual EEO Report – 2014**

Additionally, it is your responsibility to forward Form FHWA-1391, along with the enclosed instructions, to any **subcontractors** on any of the projects listed above. Subcontractors are subject to the prime contractor's deadline for submitting the form. The prime can forward all forms (including subcontractor forms) to the Civil Rights Department email address noted above.

The report covers all personnel employed by your firm on the above project(s) in **“all or any part of the last payroll period preceding the end of July.”** All **project** personnel on each federally-assisted/funded contract needs to be reported where the company is a prime or subcontractor. Include those company **officials** (e.g., president, vice president, CFO, CEO, etc.) and supervisors that worked on the project the majority of times even if they do not appear on payrolls. (Please see **complete** FHWA 1391 Instructions regarding project personnel.)

If you have any questions regarding the Annual EEO Report-1391, please do not hesitate to contact the DBE Program Office at (302) 760-2054.

Sincerely,



Hazel V. Hall

DBE/EO Specialist

Hvh

Enclosures (2)

cc: Kathrina Stroud, Civil Rights Administrator