

## 1391 Electronic Submittal – Instructions

### Please Note:

- The reporting period covers the firm's last pay period occurring during the month of July 2019.
- 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 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.

### 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: (PDF format will not be accepted)

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 Phylisha Coles at 860-594-2178 or via email at [Phylisha.Coles@ct.gov](mailto:Phylisha.Coles@ct.gov)