

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
INSTRUCTIONS FOR COMPLETING FORM FHWA-1391
FEDERAL FISCAL YEAR 2017**

AUTHORITY

- Code of Federal Regulations, Title 23, Subpart A, Section 230.121.
- FHWA-1273, "Required Contract Provisions Federal-aid Contracts."
- Caltrans Standard Specifications.
- Caltrans Local Assistance Procedures Manual (local public agency contracts only).

WHO IS REQUIRED TO REPORT?

- All prime contractors on FHWA-assisted construction contracts, and all related subcontractors with subcontracts of \$10,000 or more.
- A separate FHWA-1391 must be completed by each prime contractor and each related subcontractor that meets the reporting threshold.

REPORTING PERIOD

- Contractors must identify all employees who perform work during all or any part of the last payroll period of July 2017.
- Capture data for employees' last payroll period worked in July as shown below:
 - July 3 through July 7
 - July 10 through July 14
 - July 17 through July 21
 - July 24 through July 28
 - July 31 through August 4
- An employee's last payroll period worked in July may not always be the last week of July. For example, if an employee only works during the first payroll period of July, then the first payroll period of July is the employee's last payroll period worked in July.

DUE DATES

- For Caltrans contracts: FHWA-1391s are due to Caltrans' District Labor Compliance Managers by August 15, 2017.
- For local public agency contracts: FHWA-1391s are due to local public agencies by August 15, 2017. Local public agency reports are due to Caltrans' District Local Assistance Engineers by August 19, 2017.

CONTACT

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JOB CATEGORIES LISTED IN TABLE A OF FORM FHWA-1391

The job categories shown in Table A of the FHWA-1391 can often be different than the specific job category or work classification that is printed on a certified payroll report. Use the following examples to place employees in the appropriate job classification:

Example #1: List flaggers as Laborers-Unskilled.

Example #2: List operators of paint striping trucks as Truck Drivers or Equipment Operators.

Example #3: List form builders and helpers as Carpenters.

Example #4: List form setters as Laborers-Semi-Skilled.

Example #5: List survey crews as Laborers-Semi-Skilled.

INSTRUCTIONS FOR FILLING OUT FIELDS

1. Mark Appropriate Block	Check only one box.
2. Company Name, City, State	Enter the complete company name, and city and state in which the company is based.
3. Project Number	For Caltrans contracts, enter the 8-digit contract number (i.e., XX-XXXXXX). For local public agency contracts, enter the local public agency's contract number and the federal-aid project number. If you are a subcontractor and do not know the contract number and/or federal-aid project number, contact the prime contractor.
4. Dollar Amount of Contract	Enter the dollar amount of the contract, including amendments.
5. Project Location	Enter the county/counties and state(s) in which the work is taking place.
6. Pay Period Ending	Enter "17" for "2017."
7. Employment Data: Table A, Table B, and Table C	Enter the number of employees, apprentices, and on-the-job trainees by race, gender, and job category. Note: Totals for tables B and C of the FHWA-1391 should match. Table C must include a breakdown, by ethnicity, of all apprentices/trainees shown in table B.
8. Prepared By	Signature and title of contractor's representative.
9. Date	Date the form was signed by the contractor's representative.
10. Reviewed By	For Caltrans/local public agency use only.
11. Date	For Caltrans/local public agency use only.

Note: Fields 1-9 are required to be filled out by contractors. Fields 10 and 11 are required to be filled out by Caltrans/local public agency staff.

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

1. MARK APPROPRIATE BLOCK
 Contractor
 Subcontractor

2. COMPANY NAME, CITY, STATE: _____

3. PROJECT NUMBER: _____

4. DOLLAR AMOUNT OF CONTRACT: _____

5. PROJECT LOCATION: (County and State) _____

This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in March, 2016.

6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 20__ (INSERT YEAR)

JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
	OFFICIALS	0	0	0	0																	
SUPERVISORS	0	0	0	0																		
FOREMEN/WOMEN	0	0	0	0																		
CLERICAL	0	0	0	0																		
EQUIPMENT OPERATORS	0	0	0	0																		
MECHANICS	0	0	0	0																		
TRUCK DRIVERS	0	0	0	0																		
IRONWORKERS	0	0	0	0																		
CARPENTERS	0	0	0	0																		
CEMENT MASONS	0	0	0	0																		
ELECTRICIANS	0	0	0	0																		
PIPEFITTER/PLUMBERS	0	0	0	0																		
PAINTERS	0	0	0	0																		
LABORERS-SEMI SKILLED	0	0	0	0																		
LABORERS-UNSKILLED	0	0	0	0																		
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TABLE C (Table B data by racial status)

APPRENTICES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ON THE JOB TRAINEES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

8. PREPARED BY: _____

(Signature and Title of Contractors Representative)

9. DATE _____

10. REVIEWED BY: _____

(Signature and Title of State Highway Official)

11. DATE _____