

## FHWA-1391 Frequently Asked Questions

### 1. Are we required to submit the FHWA-1391?

Is your company currently working on a WisDOT highway project either as the prime or subcontractor?

No – You do not need to submit an FHWA-1391.

Yes - Go to next question.

Does the WisDOT project your company is working on have federal funding? See FAQ #1 for how to determine this.

No - You do not need to submit an FHWA-1391

Yes - Go to next question.

Is the amount of your company's contract (work) equal to or exceeds \$10,000?

No - You do not need to submit an FHWA-1391

Yes – FHWA-1391 is required. Complete the form and submit.


### 2. Our company is currently working on a WisDOT highway project, how do we know if the project is a Federal-Aid highway project?

The easiest way is to check the Civil Rights and Compliance System (CRCS). If the project name does not have SF at the beginning, the project is a Federal Aid highway project. If there is SF at the beginning that means the project is state funded only.

#### Federal Aid highway project

|| [Fond du Lac-Chilton; Drainage Way Culvert Replacement](#)

#### State Funded only project

 [Gillett-Suring; STH 22-Trinity Church Road](#)

### 3. Do we include data for State Funded projects?

No.

### 4. 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 2<sup>nd</sup> week of July on the project, then report using data from that week. If employee(s) worked both the 2<sup>nd</sup> and 4<sup>th</sup> week of July on the project, then report using data from the 4<sup>th</sup> week.

### 5. 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

**6. 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).

**7. Our company is currently working on several WisDOT highway federal-aid projects, do we need to do a the 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.

**8. 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.

**9. 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.

**10. 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.

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

No, 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.

**12. 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).

**13. 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.

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

If your company only does 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.

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

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

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

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

**Job Category Questions:**

List flaggers as Laborers-Unskilled

List operators of paint striping trucks as Truck Drivers

List form builders and helpers as Carpenters

List form setters as Laborers-Semi-Skilled

List survey crews as Laborers-Semi-Skilled for lack of a better category.

List air tool operators and operators of power pavement saws as Laborers-Semi-Skilled

List Engineers and Engineering Techs as Officials

Majority of Laborers on WisDOT projects will fall under the Laborer-Semi Skilled classification.

<b>LIST OF TRADES (FORM FHWA 1391)</b>	
<b>Officials</b>	Construction managers, project engineers, superintendents, etc. who have management level responsibility and authority.
<b>Supervisors</b>	All levels of project supervision, if any, between management and foremen levels. <i>For example: first-line supervisors.</i>
<b>Foremen/Women</b>	Men and women in direct charge of craft workers and laborers performing work on the project.
<b>Clerical</b>	Persons who perform a combination of clerical tasks to support office, business, and administrative operation.
<b>Equipment Operators</b>	Use machinery that moves construction materials, earth, and other heavy materials and applies asphalt and concrete to roads and other structures. <i>For example: paving, surfacing, and tamping equipment operators, crushing and grinding workers, dredge and excavating operators, etc.</i>
<b>Mechanics</b>	Repair and maintain engines and hydraulic, transmission, and electrical systems for equipment such as cranes, bulldozers, and trackhoes.
<b>Truck Drivers</b>	Drivers that operate industrial trucks and tractors.
<b>Ironworkers</b>	Person who install iron or steel girders, columns, and other construction materials to form buildings, bridges, highways, tunnels, and other structures.
<b>Carpenters</b>	Construct, erect, install, or repair structures and fixtures made of wood.
<b>Cement Masons</b>	Smooth and finish poured concrete surfaces and work with concrete to create sidewalks, curbs, roadways, or other surfaces.
<b>Electricians</b>	Install and maintain all of the electrical and power systems.
<b>Pipefitter/Plumbers</b>	Pipelayers, Plumbers, Pipefitters, Steamfitters.
<b>Painters</b>	Stain, varnish, and apply other finishes to buildings and other structures and apply decorative coverings to walls and ceilings.
<b>Laborer-Semi Skilled</b>	Performs job that require physical strength, training, and experience. <i>Examples include: helpers, bridge worker, grade checker, and oiler/greaser/firer.</i>
<b>Laborer-Unskilled</b>	Performs jobs that require little skill and can be learned quickly.