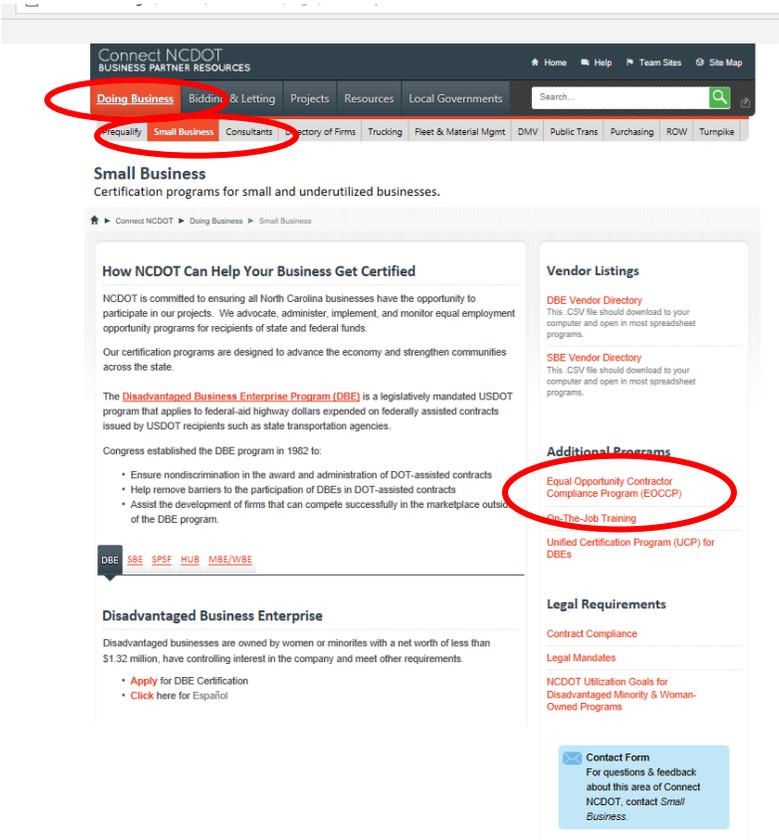
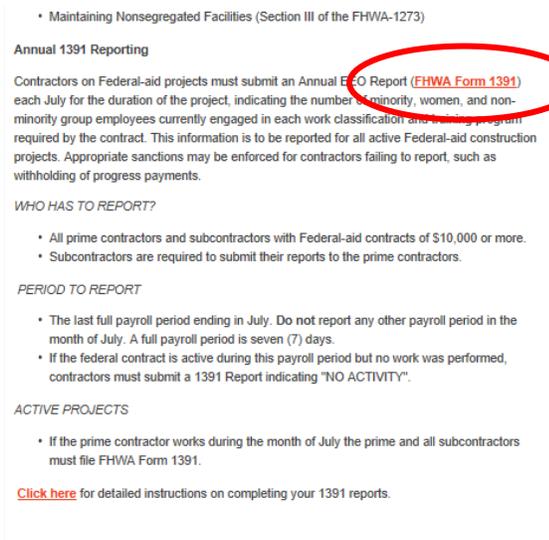


FHWA 1391 Instructions for Contractors

- Access the FHWA 1391 submittal from NCDOT's Connect home page
<https://connect.ncdot.gov/business/SmallBusiness/Pages/EOCCP.aspx>
Under Doing Business, Small Business, Equal Opportunity Contractor Compliance Program (EOCCP)



- On the EOCCP Page, 1/2 way you will see Annual 1391 Reporting – Click on the FHWA Form 1391 link



- From the link, you will be taken to the login screen where you will need to enter first and last name of the individual certifying the FHWA 1391, a phone number to contact, email address, job title, and your company's unique password for accessing the system. This password will be sent to your company the week of July 12th through July 16th. It will be sent to the email address that your company submitted during your prequalification process. If you are unable to locate your company's unique password, please contact constructionhelp@ncdot.gov. Each company has their own unique password – passwords should not be shared with other contractors.

/SiteAssets/FHWA-1391/App/index.aspx#

NCDOT Annual FHWA 1391

First Name

Michelle

Last Name

Gaddy

Phone Number

919-707-2490

E-Mail

mhgaddy@ncdot.gov

Job Title

Operations Engineer

Pass Key

Password

LOG ON

The email address provided will receive updates about the FHWA 1391 and must be a valid email address.

Summary Page / Submitting a FHWA 1391 Form

Once you have logged onto the system, you will see a list of federal projects that your company is prime contractor or an approved subcontractor. Additionally, you will see the current status of the submittal.

Status	Meaning
Pending	A FHWA 1391 has not been submitted
Prime Review	A subcontractor's form has been submitted to the prime contractor and is awaiting submittal to NCDOT
Prime Accepted	A subcontractor's form has been approved by the prime and is awaiting NCDOT review
RE Approved	Resident Engineer staff has reviewed and approved the submittal
RE Rejected	Resident Engineer staff has reviewed and rejected the submittal. A further discussion with the RE office is needed to determine the reason for rejection. Resubmit the form after the issue has been resolved.

The screenshot shows a web interface for "FHWA 1391 COMPLETION PRIME REVIEW". It includes a "HIDE INSTRUCTIONS" link and a paragraph of instructions. Below is a table with columns: Contract #, Contract Type, Completion Date, Status, Status Date, and Status Reason. The table lists 13 training contracts with various statuses like "RE Reject", "Prime Accepted", "RE Approve", "Pending Prime Review", and "Pending". At the bottom right, there is a pagination control showing "Rows per page: 10" and "1-10 of 11".

Contract #	Contract Type	Completion Date	Status	Status Date	Status Reason
Training01	Subcontractor	2021-06-14	RE Reject	2021-06-14	
Training02	Subcontractor	2021-06-09	RE Reject	2021-06-09	
Training03	Subcontractor	2021-06-09	Prime Accepted	2021-06-09	
Training05	Subcontractor	2021-06-08	RE Approve	2021-06-08	
Training06	Subcontractor	2021-06-08	RE Reject	2021-06-08	
Training08	Subcontractor	2021-06-10	Pending Prime Review		
Training09	Subcontractor	2021-06-17	Pending Prime Review		
Training10	Subcontractor	2021-06-21	Pending Prime Review		
Training11	Subcontractor		Pending		
Training13	Prime		Pending		

NO HICAMS#

Be sure and note the application defaults to 10 rows per page. If your company is contracted on more than 10 projects, you may need to review other pages and click on rows per page to reflect additional rows.

The screenshot shows a "Rows per page:" dropdown menu. The current selection is "10". Other options visible are "5", "15", and "All". The page indicator "1-10 of 11" is also visible.

The date the form was completed by the reporting contractor is shown in the completion date window and the status date reflects the date of the last action taken on the submittal.

To complete a form, click on the project number – you will first be prompted by a question “Was work performed on this contract by your firm in the month of July 2021”. If you click “Yes”, you will be prompted with a form to complete with the number of individuals who meet each job classification in each gender/category. Complete the form based on the last week worked in July. You will note all totals will automatically update based on the information entered.

FHWA 1391 Form for Training11

Job Categories	TABLE A														TABLE B			
	Black or African American		Hispanic or Latino		American Indian or Alaskan Native		Asian		Native Hawaiian or Other Pacific Islander		Two or More Races		White		Apprentices		On-the-Job Trainees	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials (Managers)	1																	
Supervisors														1				
Foremen/Women			1										2	1				
Clerical																		
Equipment Operators	2		3										4					
Mechanics																		
Truck Drivers	2		1										3					
Iron Workers/Welders																		
Carpenters																		
Cement Masons	1		2													1		
Electricians																		
Pipe Fitters/Plumbers																		
Painters																		
Laborers, Semi-skilled																		
Laborers/Unskilled	2		4										7	1	3			
Totals	8	0	11	0	0	0	0	0	0	0	0	0	17	2	4	0	0	0

TABLE C (Table B data by racial/ethnicity status)														
Job Categories	Black or African American		Hispanic or Latino		American Indian or Alaskan Native		Asian		Native Hawaiian or Other Pacific Islander		Two or More Races		White	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Apprentices														
On-the-Job Trainees														

PREVIOUS NEXT

If you click “Previous”, you will go back to the summary page. The form will not be saved.

Once complete, click “Next”. You will see the completed form with all totals entered. The prepared by field will contain the name of the individual completing the form and the date. You will also note that the role on the project (Prime Contractor/Subcontractor), Name of the Contractor with City and State, Contract Number, Dollar amount of the work (based on prime award or approved subcontract value), and project location is automatically entered.

North Carolina Department of Transportation
1391 (06/20)

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

CONTRACTOR TYPE: Subcontractor	COMPANY NAME, CITY, STATE: Grege Grading, Raleigh, NC	PROJECT NUMBER: Training11	DOLLAR AMOUNT OF ALL CONTRACTS(s): \$150,000.00	PROJECT LOCATION: Hoke
IS NO WORK PERFORMED BY YOUR COMPANY OR FEDERAL-AID CONTRACTS DURING THE LAST FULL PAY PERIOD WORKED IN JULY, 2021?				No
This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in August, 2021				
WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING THE LAST FULL PAY PERIOD WORKED IN JULY, 2021				

Job Categories	Total Employed		Total Racial/Ethnic Minorities		Black or African American		Hispanic or Latino		American Indian or Alaskan Native		Asian		Native Hawaiian or Other Pacific Islander		Two or More Races		White		Apprentices		On-the-Job Trainees	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials (Managers)	1	0	1	0	1	0																
Supervisors	1	0	0	0														1				
Foremen/Women	3	1	1	0				1									2	1				
Clerical	0	0	0	0																		
Equipment Operators	9	0	5	0	2			3										4				
Mechanics	0	0	0	0																		
Truck Drivers	6	0	3	0	2			1										3				
Iron Workers/Welders	0	0	0	0																		
Carpenters	0	0	0	0																		
Cement Masons	3	0	3	0	1			2												1		
Electricians	0	0	0	0																		
Pipe Fitters/Plumbers	0	0	0	0																		
Painters	0	0	0	0																		
Laborers, Semi-skilled	0	0	0	0																		
Laborers/Unskilled	13	1	6	0	2			4										7	1	3		
Totals	36	2	19	0	8	0	11	0	0	0	0	0	0	0	0	0	0	0	0	17	2	4

TABLE C (Table B data by racial/ethnicity status)																						
Job Categories	Total Employed		Total Racial/Ethnic Minorities		Black or African American		Hispanic or Latino		American Indian or Alaskan Native		Asian		Native Hawaiian or Other Pacific Islander		Two or More Races		White					
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Apprentices	1	0	1	0				1														
On-the-Job Trainees	3	0	1	0	1																	2

PREPARED BY: Michelle G... DATE: 06/24/2021 REVIEWED BY: DATE:

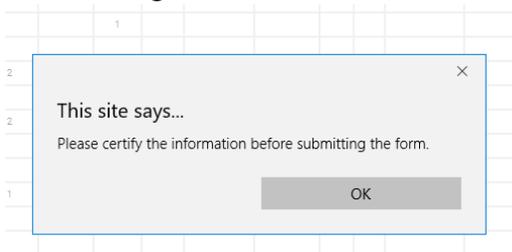
I certify that the information I am providing in this 1391 is accurate.

You must click the “I certify that the information I am providing in this 1391 is accurate” to submit the form. **By clicking this, you are certifying that the information is correct based on your company’s project records for the project in question**

If you click on Return to 1391, you will return back to a blank form and can reenter the information.

You can click on “Save Report” to PDF to save a copy of the report for your records.

You can click on “Submit” to submit the form. If you have not certified the form, you will be prompted with an error message.



Once you click Submit– you will be prompted with a screen that says “Thank you for submitting FHWA 1391 Data” and will receive an email advising that NCDOT has received the data. You will note the project summary will not reflect the submittal. The NCDOT system updates on a cyclic basis and will update within an hour. You can check back to the summary page to see updates on the submittal.

If you click “No” to the question “Was work performed on this contract by your firm in the month of July 2021 – you will be prompted with a form with all zeros. Additionally, the question at the top of the form “Is No Work Performed by Your company on federal aid contracts during the last full pay period worked in July 2021” will be answered with Yes. All of the critical information - the role on the project (Prime Contractor/Subcontractor), Name of the Contractor with City and State, Contract Number, Dollar amount of the work (based on prime award or approved subcontract value), and project location is automatically entered. The “Prepared By” field will contain the name of the individual completing the form and the date.

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

1391 (06/20)

CONTRACTOR TYPE: Subcontractor	COMPANY NAME, CITY, STATE: Grege Grading, Raleigh, NC	PROJECT NUMBER: Training08	DOLLAR AMOUNT OF ALL CONTRACT(S): \$150,000.00	PROJECT LOCATION: Hoke
IS NO WORK PERFORMED BY YOUR COMPANY OR FEDERAL-AID CONTRACTS DURING THE LAST FULL PAY PERIOD WORKED IN JULY, 2021?				Yes
This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in August, 2021				
WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING THE LAST FULL PAY PERIOD WORKED IN JULY, 2021				

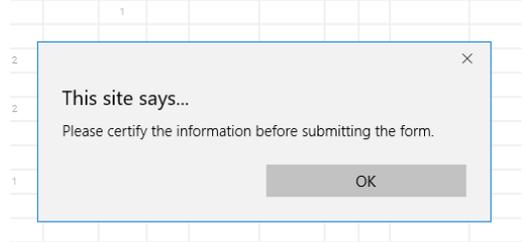
Job Categories	TABLE A														TABLE B							
	Total Employed		Total Racial/Ethnic Minorities		Black or African American		Hispanic or Latino		American Indian or Alaskan Native		Asian		Native Hawaiian or Other Pacific Islander		Two or More Races		White		Apprentices		On-the-Job Trainees	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials (Managers)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supervisors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Foremen/Women	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment Operators	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mechanics	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Truck Drivers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Iron Workers/Welders	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carpenters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cement Masons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Electricians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pipe Fitters/Plumbers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Painters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers, Semi-skilled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers/Unskilled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TABLE C (Table B data by racial/ethnicity status)																					
Job Categories	Total Employed		Total Racial/Ethnic Minorities		Black or African American		Hispanic or Latino		American Indian or Alaskan Native		Asian		Native Hawaiian or Other Pacific Islander		Two or More Races		White				
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F			
Apprentices	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
On-the-Job Trainees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

PREPARED BY: Daniel Walker admin DATE: 06/10/2021 REVIEWED BY: Michelle Gaddy DATE: 2021-06-24

I certify that the information I am providing in this 1391 is accurate.

If you click on Return to 1391, you will return back to a blank form and can reenter the information. You can click on “Save Report” to PDF to save a copy of the report for your records. You can click on “Submit” to submit the form. **If you have not certified the form, you will be prompted with an error message.**



Once you click Submit – you will be prompted with a screen that says “Thank you for submitting FHWA 1391 Data” and will receive an email advising that NCDOT has received the data. You will note the project summary will not reflect the submittal. The NCDOT system updates on a cyclic basis and will update within an hour. You can check back to the summary page to see updates on the submittal.

You can submit the form again until RE approval if a mistake was made during the initial submittal. It will overwrite the initial submittal. You may need prime approval again if the form has already been through that step.

Prime Review of Subcontractors Submittal

Click on the Prime Review tab to view all subcontractors on the project.

Gregs Grading

FHWA 1391 COMPLETION **PRIME REVIEW**

HIDE INSTRUCTIONS ^

Click on the Contract Number link next to the subcontractor's name to review their FHWA 1391 Form. You will have the option to approve/reject the individual form on the review page or you can approve/reject multiple forms on this page. If you reject any form you must provide a Status Reason explaining your reasoning for rejecting the form. An email will be sent to the subcontractor and cc'd to you when the form is approved/rejected.

Contract # ↑	Contractor Name	Prepared By	Status	Prime Status	Status Reason
Training13	Hanks Hauling	Pradnya bankar ba	Prime Accepted	Accept...	null
Training13	Tinas Traffic Control		Pending		

Rows per page: 10 1-2 of 2 < >

SAVE APPROVAL

You will note the subcontractors name, who the form was completed by, the current status of the submittal, and field to select for approval/rejection and a Status Reason box for any comments.

Status	Meaning
Pending	A FHWA 1391 has not been submitted by the subcontractor
Pending Prime Review	A subcontractor's form has been submitted to the prime contractor and is awaiting review
Prime Accepted	A subcontractor's form has been approved by the prime and is awaiting NCDOT review
Prime Rejected	A subcontractor's form has been rejected by the prime
RE Approved	Resident Engineer staff has reviewed and approved the submittal
RE Rejected	Resident Engineer staff has reviewed and rejected the submittal. A further discussion with the RE office is needed to determine the reason for rejection. Resubmit the form after the issue has been resolved.

If the form is pending approval or rejected for some reason, you should reach out to the subcontractor to request a resubmittal.

If it is pending prime review, then the prime contractor should review the submittal and approve or reject.

If the form is Prime Accepted or RE Approved, no further actions are needed at this time.

To review the form, click on the contract number beside each submittal

Subcontractor	Tinas Traffic Control, Raleigh, NC		Training13	\$34,000.00	Burke																	
IS NO WORK PERFORMED BY YOUR COMPANY OR FEDERAL-AID CONTRACTS DURING THE LAST FULL PAY PERIOD WORKED IN JULY, 2021?					No																	
This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in August, 2021																						
WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING THE LAST FULL PAY PERIOD WORKED IN JULY, 2021																						
TABLE A													TABLE B									
Job Categories	Total Employed		Total Racial/Ethnic Minorities		Black or African American		Hispanic or Latino		American Indian or Alaskan Native		Asian		Native Hawaiian or Other Pacific Islander		Two or More Races		White		Apprentices		On-the-Job Trainees	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials (Managers)	0	0	0	0																		
Supervisors	0	0	0	0																		
Foremen/Women	0	0	0	0																		
Clerical	0	0	0	0																		
Equipment Operators	0	0	0	0																		
Mechanics	0	0	0	0																		
Truck Drivers	0	0	0	0																		
Iron Workers/Welders	0	0	0	0																		
Carpenters	0	0	0	0																		
Cement Masons	0	0	0	0																		
Electricians	0	0	0	0																		
Pipe Fitters/Plumbers	0	0	0	0																		
Painters	0	0	0	0																		
Laborers, Semi-skilled	0	0	0	0																		
Laborers/Unskilled	0	0	0	0																		
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TABLE C (Table B data by racial/ethnicity status)																		
Job Categories	Total Employed		Total Racial/Ethnic Minorities		Black or African American		Hispanic or Latino		American Indian or Alaskan Native		Asian		Native Hawaiian or Other Pacific Islander		Two or More Races		White	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Apprentices	0	0	0	0														
On-the-Job Trainees	0	0	0	0														

PREPARED BY: Michelle Gaddy Operations Engineer DATE: 06/24/2021 REVIEWED BY: DATE:

Prime Approval Prime Rejection

Click Prime Approval or Prime Rejection. You will receive an email advising that the RE office has received the sub's submittal. You will note the project summary will not reflect the submittal. The NCDOT system updates on a cyclic basis and will update within an hour. You can check back to the summary page to see updates on the submittal. If you reject the form, please provide a reason for rejection and advise the subcontractor so they know to resubmit.

Contract Number that doesn't start with C20##### or D#####

If you have a federal contract that doesn't start with C20#### or D#####, then it may be a purchase order project that is not in our contract administration system. If so, click on the No HICAMS# button at the bottom of the summary table

Gregs Grading

FHWA 1391 COMPLETION PRIME REVIEW

HIDE INSTRUCTIONS

To complete the FHWA 1391 form click on the appropriate Contract Number. It takes about an hour for our webpage to update and when it does you will see today's date in the Completion Date column and be able to view/edit this form if needed. Once the Prime approves/rejects your 1391 you will receive an email notification and the status column will be updated accordingly. You will receive another email notification when the Resident Engineer's office approves/rejects your 1391 form.

Contract # ↑	Contract Type	Completion Date	Status	Status Date	Status Reason
Training01	Subcontractor	2021-06-14	RE Reject	2021-06-14	
Training02	Subcontractor	2021-06-09	RE Reject	2021-06-09	
Training03	Subcontractor	2021-06-09	Prime Accepted	2021-06-09	
Training05	Subcontractor	2021-06-08	RE Approve	2021-06-08	
Training06	Subcontractor	2021-06-08	RE Reject	2021-06-08	
Training08	Subcontractor	2021-06-10	Pending Prime Review		
Training09	Subcontractor	2021-06-17	Pending Prime Review		
Training10	Subcontractor	2021-06-21	Pending Prime Review		
Training11	Subcontractor	2021-06-24	Pending Prime Review		
Training13	Prime	2021-06-24	Prime Accepted	2021-06-24	

Rows per page: 10 1-10 of 11

NO HICAMS#

You will be prompted to enter the contract number, verify your contract name, choose whether you are prime or subcontractor, and enter the contract amount. Your identity should automatically populate based on the login information provided.

NCDOT Annual FHWA 1391 Reporting System for the Last Full Pay Period Worked in July 2021

Contractors on Federal-aid projects must submit an Annual EEO Report each July for the duration of the project, indicating the number of minority, women, and non-minority group employees currently engaged in each work classification and training program required by the contract. This information is to be reported for all active Federal-aid construction projects. Appropriate sanctions may be enforced for contractors failing to report, such as withholding of progress payments.

No HICAMS Contract

Project ID/Description
Project ID

Contractor Name
Hanks Hauling

Contractor Type
Contractor Type

Prepared By
Michelle Gaddy

E-mail
mhgaddy@ncdot.gov

Phone
919-707-2490

Vendor ID
301

Contract Amount
\$ Contract Amount

Check if No Work

BACK NEXT

This should not be used to submit for locally administered projects. Municipalities will need to sign off on the forms and do not have access to this system. These forms should be submitted by hand to the municipality.

Questions

Questions regarding passwords should be directed to constructionhelp@ncdot.gov

Questions regarding the FHWA 1391 form should be directed to jcconde@ncdot.gov and bfsloan@ncdot.gov

Questions regarding the use of the electronic submittal form should be directed to dvbradsher@ncdot.gov and mhgaddy@ncdot.gov