# ADMINISTRATOR FHWA REPORTING GUIDE

**Version: 2.2**
**Date: 11/4/2021**

# Introduction

This guide applies to any Administrator monitoring Federal Highway Administration-funded (FHWA) projects that have annual EEO reporting requirements.

Included in this guide:

- How to properly set up a database to utilize the FHWA reports, including:
  - Project Set Up requirements
  - Craft Matching requirements to the "FHWA Craft List"
- How to run the "FHWA 1391 Report"
- How to run the "FHWA 1392 Report"
- How to run the "FHWA Additional Data Entry Report"
- How to run the "FHWA Contractor Submittal Report"
- How to enter information for non-prevailing wage workers through the "FWHA Additional Data Entry" page
- Important Notes on the 1391 and 1392 Reports
- Administrator Checklist & Troubleshooting Tips

The FHWA 1391 Report is an annual equal employment opportunity (EEO) report that reflects the workforce employed on individual FHWA project(s) during the last payroll period in July.

The report is combining the results of certified payroll report data as well as any "FHWA Additional Data", which is information submitted on non-prevailing wage workers, also employed during the last payroll period in July. Non-prevailing wage workers, as defined by FHWA, include officials (managers), supervisors, foremen/women, and clerical staff.

The FHWA 1392 Report is an annual equal employment opportunity (EEO) report that reflects the workforce employed on the total of **all** FHWA projects during the peak construction season for a specific agency or funding recipient.

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# Database Set Up

## Project Set Up

Step 1: Designate Projects as FHWA

1. Click Set Up Tab
2. Click Add/Edit Projects
3. Select the project applicable and check off the "1391/1392 Project" box
4. Save the changes
5. If there any issues in saving this selection, please contact your LCPtracker Project Manager as a change may need to be made to enable FHWA reporting in the database.



## Contractor Set Up

Step 2: Add Contract Amounts Per Contractor for the 1391 Report to Populate

For the 1391 Report to properly display data, the "Dollar Amount of Contract" will populate based on the contract amounts listed for each contractor in the system.

| FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT | | | | |
|---|---|---|---|---|
| 1. MARK APPROPRIATE BLOCK: | 2. COMPANY NAME, CITY, STATE: | 3. PROJECT NUMBER: | 4. DOLLAR AMOUNT OF CONTRACT: | 5. PROJECT LOCATION: (County and State) |
| X Contractor — Subcontractor | D Goode Inc., Orange, CA | fedao | $15,000.00 | ORANGE COUNTY, CA |

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 August 2019.

The contract amounts listed within the Contractor Assignment section will be combined to fill these fields. To navigate to that section:

1. Click on the Set Up tab
2. Click on Contractor Setup
3. Click on Contractor Assignment

For the 1392 report though, the "Total Dollar Value" will be populating from the addition of the "Budget" amounts entered in the Project Set up page from the sum of all Budget amounts for FHWA projects being reported on in this period.

| FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT | | | | |
|---|---|---|---|---|
| 1. STATE: | 2. NUMBER OF PROJECTS: | 3. TOTAL DOLLAR VALUE: | 4. TOTAL WORKFORCE: | **1392** |
| CA | 1 | 15000.00 | 8 | |

# FHWA Craft Matching

Step 3: Review FHWA Craft List & Craft Matching

Please note this is a **two-part** process.

Using the matching functions in LCPtracker allows prevailing wage craft categories to be matched with the pre-determined FHWA reporting craft categories. The FHWA provides a standardized list of eleven trades that all craft/classifications on certified payroll reports (CPRs) must be matched to.

FHWA does **not allow** for edits or additions of other trades other than the eleven provided crafts.

There are four non-prevailing wage categories that data may be entered separately by contractors under the "FHWA Additional Data Entry" page.

"Craft Matching" needs to be completed for the FHWA Reports to pull correctly. There are two parts to Craft Matching. Part 1 is reviewing that the standard FHWA Craft List is loaded into your account, and Part 2 is matching submitted crafts on CPRs to a craft from the pre-loaded FHWA Craft List.

### Part 1: Verify the FHWA Craft List is available

1. Click on the Set Up tab
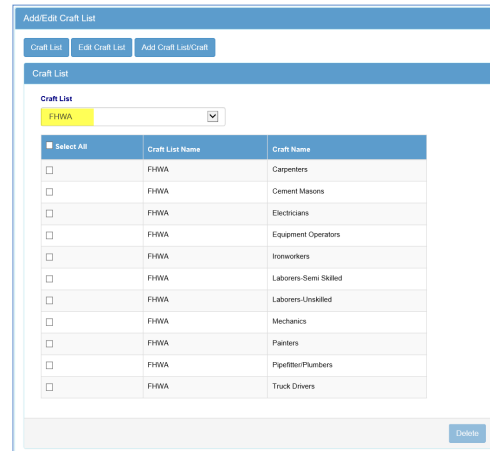2. Click on Add/Edit Craft List

3. *Select FHWA from the available dropdown menu. You will see the standard FHWA job categories populate*

4. Move to Part 2

**If you do not see this list, please contact your Project Manager at LCPtracker.**

**\*IMPORTANT NOTE\*: DO NOT ADD OR DELETE ANYTHING ON THIS LIST. \***

The only craft names that will be recognized by the FHWA are:

1. Carpenters
2. Cement Masons
3. Electricians
4. Equipment Operators
5. Ironworkers
6. Laborers-Semiskilled
7. Laborers-Unskilled
8. Mechanics
9. Painters
10. Pipefitter/Plumbers
11. Truck Drivers

**These EXACT craft names must be utilized; this includes spelling, capitalization and spacing.**

### Part 2: Craft Match

1. Click on Set Up tab
2. Click Add/Remove Craft Match
3. Check the 1391/1392 check box
   By checking this box, you are filtering to only 1391/1392 projects.
4. Select the Project needing a Craft Match

All crafts and classifications that have been assigned to the project will appear. Match each of these crafts to a job category from the FHWA Craft List. The system will list all available classifications on a project so administrators can preemptively handle the craft matching process. It is important to note, if a new classification is added to the project, the administrator will need to go back to this list to complete the craft match for that newly added classification.

5. Click Match
6. Select the FHWA Craft List
7. Select the appropriate job category
8. Save the changes.

Repeat steps 6-9 for each craft until all crafts have been matched.

The images below show where to click to match a craft from a CPR to the FHWA default Craft List.





A drop-down appears to select a default FHWA Craft.

You can always un-match and match again should you need to make any corrections.

Once the project has been setup as 1391/1392, and Craft Matching is completed, the 1391/1392 reports may be run.

Remember that the FHWA 1392 Report is a "roll up" of all the 1391 reports and is what should be submitted to the Federal Highway Administration (FHWA).

![LCPtracker logo]

# Reports

## FHWA 1391 Report

As an Administrator, it is not a necessity to run the 1391 reports, but it can be useful to see the breakdown of what each contractor has submitted for their last pay period in July.

**Admin Reports**

- Apprentice Reports
- Compliance Reports
- Custom Reports
- List Reports
- Management Reports
- Special Reports
- ▼ Specialty Reports, ARRA, HUD, Transit

  Active Project List Report
  ARRA General Report
  Craft Match Report
  FHWA 1391 Additional Data Entry Status Report
  FHWA 1391 Report
  FHWA 1392 Report
  FHWA Recover Act Reports 1587 and 1589
  HUD 2516
  HUD 4710 Report
  HUD 60002 Summary Report
  Liquidated Damages Report
  New Hire Report

- Workforce Reports

- Click on Reports.
- Locate the Specialty Reports section.
- Click the FHWA 1391 Report

**FHWA 1391 Report**

| From Date | 7/1/2018 | | To Date | 7/31/2018 | | View Report |
| Status | Active | | Projects | FHWA Testing, FHWA Testing 2 | |
| Contractor | AMERICAN PAVING | | Sub To | All assignments | |

- Enter the applicable date range
- Select the Project(s)
- Select the Contractor
- Select the Sub To assignment, if needed
- Click on "View Report"

**NOTE:** Employees with an ethnicity selection in LCPtracker of "Not Specified", "Other", or no selection made will **NOT** appear on this report at all. In the case that employees with one of these ethnicity selections performed work on the week being reported, there will be a footnote on the bottom of the report to reflect the number of employees that were "unwilling to self-identify".

### FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

| 1. MARK APPROPRIATE BLOCK: | 2. COMPANY NAME, CITY, STATE: | 3. PROJECT NUMBER: | 4. DOLLAR AMOUNT OF CONTRACT: | 5. PROJECT LOCATION: (County and State) |
|---|---|---|---|---|
| X Contractor  — Subcontractor | D Goode Inc., Orange, CA | fedao | $15,000.00 | ORANGE COUNTY, CA |

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 August, 2019.

**6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2019 (INSERT YEAR)**

| | | | | | | | | | | | | | | | | | | | TABLE B | | | |
| 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 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SUPERVISORS | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 |
| FOREMEN/WOMEN | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CLERICAL | 0 | 6 | 0 | 4 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 |
| EQUIPMENT OPERATORS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| MECHANICS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TRUCK DRIVERS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| IRONWORKERS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CARPENTERS | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 |
| CEMENT MASONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ELECTRICIANS | 2 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| PIPEFITTER/PLUMBERS | 5 | 2 | 4 | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 2 | 0 | 0 | 0 | 0 |
| PAINTERS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| LABORERS-SEMI SKILLED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| LABORERS-UNSKILLED | 5 | 3 | 4 | 1 | 2 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 |
| TOTAL | 15 | 17 | 11 | 7 | 6 | 1 | 2 | 4 | 0 | 3 | 2 | 0 | 0 | 0 | 1 | 0 | 4 | 8 | 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 | | | | |
| OJT TRAINEES | 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 |
|---|---|---|---|---|
| | | 7/23/2019 | | |

Form FHWA-1391(Rev. 09-13)                    PREVIOUS EDITIONS ARE OBSOLETE

1 number of employees were unwilling to self-identify so are not represented in this report. These employees had the ethnicity of "Not Specified", "Other" or no selection made.

# FHWA 1391 Additional Data Entry Status Report

The "FHWA 1391 Additional Data Entry" section is used to report "non-prevailing wage job categories" such as managers, supervisors, foreman, and clerical workers along with their respective demographics, such as gender and ethnicity.

This report gives a high-level overview of the FHWA Additional Data Entry submittals completed by contractors for each project. To find which contractors have not submitted payroll and/or FHWA Additional Data, please run the FHWA Contractor Submittal Report, which is described here.

**Admin Reports**

- Apprentice Reports
- Compliance Reports
- Custom Reports
- List Reports
- Management Reports
- Special Reports
- ▼ Specialty Reports, ARRA, HUD, Transit

  Active Project List Report
  ARRA General Report
  Craft Match Report
  FHWA 1391 Additional Data Entry Status Report
  FHWA 1391 Report
  FHWA 1392 Report
  FHWA Recover Act Reports 1587 and 1589
  HUD 2516
  HUD 4710 Report
  HUD 60002 Summary Report
  Liquidated Damages Report
  New Hire Report

- Workforce Reports

- Click on Reports
- Locate the Specialty Reports section
- Click on FHWA 1391 Additional Data Entry Status Report

**FHWA 1391 Additional Data Entry Status Report**

| From Date | 7/1/2018 | To Date | 7/31/2018 | |
| Status | Active | Contractor | D Goode Inc. | |
| Projects | Annie Olivene Convention Cent | Sub To | Prime contractor for Annie Olive | |

[View Report]

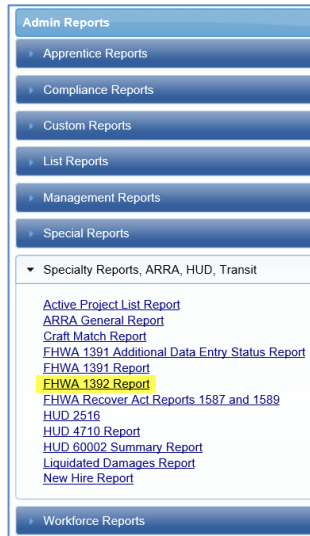- Enter the applicable date range
- Select the Contractor
- Select the Project
- Select the Sub To
- Click "View Report"

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**1391 Additional Data Entry Status Report**

**2019**

Report Date: **7/23/2019**

| Sr. No. | Contractor | Project | Sub To | Week End Date |
| --- | --- | --- | --- | --- |
| 1 | D Goode Inc. | Annie Olivene Convention Center | Prime contractor | 07/18/2018 |

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# FHWA 1392 Report
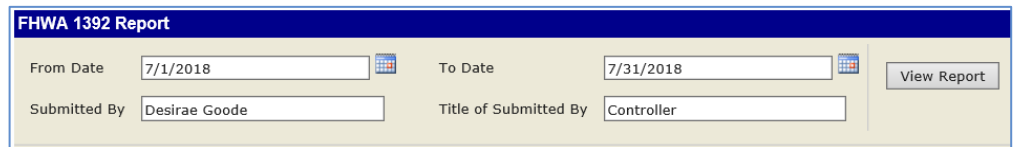
To run the FHWA 1392 report, follow the below instructions. Please click here to learn more about entering a date range for the FHWA reports.



- Click on Reports tab
- Locate the Specialty Reports section
- Click on FHWA 1392 Report



- Enter the applicable date range.
- Enter your name and title.
- Click on "View Report"

The FHWA 1392 report will include:

- Performing CPRs submitted in the timeframe entered in report parameters for July. Non-Performing CPRs are excluded.

    AND/OR

- Had FHWA Additional Data Entered for Non-Prevailing Wage workers
- Projects must be over $10,000 in budget value (budget amount listed under Project Setup)

Below is an example of the FHWA 1392 Report that should be submitted to the collecting agency that received funding from the FHWA.

**NOTE:** There will be a footer on the report listing the number of employees that were unwilling to self-identify and are not represented in this report. These employees had the ethnicity of "Not Specified", "Other" or no selection made. There will be a second page to the report listing the projects included in the report results.

**FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT**

| 1. STATE: | 2. NUMBER OF PROJECTS: | 3. TOTAL DOLLAR VALUE: | 4. TOTAL WORKFORCE: | |
|---|---|---|---|---|
| CA | 1 | 15000.00 | 8 | **1392** |

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 August, 2019.

**7. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2019 (INSERT YEAR)**

| | | | | | | | | | | | | | | | | TABLE B | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | TABLE A | | | | | | | | | | | | | | | | |
| 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 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SUPERVISORS | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| FOREMEN/WOMEN | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CLERICAL | 0 | 6 | 0 | 4 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 |
| EQUIPMENT OPERATORS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| MECHANICS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TRUCK DRIVERS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| IRONWORKERS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CARPENTERS | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 |
| CEMENT MASONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ELECTRICIANS | 2 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| PIPEFITTER/PLUMBERS | 5 | 2 | 4 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 |
| PAINTERS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| LABORERS-SEMI SKILLED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| LABORERS-UNSKILLED | 5 | 3 | 4 | 1 | 2 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 |
| TOTAL | 15 | 17 | 11 | 7 | 6 | 1 | 2 | 4 | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 4 | 8 | 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 | | |
| OJT TRAINEES | 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 |
|---|---|---|---|
| Desirae Goode Controller | 7/23/2019 | | |

Form FHWA-1391(Rev. 09-13)   PREVIOUS EDITIONS ARE OBSOLETE

1 number of employees were unwilling to self-identify so are not represented in this report. These employees had the ethnicity of "Not Specified", "Other" or no selection made.

# FHWA Contractor Submittal Report

This report will provide an overview list of contractors, dates of submitted CPRs as well as missing CPRs. Additionally, it lists if FHWA Additional Data entries by Contractors, if they were performing and non-performing, as well as how many employees were reported.

This will serve as a useful tool for Administrators and Primes to review the reporting period and see if all CPRs have been certified by Contractors as well as if FHWA Additional data has been submitted.

The report includes:

- Project Code
- Project Name
- Contractor Name
- Subcontractor To with Contract ID
- Performing CPRs Submitted in Date Range
- Non-Performing CPRs Submitted in Date Range
- Missing CPRs in Date Range
  - If a contractor does not have any CPRs submitted at all for the entire project, a note will display "No Data"
- Has FHWA Additional Data Been Submitted?
- Week-end Date of FWHA Additional Data Submitted
- Is FHWA Additional Data Performing or Non-performing?
- Total employed count submitted in the FHWA Additional Data

**FHWA Contractor Submittal Report**

| Project Code | Project Name | Contractor Name | Sub To\|Contract Id | Performing CPRs Submitted in Date Range | Non-Performing CPRs Submitted in Date Range | Missing CPRs in Date Range | Has FHWA Additional Data Been Submitted? | Week-end Date of FHWA Additional Date Submitted | Is Additional Data Entry Performing or Non-performing? | Total Employed on FHWA Additional Data Entry |
|---|---|---|---|---|---|---|---|---|---|---|
| fedlc | Federal LevEl Center | | | | | | | | | |
| | | D Goode Inc. | PRIME | 2020-07-04 2020-07-11 | 2020-07-18 2020-07-25 | 2020-08-01 | Yes | 2020-07-04 2020-07-11 | Performing | 21 |
| | | | PRIME | 2020-07-04 2020-07-11 | 2020-07-18 2020-07-25 | 2020-08-01 | Yes | 2020-07-18 2020-07-25 | Non-Performing | 0 |
| | | Partch Contractors | D Goode Inc. \| | | | No Data | No | | | |

# FHWA Additional Data Entry

## Entering in FHWA Additional Data Entry for Contractors

Administrators can also enter this information for their contractors by clicking on the Admin Tab, then clicking on the FHWA 1391 Additional Data Entry. However, it is highly <u>recommended</u> that contractors enter and certify their own workforce information.

- Select the project
  - *Note: Only projects that are marked as 1391/1392 will appear on this list*
- Select "Week-End-Date in Specified Week" from the available dropdown
  - *Note: You will use the same date that was used on the last performing pay period submitted*

**Non-Performance Submittals**

Contractors and Admins can mark their FHWA Additional Data Entry submittals as non-performance. This is for the Additional Data Entry page where users log number of staff under the categories: officials (managers), supervisors, foremen/women, and clerical.



**Note:** The first four columns will auto populate when data is entered in the remaining fields as these are "Totals" from other sections.

# Entering a Date Range

The FHWA defines the **July** reporting period for the annual report FHWA 1392 in 23 CFR 230.121 (a)(2):

- *The employment data entered should reflect the work force on board during all or any part <u>of the last payroll period</u> preceding the end of the month.*

It has been LCPtracker's experience that the interpretation of "the last payroll period" varies by State DOT or by other agencies that monitor FHWA funding.

There are two main types of interpretations of "the last payroll period":

1. Some users take this to mean it is a finite week - the last full payroll period in July. This means that only Contractors who performed work during that <u>one specific week</u> should be reported.

2. Other users define this "last payroll period", to be the week that is <u>specific to each contractor</u> individually during the month of July.  For example, Company A may have their last performing work week in July during the second week of the month.  The hours on this week-end date would be included on the 1391 and 1392 reports as it meets the requirement of their last payroll period. This could be the first week in July for some companies and the last week in July for others.

The FHWA has not issued any formal amendments to clarify this further and are aware that there are varied interpretations of the legislation. In light of this fact, LCPtracker has built in the ability to give clients the results they are looking for, no matter what interpretations are followed, but to do so properly, will depend on the date range entered in the report parameters.

**Date Range Details:**

This report, like many others in LCPtracker, is built to run by <u>week-end date</u> and <u>not by calendar date</u>.  This is important in understanding how LCPtracker is looking at certified payroll report data.

1. If you are an agency that follows the first interpretation above, then please review the calendar selections and the date ranges to enter and select what is appropriate for your agency's interpretations.
   a. In the visual calendar samples, the box in RED represents the date range you will enter in the report parameters.

b. The box in <mark>YELLOW</mark> represents what dates will be pulled from in generating the 1391 and 1392.

c. The calendars represented are from 2020.

**EXAMPLE A**

From Date: 7/20/2020
To Date:7/26/2020

Since the report runs by week-end date and not by calendar date, the report will return data for payrolls with the week-end dates of 7/20/2020, 7/21/2020, 7/22/2020, 7/23/2020, 7/24/2020, 7/25/2020, 7/26/2020



**EXAMPLE B**

From Date: 7/25/2020
To Date:7/26/2020

Since the report runs by week-end date and not by calendar date, the report will return data for payrolls with the week-end dates of 7/25/2020, 7/26/2020.  Note that Saturday and Sunday are the most common week-end dates on average.



2. If you are an agency that follows the second interpretation above, then you may enter the date range of 7/1 to 7/31, the entire month of July.

The report is dynamic enough, that it will find the <u>last full performing work week</u> in July of each individual contractor within the date range entered. The FHWA 1391 and 1392 reports will be a summation of all the individual last performing work weeks submitted by each Contractor.

# Frequently asked questions

We recommend that you review the important notes located below. The information contained will alleviate some of the most frequently asked questions and concerns when it comes to complying with the FHWA 1391 report requirements.

## Logic Used on the 1391 and 1392 Reports

- **"Table A",** lists a count of ALL employees reported for the week, which includes Journeymen, Apprentices, OJTs, and non-prevailing wage staff reported through the "FHWA Additional Data Entry" page.

- "**Table B" and "Table C"** will show only employees submitted as Apprentices or OJT/Trainees.

- Any employee that works as more than one craft in the monitored week will only be shown **ONCE** on the report.  The craft selected will be:
    - The craft with the greatest number of hours worked
        - If the crafts have the same number of hours worked, then the more skilled craft will be selected.  The following hierarchy was used in terms of most skilled to the least skilled.
            - Electricians
            - Mechanics
            - Equipment Operators
            - Ironworkers
            - Carpenters
            - Cement Masons
            - Pipefitter/Plumbers
            - Truck Drivers
            - Painters
            - Laborers-Semiskilled
            - Laborers-Unskilled
            - Apprentice
            - OJT or Trainee

- If a Contractor has more than one contract on the same project, they will be counted **separately**.  This means if one employee works for the Contractor on a single project but on two or more separate contracts, they will be counted twice on the 1392 Report
    - This logic is determined by **23 CFR 230.121 (a)(2)**, which states:

(2) Form PR 1391 is to be completed by each contractor and each subcontractor subject to this part for every month of July during which work is performed and submitted to the State highway agency. <u>A separate report is to be completed for each covered contract or subcontract</u>.

- A Minority is considered any employee with an ethnicity other than "Caucasian" and **<span style="color:red">excludes</span>** any employees that have "Not Specified", "Other" or no selection made.

- Apprentices will be counted by looking for "APPR" or "Apprentice" in the Craft **OR** Classification on the prevailing wage data entered for the project

- OJT or Trainees will be counted by "OJT" or "TRAINEE" in the Craft **OR** Classification on the prevailing wage data entered for the project

# Administrator Checklist & Troubleshooting Tips

1. Have all your contractors on active projects submitted payroll for the month of July or the week in July that you are tracking for the 1391/1392 reports?

   *The "FHWA Contractor Submittal Report" will assist you in verifying if Contractors have submitted payroll and FHWA Additional Data entries.*

2. Have all your Contractors submitted their "FHWA Additional Data Entry" for their non-prevailing wage workers (supervisors, clerical staff, etc., . . .) when applicable?

   *The "FHWA Contractor Submittal Report" will assist you in verifying if Contractors have submitted payroll and FHWA Additional Data entries.*

3. Have you completed the craft matching of <u>all</u> payroll crafts to the set the FHWA craft list?

   *Craft matching <u>should be</u> done periodically, as well as one final check done before running the final 1392 report that will be submitted to the FHWA or your project owner.*

4. Have you verified that the FHWA craft list you are matching to ONLY is using the following eleven crafts?

   *Your LCPtracker Project Manager can assist in verifying the correct list in this place. You can view this by clicking on the Set Up Tab, then clicking on the Add/Edit Craft List button, and finally, select "FHWA" from the Craft List dropdown. Please see more information [here](here) on Craft Lists.*
   - *Carpenters*
   - *Cement Masons*
   - *Electricians*
   - *Equipment Operators*

- *Ironworkers*
- *Laborers-Semiskilled*
- *Laborers-Unskilled*
- *Mechanics*
- *Painters*
- *Pipefitter/Plumbers*
- *Truck Drivers*

5. After running the 1392 report, have you looked at the second page where it lists all projects included in the report to ensure every project you were expecting is there?  If not, the following items may help you troubleshoot why they may have been excluded:

   - *If a project's budget amount entered in LCPtracker was lower than $10,000, it will not be counted on the reports*
   - *The "Is 1391/1392 Project" checkbox was not selected in the Add/Edit Project page*
   - *There were no performing CPRs submitted for the date range in July entered*

6. Does the employee count appear off?  If so, the following reason may help troubleshoot:

   - *Have you completed the craft matching for all payroll crafts to the FHWA craft list?*
   - *Are there amounts listed in the footnote of the report that states a # of employees whose ethnicity is "Not Specified", "Other" or no selection made?  These employees are not going to be shown in the count of the main body/table of the report.*
   - *Does a contractor have multiple contracts on the same project?  Each contract and employees listed on the CPRs will be counted separately, which means it is possible for the same employee to be counted twice. (Please see additional information on this here.)*
   - *Has an employee worked more than one trade on the same CPR under the same contract?  The employee will only appear once, with the trade representing the greater number of hours worked, or the more skilled trade if the hours are the same between crafts.*

## Support

Should you find that you have any further questions, please feel free to contact our Support department anytime, Monday through Friday, 5:00am through 5:30pm PST at (714) 669-0052 option 4.

You may also email them at Support@LCPtracker.com or Chat them via your LCPtracker database.