

Instructions for Completing Federal Highway Administration Form PR-1391

NOTE: An electronic PR-1391 form is available in Microsoft Office-Excel. We recommend this form since it calculates the totals. You may download a copy from the SCDOT website at <http://www.scdot.org/business/bus-development-equal-opportunity.aspx>

- 1) **Include both the SC File No. and your company's Federal Identification Number (FEIN) on the modified PR-1391 form.**
- 2) **ALL** boxes must be completed, unless otherwise designated below. Subcontractors should complete all information in relation to the sub's portion of the contract.
- 3) A PR-1391 form should be submitted for all prime contractors and **"relevant subcontractors"** who meet **ALL** of the following criteria:
 - a) Listed as a subcontractor on an active federal aid project (i.e., a project which has been awarded, but the Report Recommending Roads For State Maintenance – **Form 3099** or the Final Estimate has not been completed).
 - b) The subcontractor has a contract value of \$10,000.00 or more.
 - c) The subcontractor **works on the construction site** (Subcontractors who simply haul products to and from the construction site, perform professional services, material testers/suppliers and surveyors are **NOT** required to submit a PR-1391 form).
- 4) **Special Situations:**
 - a) **Not a federal-aid project:** If you received this letter for a project that is not a federal-aid project, please complete boxes #1, 2, 3, 8 and 9, and write "NOT FEDERAL AID" in large letters in Section 7. The prime contractor may staple the front page of each subcontractor letter behind the prime's PR-1391, and forward it to the RCE (i.e., forms should not be submitted to the subs). **ONLY ONE PR-1391 FORM SHOULD BE SUBMITTED.**
 - b) **Closed project:** If you received this letter for a project and the final estimate has been signed, complete Sections 1, 2, 3, 8 and 9 on the Prime Contractor form and write "FINAL ESTIMATE SIGNED __/__/__" in large letters across Section 7. The prime contractor may staple the front page of each subcontractor letter behind the prime's PR-1391, and forward to the RCE (i.e., forms should not be forwarded to the subs). The final estimate must be signed by both the contractor and SCDOT. Please submit a copy of the final estimate with the form. **ONLY ONE (1) PR-1391 FORM SHOULD BE SUBMITTED.**
 - c) **No work performed by ANYONE on the project:** If NO ONE (prime or sub) worked on this project during the month of July 2024 OR during the week of **July 21 – 27, 2024**, the prime must complete Sections 1, 2, 3, 4, 8 and 9 and write "NO WORK PERFORMED BY ANYONE" in large letters across Section 7 on the prime's form. The prime contractor may staple the front page of each subcontractor letter behind the prime's PR-1391, and forward to the RCE (i.e., forms should not be forwarded to the subs). **ONLY ONE (1) PR-1391 FORM SHOULD BE SUBMITTED.**
 - d) **No work performed by a specific contractor, but other contractors worked:** If a prime or sub did not perform ANY work in July 2024, complete Sections 1, 2, 3, 4, 8 and 9. Write "NO WORK PERFORMED" in large letters across Section 7 and submit it with the forms for the project. Contractors who performed work during the week of **July 21– 27, 2024**, should complete all sections accordingly.
 - e) **Subcontractor does not meet the "relevant" definition:** If the prime contractor received this letter for a subcontractor who does not meet the criteria listed at the bottom of the cover letter, complete Sections 1, 2, 3, 8 and 9, write "NOT REQUIRED—(reason...)" in large letters across Section 7. The prime may complete this information, make a note that it was signed by the prime's office, and submit it to the RCE.
 - f) **Project is complete, but the final estimate has not been signed:** If work is complete on a project, but the final estimate has not been signed, a PR-1391 must be completed. The prime may complete Sections 1, 2, 3, 4, 8 and 9 and write "NO WORK PERFORMED BY ANYONE" in large letters across Section 7 on the prime's form. The prime contractor may staple the front page of each subcontractor's letter behind the prime's PR-1391, and forward to the RCE (i.e., forms should not be forwarded to the subs). **ONLY ONE (1) PR-1391 FORM SHOULD BE SUBMITTED.**
 - g) **As stated in the cover letter, the prime must request PR-1391 information from all active subs even if a letter was not received.**

- 5) **Section #6 - Last Full Pay Period Reporting Week:** This item is requesting employment statistics for the last full pay period in July (*the dates have been specified on the form*).
- 6) **Employees recorded in Section #7:**
- PLEASE:** Include ALL employees (and ONLY employees) who worked **on that specific project site during the week of July 21– 27, 2024; the last full pay period of July**. Each employee should be counted only once.
 - Leave blank the boxes where no employees need to be recorded; do NOT put a “0” in boxes.
 - Record “On-the-Job Trainees” only if they are being trained under an SCDOT- approved training program in fulfillment of the Training Special Provision (TSP) Requirements.
 - Each “On-the-Job Trainee” must be recorded in 3 tables:
 - In Table A, along with all other employees.
 - In Table B, to indicate the classification in which they are training. (Excluding the personnel that are Officials (Managers), Supervisors, Foreman/Women, and Clerical).
 - In Table C, to indicate the trainee’s race and gender.
 - Females are recorded in the “Total Minority” column ONLY if they are Black (Not Hispanic), Hispanic, American Indian or Alaska Native, Asian, Native Hawaiian or Pacific Islander and Two or More Races; if they are white females, they are not recorded in the “Total Minority” column, only in the “White - Female” and “Total Employees - Female” columns.
 - If temporary employees are working for a particular contractor, these employees **must** be included on the PR-1391.
- 7) **Calculating the numbers for the “Total” fields (*Electronic PR-1391 forms are available*)**
- The “Total” at the bottom of each column of Tables A and B should be the total for that particular column.
 - The number for the “Total R/E Minorities” columns of Table A are found by adding together the related rows from the columns labeled “Black (Not Hispanic)”, “Hispanic”, “American Indian or Alaska Native”, “Asian”, “Native Hawaiian or Pacific Islander”, and “Two or More Races”.
 - The numbers for the “Total Employed” columns of Table A are calculated by adding the “White (Not Hispanic)” and the “Total Minorities” columns (keep the “Male” and “Female” columns separate).
 - DO NOT include the employees recorded in Tables B or C when calculating the numbers for the columns labeled “Total Employed” or “Total R/E Minorities.”
- 8) **Subcontractors must forward the completed form to the prime contractor.** Prime contractors are responsible for making sure all subcontractor(s) reports are submitted by the deadline.
- 9) **Prime contractors are required to forward all completed reports to the Resident Construction Engineer (RCE)** as outlined in the cover letter. The RCE must receive all PR-1391s no later than **August 2, 2024**, in order for the forms to be received in our office by the deadline. Failure to submit the PR-1391 reports by August 2, 2024, may result in the withholding of payment estimates.
- 10) Some **employee classifications** may not correspond with the classifications given on the report. In order to provide consistency in our reporting, use the following guidelines. If you have questions about additional classifications, please call Tamyra Berry at (803) 737-1126.

| If the employee’s classification is . . . | Please record him/her as . . . | If the employee’s classification is . . . | Please record him/her as . . . |
|---|--------------------------------|---|--------------------------------|
| ALL “HELPER” classifications | Semi-Skilled Laborer | Instrument Engineer | Foreman |
| Concrete Finisher | Cement Mason | Lab Technicians | Clerical |
| Crew Chief; Party Chief | Foreman | Laborer, Skilled | Laborer, Semi-Skilled |
| Deckhands | Mechanics | Oiler / Greaseman | Mechanic |
| Engineers | Foreman | Owner | Officials |
| Engineer Apprentice | Foreman | Piledrivers | Equipment Operators |
| Surveyor | Forman | QC Technicians / Inspectors | Clerical |
| Erosion Control Trainee | Semi-Skilled Laborer | Rodman | Unskilled Laborer |
| Formsetter | Cement Mason | Tugboat Captain | Supervisor |
| Grade Checker; Inspectors | Foreman | Welders | Ironworkers |

If you have questions, please contact:
 Tamyra Berry – Lead EEO/OJT Program Coordinator
 Phone – (803) 737-1126 E-mail – BerryTN@scdot.org