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**FHWA-1391 Frequently Asked Questions**

1. **What if we are a trucking company?**

If your company does ONLY trucking you are required to fill in sections 1 and 2 and complete Table A. If your company does more than just trucking, then you complete the entire form.

1. **Do we include data for State Funded projects?**

No.

1. **Do we include data for Aeronautic projects?**

No.

1. **How do we figure out which week to use in July?**

Use the last week in July your company worked on that project. For example, employee(s) worked only the 2nd week of July on the project, then report using data from that week. If employee(s) worked both the 2nd and 4th week of July on the project, then report using data from the 4th week.

1. **No work in July – this means your company has a current prime or subcontract on a WisDOT**

**Federal-Aid highway project that equals or exceeds for $10,000 BUT did not work on the project in July.**

Check the box “No work in July” but still complete boxes 2-5 and submit the FHWA-1391.

1. **We are a prime contractor; do we file the FHWA-1391 for the subcontractors on my project(s)?**

No, each subcontractor files their own FHWA-1391 if required. However, it is the primes responsibility to ensure that all subcontractors at every tier on their project(s) are aware of the Required Contract Provisions regarding completing the FHWA -1391 (FHWA-1273).

1. **Our company is currently working on several WisDOT highway federal-aid projects, do we need to do a form for each project?**

You can either do a form for each project or you can consolidate personnel data for all project(s) on one form. If you consolidate, you need to complete tab 2 to list all projects.

1. **Our company is both a prime and subcontractor on projects, do we need to do a form for each project?**

You can either do a form for each project or you can consolidate personnel data for all project(s) on one form. If you consolidate, you need to complete tab 2 to list all projects.

1. **If an employee works on more than one project during the reporting period, do we count them as working on each project?**

Yes, if an employee works on more than one project, that employee is counted multiple times.

1. **We have employees who work in multiple job categories. How do we list them?**

List them in the classification which they work most frequently. Do not list them in more than one classification.

1. **Who do we count? Do we only count only employees physically working on the WisDOT project?**

Include any employee in the job categories listed that **work on OR support** the WisDOT project, for example include foremen/women, clerical staff, supervisors, and company officials.

1. **Do we count apprentices?**

Yes, on Table B in the Apprentices column. To be counted as an apprentice, they must be enrolled in a bona fide apprenticeship program example apprenticeship contract through Wisconsin Department of Workforce Development (DWD).

1. **Do we count HCST (formerly TrANS) graduates?**

Yes, on Table B in the On-the-Job Trainees column. ONLY count bona fide HCST (formerly TrANS) graduates on this table. There are no other trainees approved to be entered in this column.

1. **Do survey consultants fill out the FHWA-1391?**

Only if they were on the site of the project doing construction staking.

1. **Do material suppliers need to submit the FHWA-1391?**

No, material suppliers do not need to submit the FHWA-1391.

1. **Do engineering consultants who just do professional services need to submit the FHWA-1391?**

No, engineering consultant firms do not need to submit the FHWA-1391.

1. **Do material testing/quality control testing companies need to submit the FHWA-1391?**

No, material testing/quality control testing companies do not need to submit the FHWA-1391.

1. **We have a project that will be starting in August and have some personnel out on the project do we need to complete the 1391?**

No, not unless the project has been executed.