

Connecticut Department of Transportation  
Office of Contract Compliance

## 1391 Electronic Submittal – Instructions

### Please Note:

- The reporting period covers the firm's last pay period occurring during the month of July 2014.
- If NO WORK PERFORMED during the reporting period, please be sure to check the box on the bottom of the page and submit the form.

### To complete 1391 Form online:

- Enter the following link: <http://www.ct.gov/dot/cwp/view.asp?a=2288&Q=482792> in your computer web browser.
- Click on the "FHWA 1391 Forms" Link
- BOX #1 - Check box whether your firm is a Contractor or Subcontractor
- BOX #2 – Enter your complete Company Name and Address
- BOX #3 – Enter project number of federal-aid contract (*complete a separate 1391 form per project*)
- BOX #4 – Enter total dollar amount of contract (*If you are a subcontractor, you do not need to enter the total dollar amount*)
- BOX #5 – Enter project location: county and state
- BOX #6 – In Tables A, B, and C fill in your workforce utilization in the field areas shaded in "BLUE". (*Areas shaded in "GREEN" are auto-filled and will not accept changes to those fields*)
- BOX #7 – Enter the preparer's name and title (Contractor's representative)
- BOX #8 – Enter the report submittal date

### To submit 1391 Form electronically to CTDOT:

1. Save the 1391 file on your computer
2. Open your Email
3. Send to: [DOT.CC.1392@CT.GOV](mailto:DOT.CC.1392@CT.GOV)
4. Enter Contractor's Full Company Name in the Subject Line
5. Click Attach File
6. Select the 1391 Document
7. To select multiple documents (Repeat steps #4 & 5)
8. Click Send

**Important Note:** If you are using a (MAC) APPLE Computer, please be sure to complete a computer update to avoid any invalid electronic submissions to CTDOT, such as blank forms.

*For questions, please contact Clinton Barbieri at 860-594-3159 or via email at [Clinton.barbieri@ct.gov](mailto:Clinton.barbieri@ct.gov)*

***(For Hard Copy (Mailing) Instructions Reverse Side)***

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## 1391 Hard Copy Submittal – Instructions

The report should be checked to ensure that it has been filled out correctly and that the figures balance across and down.

**Please Note:**

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- If NO WORK PERFORMED during the reporting period, please be sure to check the box on the bottom of the page and submit the form.

The report should be filled out as follows:

- BOX #1 - Check box whether your firm is a Contractor or Subcontractor
- BOX #2 – Enter your complete Company Name and Address
- BOX #3 – Enter project Number of federal-aid contract (*complete a separate 1391 form per project*)
- BOX #4 – Enter total dollar amount of contract (*If you are a subcontractor, you do not need to enter the total dollar amount*)
- BOX #5 – Enter project location: county and state
- BOX #6 – Fill-in your workforce utilization in Tables A, B, and C. (*Reminder, the totals in Tables B and C must represent the same number of individuals*)
- BOX #7 – Enter the preparer's name and title (*Contractor's representative*)
- BOX #8 – Enter the report submittal date

**Please mail the completed 1391 Form(s) to:**

**Attention: Clinton Barbieri  
Connecticut Department of Transportation  
Office of Contract Compliance  
P.O. Box 317546  
Newington, CT 06131**

*For questions, please contact Clinton Barbieri at 860-594-3159 or via email at [Clinton.barbieri@ct.gov](mailto:Clinton.barbieri@ct.gov)*

*(For Electronic Submission Instructions See Reverse Side)*