FHWA-1391 (Rev 03-07) Instructions

Box# 1 – If firm worked as both prime and subcontractor during period, check both "Contractor" and "Subcontractor." If firm worked *only* as one or the other, check only the appropriate designation.

Box# 2 – Self-Explanatory

Box# 3 – **(Primes only)** Indicate the total number of Federal-aid Highway contracts (in all Districts) firm has with PennDOT . **Primes should exclude from the total number of contracts those on which they performed as subcontractors.**

Box# 4 – **(Primes only)** Enter total dollar amount for all contracts enumerated in Box# 3. **Primes should exclude from the total dollar amount those contracts on which they performed as subcontractors.**

Box# 5 – **Leave Blank**.

Box# 6 (a) – Estimated month of Peak Employment for firm in 2009.

Box# 6 (b) – Enter estimated Total Workforce for month entered in Box# 6 (a).

Box# 7 – Enter number of employees by Job Category based on Race, Color, Ethnicity and Gender on all PennDOT Federal-aid Highway contracts (in all Districts). **Please note: Total numbers do not auto calculate. The total numbers are a summation of the Race, Color, Ethnicity and Gender columns.**

Boxes# 8 and 9 – Self-Explanatory

Boxes# 10 and 11 – **Leave Blank.**

**Additional Items**

1. Total R/E Minorities – This column heading is new. R/E means Race and Ethnicity. **(Do not include "White" in this column.**
2. Total Employed must include the summation of Total R/E Minorities and White (Not of Hispanic Origin) numbers.
3. Two or More Races refer to individuals who choose to report multiple race combinations (i.e., white and black).
4. Individuals who are Hispanic of any race should be counted only once under the column "Hispanic."
5. The gray shaded areas under Table C do not require entries.
6. If an employee worked in more than one Job Category, list the employee once where they worked the most hours.