

## FHWA 1391 Form

### **PLEASE READ THE INSTRUCTIONS AS THEY HAVE CHANGED**

Submission of the FHWA 1391 Report is required from contractors and subcontractors (with subcontracts that equal or exceed \$10,000.00) on FHWA federally funded contracts that have construction activity during any part of the last pay period for the month of July. The report is not required for contracts that are only state funded. Contractors must report their own workforce and assure that all subcontractors that were active the reporting month also submit their information electronically to CTDOT. The required format for submission is via an Excel spreadsheet. Contractors and subcontractors shall submit all reports for the project in the required format to CTDOT. **Please read the instructions carefully prior to completing the form.**

Contractors and subcontractors shall file completed reports with the Office of Contract Compliance by **Friday, August 15, 2014**. When e-mailing the form, using the e-mail address that you wish to receive future correspondence, enter your company name on the subject line, attach 1391 spreadsheet AND submit via e-mail to the [DOT.CC.1392@ct.gov](mailto:DOT.CC.1392@ct.gov)

The electronic version of the FHWA 1391 Form may be found at <http://www.ct.gov/dot/cwp/view.asp?a=2288&Q=482792>

All project personnel on each federally funded contract need to be reported where the company is a prime or a subcontractor. Include those company officials and supervisors that work on the project a majority of the time even if they do not appear on payrolls.

- DO NOT include any personnel if they are on the project only from time to time and do not have daily, on-site responsibility for project activity.
- DO NOT include any home office personnel unless they are assigned exclusively to a project and appear on project payroll. This would involve primarily clerical personnel.
- DO NOT count any project personnel or company trainees as apprentices or OJT's unless they are currently enrolled in a recognized and approved (CTDOT, CT DOL and/or FHWA) training program.

The form is to be completed as follows:

1. Box 1: Selection of contractor or subcontractor
2. Box 2: Company name and address
3. Box 3: Project Number
4. Box 4: Original bid amount (contractor only)
5. Box 5: Location of project (county and state)

6. Box 6: Employment data (Table A) list all employees who were working for the company on the project at any time during the month of July 2014. Insert the number of employees broken out by classification, gender and ethnicity. The figures in “Total Employees” columns should **equal** the “Total Minorities” and the “White” columns. The “Total Minorities” column should **equal** the total of the “Black or African American”, “Hispanic or Latino”, “American Indian or Alaska Native”, “Asian” and “Native Hawaiian or other Pacific Islander” groups. NOTE: women are NOT to be counted as minorities unless they are members of one of the four ethnic minority groups shown.

Included at the end of this document are the RACE and ETHNIC Identification definitions from EEOC.

Use the most appropriate job category – air tools, power pavement saws and other hand tools should be listed as semi-skilled laborers. Flaggers should be listed as unskilled laborers. Operators of paint striping trucks are not painters and should be listed as either truck drivers or equipment operators. List the employees who work in multiple classifications only once and in the classification in which they work the most frequently. DO NOT add categories.

The program will automatically total individual columns across and to the bottom of the form. It is not possible to manually total the number of employees for either the “Total Employees” or “Total Minorities” columns.

Table B is only for those employees registered in a formal, approved apprenticeship or OJT program. Show the employee(s) in the classification in which they are training. Table C is for the ethnic and gender reporting for the apprentice and/or OJT.

7. Box 7: Indicate the person responsible for the preparation of the form by typing in their name and title. Original documentation shall be signed and maintained by the Contractor and subcontractors for a period of 3 years.
8. Box 8: Date prepared
9. Box 9: To be completed by CTDOT
10. Box 10: Date reviewed by CTDOT

Upon completion of the form, select “File” and “Save as” in the Excel document.

- DO NOT submit forms in PDF format as they will not be accepted.

## **RACE AND ETHNIC IDENTIFICATION DEFINITIONS**

**Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

**Hispanic or Latino** – 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 (Not Hispanic or Latino)** – 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 (Not Hispanic or Latino)** – 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 (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

**White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.