

## Frequently Asked Questions FHWA 1391

The FHWA 1391 report is required for all primecontractors and subcontractors (**with subcontracts that equal or exceed \$10,000**) on all federally funded contracts that have construction activity during July. The staffing data should represent the **project work force** in all or any part of July of 2021. Contractors will report for the last week worked in July. Firms file for themselves only using LCPTracker to report payroll information. CDOT will then gather this information that each company has already entered into the system.

All contractors are responsible for submitting their own reports through payroll data; however, prime contractors are also accountable for insuring that all subcontractors with subcontractors equal to and greater than \$10,000 submit the 1391 report. Firms will submit payroll for their TOTAL work force {including clerical staff, foremen, supervisors, and managers (officials)} for each project thereby allowing CDOT to gather this 1391 information.

**Payroll must be submitted for all of July by Friday, the 13<sup>th</sup> of August. This will allow the prime one week to approve all payrolls. Payrolls must be approved by August 20<sup>th</sup>, 2021. For those contractors that must submit manually, all reports are due to [leeda.wood@state.co.us](mailto:leeda.wood@state.co.us) by August 13<sup>th</sup>, 2021.**

1. If an employee works on more than one project during the reporting period, that employee will be counted multiple times based on the number of projects he/she worked on during the reporting period. Include those company officials and supervisors that are on projects even if they do not appear on payrolls.
2. DO NOT count any project personnel as apprentices or trainee On-the-Job Training (OJT) participants unless they are currently enrolled in a recognized and approved (CDOT, U.S. Dept. of Labor, CCA, WCCA, etc.) training program. DO NOT include company trainees as apprentices or OJT participants unless the company program has been approved by one of the above agencies.
3. Table A (basic employment data) must be complete (blanks count as zeros) and **the figures must balance, across and down**. Please note—the figures in the “Total Employed” columns should equal the “Total Minorities” plus the “White” columns. The “Total Minorities” column should equal the total of the “Black or African American”, “Hispanic or Latino”, “American Indian or Alaskan Native”, “Asian”, “Native Hawaiian or Other Pacific Islander” or “Two or more races” columns. Women are NOT to be counted as minorities unless they are members of one of the ethnic minority groups shown.
4. Use the most appropriate job category – air tool operators and operators of power pavement saws, etc. should show as semi-skilled laborers. List flaggers as unskilled laborers. Operators of paint striping trucks are not painters; they are truck drivers or equipment operators. Form builders and helpers are carpenters, form setters are semi-skilled laborers. Include welders with ironworkers. Include survey crews as semi-skilled laborers for lack of a better category. DO NOT cross out any printed categories or write in your own category.
5. Tables B and C (apprentices and trainees) should be filled out as applicable. Show as apprentice/trainee in the job category for which they are training, not as semi-skilled or unskilled laborers. Table C works just like the employment table above – Total Employees equals Total Minorities plus White, Total Minorities equals the total of each minority group. Please be sure to total the columns and write the numbers in the “Total” row as well totaling each row as instructed.