***Connecticut Department of Transportation***

***Office of Equity***

**1391 Submittal – Instructions**

**WHO IS REQUIRED TO REPORT? • All prime contractors on FHWA-assisted construction contracts, and all related subcontractors with subcontracts of $10,000 or more. CTDOT Office of Equity (OOE) compiles the data submitted by each contractor into one report and submits it to the Federal Highway Administration.**

**All FHWA 1391 Reports are due by the close of business on September 15, 2023**

* A separate FHWA-1391 must be completed by each prime contractor and each related subcontractor that meets the reporting threshold during the month of July 2023.
* Contractors must identify all employees who perform work during all or any part of their last payroll period of July 2023.
* 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.
* DO NOT include 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 the project’s payroll. This would involve primarily clerical personnel.
* DO NOT count any project trainees as “Apprentices” or “On the Job Trainees” unless they are currently enrolled in a recognized and approved (CTDOT, CT DOL and/or FHWA) training program.

**To complete 1391 Form online:**

* Enter the following link: <https://portal.ct.gov/DOT/Business/Office-of-Equity/Contractor-Compliance-Page> 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 for each 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: town(s) 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

**Submitting your FHWA 1391 Report (PDF format will not be accepted):**

1. Save the 1391 file on your computer
2. Open your Email
3. Enter Contractor’s Full Company Name in the Subject Line
4. Click Attach File
5. Select the 1391 Document
6. To select multiple documents (Repeat steps #4 & 5)
7. Email to **DOT.1391Reports@ct.gov**

**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 Ms. Jessica Gorneault at* *Jessica.Gorneault@ct.gov**.*