



CAWP EEO BULLETIN

CAWP EEO Bulletin #1-23

July 6, 2023

This bulletin offers guidance on submitting the Federal-Aid Highway Construction Contractors Annual EEO Report, FHWA-1391. The purpose of the report is to obtain state employment, apprentice and on-the-job trainee workforce data.

WHO NEEDS TO REPORT:

- Contractors (prime and sub) awarded Federal-Aid Highway construction contracts in Pennsylvania in excess of \$10,000 are **required** to submit the **Federal-Aid Highway Construction Contractors Annual EEO Report, FHWA-1391**.
- This report only applies to contractors who perform PennDOT contracts.
- Subcontractors must submit a report for eligible PennDOT federal-aid projects.

GENERAL INFO:

- **Please note that there is a new URL for the FHWA 1391 Report site.** All PennDOT Business Partners will submit the report online @ <https://www.dotdom1.state.pa.us/fhwa/fhwa1391.nsf>
- An ECMS login and password will be required to complete and submit the report. For assistance in gaining login credentials, contact the ECMS Help Desk at 717-783-8330.
- Contractors must submit a report for all projects listed under “open projects” on the home screen.
- Data must reflect the workforce on the project during the **latest pay period worked in July 2023**. For clarification, contractors who performed work during the month of July must submit a report.
- If no work was conducted on the project during the month of July, simply select the project, scroll down to the bottom of the page, and click on “submit Annual FHWA Report.”
- Should you have any questions while completing or submitting the forms, please send an email to BEO’s resource account @ RA-pennnoteoreports@pa.gov or call 717-787-5891.

WHEN TO SUBMIT THE REPORT:

- The FHWA-1391 report is due by **August 17, 2023**.

DIRECTIONS

This EEO Bulletin may be downloaded at www.cawp.org under Services/EEO and HR. If you have any questions please contact Jason at the Association office at (412) 343-8000 or email jasonk@cawp.org.

CAWP EVENTS

August 10
CAWP President's PAC Party

August 28
CAWP Golf Outing

RECENT BULLETINS

June 29
[OSHA Informational Event
on Safety as a Core Value -
CAWP Safety Bulletin
#6-23](#)

June 14
Project Scheduling Tips for
Upcoming Independence
Day Holiday
**CAWP Labor Bulletin
#13-23**
(Member Account Needed)

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