

**Agency Display of Estimated Burden  
For  
Federal-Aid Highway Construction Contractors Annual EEO Report**

This collection of information is required by law and regulation (23 U.S.C 140a and 23 CFR Part 230) and will be used to identify patterns and trends of employment in the highway construction industry, and to determine the adequacy and impact of the FHWA's contract compliance and on-the-job training programs. Public reporting burden is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is **INSERT NUMBER** expiring in **INSERT DATE**. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to: Information Collection Clearance Officer, Federal Highway Administration, 1200 New Jersey Ave, S.E., Washington, DC 20590

## General Information and Instructions

This form is to be developed from the “Contractor’s Annual EEO Report.” The data is to be compiled by the State and submitted annually. It should reflect the total employment of all Federal-Aid Highway Projects in the State as of July 31<sup>st</sup>. The staffing figures to be reported should represent the project work force on board in all or any part of the last payroll period preceding the end of July. The staffing figures to be reported in Table A should include journey-level men and women, apprentices, and on-the-job trainees. Staffing figures to be reported in Table B should include only apprentices and on-the-job trainees as indicated.

Entries made for “Job Categories” are to be confined to the listing shown. Miscellaneous job classifications are to be incorporated in the most appropriate category listed on the form. All employees on projects should thus be accounted for.

This information will be used in complying with the U.S. Senate Committee on Public Works request that the Federal Highway Administration submit a report annually on the status of the Equal Employment Opportunity Program, its effectiveness, and progress made by the States and the Administration in carrying out Section 22 (A) of the Federal-Aid Highway Act of 1968. In addition, the form should be used as a valuable tool for States to evaluate their own programs for ensuring equal opportunity.

It is requested that States submit this information annually to the FHWA Divisions on later than September 25<sup>th</sup>.

### **Table A -Racial/Ethnic Category Definitions:**

Black or African American –A person having origins in any of the black racial groups in Africa.

Hispanic or Latino(Ethnic category) –A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaska Native –A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian –A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander –A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Two or More Races –People who self identify themselves as a member of two or more race categories.

White –A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.