2024 Instructions for FHWA 1391 Report Submissions
for Prime and Subcontractors

All contractors (prime and subs) awarded Federal-Aid Highway construction contracts inPennsylvania of $10,000 or more, are **required** to submit the **Federal-Aid Highway Construction Contractors Annual FHWA-1391 Report**. Data must reflect the workforce on the project during the **latest pay period worked in July 2024**. For clarification, any contractor who performed work during the month of July must submit a report. Submitting the FHWA 1391 report is web-based.

Please note that there is a new URL for the FHWA 1391 Report site. All PennDOT Business Partners will submit the report online at
https://dominoappsbp.penndot.pa.gov/domcfg.nsf/$$LoginPennDOT?Open&LURDfhwa/fhwa1391.nsf

Your company's Engineering and Construction Management System (ECMS) login and password will be required to access the reporting site to complete and submit the report. For assistance in gaining login credentials contact the ECMS Help Desk at (717)783-8330, Monday through Friday, 8 AM to 4 PM. Contractors must submit a report for all projects listed under "Open projects" on the Business Partner home screen. Once you select the project, simply enterthe workforce on the project by classification, gender, and ethnicity in the yellow blocks.The total numbers will be automatically calculated and will populate in the green boxes. After you have filled in the numbers, click on "Submit Annual FHWA Report". A confirmation message will appear, click on "OK" to submit. You will receive a message alerting you that your report has been submitted.

If no work was conducted on the project during the month of **July 2024**, simply select theproject, scroll down to the bottom of the page, and click on "Submit Annual FHWA Report". A confirmation message will appear asking "Do you want to submit a NO WORKFORCE REPORT". Click "OK" to submit. As a general rule for suppliers and consultants, if you don't see any "Open projects" on the site, then you are not required to submit.

You may review what projects have been submitted in the "Submitted 1391 Form" tab. Print a copy of your submission page for your files and in case the system malfunctions and your report *is not* received by PennDOT. This will keep your company from receiving an out of compliance notification.

Please submit your 1391 reports no later than August 16, 2024. Should you have any questions completing the report, please send an email to Carla Johnson at carlajohns@pa.gov or, call 717-787-5891.

Thank You.