CALIFORNIA DEPARTMENT OF TRANSPORTATION (Caltrans)
INSTRUCTIONS FOR COMPLETING FORM FHWA-1391
FEDERAL FISCAL YEAR 2019

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 the 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 helper 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. Note: Check "Contractor" or "Subcontractor" or mark both if acting as both a prime and subcontractor.
2. Company Name, City, State	Enter the complete company name, city and state in which the company is based.
3. Project Number	Caltrans contracts: Enter the contract number. Local public agency contracts: Enter the local public agency's contract number and the federal-aid contract number. Note: If you are a subcontractor and do not know the contract number or federal-aid project number, contact the prime contractor
4. Dollar Amount of Contract	Enter the dollar amount of the contract, including amendments. Note: The total dollar value of those projects in which you are the prime contractor.
5. Project Location	Enter the county/counties and stat(s) in which the work is taking place. Note: List project(s) location by county in which you are the prime contractor.
6. Pay Period Ending	Enter the "19" for "2019"

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: Table A (basic employment data) must be complete (blanks count as zeros) and the figures must balance, across and down. 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.
	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.**
8. Prepared by	Signature and title of contractor's representative.
9. Date	Date the form was signed
10. Reviewed by	For Caltrans/local public agency use only.
	Note: The person who should be signing would either be the Local Agency Resident Engineer or the Project Manager (whoever does the withhold if the forms are not turned in). Whichever person signs the forms is responsible for verifying all the information provided is correct and will be the contact person if there are some discrepancies in case of an audit. On a side note if any discrepancies are found in the information provided the signee is who would be contacted for verification.
11. Date	For Caltrans/local public agency use only.

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