INSTRUCTIONS ON HOW TO COMPLETE THE 1391-FORM:

Once the 1391-Form has been downloaded and saved to your computer and you are ready to complete, follow the steps below for each numbered box located in the light blue area on the form. **To submit “no activity/work performed 1391s, please see instructions on the last page.

Box 1 – Select Contractor or Subcontractor

Box 2 – Provide the company’s name and address.

Box 3 – Enter the State Project Number (H.00000) only for the project.

Box 4 – Enter the total dollar value of the federal-aid contract or subcontract.

Box 5 – Enter Parish the project is located in. If the project is located in more than one Parish, put the first Parish listed on the contract.

Box 6 – The current reporting year will be provided for you.

Instructions on How to Complete the 1391-Form, Cont.

Box 7 – Employment Workforce:

**Table A:** Enter employment workforce for each job category, be sure to indicate female and minority employees by racial status. **Note:** data can only be entered in the light blue fields. The data will automatically calculate in the light green areas of the form.

Example: 3 equipment operators and 1 carpenter. 2 equipment operators are male (1 American Indian and 1 Black or African American), 1 is female (Asian). Locate the row for equipment operators in box 7 of the form, in the light blue area enter 1 for male in the column under Black or African American, enter 1 for male in the column under American Indian, and enter 1 for female in the column under Asian. Locate the row for carpenters and in the light blue area enter 1 for male in the white column. Notice in the green area of the form you will now see 3 for males and 1 for female under the Total Employed column. Under the Total Racial/Ethnic Minority column you will now see 2 for males and 1 for female. The information entered automatically calculates in the green areas of the form.
**Table B:** Apprentices and On-the-Job (OJT) Trainees:
If Apprentices and/or OJT Trainees are reported, the only information entered here is the number of males and/or females in the row the training is being performed. Note: The information entered in this area will not be calculated in the light green area for Total Employed.

**Table C:** Enter the number of Apprentices and/or On the Job Trainees under the corresponding column for racial status for males and females.
Instructions on How to Complete the 1391-Form, Cont.
Example: Under Table B, two male Latino OJT’s were entered in the corresponding row for cement masons, under Table C, you would enter the number two under the corresponding column for their racial status. The information entered will automatically populate in the light green area of the form under Table Box 7C - Number of Apprentices/OJT with race/gender.

Box 8 – Prepared by:
Type in the name of the person completing the 1391-Form. Electronic signature is accepted.

Box 9 – Date:
Enter the date the 1391-Form was completed.

Box 10 and Box 11 – Reviewed By and Date: Leave Blank.

Once the 1391-Form is completed, save and name the file.

Example: XYZ Company Inc. H.000139. The completed 1391-Form is now saved in the Excel Format as downloaded from the Department’s Website and ready to be submitted.

Submission of the completed electronic form must be completed by August 12, 2022, only to DOTDForm1391@la.gov. Do NOT send in the form via regular mail.

Things to remember
Prime contractors must submit “no work performed” 1391’s if the project has not received the final acceptance. Subcontractors do NOT submit “no work performed” 1391’s. **Submit “no activity/work performed” 1391’s by completing boxes 1 through 5, 8 and 9, leave the tables A, B, C blank. If you must put no activity, put on line 8.
Prime contractors, if the subcontractors have completed work on the project, prime contractors must also submit a 1391.

If you had to submit payrolls on a federal aid project during the last payroll period in July, you must submit the 1391.