

# Form 1391/1392: Frequently Asked Questions

**Q: What is the FHWA 1391?**

A: The FHWA 1391 is snapshot of your workforce and work opportunities in the month of July. The form collects demographic data on employees working for your company. The data is used to determine if and where training and hiring goals are applied on projects, so it's critical that ITD receives accurate data in your submission.

**Q: Is this required?**

A: Yes, submitting 1391 data is required and this requirement is made clear in your final contract within the FHWA 1273.

**Q: Where do I find my Project Number, Key Number, Contract Number, and Contract Amount?**

A: This information is included in the final contract, however if the Prime contractor cannot provide this, you may call us and we'll provide it for you. 208-334-8152.

**Q: What pay period do I report?**

A: Report all workers who worked in all or any part of the last full pay period preceding the end of July (even if your company did not work the full pay period).

**Q: What if we didn't work the last week of July?**

A: If you did not work the last week of July, then you would report on the next closest week in July. If your employees worked the 3<sup>rd</sup> week of July, then you would report on that week. If your employees worked only the 2<sup>nd</sup> week of July, then you would report on that week. If your employees worked only the 1<sup>st</sup> week of July, then you would report on that week.

**Q: What if we didn't work at all in July?**

A: If your employees were not working onsite during the month of July, then you would simply enter your basic information and select the box that says "No Activity in July."

**Q: Do subcontractors also have to submit their workforce data?**

A: Yes. Each contractor (prime or sub) should have received a notification email with reporting instructions. All contractors and subcontractors are required to submit data.

**Q: Do we report on each project or can we add all of our projects together?**

A: FHWA requires that each project is reported individually. For this report we are tracking "work opportunities." Reporting on individual projects keeps you from under-representing your work opportunities and workforce onsite, and provides ITD with more accurate data.

**Q: What if I had 500 employees, do I really have to enter their data 500 times?**

A: Sadly, the answer is yes. While the web tool isn't best tool, it's certainly better than faxing the paper form that was often too long to fax, and illegible when it finally reached its final recipient.

**Q: What happens if I don't do it, or if I report "No Activity in July" rather than actually completing my data?**

A: The short answer is... we'll know, and since the 1391 is a contract item, it will be enforced as such.