FHWA 1391 SUBMISSION INSTRUCTIONS

All prime contractors and any lower-tier subcontractors with subcontracts in excess of $10,000 must complete the report for work performed during the last full work week of July. If you did not work the last week of July, then you would report on the next closest week (third, second, or first). If you did not work in July, you will enter your information and select “No Activity in July”.

YOU MUST STILL SUBMIT EEO DATA IF YOU DID NOT WORK IN THE MONTH OF JULY.

To submit your FHWA 1391 (EEO) data, please visit:
http://apps.itd.idaho.gov/Apps/EEO1391Form/EEO1391

1) Please enter your project number, contract number, key number, project dollar amount, and the project county.

(Please see the following page for Step 2)
2) Please enter your information: company name, city, state, and contractor type. You must select “Prime” or “Sub.” Click “Next” when finished.

3) Please enter the information for each employee working on the project. You may choose from 16 job categories, 7 ethnicity selections, 2 training categories (Apprentice/OJT) and 2 genders. Click “Next” when finished.
4) The data you have entered for each employee will show as a list. If you had five employees working on the project, you should have five entries listed. To add another employee, click “Add Another Employee”. When all the employees have been added, click “Complete and Sign Document”.

5) Please sign off on your submission by entering your name and title, and clicking the checkbox that functions as your digital signature. When finished, click “Submit 1391”.

Welcome to the Online Form 1391 Data Submission!

Signoff Info
Type your name below:
John Doe
This checkbox verifies this is your digital signature
Your Title

Submit 1391