

860-594-3159

July 15, 2014

Subject: FHWA 1391 Report 2014

Dear Contractor/Subcontractor:

All contractors/subcontractors (no matter what tier) with a Connecticut Department of Transportation (CTDOT) Federal-Aid Highway construction contract valued at \$10,000 or more must complete an FHWA 1391 Report using company-wide highway construction employment data for all Federal-Aid Highway construction projects that were active during the reporting period. The reporting period covers the firm's last pay period occurring during the month of July 2014.

CTDOT prefers that all contractors/subcontractors complete and submit the FHWA 1391 Report electronically using the enclosed instructions for "Electronic Submittals". Firms unable to complete and submit the report electronically should follow the enclosed instructions for "Hard Copy Submittals" and use the enclosed hard copy of the FHWA 1391 Report. **Effective 2015, all FHWA 1391 reports should be completed and submitted electronically.**

It is important to remember-

- To complete a separate FHWA 1391 Report for each Federal-Aid Highway project; the report cannot be a combined total of multiple projects.
- Check the box on the form indicating if you worked as a contractor/subcontractor on the project.
- Count in whole numbers, and count each person only once. If the person worked in multiple crafts during the period, use the trade they worked the most hours.

In an effort to assist you with completing the FHWA 1391 Report, CTDOT has enclosed detailed instructions on how to complete and submit the report electronically or by hard copy. **Please submit the completed report by August 15, 2014.**

If you have any questions, please contact Clinton Barbieri at (860) 594-3159 or [clinton.barbieri@ct.gov](mailto:clinton.barbieri@ct.gov). Your cooperation in this effort is greatly appreciated.

Sincerely,

*Irma Reyes*

Irma Reyes, Associate Title VI Coordinator  
Office of Contract Compliance