

Indiana Department of Transportation
Economic Opportunity Division – Contract Compliance

FHWA 1391 Electronic Submittal Instructions

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. **This year’s reporting period will cover the week of July 19 – July 25, 2020.**

Please Note:

- Only ONE form can be submitted for each contractor covering that firm’s entire workforce, working 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 form.
- 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 form is August 31st.

To complete the 1391 Form online:

- Enter the following link: <https://itap.indot.in.gov/> in your computer web browser.
- Click on the “FHWA 1391 Report” link.
- Click on “Create Report” to start a new report.
- Your Company Name, Report Status, Created By, and Created Date will auto-populate.
- Detailed instructions can be found by clicking on the “HELP” icon located on the upper right.
- Select either Contractor or Subcontractor.
- Fill in your workforce utilization in the appropriate fields, using the most appropriate job category. (Areas shaded in “BLUE” are auto-populated and will not accept changes).
- You may click on the “Save” button at any time, and come back and complete the report.
- Once complete click the “Submit” button at the bottom of the page.
- Examples of your workforce utilization:

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:
 Kent Borggren – Contract Compliance Manager
 Phone: 317-518-9288 Email: KBorggren@indot.IN.gov