Frequently-Asked-Questions (FAQ)

Helpful tool to assist vendors with processing their 1391 EEO filing in DMS

1. **Q: What is the website for 1391 EEO filing?**

   A: Visit the Diversity Management System (DMS) at <u>Report 1391</u> and click on Login.

2. **Q: I don't know my ID and/or PIN. How can I find out what they are?**

   A: You no longer need an ID/PIN, you will use your firm's DMS username and password. If your firm does not currently have an account in DMS, new accounts can be created immediately by clicking on <u>Report 1391</u>. Click on "Create Account" under First Time User. Returning users may also retrieve usernames and passwords by clicking on "Lookup Account".

3. **Q: Who is not required to submit data?**

   A: Professional service providers, material suppliers, truck owner-operators or hauling firms not approved as subcontractors are **not** required to submit data.

4. **Q: What week do I report?**

   A: Report all workers who worked in all or any part of the last full pay week period preceding the end of July (even if your company did not work the full pay period).

   For example: If your company's pay period week ends on a:

   > **Monday**: The report will cover the week ending the 24th.
   > **Tuesday**: The report will cover the week ending the 25th.
   > **Wednesday**: The report will cover the week ending the 26th.
   > **Thursday**: The report will cover the week ending the 27th.
   > **Friday**: The report will cover the week ending the 28th.
   > **Saturday**: The report will cover the week ending the 29th.
   > **Sunday**: The report will cover the week ending the 30th.

5. **Q: How many times do I report the employees on the report?**

   A: Report employment opportunities, not an individual headcount. For example, if your company has five workers who worked on three different projects during the reporting week, you should report the **fifteen** job opportunities of job classification, race/ethnicity and gender, not five.

6. **Q: We are working on a federal-aid project, but we were not working the last week in July. What do we do?**

   A: You will still need to access the DMS <u>Report 1391</u> and submit a "no work performed" report.

7. **Q: Do subcontractors also have to submit their workforce data?**

   A: Yes. Each contractor (prime or sub) should have received a notification email with reporting instructions. Contractors with Federal-aid highway construction contracts of $10,000 or more are required to submit data. If you did not receive an email notification, please review/update your "1391 profile" and account details via Diversity Management System.

8. **Q: My firm provides professional services/is a material supplier; do we need to submit a report?**

   A: Professional service providers, material suppliers, truck owner-operators or hauling firms not approved as subcontractors, are not required to submit a report.

9. **Q: I don't know which of my company's projects are TxDOT federal-aid projects. What do I do?**

   A: Talk with your manager or prime contractor if you are a subcontractor. Federal-aid projects typically have parenthesis in the project number, for example: STP 2014(999).

Contact the Civil Rights Division

If you have any questions or need additional assistance, please reach out to the TxDOT Civil Rights Division (CIV) at **CIV_Reporting@txdot.gov** or call the main line **at 512-416-4700**.