



# INDOT FHWA 1391

## HELP DOCUMENTATION

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## OVERVIEW

Submission of Form FHWA 1391 is required from each prime contractor, subcontractor, and haulers (not including material suppliers) holding a federal-aid highway construction contract in excess of \$10,000.00. **The reporting period will reflect your workforce for the last full week of July.**

**Please Note:**

- Only ONE report can be submitted for each contractor covering that firm's entire workforce, on all INDOT federal-aid contracts during the reporting period.
- If NO WORK PERFORMED during the reporting period, please be sure to check the box on the top left 1of the page and submit the report.
- DO NOT include any home office personnel unless they are assigned exclusively to a project and appear on the 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 training program.
- The deadline for completing the FHWA 1391 Report is **August 31<sup>st</sup>**.

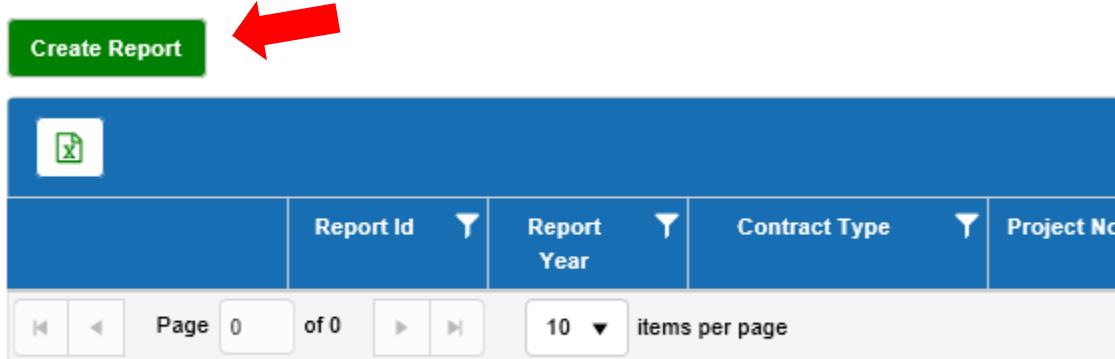
If the employee's classification is . . .	Please record him/her as . . .
ALL "HELPER" classifications	Semi-Skilled Laborer
Concrete Finisher	Cement Mason
Crew Chief; Party Chief	Foreman
Deckhands	Mechanics
Engineers Engineer Apprentice Surveyor	Foremen
Erosion Control Trainee	Semi-Skilled Laborer
Formsetter	Cement Mason
Grade Checker; Inspectors	Foreman

If the employee's classification is . . .	Please record him/her as . . .
Instrument Engineer	Foreman
Lab Technicians	Clerical
Laborer, Skilled	Laborer, Semi-Skilled
Oiler / Greaseman	Mechanic
Owner	Officials
Piledrivers	Equipment Operators
QC Technicians / Inspectors	Clerical
Rodman	Unskilled Laborer
Tugboat Captain	Supervisor
Welders	Ironworkers

**If you have questions, please contact:**  
Katie Daniels – Senior Contract Compliance Specialist  
Email: [kdaniels2@indot.in.gov](mailto:kdaniels2@indot.in.gov)

## CREATE A REPORT

To start a new FHWA 1391 Report click on “Create Report” located at the top left of the page:



This will open up the FHWA 1391 Report that is fillable. The “Company Name” is automatically populated by ITAP. “Report Status”, “Created By”, and “Created Date” will be automatically populated once the report is saved.

There is a drop-down menu next to “Contractor / Subcontractor”, select either Contractor or Subcontractor.

Enter in your company's entire workforce that worked on all INDOT federal-aid contracts during the last full week in July. DO NOT include any home office personnel unless they are assigned exclusively to a project and appear on the project payroll. DO NOT count any project personnel or company trainees as apprentices or OJT's unless they are currently enrolled in a recognized and approved training program.

The fields highlighted in Blue are locked fields and not editable.

1	Job Categories	B		C		D		E		F		G		H		I		J		K		L		M		N		O		P		Q		R		S	
		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																			
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F									
2	OFFICIALS	1	0	1	0	1																															
3	SUPERVISORS	1	0	0	0																										1						
4	FOREMEN/WOMEN	1	1	0	0																										1						
5	CLERICAL	0	1	0	1																										1						
6	EQUIPMENT OPERATORS	1	0	1	0	1		1																													
7	APPRENTICE	0	1	0	1		1																														
8	ON JOB TRAINEES	0	0	0	0																																
9	MECHANICS	0	0	0	0																																
10	APPRENTICE	0	0	0	0																																
11	ON JOB TRAINEES	0	0	0	0																																
12	TRUCK DRIVERS	2	0	1	0			1																													
13	APPRENTICE	0	0	0	0																										1						
14	ON JOB TRAINEES	0	0	0	0																																
15	IRONWORKERS	2	0	2	0																																
16	APPRENTICE	0	0	0	0																										2						
17	ON JOB TRAINEES	0	1	0	1																																
18	CARPENTERS	0	0	0	0																																
19	APPRENTICE	1	0	1	0	1																															
20	ON JOB TRAINEES	0	0	0	0																																
21	CEMENT MASON	1	2	1	2																																
22	APPRENTICE	0	0	0	0																																
23	ON JOB TRAINEES	0	0	0	0																																
24	ELECTRICIANS	0	0	0	0																																
25	APPRENTICE	0	1	0	1	1																															
26	ON JOB TRAINEES	0	0	0	0																																
27	PIPEFITTER/PLUMBERS	0	0	0	0																																
28	APPRENTICE	0	0	0	0																																
29	ON JOB TRAINEES	0	0	0	0																																
30	PAINTERS	2	0	2	0			2																													
31	APPRENTICE	0	0	0	0																																
32	ON JOB TRAINEES	0	0	0	0																																
33	LABORERS-SEMI SKILLED	5	3	1	3	1		1																					4								
34	APPRENTICE	0	3	0	1	1		1																					2								
35	ON JOB TRAINEES	0	0	0	0																																
36	LABORERS-UNSKILLED	0	0	0	0																																
37	APPRENTICE	0	0	0	0																																
38	ON JOB TRAINEES	0	0	0	0																																
39	CEMENT MASON	1	2	1	2	2		1																													
40	Employee	16	7	9	6	3	0	3	2	1	1	1	0	3	0	0	0	2	0	7	1																
41	Apprentice	1	5	1	3	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2															
42	OnJobTrainee	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0															

Once you have completed the report, click on "Save". Once saved you can come back at a later time to edit and review the information. Once you Submit the report you cannot edit the information.



Once saved the “Report Status”, “Created by” and “Created Date” will automatically be populated, and the “Report Status” will now be “Saved”

Home / FHWA 1391 Report

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

Company Name	JCI Bridge Group, Inc.	Report Status	Saved
Created By	Borggren, Kent	Created Date	5/6/2020
<input type="checkbox"/> No Activity		Contractor / SubContractor	Contractor <span style="border: 1px solid #ccc; padding: 2px;">▼</span>



If you need to exit the program and come back at a later time to review the information and Submit the report, simply exit the program, but remember to be in compliance you must Submit the report before August 31<sup>st</sup>.

Review the information you have provided. If you are satisfied with the information, click on the “Submit” button at the bottom of the form.



Once you have Submitted your report, the “Report Status will change to “Submitted” and no further action is required and your company will be in compliance. Once submitted you cannot edit or delete the FHWA 1391 report.

Home / FHWA 1391 Report

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

Company Name	JCI Bridge Group, Inc.	Report Status	Submitted
Created By	Borggren, Kent	Created Date	5/6/2020
<input type="checkbox"/> No Activity		Contractor / SubContractor	Contractor <span style="border: 1px solid #ccc; padding: 2px;">▼</span>



## Saved Reports

If you previously saved a FHWA 1391 report and wish to edit, review, or Submit the report, once logged into ITAP, FHWA 1391 Report, you will see the screen below.

	Report Id	Report Year	Contract Type	Project No	Project Location	Business Name	Report Status	Status	Status Date
  	67	2020	Contractor	1	INDIANA	JCI Bridge Group, Inc.	Saved	Active	05/06/2020
  Page 1 of 1   10 items per page  									

	Report Id	Report Year	Contract Type
  	67	2020	Contractor
  Page 1 of 1   10 items per page			



The “Excel” icon will allow you to view or save an Excel report of the FHWA 1391



The “EYE” icon will allow you to view details about your FHWA 1391 report



The “Pencil” icon will allow you to edit and Submit your FHWA 1391 report



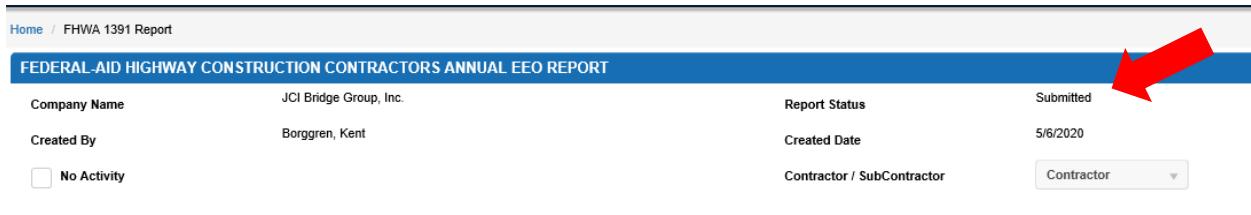
The “Trash can” icon allows you to delete your FHWA 1391 report. You can only delete a current year report, and only before it is Submitted.

## SUBMITTING A REPORT

Review the information you have provided. If you are satisfied with the information, click on the “Submit” button at the bottom of the form.



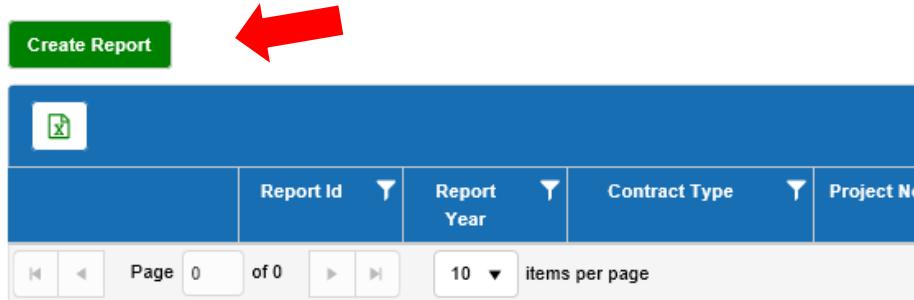
Once you have Submitted your report, the “Report Status will change to “Submitted” and no further action is required, and your company will be in compliance. Once Submitted you cannot edit any of the information, or delete the report.



FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT			
Company Name	JCI Bridge Group, Inc.	Report Status	Submitted
Created By	Borggren, Kent	Created Date	5/6/2020
<input type="checkbox"/> No Activity		Contractor / SubContractor	Contractor

## No Activity Reports

To start a new Report click on “Create Report” located at the top left of the page:



This will open up the FHWA 1391 Report that is fillable. The “Company Name” is automatically populated by ITAP. “Report Status”, “Created By”, and “Created Date” will be automatically populated once the report is submitted.

There is a drop down menu next to “Contractor / Subcontractor”, select either Contractor or Subcontractor. Then click on “No Activity”, a check mark will appear in the box.

A screenshot of the FHWA 1391 Report form. At the top left is a red arrow pointing to a checkbox labeled "No Activity". To the right of the checkbox is another red arrow pointing to a dropdown menu labeled "Contractor / SubContractor" with "Contractor" selected. The form contains a table with various demographic categories and their counts.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	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				
2		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
3	OFFICIALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	SUPERVISORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	FOREMEN/WOMEN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	CLERICAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Then click on the “Submit” icon to submit your FHWA 1391 report.

A screenshot of the FHWA 1391 Report form. At the bottom left are two buttons: "Save" and "Submit". A red arrow points to the "Submit" button. The rest of the form is identical to the previous screenshot.

At that point your FHWA 1391 will be submitted to INDOT and you will be in compliance.