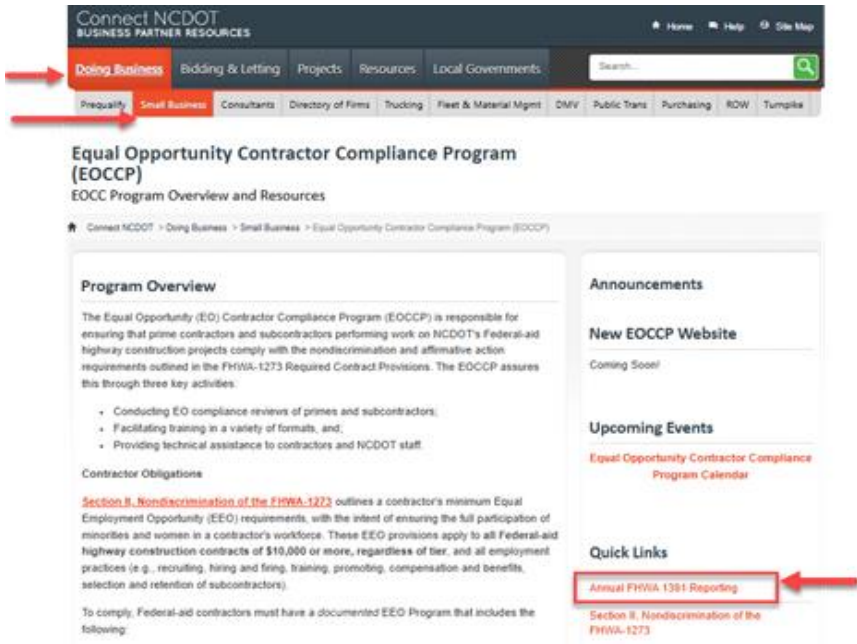
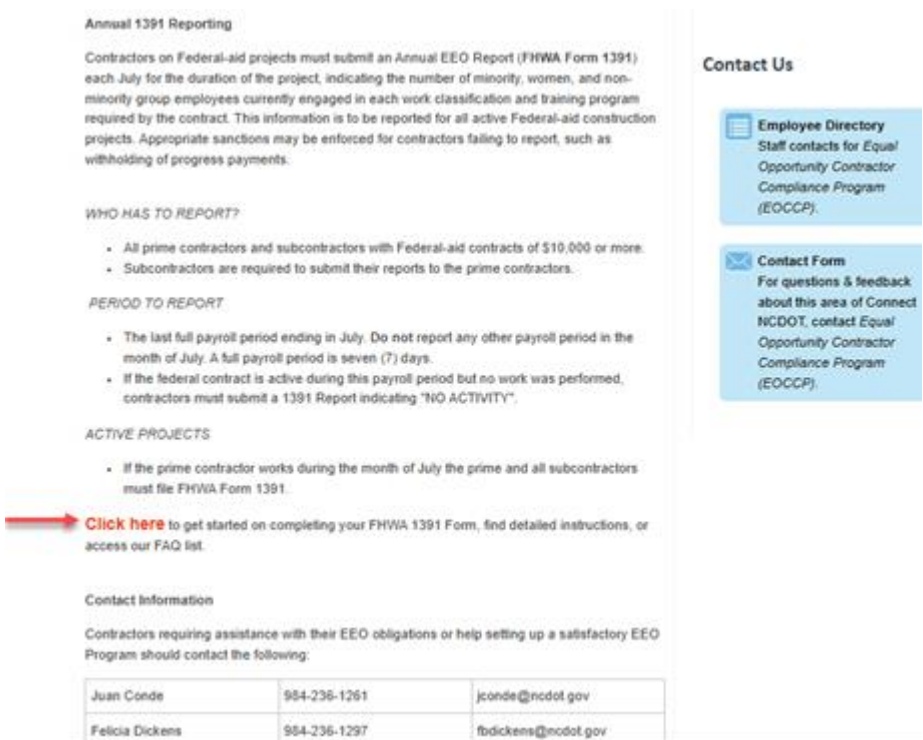


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1. FHWA 1391 Instructions for Contractors (FY2025)

Access the FHWA 1391 submittal from NCDOT's Connect home page – Navigate to Doing Business, Small Business, Equal Opportunity Contractor Compliance Program (EOCCP).

Step	Instruction	Image
1.1	Access the FHWA 1391 submittal portal from NCDOT's Connect home page – Under Doing Business, Small Business, Equal Opportunity Contractor Compliance Program (EOCCP).	 <p>The screenshot shows the NCDOT Connect website. The top navigation bar includes 'Home', 'Help', and 'Site Map'. Below the navigation bar, there are tabs for 'Doing Business', 'Bidding & Letting', 'Projects', 'Resources', and 'Local Governments'. The 'Doing Business' tab is selected, and a sub-menu is visible with 'Prequalify', 'Small Business', 'Consultants', 'Directory of Firms', 'Trucking', 'Fleet & Material Mgmt', 'DMV', 'Public Trans', 'Purchasing', 'ROW', and 'Tumpike'. The 'Small Business' tab is also selected, leading to the 'Equal Opportunity Contractor Compliance Program (EOCCP) Program Overview and Resources' page. The page content includes a 'Program Overview' section, 'Contractor Obligations', and a 'Quick Links' section. A red arrow points to the 'Annual FHWA 1391 Reporting' link in the Quick Links section.</p>
1.2	On the EEOCP Page, in the Annual 1391 Reporting section, go to Click here to access the 2025 FHWA 1391 web page for links to Logon and more.	 <p>The screenshot shows the 'Annual 1391 Reporting' section of the EOCCP page. The section title is 'Annual 1391 Reporting'. Below the title, there is a paragraph explaining that contractors on Federal-aid projects must submit an Annual EEO Report (FHWA Form 1391) each July. The section is divided into three sub-sections: 'WHO HAS TO REPORT?', 'PERIOD TO REPORT', and 'ACTIVE PROJECTS'. Each sub-section contains a list of requirements. At the bottom of the 'ACTIVE PROJECTS' section, there is a red arrow pointing to a 'Click here' link, which is the link mentioned in the instruction. To the right of the main content, there is a 'Contact Us' section with links to 'Employee Directory' and 'Contact Form'.</p>

1.3

The 2025 FHWA 1391 Page contains links for:

- Instructions on completing the 1391 form
- the Logon page
- FAQs

The screenshot shows the 'Connect NCDOT BUSINESS PARTNER RESOURCES' website. The top navigation bar includes links for Home, Help, Team Sites, and Site Map. Below this is a secondary navigation bar with categories: Doing Business, Bidding & Letting, Projects, Resources, and Local Governments. A search bar is located on the right. The main content area is titled '2025 FHWA 1391'. It features an 'IMPORTANT MESSAGE' section with a red header 'IMPORTANT MESSAGES FOR 2025'. Below this, it states 'New' and 'Coming Soon'. A paragraph mentions that NCDOT will add projects to the NCDOT e-1391 Application the week of July 7th, 2025. A 'Welcome to Annual FHWA 1391 Reporting!' section follows, explaining that contractors must submit an Annual EEO Report. A red arrow points to a link: 'Click here for detailed Instructions on completing the form.' Other links include 'Click here to logon and complete the FHWA 1391 Form' and 'Click here to access the FAQ Search List'. A footer section provides contact information for questions unrelated to passwords. On the right side, there is an 'FAQ' section with a table of topics and their counts.

Connect NCDOT
BUSINESS PARTNER RESOURCES

Home Help Team Sites Site Map

Doing Business Bidding & Letting Projects Resources Local Governments

Search...

Prequalify Small Business Consultants Directory of Firms Trucking Fleet & Material Mgmt DMV Public Trans Purchasing ROW Turnpike

2025 FHWA 1391

Connect NCDOT > Doing Business > Small Business > 2025 FHWA 1391

IMPORTANT MESSAGE

IMPORTANT MESSAGES FOR 2025

New

Coming Soon

NCDOT will add projects to the NCDOT e-1391 Application the week of July 7th, 2025. All projects will be available to contractors by July 14th, 2025.

Welcome to Annual FHWA 1391 Reporting!

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.

Click here for detailed [Instructions](#) on completing the form.

Click here to logon and complete the [FHWA 1391 Form](#)

Click here to access the [FAQ Search List](#), Click [FAQs PDF](#) to download a version. (Coming Soon!)

For questions unrelated to Passwords, please send an email with the firm name, contract number and issue to: fhwa1391support@ncdot.gov

Below are the most commonly asked questions:

FAQ

✓ Topic	Q Nbr	Question	Answer
Topic : 1391 Status Definitions (9)			
Topic : General Information (12)			
Topic : Password (7)			
Topic : Reporting Period (3)			
Topic : View Detail/Last Action Definitions (7)			

2. Logon Information

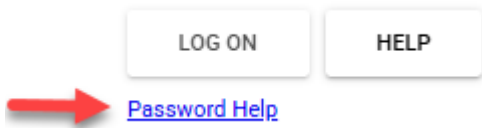
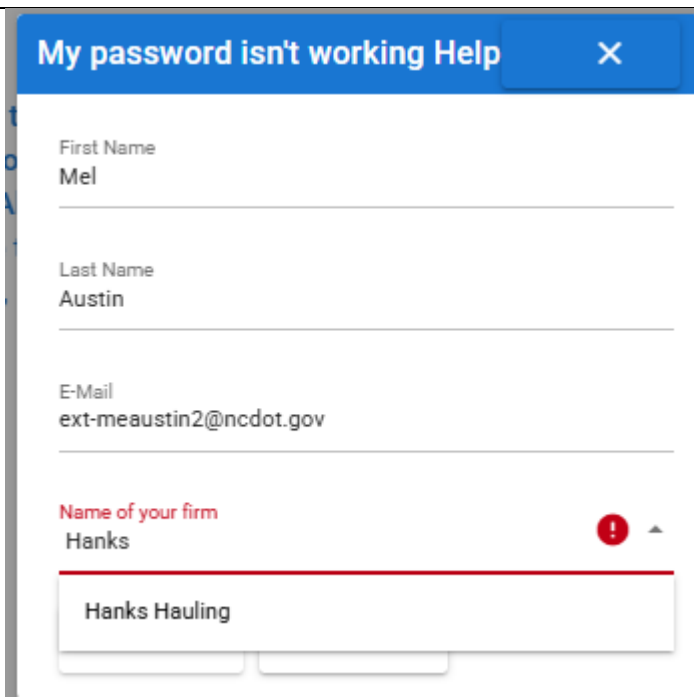
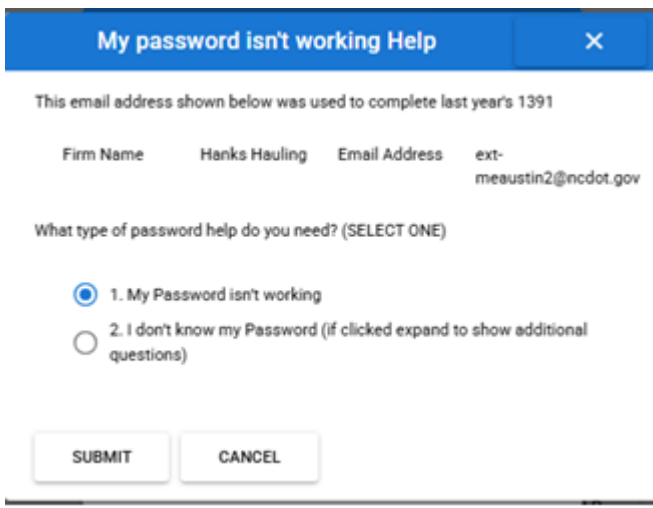
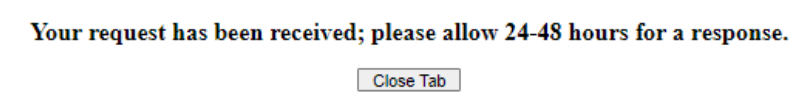
To start, complete the information on the Logon screen.

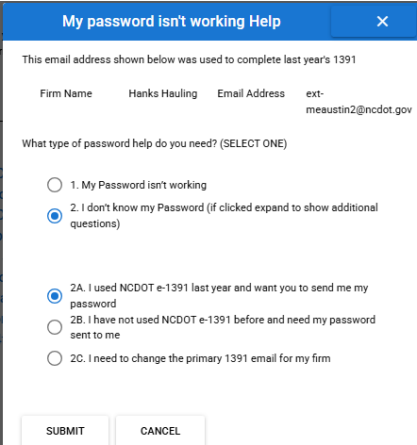
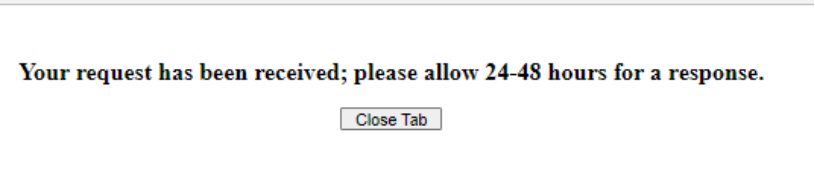

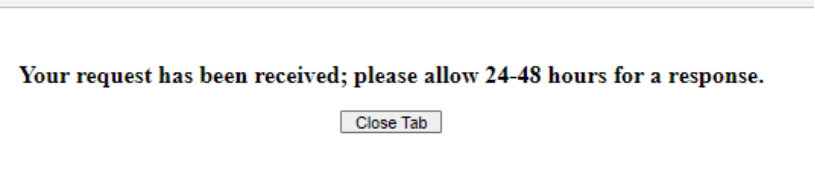
About the Email address and Passwords:

- The **Email** address must be a valid email address as it will receive updates about the FHWA 1391 process.
- Your company's **Password** is the same as the password used last year (2024) to submit the FHWA 1391 form.
- Each company has their own unique password and **should not be shared** with other contractors.

Step	Instruction	Image
2.1	<div>Complete the fields on the page.</div> <div><ul style="list-style-type: none">• First Name and Last Name of the individual certifying the FHWA 1391• Job Title• Email address• Company's unique password for accessing the system.</div> <div>Click on LOG ON</div>	<div><div>First Name</div><div></div></div> <div><div>Last Name</div><div></div></div> <div><div>Job Title</div><div></div></div> <div><div>E-Mail</div><div></div></div> <div><div>Password</div><div></div></div> <div><div>LOG ON</div><div>HELP</div></div> <div>Password Help</div>

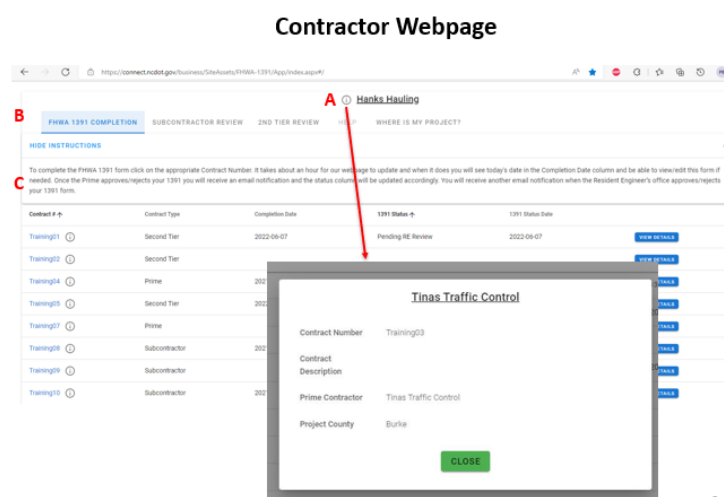

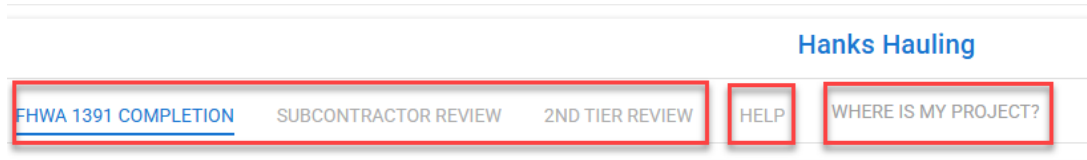
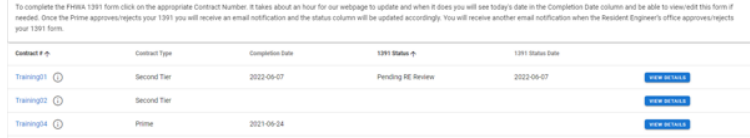
3. Password Help

Step	Instruction	Image
3.1	If you need help with your password, complete the information (except password) and click on 'Password Help.'	
3.2	Enter your First and Last Name and email address. Begin typing your firm name to select it from the dropdown list.	
3.3	<p>The Firm Name and the email used last year to submit a 1391 is displayed.</p> <p>Select either 1 – My Password isn't working.</p> <p>Click on Submit.</p>	
3.4	The system will display a messaging confirming your request was received and you will need to wait 24 to 48 hours for a response.	

3.5	.	
3.4	Option A – When you select option A, an automated email with your password will be sent to you. You'll receive this notification.	
3.5	Option B – NCDOT staff will research your password and email it to you. You'll receive this notification.	
3.6	Option C - NCDOT staff will contact you via email regarding the change. You'll receive this notification.	

4. Contractor Webpage Overview (after successful Logon)

Contractor webpage layout described.

Step	Instruction	Image
4.1	<p>After successful Logon, the Contractor webpage is displayed.</p> <p>There are 3 major elements on the page.</p>	 <p>The screenshot shows the Contractor Webpage for Hanks Hauling. The page has a header with the company name and a navigation bar with tabs: FHWA 1391 COMPLETION, SUBCONTRACTOR REVIEW, 2ND TIER REVIEW, HELP, and WHERE IS MY PROJECT?. Below the navigation bar, there is a section titled 'FHWA 1391 COMPLETION' with instructions. A table lists contracts with columns for Contract #, Contract Type, Completion Date, 1391 Status, and 1391 Status Date. A modal window titled 'Tinas Traffic Control' is open, showing details for Contract Number Training03, Contract Description, Prime Contractor Tinas Traffic Control, and Project County Burke. A red arrow points to the 'I' icon in the contract list.</p>
4.2	<p>A - The name of your firm. Click on the "I" to access an information panel about the firm</p>	 <p>The screenshot shows the 'Tinas Traffic Control' modal window. It displays the following information: Contract Number Training03, Contract Description, Prime Contractor Tinas Traffic Control, and Project County Burke. A green 'CLOSE' button is at the bottom.</p>
4.3	<p>B - Tabs to:</p> <ul style="list-style-type: none">-Complete or view FHWA 1391 Forms,-Help page-Where is my Project page.	 <p>The screenshot shows the navigation bar of the Contractor Webpage. The tabs are: FHWA 1391 COMPLETION, SUBCONTRACTOR REVIEW, 2ND TIER REVIEW, HELP, and WHERE IS MY PROJECT?. The 'FHWA 1391 COMPLETION' tab is highlighted with a red box. The 'HELP' and 'WHERE IS MY PROJECT?' tabs are also highlighted with red boxes.</p>
4.4	<p>C - Body of the page, in grid-sheet format.</p>	<div><div>Displays . . .</div><div><div><ul style="list-style-type: none">Contract #Contract TypeCompletion Date</div><div><ul style="list-style-type: none">1391 Status1391 Status DateView Details button</div></div><p>The screenshot shows the body of the Contractor Webpage. It contains a table with the following columns: Contract #, Contract Type, Completion Date, 1391 Status, 1391 Status Date, and View Details. The table lists three contracts: Training01, Training02, and Training04. Each contract has a 'View Details' button next to it.</p></div>

4.5

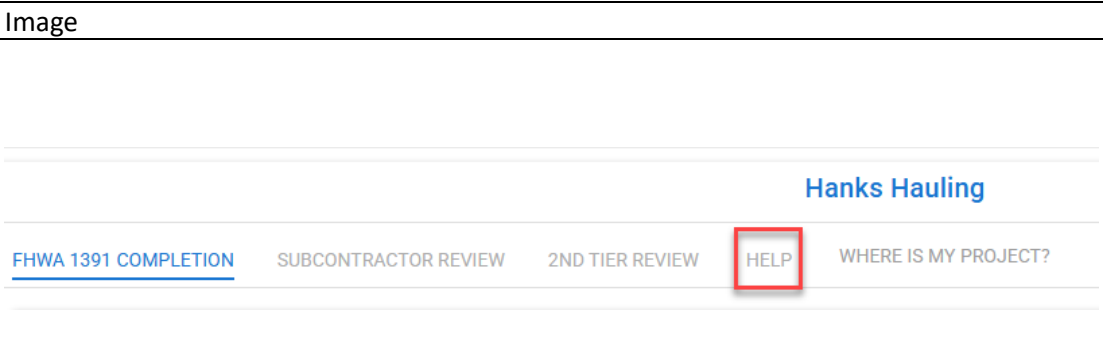
To see a history of the 1391 Form Status Activity, click on the View Details button.



Tinas Traffic Control details						
Contract #	Firm	1391 Status	Last Action	Date	Decision By	Reasons
Training01	NCDOT	RE Approved	RE Accepted	06/07/2022	Pradnya A. Bankar	RE Approved Subcontractor form
Training01	Petunias Paving	Pending RE Review	Prime Accepted	06/07/2022	Daniel W	
Training01	Tinas Traffic Control	Pending Prime Review	1391 Form Submitted	06/07/2022	Ramesh D	
Training01	NCDOT	RE Rejected	RE Rejected	06/07/2022	Pradnya A. Bankar	RE Rejected Subcontractor Form.
Training01	Petunias Paving	Pending RE Review	Prime Accepted	06/07/2022	Daniel W	
Training01	Tinas Traffic Control	Pending Prime Review	1391 Form Submitted	06/07/2022	Ramesh D	
Training01	Petunias Paving	Pending	Prime Rejected	06/07/2022	Daniel W	Prime Rejected Subcontractor form
Training01	Tinas Traffic Control	Pending Prime Review	1391 Form Submitted	06/07/2022	Ramesh D	

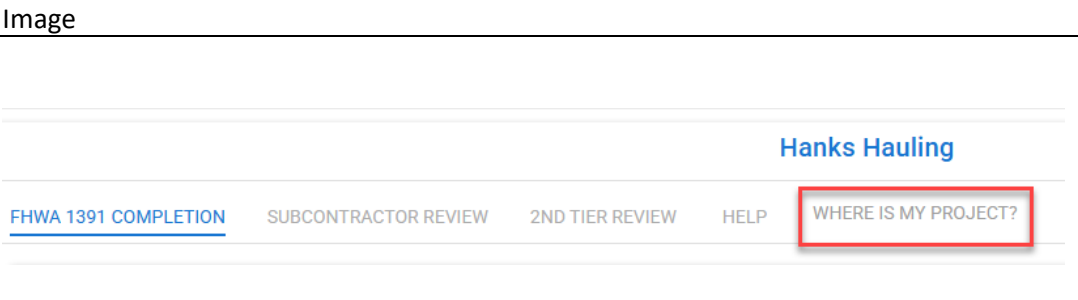
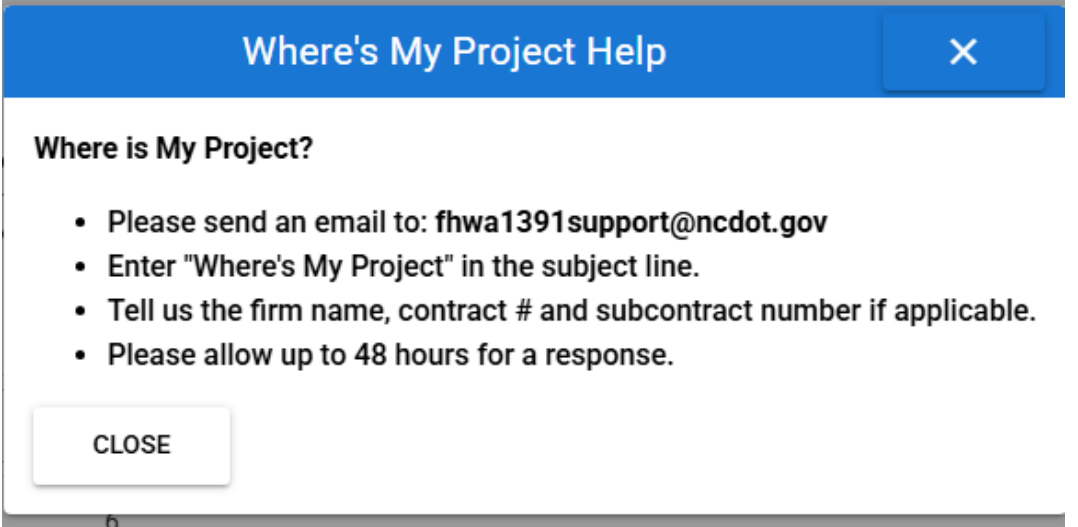
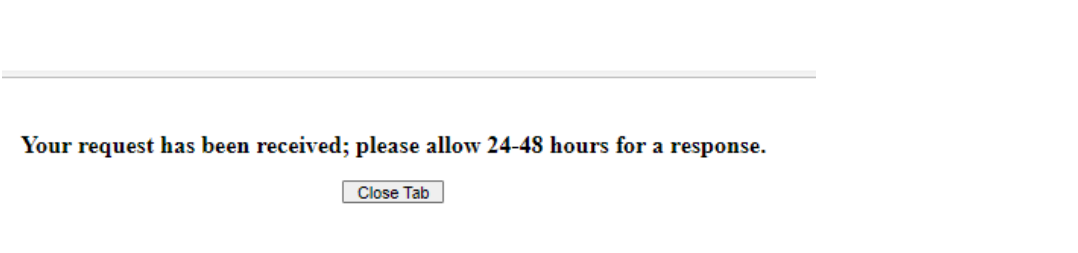
5. Help

There are two Help buttons available to get additional information to resolve issues.

Step	Instruction	Image
5.1	On the Contractor webpage, click on the Help tab to access a page with Helpful information.	 A screenshot of a web application interface. At the top right, the text "Hanks Hauling" is displayed in blue. Below it, a horizontal navigation bar contains four links: "FHWA 1391 COMPLETION" (underlined in blue), "SUBCONTRACTOR REVIEW", "2ND TIER REVIEW", and "HELP" (highlighted with a red rectangular box). To the right of these links is the text "WHERE IS MY PROJECT?".
5.2	<p>From the Getting Started page, you can click on a link to:</p> <ul style="list-style-type: none">-Logon and complete the FHWA 1392 form or-Access detailed instructions-Access a FAQ list (or PDF) to help with common issues.	<p>FHWA 1391 Form – Getting started.</p> <p>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.</p> <p>Click here to logon and complete the FHWA Form 1391. Click here for detailed Instructions on completing the form. Click here to access the FAQ Search List. Click FAQ's to access and download a PDF of the FAQ page.</p>
5.3	If you have more questions, send an email to:	<p>Email: fhwa1391support@ncdot.gov.</p> <hr/> <p>Your request has been received; please allow 24-48 hours for a response.</p> <p>Close Tab</p>

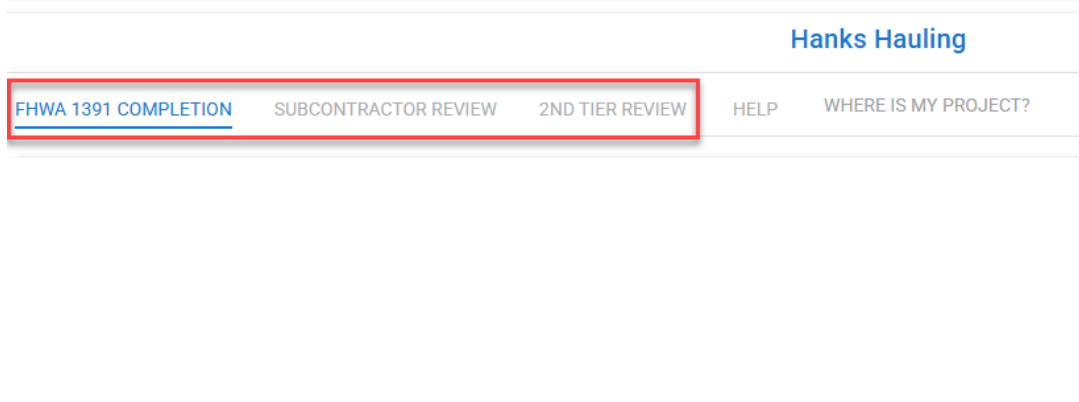
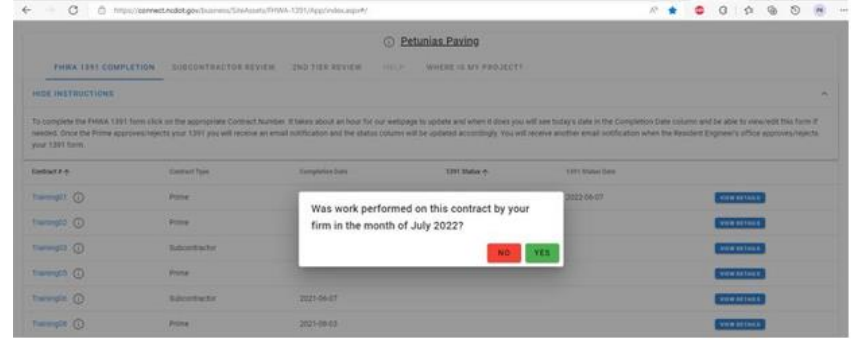

6. Where is My Project

If you do not see your project listed, go to the Contractor Web.

Step	Instruction	Image
6.1	At the top pf the Contractor webpage, click on "Where is My Project" tab.	 A screenshot of the Contractor Webpage header. It shows a navigation bar with several tabs: 'FHWA 1391 COMPLETION' (underlined), 'SUBCONTRACTOR REVIEW', '2ND TIER REVIEW', 'HELP', and 'WHERE IS MY PROJECT?' (highlighted with a red rectangular box). Above the tabs, the text 'Hanks Hauling' is visible.
6.2	Send an email to the address displayed on the screen with the information referenced.	 A screenshot of a modal window titled 'Where's My Project Help'. The window has a blue header bar with the title and a close button (X). Below the header, the text 'Where is My Project?' is followed by a bulleted list of instructions: 'Please send an email to: fhwa1391support@ncdot.gov', 'Enter "Where's My Project" in the subject line.', 'Tell us the firm name, contract # and subcontract number if applicable.', and 'Please allow up to 48 hours for a response.' At the bottom of the modal is a 'CLOSE' button.
6.3	NCDOT will follow-up when your email is received.	 A screenshot of a confirmation message. It states 'Your request has been received; please allow 24-48 hours for a response.' Below the message is a 'Close Tab' button.

7.1 Prime Contractor – Complete and submit FHWA 1391 Form

The Prime Contractor completes a FHWA 1391 Form for their firm and submit it. The Form moves to Pending RE review. RE will approve or reject the Prime Contractor form from the RE Dashboard.

Step	Instruction	Image
7.1.1	When Prime Contractor logons, the following tabs are displayed:	
7.1.2	Click on FHWA 1391 Completion tab. Respond to the pop-up window. Answer Yes to complete FHWA 1391 form for current year.	
7.1.3	Complete Table A: Enter the number of Males and Females in each demographic group for each Job Category.	

7.1.4

Complete
Table B:

Enter the
number of
Male and
Female
Apprentices
or On the
Job
Trainees.

[illegible]

7.1.5

Complete Table C:

Enter number of Male and Female Apprentices and On-the-Job Trainees (listed in Table B) for each demographic.

Select Next.

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		1							1					
On-the-Job Trainees														

[PREVIOUS](#)
[NEXT](#)

7.1.6

A completed FHWA 1391 Form is generated.

<p>Verify that the information you have entered is correct and accurate and then click on the checkbox to confirm. If you need to change this information click on 'Return to 1391'.</p>																							
<p>North Carolina Department of Transportation 1391 0609</p>																							
<p>FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT</p>																							
<p>CONTRACTOR TYPE: Subcontractor</p>		<p>COMPANY NAME, CITY, STATE: Tines Traffic Control, Raleigh, NC</p>				<p>PROJECT NUMBER: Training01</p>				<p>DOLLAR AMOUNT OF ALL CONTRACT(S): \$128,000.00</p>				<p>PROJECT LOCATION: Burke</p>									
<p>IS NO WORK PERFORMED BY YOUR COMPANY OR FEDERAL-AID CONTRACTS DURING THE LAST FULL PAY PERIOD WORKED IN JULY 2022?</p>																<p>No</p>							
<p>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 2515-0011 expiring in August, 2022</p>																							
<p>WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING THE LAST FULL PAY PERIOD WORKED IN JULY 2022</p>																							
<p>TABLE A</p>																<p>TABLE B</p>							
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	M	F
Officials (Managers)	1	0	1	0	1															1	1		
Supervisors	0	2	0	2				2															
Foremen/Women	1	0	1	0						1													
Clerical	0	0	0	0																			
Equipment Operators	1	0	1	0								1											
Mechanics	1	0	1	0	1																		
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	4	2	4	2	2	2	0	0	2	1	0	1	0	0	0	0	0	0	0	1	1	0	


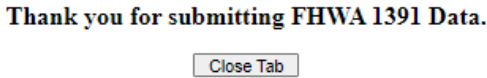
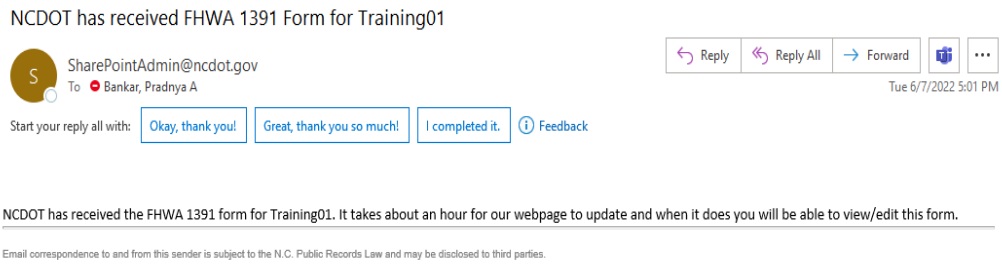
7.1.7

Verify the report is accurate. Closely examine all information.

Verify that the information you have entered is correct and accurate and then click on the checkbox to confirm. If you need to change this information click on "Return to 1391".

North Carolina Department of Transportation 1391 06/09		FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT	
CONTRACTOR TYPE: Subcontractor	COMPANY NAME, CITY, STATE: Tinas Traffic Control, Raleigh, NC	PROJECT NUMBER: Training01	DOLLAR AMOUNT OF ALL CONTRACT(s): \$123,000.00
IS NO WORK PERFORMED BY YOUR COMPANY OR FEDERAL-AID CONTRACTS DURING THE LAST FULL PAY PERIOD WORKED IN JULY, 2022?			

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, 2022

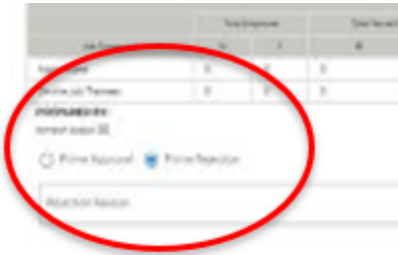
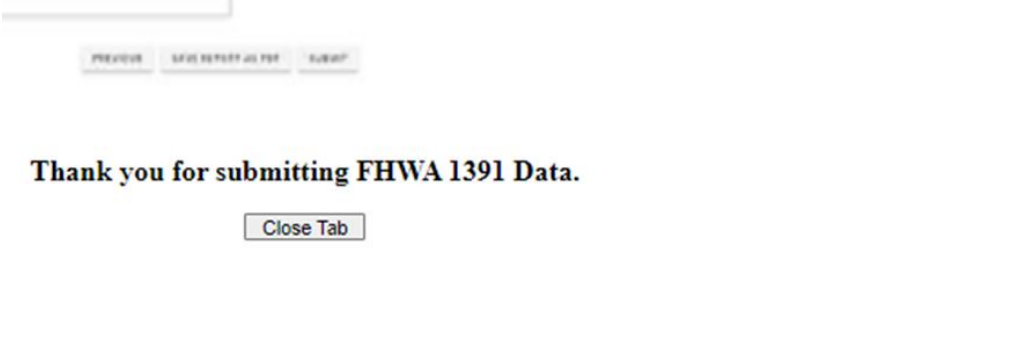
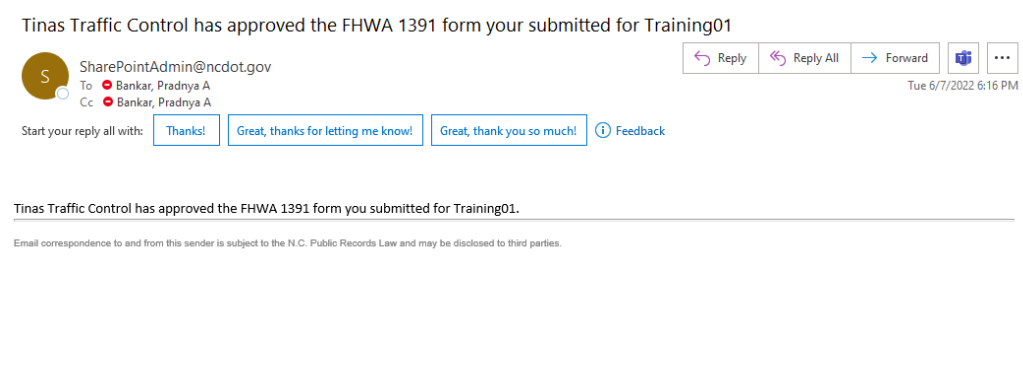
7.1.8	<p>At the bottom of the form,</p> <p>a. Click the check box to Certify the report is accurate,</p> <p>b. Click Return to 1391 if you need to make changes before submitting,</p> <p>c. Click Save the Report as a PDF, to download a copy to your local system,</p> <p>d. Select Submit to submit the Form for approval.</p>	
7.1.9	<p>After clicking on submit, the system will display a response.</p>	
7.1.10	<p>Submitter will receive a Receipt email.</p>	

7.1.11	The Prime form is set to Pending status. It is approved or rejected by the RE.	NEED PRIME IMAGE
7.1.12	If the form is accepted, Prime receives email. The process is complete.	NEED PRIME IMAGE
7.1.13	If the form is rejected, the Prime will receive an email.	NEED PRIME IMAGE
7.1.14	The Prime should review the reason it was rejected, complete a new form with the necessary corrections.	NEED PRIME IMAGE
7.1.15	See Appendix A for examples of Status Activity	ADD LINK TO SECTION HERE

7.2 Prime Contractor – Review / Accept Subcontractor FHWA 1391 Form

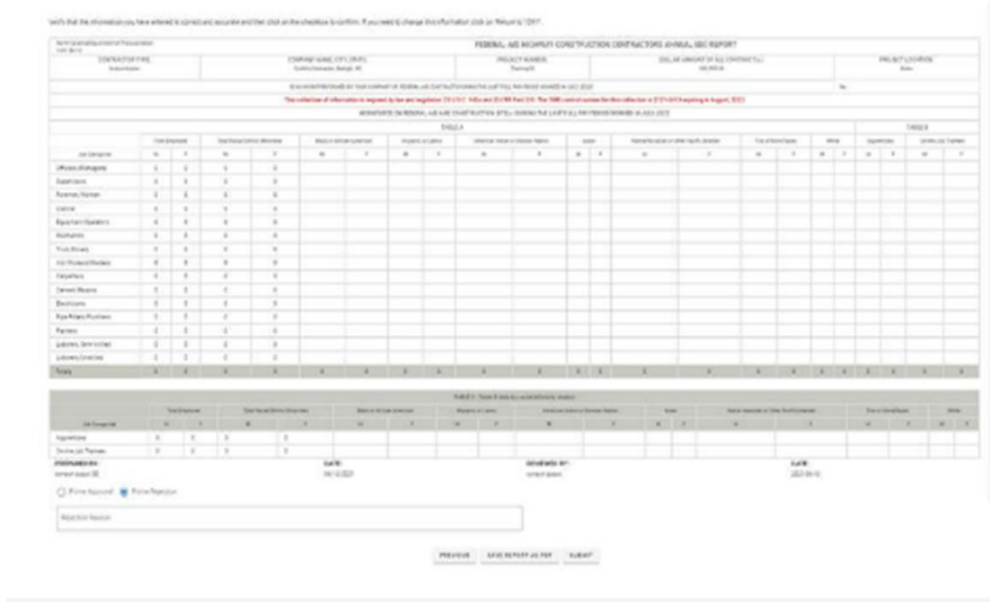
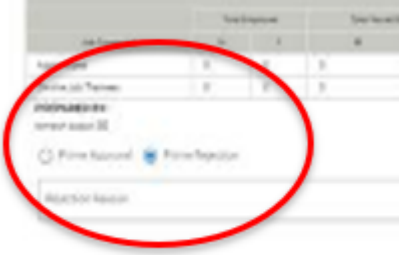

The Prime Contractor will review Subcontractor forms and approve or reject.






Step	Instruction	Image
7.2.1	<p>Click on Subcontractor Review.</p> <p>The page will show Contract #s for each Subcontractor.</p>	
7.2.2	<p>Click on the Contract # to review for approval.</p>	
7.2.3	<p>Review the data in the form closely.</p>	

7.2.4	<p>At the bottom of the page, select Prime Approve or Prime Reject as appropriate.</p> <p>Use Pradnya image.</p>	
7.2.5	<p>At the bottom of the page, select</p> <ol style="list-style-type: none"> Previous to . Save report as PDF, Submit <p>Need better image</p>	
7.2.6	<p>The subcontractor will receive an email stating it was approved.</p> <p>Need images that show the prime approved.</p>	
7.2.7	<p>The 1391 Form is now pending RE approval.</p>	

7.3 Prime Contractor – Review / Reject FHWA 1391 Form

The Prime Contractor may reject a Subcontractor (or 2nd Tier Contractor) form. If rejected, the Subcontractor (or 2nd Tier Contractor) will submit a new form, which will restart the approval process.

Step	Instruction	Image
7.3.1	Review the data in the 1391 Form.	 <p>The screenshot shows the 'FEDERAL AID HIGHWAY CONSTRUCTION CONTRACTORS BIENNIAL SURVEY REPORT' form. It includes fields for 'CONTRACTOR NAME', 'CONTRACT NAME', 'PROJECT NUMBER', 'SIC CODE', and 'PROJECT LOCATION'. Below these are two large tables for 'TABLE 1: Roadway Construction' and 'TABLE 2: Other Construction'. At the bottom, there are radio buttons for 'Prime Approved' and 'Prime Rejected', a text field for 'Rejection Reason', and buttons for 'PREVIOUS', 'SAVE REPORT AS PDF', and 'SUBMIT'.</p>
7.3.2	Select Prime Reject. A Reason box will appear where you can enter why the form is being rejected.	 <p>This close-up shows the 'Prime Rejected' radio button selected, with the 'Rejection Reason' text box highlighted by a red circle.</p>
7.3.3	Select a. Previous to ... b. Save report as PDF, c. Submit Need better image	 <p>The screenshot shows the bottom of the form with the message 'Thank you for submitting FHWA 1391 Data.' and a 'Close Tab' button. Above the message are buttons for 'PREVIOUS', 'SAVE REPORT AS PDF', and 'SUBMIT'.</p>

7.3.4	<p>The subcontractor will receive an email stating the Form was rejected.</p> <p>Need images that show the prime rejected.</p>	<div><p>Tinas Traffic Control has rejected the FHWA 1391 form your submitted for Training01</p><div><div>SharePointAdmin@ncdot.gov</div><div><div>To  Bankar, Pradnya A</div><div>Cc  Bankar, Pradnya A</div></div><div><div>Reply</div><div>Reply All</div><div>Forward</div><div></div><div>...</div></div><div><div>Tue 6/7/2022 11:18 AM</div></div></div><div><p>Start your reply all with:</p><div><div>Ok, thanks for letting me know.</div><div>Thank you!</div><div>Resubmitted. Thank you.</div><div> Feedback</div></div></div><div><p>Tinas Traffic Control has rejected the FHWA 1391 form you submitted for Training01.</p><hr/><p><small>Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.</small></p></div></div>
7.3.5	<p>If Prime rejects Subcontractor Form, Subcontractor will need to submit a new Form, making the necessary corrections.</p> <p>Once a new form is submitted, the approval process restarts.</p>	

8.1 Subcontractor – Complete and submit FHWA 1391 Form

The Subcontractor completes a FHWA 1391 Form for their firm and submit it. The Form moves to Pending Prime review. The Prime will accept or reject the Subcontractor form.

If Prime accepts, the form moves to Pending RE Review. The RE will Accept or Reject the form.

If RE Accepts the form, the Form is Approved and the process is complete.

If Prime Contractor or RE Rejects the form, the subcontractor will submit a new form, with necessary corrections, based on reason for the Rejection. The approval cycle restarts.

Step	Instruction	Image						
8.1.1	When Subcontract or logons, the following tabs are displayed:	<p>Insert image here</p> <table border="1"> <tr> <td>FHWA 1391Completion</td><td>Subcontractor Review</td><td>2nd Tier Contractor</td></tr> <tr> <td></td><td></td><td></td></tr> </table>	FHWA 1391Completion	Subcontractor Review	2 nd Tier Contractor			
FHWA 1391Completion	Subcontractor Review	2 nd Tier Contractor						
8.1.2	Click on FHWA 1391 Completion tab. Respond to the pop-up window. Answer Yes to complete FHWA 1391 form for 2022.							
8.1.3	Complete Table A: Enter the number of Males and Females in each demographic group for each Job Category.							

Complete
Table B:

Enter the
number of
Male and
Female
Apprentices
or On the
Job
Trainees.

[illegible]

Complete Table C:

Enter number of Male and Female Apprentices and On-the-Job Trainees (listed in Table B) for each demographic.

Select Next.

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		1								1					
On-the-Job Trainees															

PREVIOUS

NEXT

A completed FHWA 1391 Form is generated.

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																						
North Carolina Department of Transportation 1301 600/09				COMPANY NAME, CITY, STATE Texas Traffic Control, Raleigh, NC				PROJECT NUMBER: Transp011				DOLLAR AMOUNT OF ALL CONTRACT(S): \$128,000.00				PROJECT LOCATION: Rucke						
CONTRACTOR TYPE: Subcontractor				IS NO WORK PERFORMED BY YOUR COMPANY OR FEDERAL-AID CONTRACTS DURING THE LAST FULL PAY PERIOD WORKED IN JULY, 2022?								No										
<p>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, 2022</p> <p>WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING THE LAST FULL PAY PERIOD WORKED IN JULY, 2022</p>																						
TABLE A																						
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																	
Supervisors	0	2	0	2			2												1	1		
Foremen/Women	1	0	1	0					1													
Clerical	0	0	0	0																		
Equipment Operators	1	0	1	0																		
Mechanics	1	0	1	0	1																	
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	4	2	4	2	2	2	0	0	2	1	0	1	0	0	0	0	0	0	1	1	0	0

Verify the report is accurate. Closely examine all information.

Replace with Pradnya's image

Verify that the information you have entered is correct and accurate and then click on the checkbox to confirm. If you need to change this information click on 'Return to 1391'.

North Carolina Department of Transportation 1391 06/09		FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT	
CONTRACTOR TYPE: Subcontractor	COMPANY NAME, CITY, STATE: Tinas Traffic Control, Raleigh, NC	PROJECT NUMBER: Training01	DOLLAR AMOUNT OF ALL CONTRACT(S) \$123,000.00
<input type="checkbox"/> IS NO WORK PERFORMED BY YOUR COMPANY OR FEDERAL-AID CONTRACTS DURING THE LAST FULL PAY PERIOD WORKED IN JULY, 2022?			

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, 2011.

8.1.8	<p>At the bottom of the form,</p> <p>a. Click the check box to Certify the report is accurate,</p> <p>b. Click Return to 1391 if you need to make changes before submitting,</p> <p>c. Click Save the Report as a PDF, to download a copy to your local system,</p> <p>d. Select Submit to submit the Form for approval.</p>	<p>Use Pradnya's image</p> <div><table><caption>TABLE C (Table B data by racial/ethnicity status)</caption><thead><tr><th rowspan="2">Job Categories</th><th colspan="2">Total Employed</th><th colspan="2">Total Racial/Ethnic Minorities</th><th colspan="2">Black or African American</th><th colspan="2">Hispanic or Latino</th><th colspan="2">American Indian or Alaskan Native</th><th colspan="2">Asian</th></tr><tr><th>M</th><th>F</th><th>M</th><th>F</th><th>M</th><th>F</th><th>M</th><th>F</th><th>M</th><th>F</th><th>M</th><th>F</th></tr></thead><tbody><tr><td>Apprentices</td><td>1</td><td>1</td><td>1</td><td>1</td><td></td><td>1</td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>On-the-Job Trainees</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table><div><div>PREPARED BY: Ramesh Austin SubcontractorMgr</div><div>DATE: 06/09/2022</div><div>REVIEWED BY:</div></div><div><div><input checked="" type="checkbox"/> I certify that the information I am providing in this 1391 is accurate.</div><div><div>RETURN TO 1391</div><div>SAVE REPORT AS PDF</div><div>SUBMIT</div></div></div></div>	Job Categories	Total Employed		Total Racial/Ethnic Minorities		Black or African American		Hispanic or Latino		American Indian or Alaskan Native		Asian		M	F	M	F	M	F	M	F	M	F	M	F	Apprentices	1	1	1	1		1						1	On-the-Job Trainees	0	0	0	0								
Job Categories	Total Employed			Total Racial/Ethnic Minorities		Black or African American		Hispanic or Latino		American Indian or Alaskan Native		Asian																																									
	M	F	M	F	M	F	M	F	M	F	M	F																																									
Apprentices	1	1	1	1		1						1																																									
On-the-Job Trainees	0	0	0	0																																																	
8.1.9	<p>After clicking on submit, the system will display a response.</p>	<p>CHECK FOR UPDATED MESSAGE</p> <p>Thank you for submitting FHWA 1391 Data.</p> <div>Close Tab</div>																																																			
8.1.10	<p>Submitter will receive a Receipt email.</p>	<p>Get subcontractor email image</p>																																																			

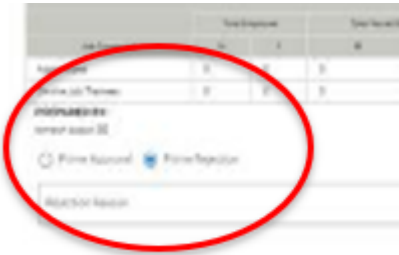

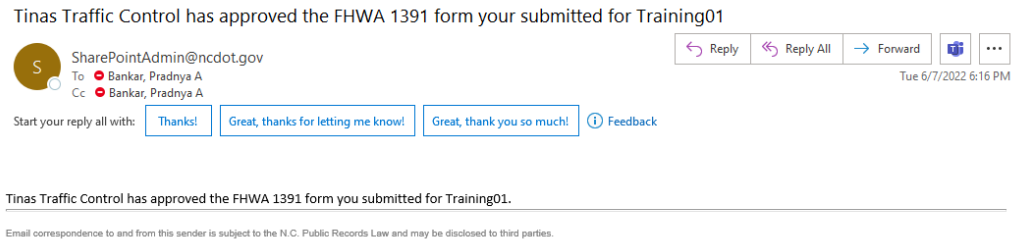
8.1.11	The Subcontract or Form is set to Pending Prime Review. It is accepted or rejected by the Prime.	NEED PRIME IMAGE
8.1.12	If the Form is accepted by the Prime, subcontract or receives email. The form is now Pending RE Review.	NEED PRIME IMAGE
8.1.13	If the Form is accepted by the RE, the Form status changes to RE Approved. Subcontract or receives email. Process is complete.	Need Subcontractor image email
8.1.14	If the form is rejected by the Prime, Subcontract or receives email.	

8.1.15	The subcontract or submits a new form with corrections. Approval cycle restarts.	
8.1.16	If the form is rejected by the RE, Subcontract or receives email.	NEED PRIME IMAGE
8.1.17	The subcontract or submits a new form with corrections. Approval cycle restarts with form status set to Pending Prime Review.	
8.1.18	See Appendix A for examples of Status Activity	ADD LINK TO SECTION HERE

8.2. Subcontractor – Review / Accept 2nd Tier FHWA 1391 Form

The Subcontractor will review and accept or reject 2nd Tier Contractor 1391 Form.


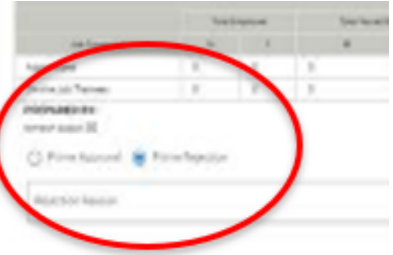
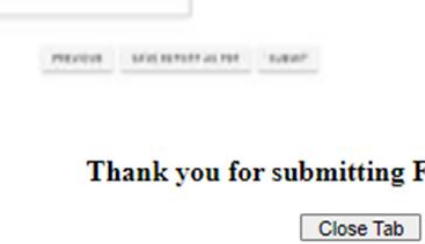
Step	Instruction	Image
8.2.1	<p>Click on 2nd Tier Review.</p> <p>The page will show Contract #s for 2nd Tier Contractors.</p>	
8.2.2	<p>Click on the Contract # to review for approval.</p>	
8.2.3	<p>Review the data in the form closely.</p>	

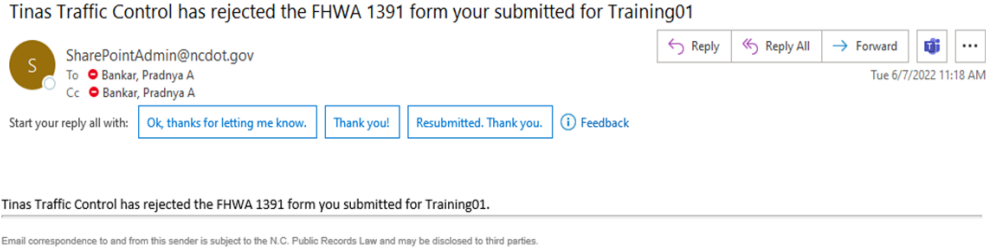
<p>8.2.4</p>	<p>At the bottom of the page, select Subcontract Approve or Prime Reject as appropriate.</p> <p>Use Pradnya image.</p>	
<p>8.2.5</p>	<p>At the bottom of the page, select</p> <ol style="list-style-type: none"> Previous to return to the form Save report as PDF (prior to Submit) Submit <p>Need better image</p>	
<p>8.2.6</p>	<p>The 2nd Tier contractor will receive an email stating it was approved.</p> <p>The 1391 Form is now pending Prime approval.</p> <p>Need images that show the prime approved.</p>	

8.2.7	If the form is accepted by the Prime, 2 nd Tier Contractor receives email. The form is now Pending RE Review.	NEED PRIME IMAGE
8.2.8	<p>If the Form is accepted by the RE, 2nd Tier Contractor receives email.</p> <p>Form status changes to RE Approved. Process is complete.</p>	Need Subcontractor image email

8.3 Subcontractor – Review / Reject 2nd Tier Contractor FHWA 1391 Form

The Subcontractor may reject a 2nd Tier contractor form. If rejected, the 2nd Tier Contractor will submit a new form, which will restart the approval process.

Step	Instruction	Image
8.3.1	Subcontractor reviews the data in the 1391 Form.	 <p>The image shows the FHWA 1391 Form, which is a detailed data entry form for contractors. It includes sections for project information, contractor information, and a large table for entering data. The form is titled 'FEDERAL AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL SELF-REPORT'.</p>
8.3.2	<p>Select Subcontractor Reject.</p> <p>A Reason box will appear. Enter reason for rejecting the form.</p>	 <p>The image shows a close-up of the 'Reject' button and the 'Reason' box. The 'Reject' button is highlighted with a red circle. Below it, the 'Reason' box is visible, which is used to enter the reason for rejecting the form.</p>
8.3.3	<p>Select</p> <p>a. Previous to return to the Form</p> <p>b. Save report as PDF (prior to Submit)</p> <p>c. Submit</p> <p>Need better image</p>	 <p>The image shows the bottom of the FHWA 1391 Form, which includes three buttons: 'Previous', 'Save Report as PDF', and 'Submit'. Below these buttons, there is a message that says 'Thank you for submitting FHWA 1391 Data.' and a 'Close Tab' button.</p>

8.3.4	<p>The 2nd Tier Contractor will receive an email stating the Form was rejected.</p> <p>Need images that show the prime rejected.</p>	
8.3.5	<p>If the form is rejected by the Subcontractor , Prime or RE, 2nd Tier Contractor receives an email.</p>	<p>NEED PRIME IMAGE</p>
8.3.6	<p>The 2nd Tier Contractor submits a new form with corrections. Approval cycle restarts.</p>	

9. Tier 2 Contractor – Complete and submit FHWA 1391 Form

The 2nd Tier Contractor completes a FHWA 1391 Form for their firm and submit it.

The Form moves to Pending Subcontractor review. The Subcontractor will accept or reject the 2nd Tier form.

If Subcontractor accepts the Form, the Form moves to Pending Prime Review. The Prime will Accept or Reject the form.

If Prime accepts the Form, the Form moves to Pending RE Review. The RE will Accept or Reject the form.

If RE accepts the Form, the Form is approved and the process is complete.

If the Subcontractor, Prime, or RE Rejects the form, the 2nd Tier Contractor will submit a new form, with necessary corrections. The approval process restarts.

Step	Instruction	Image						
9.1	When 2 nd Tier Contractor logons, the following tabs are displayed:	<div>Insert image here</div> <table border="1"> <tr> <td>FHWA 1391Completion</td><td>Subcontractor Review</td><td>2nd Tier Contractor</td></tr> <tr> <td></td><td></td><td></td></tr> </table>	FHWA 1391Completion	Subcontractor Review	2 nd Tier Contractor			
FHWA 1391Completion	Subcontractor Review	2 nd Tier Contractor						
9.2	Click on FHWA 1391 Completion tab. Respond to the pop-up window. Answer Yes to complete FHWA 1391 form for 2022.							
9.3	Complete Table A: Enter the number of Males and Females in each demographic group for each Job Category.							

9.4

Complete
Table B:

Enter the
number of
Male and
Female
Apprentices or
On the Job
Trainees.

[illegible]

9.5

Table C:

Enter number of Male and Female Apprentices and On-the Job Trainees (listed in Table B) for each demographic.

Select Next.

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		1								1					
On-the-Job Trainees															

PREVIOUS

NEXT

9.6

A completed FHWA 1391 Form is generated.

Verify that the information you have entered is correct and accurate and then click on the checkbox to confirm. If you need to change this information click on "Return to 1991".																									
North Carolina Department of Transportation 1291 06/09		FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																							
CONTRACTOR TYPE: Subcontractor		COMPANY NAME, CITY, STATE Treas Traffic Control, Raleigh, NC				PROJECT NUMBER Train011				DOLLAR AMOUNT OF ALL CONTRACT(S) \$128,000.00				PROJECT LOCATION: Bunke											
IS NO WORK PERFORMED BY YOUR COMPANY OR FEDERAL-AID CONTRACTS DURING THE LAST FULL PAY PERIOD WORKED IN JULY 2022?														No											
This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMD control number for this collection is 2125-9019 expiring in August, 2022																									
WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING THE LAST FULL PAY PERIOD WORKED IN JULY 2022																									
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 Training			
Job Categories	M	F	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															1	1				
Supervisors	0	2	0	2			2																		
Foremen/Women	1	0	1	0				1																	
Clerical	0	0	0	0																					
Equipment Operators	1	0	1	0							1														
Mechanics	1	0	1	0	1																				
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	4	2	4	2	2	0	0	2	1	0	1	0	0	0	0	0	0	0	0	1	1	0	0		

9.7


Verify the report is accurate. Closely examine all information.

Replace with Pradnya's image

Verify that the information you have entered is correct and accurate and then click on the checkbox to confirm. If you need to change this information click on 'Return to 1391'.

North Carolina Department of Transportation 1391 06/09		FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT	
CONTRACTOR TYPE: Subcontractor	COMPANY NAME, CITY, STATE: Tinas Traffic Control, Raleigh, NC	PROJECT NUMBER: Training01	DOLLAR AMOUNT OF ALL CONTRACTS \$128,000.00
<small>IS NO WORK PERFORMED BY YOUR COMPANY OR FEDERAL-AID CONTRACTS DURING THE LAST FULL PAY PERIOD WORKED IN JULY, 2022?</small>			

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 A

9.8	<p>At the bottom of the form,</p> <p>a. Click the check box to Certify the report is accurate,</p> <p>b. Click Return to 1391 if you need to make changes before submitting,</p> <p>c. Click Save the Report as a PDF, to download a copy to your local system,</p> <p>d. Select Submit to submit the Form for approval.</p>	<p>Use Pradnya's image</p>  <table><caption>TABLE C (Table B data by racial/ethnicity status)</caption><thead><tr><th rowspan="2">Job Categories</th><th colspan="2">Total Employed</th><th colspan="2">Total Racial/Ethnic Minorities</th><th colspan="2">Black or African American</th><th colspan="2">Hispanic or Latino</th><th colspan="2">American Indian or Alaskan Native</th><th colspan="2">Asian</th></tr><tr><th>M</th><th>F</th><th>M</th><th>F</th><th>M</th><th>F</th><th>M</th><th>F</th><th>M</th><th>F</th><th>M</th><th>F</th></tr></thead><tbody><tr><td>Apprentices</td><td>1</td><td>1</td><td>1</td><td>1</td><td></td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>On-the-Job Trainees</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> <p>PREPARED BY: Ramesh Austin SubcontractorMgr</p> <p>DATE: 06/09/2022</p> <p>REVIEWED BY:</p> <p><input checked="" type="checkbox"/> I certify that the information I am providing in this 1391 is accurate.</p> <p>RETURN TO 1391 SAVE REPORT AS PDF SUBMIT</p>	Job Categories	Total Employed		Total Racial/Ethnic Minorities		Black or African American		Hispanic or Latino		American Indian or Alaskan Native		Asian		M	F	M	F	M	F	M	F	M	F	M	F	Apprentices	1	1	1	1		1							On-the-Job Trainees	0	0	0	0								
Job Categories	Total Employed			Total Racial/Ethnic Minorities		Black or African American		Hispanic or Latino		American Indian or Alaskan Native		Asian																																									
	M	F	M	F	M	F	M	F	M	F	M	F																																									
Apprentices	1	1	1	1		1																																															
On-the-Job Trainees	0	0	0	0																																																	
9.9	<p>After clicking on submit, the system will display a response.</p>	<p>CHECK FOR UPDATED MESSAGE</p> <p>Thank you for submitting FHWA 1391 Data.</p> <p>Close Tab</p>																																																			
9.10	<p>Submitter will receive a Receipt email.</p>	<p>Get 2nd Tier contractor email image</p>																																																			
9.11	<p>The 2nd Tier Contractor Form is set to Pending Subcontractor Review. It is accepted or rejected by the Subcontractor.</p>	<p>Get 2nd Tier contractor email image</p>																																																			

9.12	If the Form is accepted by the Subcontractor, the 2 nd Tier Contractor receives email. The form is now Pending Prime Review.	Get 2 nd Tier contractor email image
9.13	If the Form is accepted by the Prime, the Form status changes to Pending RE Review. 2 nd Tier Contractor receives email.	Get 2 nd Tier contractor email image
9.14	If the RE Accepts the Form, the status is changed to RE Approved. 2 nd Tier Contractor Receives email. Process is complete.	
9.15	If the form is rejected by the Subcontractor Prime, or RE, the 2 nd Tier Contractor receives email.	

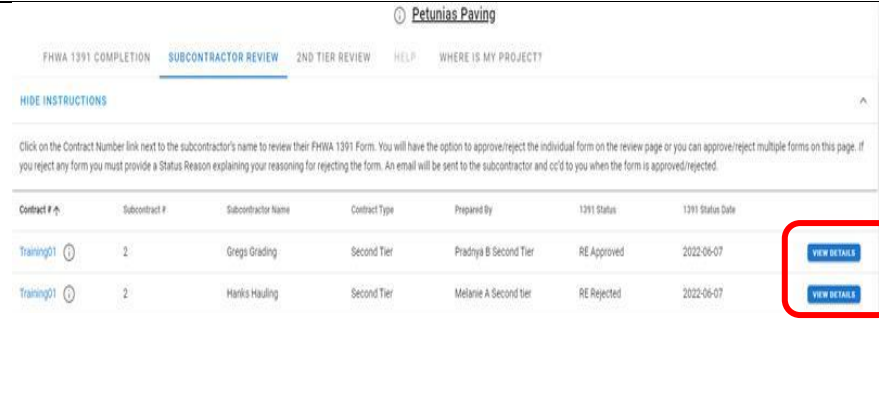

9.16	The 2 nd Tier Contractor submits a new form with corrections. Approval cycle restarts, with Form status set to Pending Subcontractor Review.	
9.17	See Appendix A for examples of Status Activity	ADD LINK TO SECTION HERE

10. Appendix A: Working with Status History

When a 1391 Form is submitted, it must be approved at the preceding level.

- A Prime Contractor Form is approved by the Prime by default, and must be approved by the RE.
- A subcontractor 1391 Form is approved by the Prime, followed by the RE.
If a subcontractor 1391 Form is rejected by the Prime or RE, the subcontractor will submit a new form, and the approval cycle restarts with the Prime, followed by the RE.
- A 2nd Tier Contractor 1391 Form is approved by the Subcontractor, then the Prime Contractor, followed by the RE.
If a 2nd Tier Contractor 1391 Form is rejected by the Subcontractor, Prime or RE, the 2nd Tier Contractor will submit a new form, and the approval cycle restarts with the Subcontractor, Prime, followed by the RE.

Get better images

Click on View Details button to see status activity.	
Note the activity from Last Action column to 1391 Status column. The most recent activity is at the top, with the first activity listed at the bottom.	

Example of 2nd Tier Contractor form approved at all levels – by Subcontractor, Prime and RE.

Tinas Traffic Control details

Contract #	Firm	1391 Status	Last Action	Date	Decision By	Reason
Training01	NCDOT	RE Approved	RE Accepted	06/07/2022	Pradnya A. Bankar	RE approved
Training01	Petunias Paving	Pending RE Review	Prime Accepted	06/07/2022	test test	
Training01	Petunias Paving	Pending RE Review	Prime Accepted	06/07/2022	test test	
Training01	Tinas Traffic Control	Pending Prime Review	Subcontractor Accepted	06/07/2022	Ramesh D	
Training01	Grege Grading	Pending Subcontractor Review	1391 Form Submitted	06/07/2022	Pradnya B	

Example of form submitted by Subcontractor but rejected at various levels. The subcontractor submits form again until it is accepted at all levels.

Tinas Traffic Control details

Contract #	Firm	1391 Status	Last Action	Date	Decision By	Reason
Training01	NCDOT	RE Approved	RE Accepted	06/07/2022	Pradnya A. Bankar	RE Approved Subcont
Training01	Petunias Paving	Pending RE Review	Prime Accepted	06/07/2022	Daniel W	
Training01	Tinas Traffic Control	Pending Prime Review	1391 Form Submitted	06/07/2022	Ramesh D	
Training01	NCDOT	RE Rejected	RE Rejected	06/07/2022	Pradnya A. Bankar	RE Rejected Subcont
Training01	Petunias Paving	Pending RE Review	Prime Accepted	06/07/2022	Daniel W	
Training01	Tinas Traffic Control	Pending Prime Review	1391 Form Submitted	06/07/2022	Ramesh D	
Training01	Petunias Paving	Pending	Prime Rejected	06/07/2022	Daniel W	Prime Rejected Subco
Training01	Tinas Traffic Control	Pending Prime Review	1391 Form Submitted	06/07/2022	Ramesh D	

10. Appendix B: Status Tables

Status	Description
1391 Exempt	Contract values less than \$10,000 are exempt from FHWA 1391 reporting. Certain types of contractors, like surveyors, are exempt from FHWA 1391 reporting. If it is deemed that a Contract has been accepted by the Construction office and FHWA 1391 reporting is not required then all contractors, including the Prime, will be labeled as Exempt.
1391 Inactive	Subcontractors and 2nd Tier Subcontractors are considered Active if they have mobilized to the project at least once and have work remaining on the project. If your subcontract is approved but you have not yet mobilized to the project as of July 1, 2025 then you are considered Inactive. If your firm has completed all work on the project as of July 1, 2025 then you are considered Inactive. Central Construction and your local Resident Engineer (RE) are responsible for marking subcontractors Inactive. If you feel your firm meets this criteria please contact your local RE Office.
1391 Status is Blank	There is no official FHWA 1391 Status for forms not yet completed. If your 1391 Status is blank, it means NCDOT has not received your form. The 1391 webpage only updates once per hour, around the 45th minute of each hour. Once you complete the form you will need to wait for that next update to see it reflected on the webpage. The NCDOT does receive your 1391 immediately and sends an email response to the report creator.
1391 Form Submitted	The 1391 Form has been submitted by the firm and received by NCDOT.
Pending	Subcontractors: Your 1391 Status will show as Pending if the Prime rejects your FHWA 1391 Form. 2nd Tier Subcontractors: Your 1391 Status will show as Pending if the Subcontractor rejects your FHWA 1391 Form.
Pending Subcontractor Review	The 1391 Form has been submitted by a 2nd Tier Contractor and is awaiting review and approval by the Subcontractor.

Pending Prime Review	<p>For Subcontractors: The 1391 Form has been submitted and is awaiting review and approval by the Prime.</p> <p>For 2nd Tier Subcontractors: The 1391 Form has been approved by the Subcontractor and is awaiting review and approval by the Prime.</p>
Pending RE Review	The 1391 Form has been approved by the Prime Contractor and is awaiting approval by Resident Engineer (RE).
RE Approved	The 1391 Form has been accepted and approved by Resident Engineer (RE).
RE Rejected	<p>The 1391 Form has been Rejected (not approved) by the Resident Engineer (RE).</p> <p>The original submitter (Prime, Sub or 2nd Tier contractor) must submit a new 1391. The approval cycle retarts.</p>

