

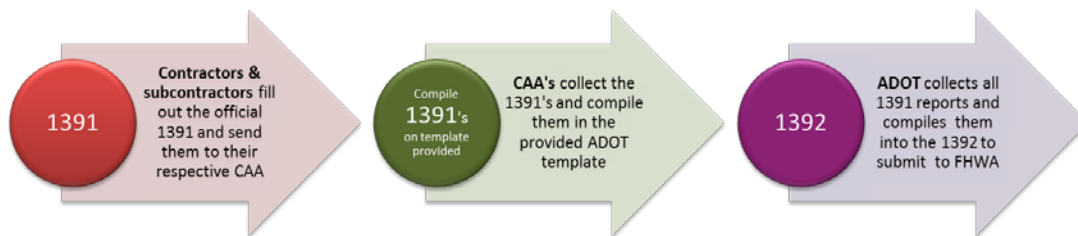
DON'T MISS
THE DEADLINE!

CAA FHWA 1391 Instructions

Federal-Aid Highway Construction Contractors Annual EEO Report

Summary:

You will be requesting each contractor and subcontractor's information regarding their employee distribution on the official FHWA 1391 form. This applies to contracts that meet the 1391 criteria listed below. The information that you receive from those contractors will be compiled and submitted by you, the Certified Acceptance Agency (CAA), using the Compilation Template provided with these instructions. Each CAA will provide at least one Compilation Template Excel document to include the information from each contractor and subcontractor. There are 30 tabs on the Compilation Template document, one tab for each contract or subcontract per project, if you require more tabs use another template. When you submit the Compilation Template you will also attach a signed PDF copy of each of the 1391 reports that is signed by the contractors and subcontractors. [This information is due to ADOT by \[Due Date\].](#)



If a contract or subcontract meets the below criteria, a 1391 must be reported.

The contract or subcontract:

- is a construction contract
- is FHWA funded
- is valued at more than \$10,000
- was actively worked during the last full pay period of July

The following information does not need to be reported:

- Entirely state or locally funded contracts
- Projects with construction activity outside of the last pay period of July
- Job categories not listed on the 1391 form
- Work on prime or sub contracts valued less than \$10,000
- Project personnel that are on the project only from time to time and do not have daily, on-site responsibility for project activity.

Instructions:

- 1) Request that each of your contractors and subcontractors fill out an official FHWA 1391 document for each project that they are working on that meets the reporting criteria. They should submit the official 1391 to you in two forms; in *both* a signed PDF format and Excel format. The official 1391 form along with an example and instructions are attached to the email which was included with these instructions.
 - a. The Excel copy will be useful because you are responsible for plugging everything you receive from your contractors and subcontractors into the Compilation Template. If you have the Excel copy from each contractor and subcontractor, you can simply copy and paste the information that they provided to you into the template that is due to ADOT.
 - b. The signed PDFs from the contractors and subcontractors are for record keeping purposes and will be provided to ADOT with the completed Compiled Template Excel document.

*If you, the contractor or subcontractor use LCP tracker, run the 1391 report for each project that meets the reporting criteria and copy and paste the information into the Compilation Template. **The additional data entry and craft matching must be completed prior to running the 1391 report from the system. Some Job Categories are not included in the normal certified payroll reporting process.** Be sure to have the contractor sign a copy of the report, too.

Contact LCP Tracker directly if you have questions about these steps.

This is where the contractor or subcontractor can find the additional data entry section within LCP Tracker:



- 2) Once you run the LCP tracker reports and/or receive the required signatures and documentation from the contractors and subcontractors, open the Excel document sent to you from ADOT entitled “CA Agency FHWA 1391 Compilation Template” and save it with the following naming convention:

[YOUR AGENCY NAME]: Compiled 1391 Report ([document number] of [number of total documents])

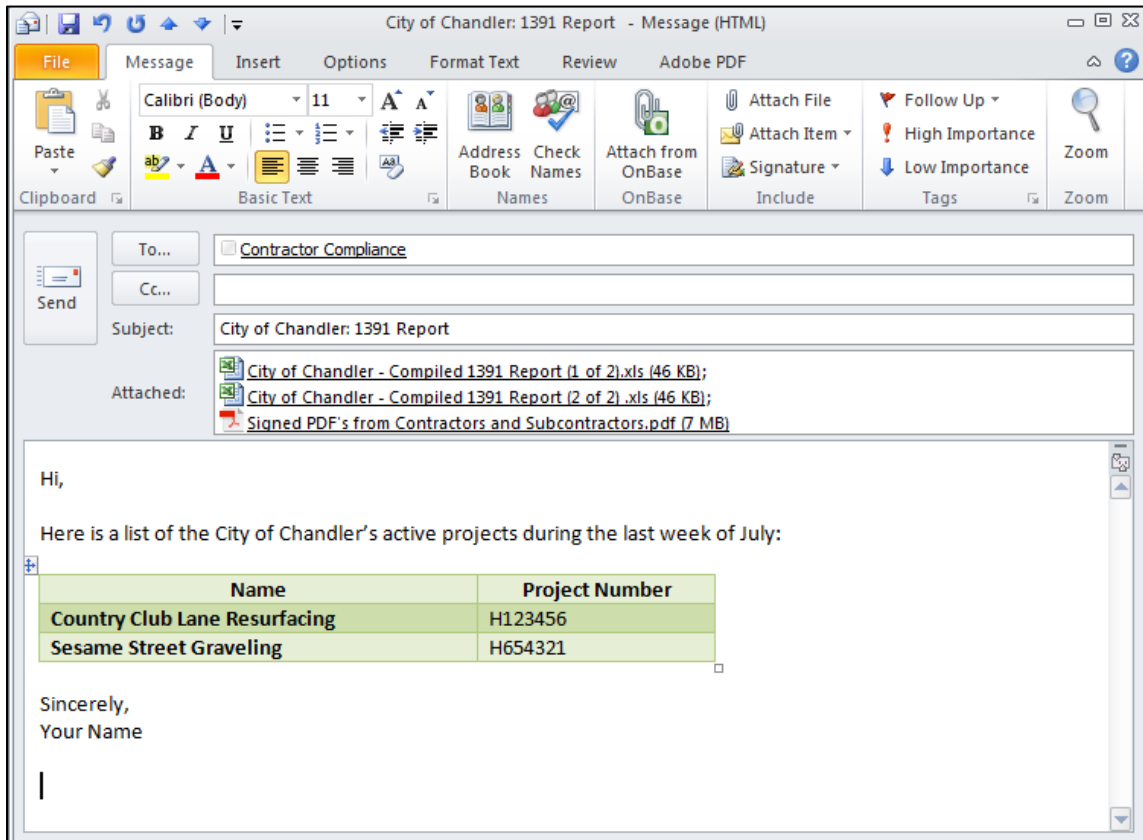
For example: City of Chandler - Compiled 1391 Report (1 of 3)

- 3) Once you save the file with the appropriate naming procedure, begin copying and pasting the information that you received from your contractors and subcontractors into the template.
 - a. Use one tab per contractor or subcontractor per project
 - b. All of the calculations will be done automatically
 - c. **Other documents or formats will not be accepted**

There are 30 tabs on the template provided. If you require more tabs, simply save another copy of the template from the email provided and adjust the numbering in the titles. Most CA Agencies will require only one Excel document with the 30 tabs in it. Not all tabs need to be filled out, but all contractors and subcontractors that meet the reporting criteria need to be accounted for.

Feel free to rename the tabs within the document to help you stay organized as you fill it out.

- 4) Once you have completed filling out the tabs to account for all of the contractors and subcontractors per project, save and close your document.
- 5) Compose a new email message to Contractorcompliance@azdot.gov and include the following:
 - a. A subject line indicating, [Your Agency Name]: 1391 Report
 - b. A list of projects that meet the 1391 reporting criteria in the body of the email
 - c. A copy of the signed FHWA 1391 PDF's from your contractors and subcontractors combined into one PDF document.
 - d. The "CA AGENCY FHWA 1391 Compilation Template," renamed with the appropriate procedure as described in step 2 above, complete with the information provided by the contractors and subcontractors *in Excel format*. **Other documents or formats will not be accepted.**



6) Submit the email and documentation to ContractorCompliance@azdot.gov by [Due Date].

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