

**DEPARTMENT OF TRANSPORTATION
INSTRUCTIONS FOR COMPLETING
FEDERAL HIGHWAY ADMINISTRATION (FHWA)
FORM PR-1391**

All prime contractors and any lower-tier subcontractors with a Federal-aid highway construction contract of \$10,000 or more shall complete a separate FHWA form PR-1391, using employment data from each project that was active during the reporting period. Prime contractors are NOT responsible for submitting subcontractor reports; however, they are responsible for ensuring all subcontractors are aware of the EEO Contract Special Provisions.

AUTHORITY

Pursuant to the Code of Federal Regulations, Title 23, Section 230.121, and federal-aid contract requirements, contractors are required to report annually on the composition of their workforce by race, gender, and job category. A separate report is to be completed for each covered contract and subcontract.

REPORTING PERIOD

Using the FHWA form PR-1391, prime contractors and any lower-tier subcontractors with subcontracts in excess of \$10,000 must complete the report for work performed during **the last PAY PERIOD of July 2015. The following weeks are the reportable weeks for 2015: 6/29-7/3, 7/6-7/10, 7/13 -7/17, 7/20-7/24, and 7/27-7/31. The last week worked during this period is what needs to be captured.** The form must be filled out completely for each covered contract and subcontract.

DUE DATES

- Reports are due to the District Labor Compliance Manager on or before August 14, 2015.
- Reports are due to the Local Agency on or before August 14, 2015.
- Local Agency reports are due to the District Local Assistance Engineer on or before August 21, 2015.

DEFINITION OF JOB CATEGORIES LISTED IN TABLE A

The following table contains the list of 15 "parent" Job Categories/Work Classifications. These classifications can often be different than the specific Job Category/Work Classification that is printed on a certified payroll report.

Officials	Carpenters
Supervisors	Cement Masons
Foremen/Women	Electricians
Clerical	Pipefitter/Plumbers
Equipment Operators	Painters
Mechanics	Laborers-Semi-Skilled
Truck Drivers	Laborers-Unskilled
Ironworkers	

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Utilize the following examples of work to place in the appropriate job classification: List flaggers as Laborers-Unskilled; list operators of paint striping trucks as Truck Drivers or Equipment Operators; list form builders and helpers as Carpenters; list form setters as Laborers-semi-Skilled; and list survey crews as Laborers-Semi-Skilled.

BLOCK ENTRIES

1. MARK APPROPRIATE BLOCK - **Check only one box.** (*Required Information)
2. COMPANY NAME AND ADDRESS - Enter the entire name, street address, city or town, state, and zip code. **Do not abbreviate.** (*Required Information)
3. PROJECT NUMBER-Enter all Federal-aid project number(s) associated with the contract number, including the Caltrans contract number. Refer to the Caltrans Division of Construction Statement of Ongoing Contracts web site at <http://www.dot.ca.gov/hq/construc/statement.html>. If you are a subcontractor and do not know the Federal-aid project number, contact the prime contractor. (*Both Federal and Caltrans Project Numbers are Required Information)
4. DOLLAR AMOUNT OF CONTRACT-Enter dollar amount of contract, including amended amounts. (*Required Information)
5. PROJECT LOCATION (County) - Enter all counties associated with the contract number. Refer to the Caltrans Division of Construction Statement of Ongoing Contracts web site at <http://www.dot.ca.gov/hq/construc/statement.html>. (*Required Information)
6. PAY PERIOD ENDING-Insert Year (*Required Information)
7. EMPLOYMENT DATA-(*Required Information)
(Table A)-Enter number of employees based on race, gender, and job category during the reporting period.
(Table B)-Enter number of apprentices and on-the-job trainees based on gender and job category during the reporting period.
(Table C)-Enter number of apprentices and on-the-job trainees based on race and gender during the reporting period.
8. PREPARED BY-Signature and title of contractor's representative certifying the reported data to be true. (*Required Information)
9. DATE - preparer signed(*Required Information)
10. REVIEWED BY - signature and title of State official reviewing data. (*Required Information)
11. DATE – reviewer signed (*Required Information)