

FHWA 1391 – Instruction Guide for Contractors

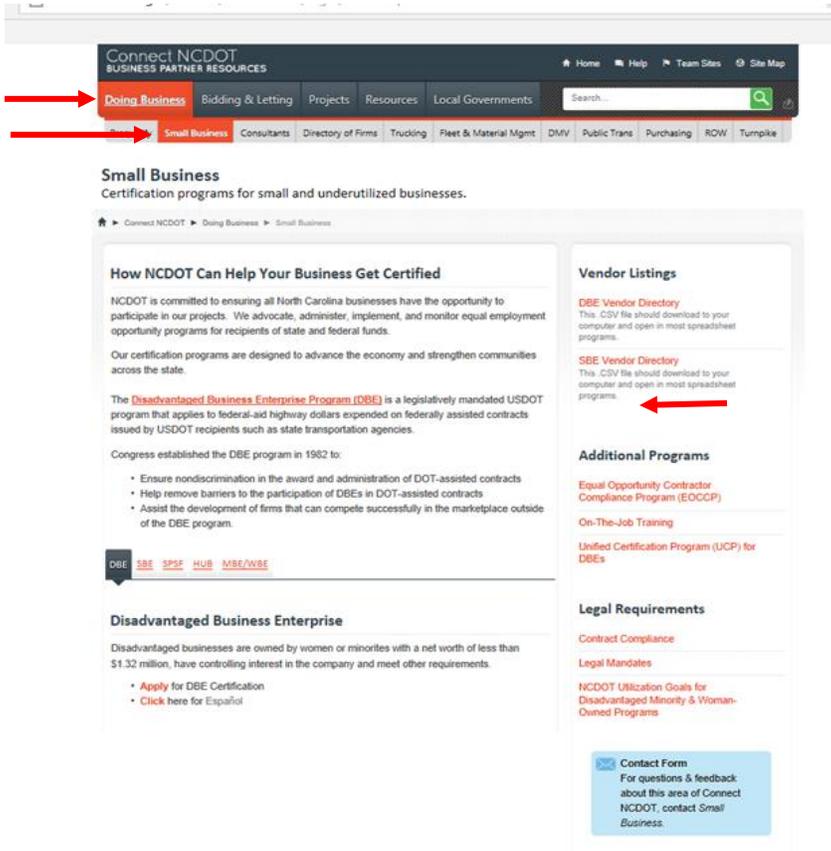
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FHWA 1391 – Instruction Guide for Contractors

1.0 FHWA 1391 Instructions for Contractors (FY2022)

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	<p>Access the FHWA 1391 submittal from NCDOT’s Connect home page – Under Doing Business, Small Business, Equal Opportunity Contractor Compliance Program (EOCCP)</p>	 <p>The screenshot shows the NCDOT Connect website. The navigation menu at the top includes 'Doing Business', 'Bidding & Letting', 'Projects', 'Resources', and 'Local Governments'. Below the menu, the 'Small Business' page is displayed, featuring sections for 'How NCDOT Can Help Your Business Get Certified', 'Disadvantaged Business Enterprise', and 'Vendor Listings'. A red arrow points to the 'SBE Vendor Directory' link in the 'Vendor Listings' section.</p>
1.2	<p>On the EEOCP Page, in the Annual 1391 Reporting section, go to ‘Click here’ to Log On to the FHWA 1391 site to access</p> <ul style="list-style-type: none"> ● Instructions ● Complete the 1391 Form ● Review FAQs 	<p>• Maintaining Nonsegregated Facilities (Section III of the FHWA-1273)</p> <p>Annual 1391 Reporting</p> <p>Contractors on Federal-aid projects must submit an Annual EEO Report (FHWA Form 1391) 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.</p> <p><i>WHO HAS TO REPORT?</i></p> <ul style="list-style-type: none"> • All prime contractors and subcontractors with Federal-aid contracts of \$10,000 or more. • Subcontractors are required to submit their reports to the prime contractors. <p><i>PERIOD TO REPORT</i></p> <ul style="list-style-type: none"> • The last full payroll period ending in July. Do not report any other payroll period in the month of July. A full payroll period is seven (7) days. • If the federal contract is active during this payroll period but no work was performed, contractors must submit a 1391 Report indicating “NO ACTIVITY”. <p><i>ACTIVE PROJECTS</i></p> <ul style="list-style-type: none"> • If the prime contractor works during the month of July the prime and all subcontractors must file FHWA Form 1391. <p>Click here for detailed instructions on completing your 1391 reports.</p>

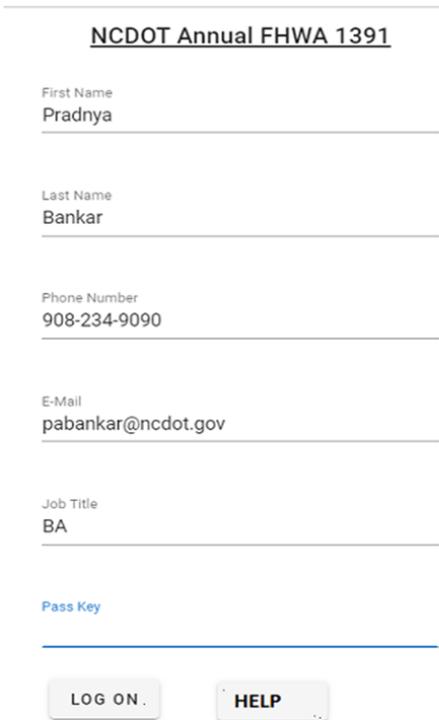
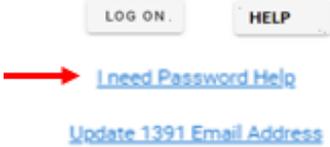
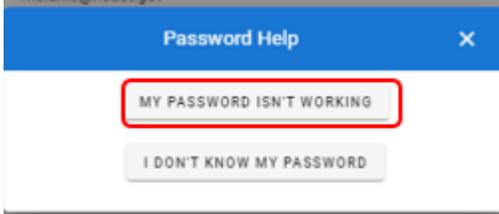
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2.0 Log On Information

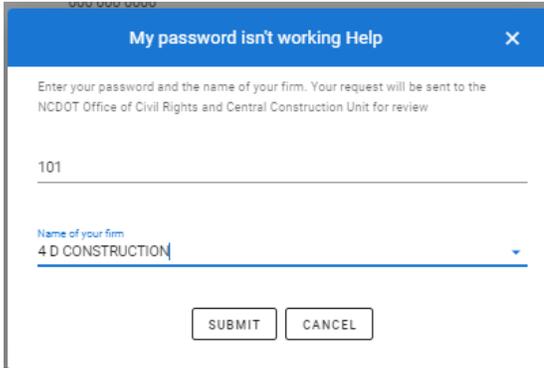
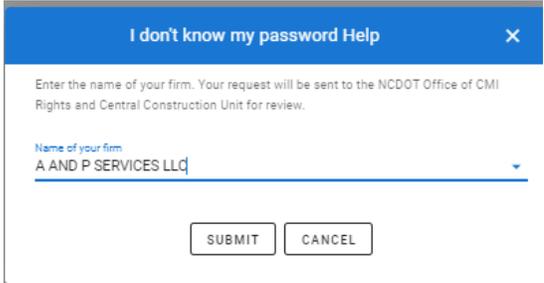
To start, complete the information on the Log On screen.

About your Password and email address . .

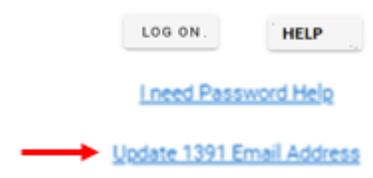
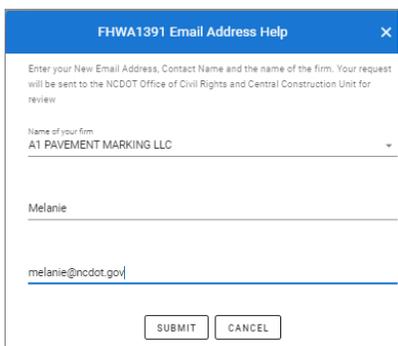
- Your company’s **Password** was sent to all contractors who have federal contracts by mid-July.
- Each **company** has their own unique password and **should not be shared** with other contractors.
- The **Email** address must be a valid email address as it will receive updates about the FHWA 1391 process.

Step	Instruction	Image
2.1	<p>Enter . . .</p> <ul style="list-style-type: none"> • First Name and Last Name of the individual certifying the FHWA 1391 Form <p>Contact information including</p> <ul style="list-style-type: none"> • Phone number • Email address • Job title • Company’s unique password for accessing the system. <p>Click on Log On</p>	
2.2	<p>If you need help with your password, complete the information (except password) and click on “I need Password Help.”</p>	
2.3	<p>There are two options.</p> <p><i>Option 1:</i> Select “My Password isn’t working.”</p>	

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<p>2.4</p>	<p>Enter your Password.</p> <p>Begin typing your firm name to select it from the dropdown menu.</p> <p>Click Submit.</p>	
<p>2.5</p>	<p>Click on Close Tab to return to the Log On menu. You will need to wait for an email response regarding next steps.</p>	<p style="text-align: center;">Your request has been received; please allow 24-48 hours for a response.</p> <p style="text-align: center;">Close Tab</p>
<p>2.6</p>	<p><i>Option 2:</i> Select "I don't know my password."</p>	
<p>2.7</p>	<p>Begin typing your firm name to select it from the dropdown menu.</p> <p>Click Submit.</p>	
<p>2.8</p>	<p>Click Close Tab to return to the Log On menu. You will need to wait for an email response regarding next steps.</p>	<p style="text-align: center;">Your request has been received; please allow 24-48 hours for a response.</p> <p style="text-align: center;">Close Tab</p>

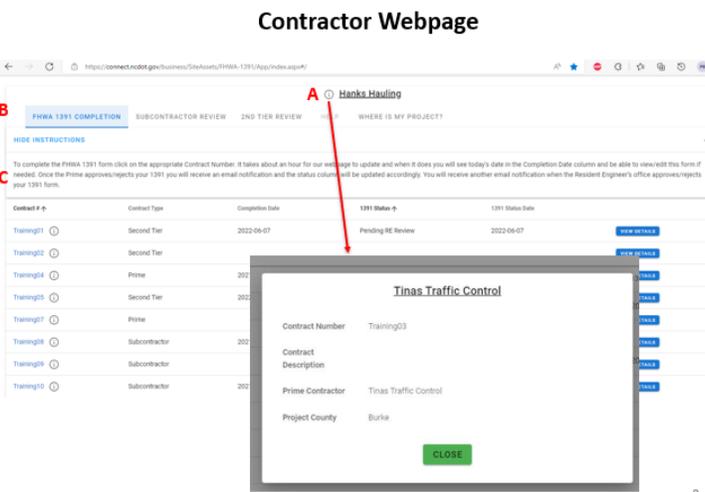
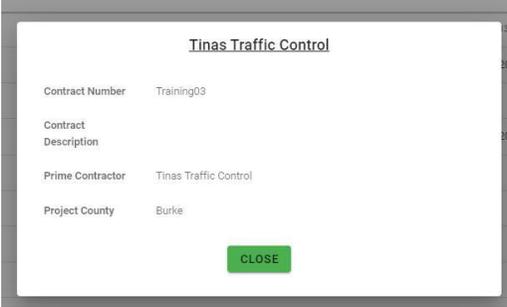
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<p>2.9</p>	<p>If you need to update the Contact Email address, complete all the information on the Log On page.</p> <p>Click “Update 1391 Email Address.”</p>	
<p>2.10</p>	<p>Begin typing your firm name to select it from the dropdown menu.</p> <p>Enter your Contact name and Email address.</p> <p>Click Submit.</p>	
<p>2.11</p>	<p>You will need to wait for an email from regarding next steps.</p> <p>Click “Close Tab” to return to Log On screen.</p>	<p style="text-align: center;">Your request has been received; please allow 24-48 hours for a response.</p> <p style="text-align: center;"><input type="button" value="Close Tab"/></p>

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3.0 Contractor Webpage Overview (after successful Log On)

Contractor webpage layout described.

Step	Instruction	Image
3.1	<p>After successful Log On, the Contractor webpage is displayed.</p> <p>There are 3 major elements on the page.</p>	 <p>The screenshot shows the Contractor Webpage interface. At the top, there are navigation tabs: "FHWA 1391 COMPLETION", "SUBCONTRACTOR REVIEW", "2ND TIER REVIEW", "HELP", and "WHERE IS MY PROJECT?". Below the tabs is a table of contract information. A modal window titled "Tinas Traffic Control" is open, displaying contract details: Contract Number (Training03), Contract Description, Prime Contractor (Tinas Traffic Control), and Project County (Burke). A red arrow labeled 'A' points to the user's name "Hanks Hauling" in the top right corner. A green box labeled 'B' highlights the navigation tabs, and a green box labeled 'C' highlights the modal window.</p>
3.2	<p>A - The name of your firm. Click on the  to access an information panel about the firm</p>	 <p>This is a close-up of 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 located at the bottom of the modal.</p>
3.3	<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>This is a close-up of the navigation tabs at the top of the webpage. The tabs are: "FHWA 1391 COMPLETION", "SUBCONTRACTOR REVIEW", "2ND TIER REVIEW", "HELP", and "WHERE IS MY PROJECT?".</p>

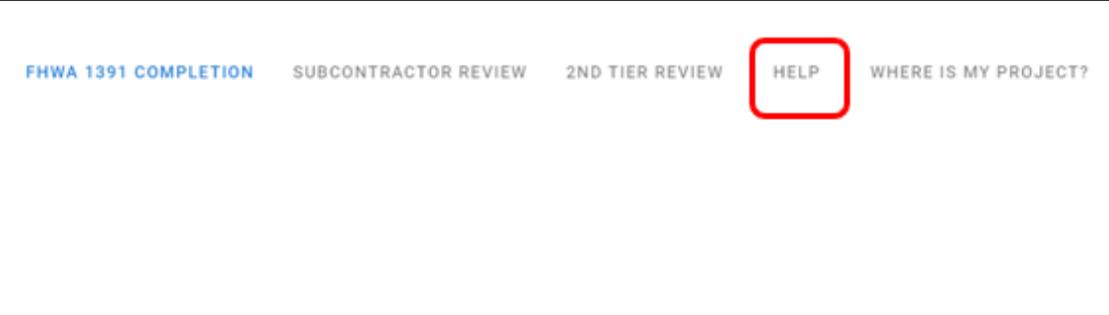
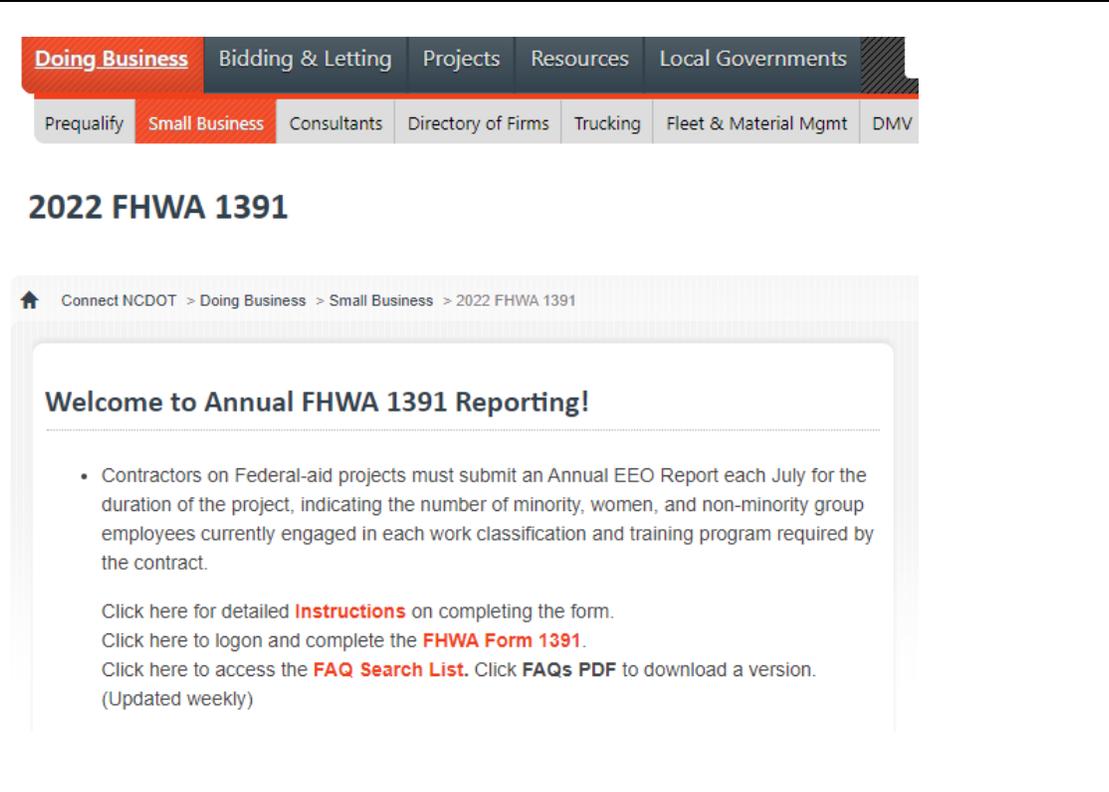
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3.4	C - Body of the page, in grid-sheet format.	<p>Displays . . .</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> <li style="width: 50%;">• Contract # <li style="width: 50%;">• 1391 Status <li style="width: 50%;">• Contract Type <li style="width: 50%;">• 1391 Status Date <li style="width: 50%;">• Completion Date <li style="width: 50%;">• View Details button </div> <p style="font-size: small; margin-top: 10px;">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.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="text-align: left;">Contract # ↑</th> <th style="text-align: left;">Contract Type</th> <th style="text-align: left;">Completion Date</th> <th style="text-align: left;">1391 Status ↑</th> <th style="text-align: left;">1391 Status Date</th> </tr> </thead> <tbody> <tr> <td>Training01 ⓘ</td> <td>Second Tier</td> <td></td> <td>Inactive</td> <td style="text-align: right;">VIEW DETAILS</td> </tr> <tr> <td>Training02 ⓘ</td> <td>Second Tier</td> <td></td> <td></td> <td style="text-align: right;">VIEW DETAILS</td> </tr> <tr> <td>Training04 ⓘ</td> <td>Prime</td> <td>2021-06-23</td> <td></td> <td style="text-align: right;">VIEW DETAILS</td> </tr> </tbody> </table>	Contract # ↑	Contract Type	Completion Date	1391 Status ↑	1391 Status Date	Training01 ⓘ	Second Tier		Inactive	VIEW DETAILS	Training02 ⓘ	Second Tier			VIEW DETAILS	Training04 ⓘ	Prime	2021-06-23		VIEW DETAILS																																											
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3.5	To see a history of the 1391 Form Status Activity, click on the View Details button.	<div style="text-align: center; margin-bottom: 10px;"> </div> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 90%;"> <p style="text-align: center; margin-top: 0;"><u>Tinas Traffic Control details</u></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="text-align: left;">Contract #</th> <th style="text-align: left;">Firm</th> <th style="text-align: left;">1391 Status</th> <th style="text-align: left;">Last Action</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Decision By</th> <th style="text-align: left;">Reason</th> </tr> </thead> <tbody> <tr> <td>Training01</td> <td>NCDOT</td> <td>RE Approved</td> <td>RE Accepted</td> <td>06/07/2022</td> <td>Pradnya A. Bankar</td> <td>RE Approved Subcontractor form</td> </tr> <tr> <td>Training01</td> <td>Petunias Paving</td> <td>Pending RE Review</td> <td>Prime Accepted</td> <td>06/07/2022</td> <td>Daniel W</td> <td></td> </tr> <tr> <td>Training01</td> <td>Tinas Traffic Control</td> <td>Pending Prime Review</td> <td>1391 Form Submitted</td> <td>06/07/2022</td> <td>Ramesh D</td> <td></td> </tr> <tr> <td>Training01</td> <td>NCDOT</td> <td>RE Rejected</td> <td>RE Rejected</td> <td>06/07/2022</td> <td>Pradnya A. Bankar</td> <td>RE Rejected Subcontractor Form.</td> </tr> <tr> <td>Training01</td> <td>Petunias Paving</td> <td>Pending RE Review</td> <td>Prime Accepted</td> <td>06/07/2022</td> <td>Daniel W</td> <td></td> </tr> <tr> <td>Training01</td> <td>Tinas Traffic Control</td> <td>Pending Prime Review</td> <td>1391 Form Submitted</td> <td>06/07/2022</td> <td>Ramesh D</td> <td></td> </tr> <tr> <td>Training01</td> <td>Petunias Paving</td> <td>Pending</td> <td>Prime Rejected</td> <td>06/07/2022</td> <td>Daniel W</td> <td>Prime Rejected Subcontractor form</td> </tr> <tr> <td>Training01</td> <td>Tinas Traffic Control</td> <td>Pending Prime Review</td> <td>1391 Form Submitted</td> <td>06/07/2022</td> <td>Ramesh D</td> <td></td> </tr> </tbody> </table> <p style="text-align: right; font-size: x-small; margin-top: 5px;">Rows per page: 10 ▾ 1-8 of 8 < ></p> <div style="text-align: center; margin-top: 10px;"> CLOSE </div> </div>	Contract #	Firm	1391 Status	Last Action	Date	Decision By	Reason	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	
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4.0 Help

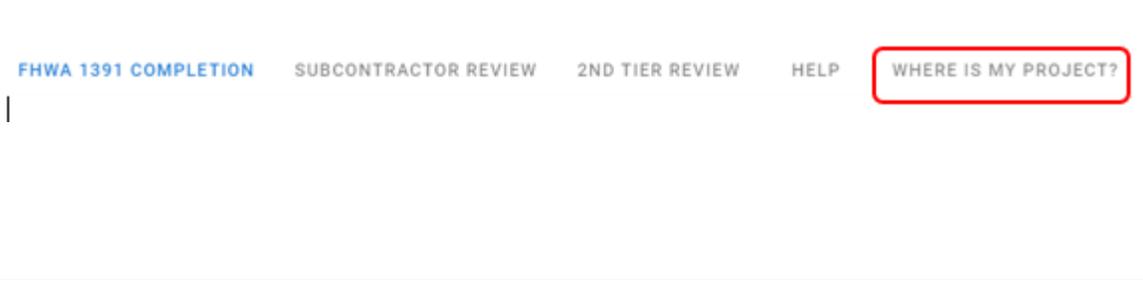
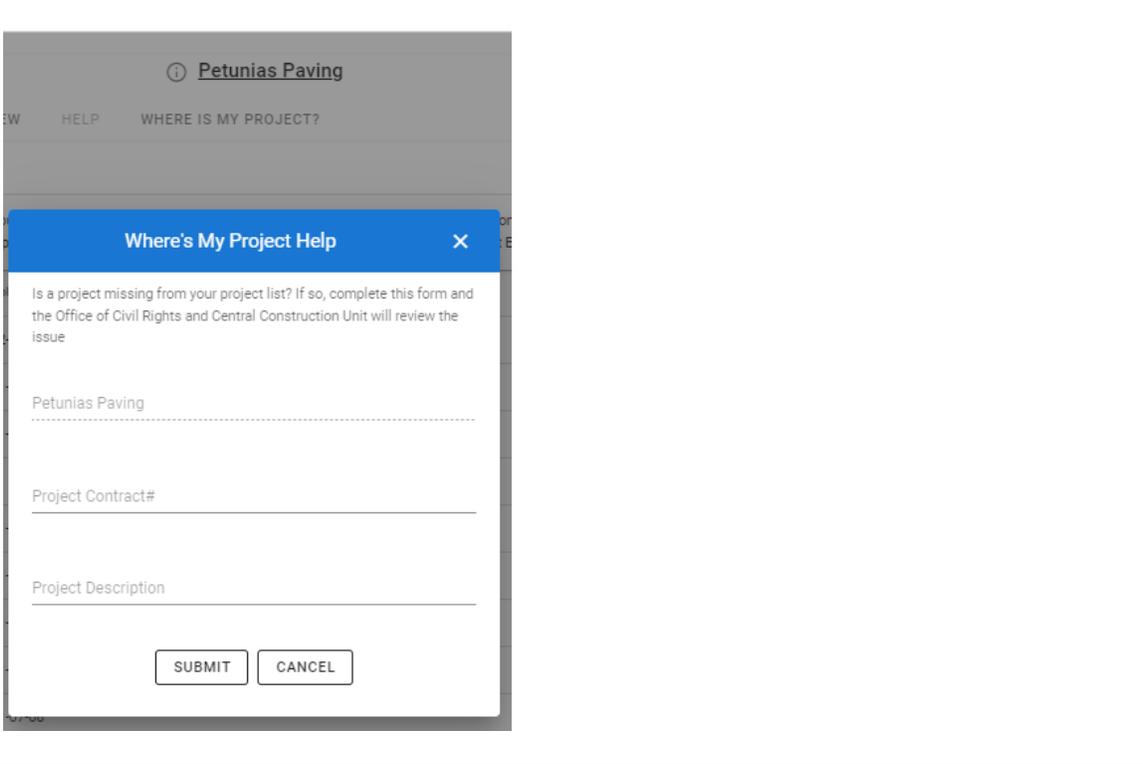
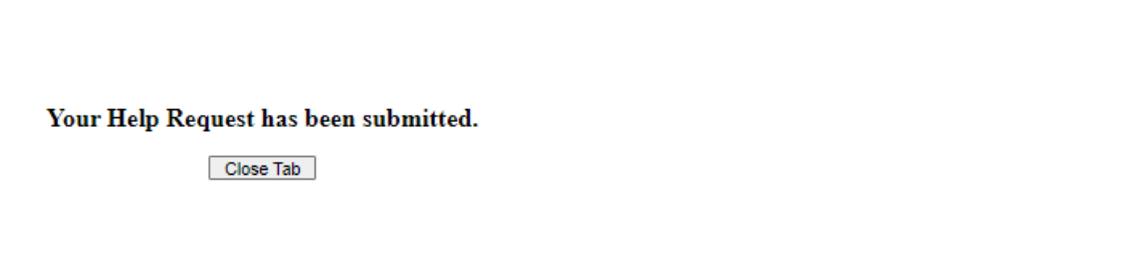
There are two Help buttons available to get additional information to resolve issues.

Step	Instruction	Image
4.1	On the Log On page, - access Password Help, - Update your email address, or - select Help for more information.	 <p>The screenshot shows a login interface with a 'LOG ON' button and a 'HELP' button circled in red. Below the buttons are two links: 'I need Password Help' and 'Update 1391 Email Address'.</p>
4.2	On the Contractor webpage, Click on the Help tab to access a page with Helpful information.	 <p>The screenshot shows a navigation menu with several tabs: 'FHWA 1391 COMPLETION', 'SUBCONTRACTOR REVIEW', '2ND TIER REVIEW', 'HELP' (circled in red), and 'WHERE IS MY PROJECT?'.</p>
4.3	From the Getting Started page, you can access - detailed instructions, - 1391 Form, - a FAQ list (or PDF) to help with common issues.	 <p>The screenshot shows the 'Doing Business' page with navigation tabs for 'Doing Business', 'Bidding & Letting', 'Projects', 'Resources', and 'Local Governments'. Below these are sub-tabs for 'Prequalify', 'Small Business', 'Consultants', 'Directory of Firms', 'Trucking', 'Fleet & Material Mgmt', and 'DMV'. The main content area is titled '2022 FHWA 1391' and includes a breadcrumb trail: 'Connect NCDOT > Doing Business > Small Business > 2022 FHWA 1391'. The section is titled 'Welcome to Annual FHWA 1391 Reporting!' and contains a list of instructions for contractors.</p>

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5.0 Where is My Project?

Is a project missing from your project list? If so, complete this form and the Office of Civil Rights and Central Construction Unit will review the issue.

Step	Instruction	Image
5.1	At the top of the Contractor webpage, click on “Where is My Project” tab.	 <p>The image shows a horizontal navigation menu with the following items: 'FHWA 1391 COMPLETION', 'SUBCONTRACTOR REVIEW', '2ND TIER REVIEW', 'HELP', and 'WHERE IS MY PROJECT?'. The 'WHERE IS MY PROJECT?' item is enclosed in a red rectangular box.</p>
5.2	Fill in the pop-up window and select Submit.	 <p>The image shows a pop-up window titled 'Where's My Project Help' with a close button (X). The text inside reads: 'Is a project missing from your project list? If so, complete this form and the Office of Civil Rights and Central Construction Unit will review the issue'. Below the text are three input fields: 'Petunias Paving', 'Project Contract#', and 'Project Description'. At the bottom are two buttons: 'SUBMIT' and 'CANCEL'.</p>
5.3	The Office of Civil Rights and the Central Construction Unit will review the issue.	 <p>The image shows a confirmation message: 'Your Help Request has been submitted.' Below the message is a button labeled 'Close Tab'.</p>

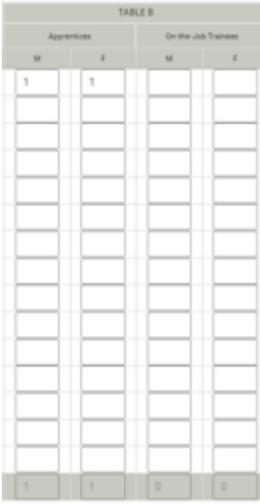
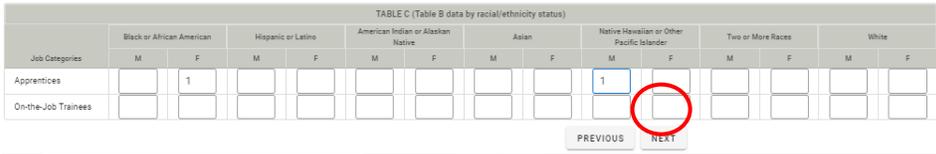
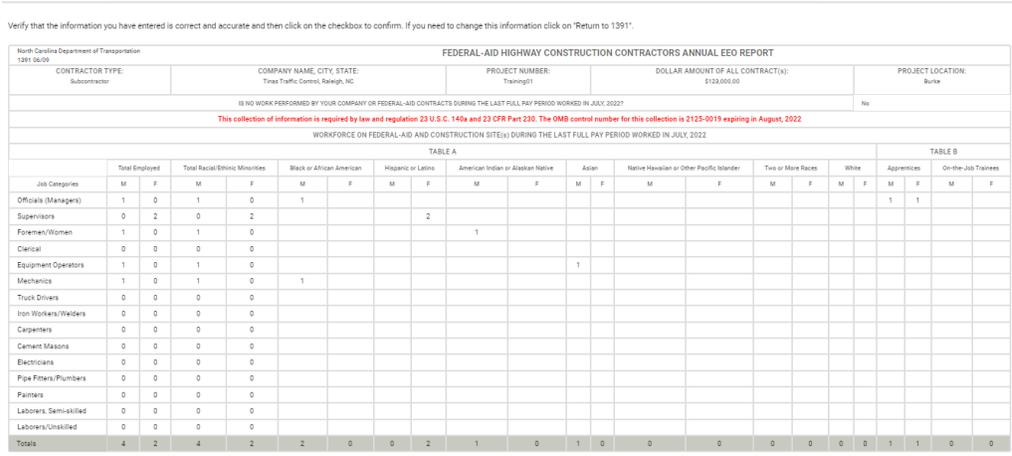
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6.1 Prime Contractor – Complete and Submit FHWA 1391 Form

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.

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6.1.3	Complete Table A: Enter the number of Males and Females in each demographic group for each Job Category.	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <caption style="text-align: center;">FHWA 1391 Form for Training01</caption> <thead> <tr> <th rowspan="3">Job Category</th> <th colspan="14">TABLE A</th> </tr> <tr> <th colspan="2">Black or African American</th> <th colspan="2">Hispanic or Latino</th> <th colspan="2">American Indian or Alaska Native</th> <th colspan="2">Asian</th> <th colspan="2">Native Hawaiian or Other Pacific Islander</th> <th colspan="2">Two or More Races</th> <th colspan="2">White</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><th>M</th><th>F</th> </tr> </thead> <tbody> <tr> <td>Officials (Managers)</td> <td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Supervisors</td> <td></td><td></td><td></td><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Foremen/Women</td> <td></td><td></td><td></td><td></td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Clerical</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Equipment Operators</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Mechanics</td> <td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Truck Drivers</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Iron Workers/Welders</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Carpenters</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Cement Masons</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Electricians</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Pipe Fitters/Plumbers</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Painters</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Laborers, Semi-skilled</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Laborers/Unskilled</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Totals</td> <td>2</td><td>0</td><td>0</td><td>2</td><td>1</td><td>0</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> </tbody> </table>	Job Category	TABLE A														Black or African American		Hispanic or Latino		American Indian or Alaska 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	Officials (Managers)	1														Supervisors				2											Foremen/Women					1										Clerical															Equipment Operators								1							Mechanics	1														Truck Drivers															Iron Workers/Welders															Carpenters															Cement Masons															Electricians															Pipe Fitters/Plumbers															Painters															Laborers, Semi-skilled															Laborers/Unskilled															Totals	2	0	0	2	1	0	1	0						
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6.1.4	<p>Complete Table B:</p> <p>Enter the number of Male and Female Apprentices or On the Job Trainees.</p>	
6.1.5	<p>Complete Table C:</p> <p>Enter number of Male and Female Apprentices and On-the Job Trainees (listed in Table B) for each demographic.</p> <p>Select Next.</p>	
6.1.6	<p>A completed FHWA 1391 Form is generated.</p>	

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6.1.7 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".

Contractor Type- Prime/Sub/Second tier
 Company Name, City, State
 Project Number
 Contract Amount
 Project Location

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".

PREPARED BY: Ramesh Austin Subcontractor/Mgr
 DATE:
 REVIEWED BY:
 DATE:

6.1.8 At the bottom of the Form,
 a. Click the check box to Certify the report is accurate,
 b. Click Return to 1391 if you need to make changes **before** submitting,
 c. Click Save the Report as a PDF, to download a copy to your local system **before** submitting.
 d. Select Submit to submit the Form for approval.

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								

PREPARED BY: Ramesh Austin Subcontractor/Mgr
 DATE: 06/09/2022
 REVIEWED BY:

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

RETURN TO 1391
 SAVE REPORT AS PDF
 SUBMIT

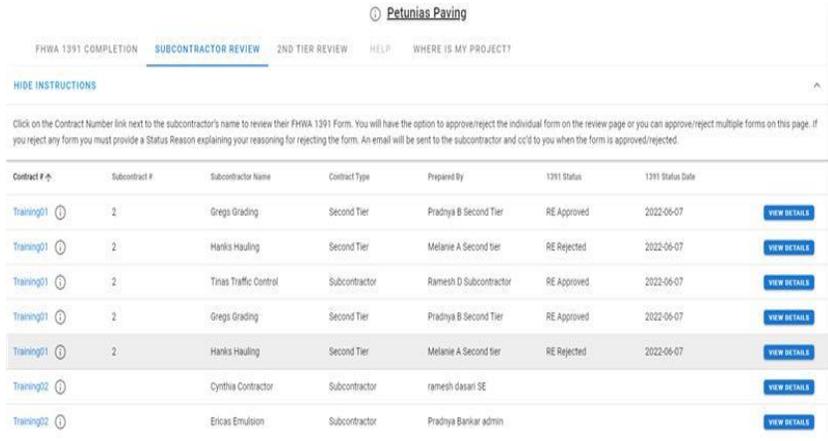
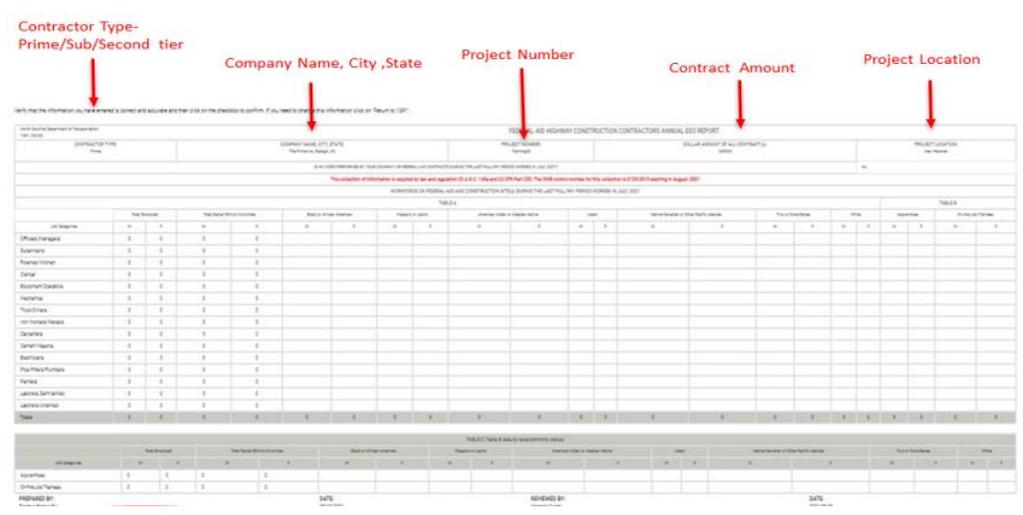
FHWA 1391 – Instruction Guide for Contractors

6.1.9	After clicking on Submit, the system will display a response.	<p style="text-align: center;">Thank you for submitting FHWA 1391 Data.</p> <p style="text-align: center;">Close Tab</p>																														
6.1.10	Submitter will receive a Receipt email.	<p>NCDOT has received FHWA 1391 Form for Training01</p> <p>SharePointAdmin@ncdot.gov To: Bankar, Pradnya A</p> <p style="text-align: right;">Tue 6/7/2022 5:01 PM</p> <p>Start your reply all with: Okay, thank you! Great, thank you so much! I completed it. Feedback</p> <p>NCDOT has received the FHWA 1391 form for Training01. It takes about an hour for our webpage to update and when it does you will be able to view/edit this form.</p> <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>																														
6.1.11	<p>The Prime Form is set to Pending status. It is approved or rejected by the RE.</p> <p>If the Form is Approved by the RE, the Prime receives email. The process is complete.</p>	<p style="text-align: center;"><u>Tinas Traffic Control details</u></p> <table border="1"> <thead> <tr> <th>Contract #</th> <th>Firm</th> <th>1391 Status</th> <th>Last Action</th> <th>Date</th> <th>Decision By</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>Training01</td> <td>NCDOT</td> <td>RE Approved</td> <td>RE Accepted</td> <td>06/07/2022</td> <td>Pradnya A. Bankar</td> <td>RE Approved Subcontractor form</td> </tr> <tr> <td>Training01</td> <td>Petunias Paving</td> <td>Pending RE Review</td> <td>Prime Accepted</td> <td>06/07/2022</td> <td>Daniel W</td> <td></td> </tr> </tbody> </table>	Contract #	Firm	1391 Status	Last Action	Date	Decision By	Reason	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										
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6.1.12	<p>If the Form is Rejected by the RE, the Prime will receive an email.</p> <p>The Prime should review the reason it was rejected, complete a new Form with the necessary corrections.</p>	<table border="1"> <tbody> <tr> <td>Training01</td> <td>NCDOT</td> <td>RE Approved</td> <td>RE Accepted</td> <td>06/07/2022</td> <td>f</td> </tr> <tr> <td>Training01</td> <td>Petunias Paving</td> <td>Pending RE Review</td> <td>Prime Accepted</td> <td>06/07/2022</td> <td>f</td> </tr> <tr> <td>Training01</td> <td>Tinas Traffic Control</td> <td>Pending Prime Review</td> <td>1391 Form Submitted</td> <td>06/07/2022</td> <td>f</td> </tr> <tr> <td>Training01</td> <td>NCDOT</td> <td>RE Rejected</td> <td>RE Rejected</td> <td>06/07/2022</td> <td>f</td> </tr> <tr> <td>Training01</td> <td>Petunias Paving</td> <td>Pending RE Review</td> <td>Prime Accepted</td> <td>06/07/2022</td> <td>f</td> </tr> </tbody> </table>	Training01	NCDOT	RE Approved	RE Accepted	06/07/2022	f	Training01	Petunias Paving	Pending RE Review	Prime Accepted	06/07/2022	f	Training01	Tinas Traffic Control	Pending Prime Review	1391 Form Submitted	06/07/2022	f	Training01	NCDOT	RE Rejected	RE Rejected	06/07/2022	f	Training01	Petunias Paving	Pending RE Review	Prime Accepted	06/07/2022	f
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6.2 Prime Contractor – Review / Approve Subcontractor FHWA 1391 Form

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

Step	Instruction	Image
6.2.1	<p>Click on Subcontractor Review.</p> <p>The page will show Contract #s for each Subcontractor.</p>	
6.2.2	<p>Click on the Contract # to review for approval.</p>	
6.2.3	<p>Review the data in the Form closely.</p>	

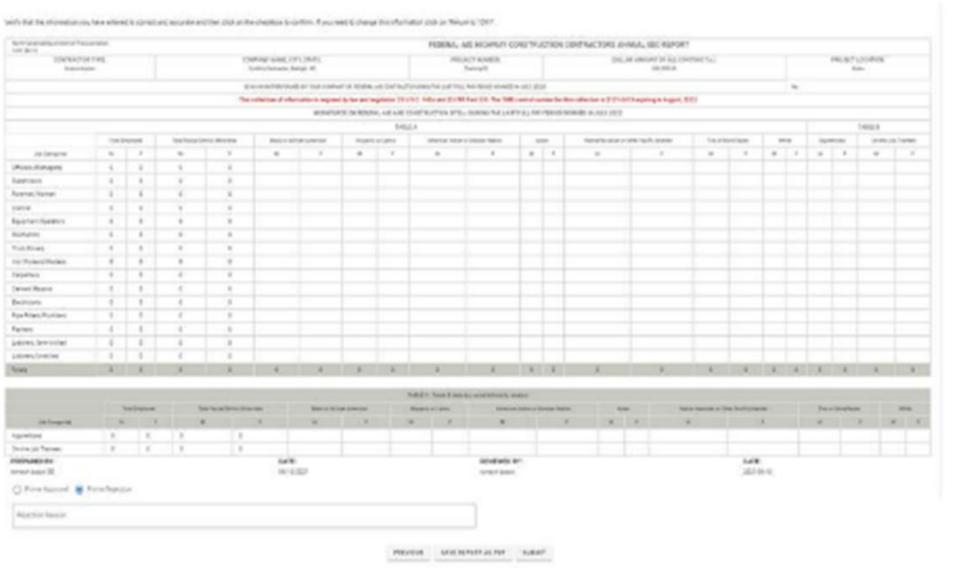
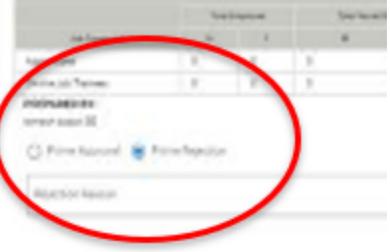
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<p>6.2.4</p>	<p>At the bottom of the page, select Prime Approve or Prime Reject as appropriate.</p>																						
<p>6.2.5</p>	<p>At the bottom of the page, select</p> <ol style="list-style-type: none"> Previous to return to the Form, before submitting, Save report as PDF before submitting, Submit 																						
<p>6.2.6</p>	<p>The subcontractor will receive an email stating it was approved.</p>																						
<p>6.2.7</p>	<p>The 1391 Form is now pending RE Approval.</p> <p>Process ends with RE Approval.</p>	<table border="1"> <thead> <tr> <th>Contract #</th> <th>Firm</th> <th>1391 Status</th> <th>Last Action</th> <th>Date</th> <th>Decision By</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>Training01</td> <td>NCDOT</td> <td>RE Approved</td> <td>RE Accepted</td> <td>06/07/2022</td> <td>Pradiya A. Bankar</td> <td>RE Approved Subcontractor form</td> </tr> <tr> <td>Training01</td> <td>Petunias Paving</td> <td>Pending RE Review</td> <td>Prime Accepted</td> <td>06/07/2022</td> <td>Daniel W</td> <td></td> </tr> </tbody> </table>	Contract #	Firm	1391 Status	Last Action	Date	Decision By	Reason	Training01	NCDOT	RE Approved	RE Accepted	06/07/2022	Pradiya A. Bankar	RE Approved Subcontractor form	Training01	Petunias Paving	Pending RE Review	Prime Accepted	06/07/2022	Daniel W	
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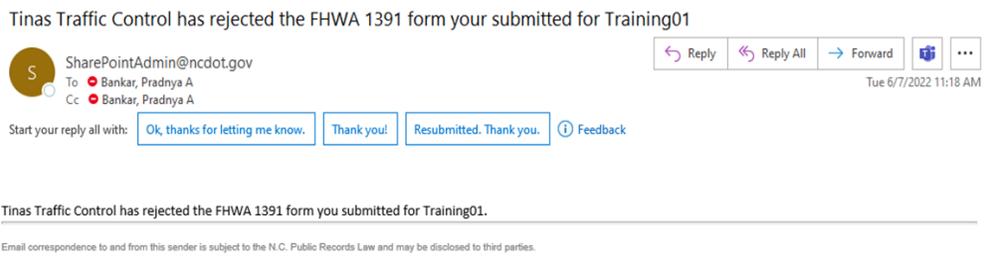
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6.3 Prime Contractor – Review / Reject FHWA 1391 Form

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
6.3.1	Review the data in the 1391 Form.	
6.3.2	<p>Select Prime Reject.</p> <p>A Reason box will appear where you can enter why the Form is being rejected.</p>	

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<p>6.3.3</p>	<p>At the bottom of the page, select</p> <ol style="list-style-type: none"> a. Previous to return to the Form, before submitting, b. Save report as PDF before submitting, c. Submit 																																																							
<p>6.3.4</p>	<p>The subcontractor will receive an email stating the Form was rejected.</p>																																																							
<p>6.3.5</p>	<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> <p>Process ends with RE Approved.</p>	<table border="1" data-bbox="406 1123 1339 1606"> <thead> <tr> <th>Contract #</th> <th>Firm</th> <th>1391 Status</th> <th>Last Action</th> <th>Date</th> <th>Decision By</th> </tr> </thead> <tbody> <tr> <td>Training01</td> <td>NCDOT</td> <td>RE Approved</td> <td>RE Accepted</td> <td>06/07/2022</td> <td>Pradnya A</td> </tr> <tr> <td>Training01</td> <td>Petunias Paving</td> <td>Pending RE Review</td> <td>Prime Accepted</td> <td>06/07/2022</td> <td>Daniel W</td> </tr> <tr> <td>Training01</td> <td>Tinas Traffic Control</td> <td>Pending Prime Review</td> <td>1391 Form Submitted</td> <td>06/07/2022</td> <td>Ramesh C</td> </tr> <tr> <td>Training01</td> <td>NCDOT</td> <td>RE Rejected</td> <td>RE Rejected</td> <td>06/07/2022</td> <td>Pradnya A</td> </tr> <tr> <td>Training01</td> <td>Petunias Paving</td> <td>Pending RE Review</td> <td>Prime Accepted</td> <td>06/07/2022</td> <td>Daniel W</td> </tr> <tr> <td>Training01</td> <td>Tinas Traffic Control</td> <td>Pending Prime Review</td> <td>1391 Form Submitted</td> <td>06/07/2022</td> <td>Ramesh C</td> </tr> <tr> <td>Training01</td> <td>Petunias Paving</td> <td>Pending</td> <td>Prime Rejected</td> <td>06/07/2022</td> <td>Daniel W</td> </tr> <tr> <td>Training01</td> <td>Tinas Traffic Control</td> <td>Pending Prime Review</td> <td>1391 Form Submitted</td> <td>06/07/2022</td> <td>Ramesh C</td> </tr> </tbody> </table>	Contract #	Firm	1391 Status	Last Action	Date	Decision By	Training01	NCDOT	RE Approved	RE Accepted	06/07/2022	Pradnya A	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 C	Training01	NCDOT	RE Rejected	RE Rejected	06/07/2022	Pradnya A	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 C	Training01	Petunias Paving	Pending	Prime Rejected	06/07/2022	Daniel W	Training01	Tinas Traffic Control	Pending Prime Review	1391 Form Submitted	06/07/2022	Ramesh C
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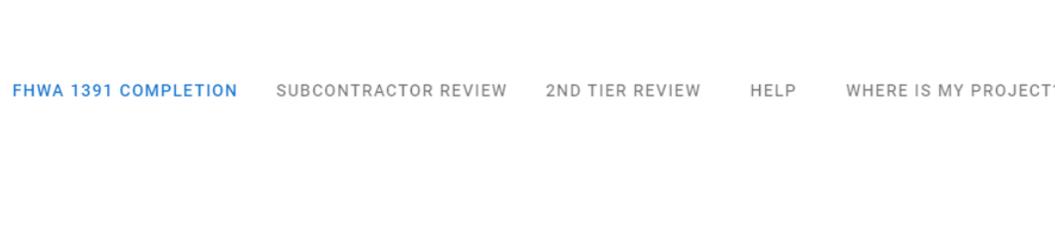
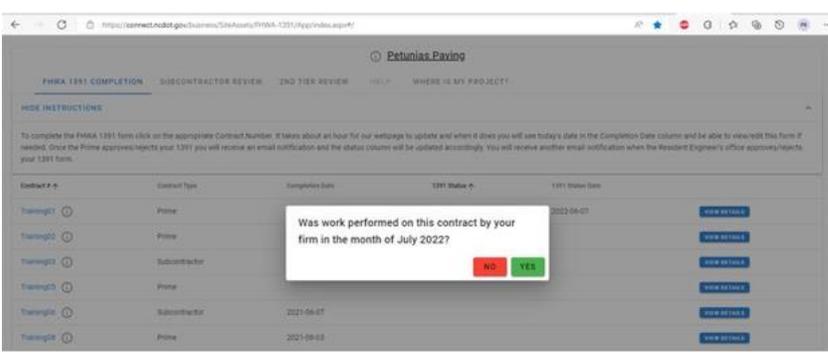
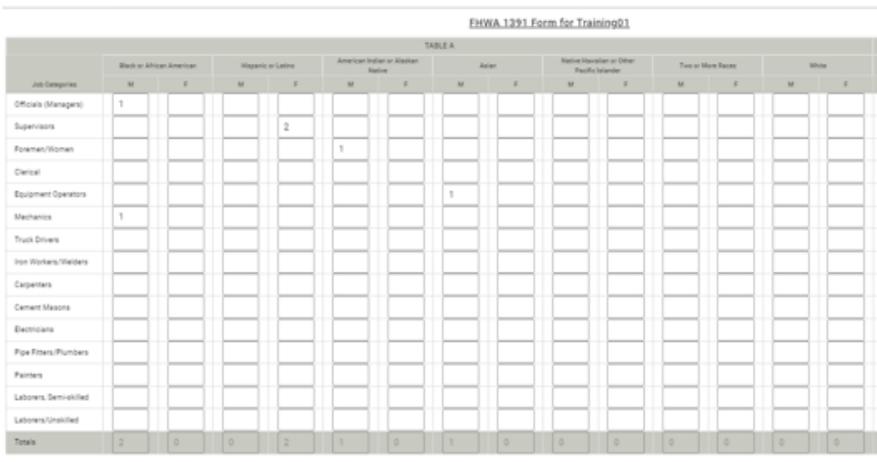
7.1 Subcontractor – Complete and Submit FHWA 1391 Form

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

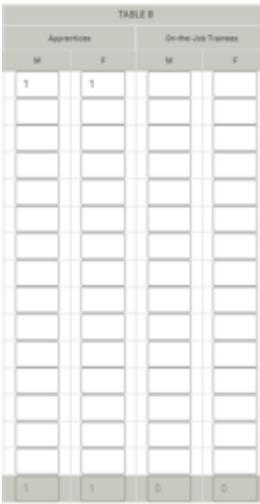
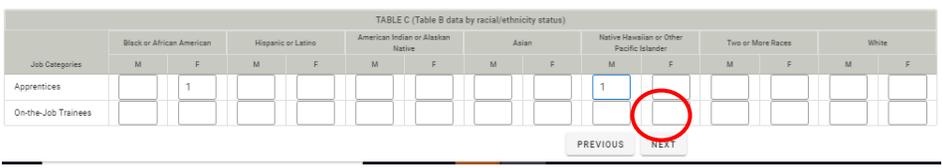
If Prime Approves, the Form moves to Pending RE Review. The RE will Approve or Reject the Form.

If RE Approves the Form, 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
7.1.1	When Subcontractor logons, the following tabs are displayed:	 <p>The image shows a navigation bar with several tabs: 'FHWA 1391 COMPLETION' (highlighted in blue), 'SUBCONTRACTOR REVIEW', '2ND TIER REVIEW', 'HELP', and 'WHERE IS MY PROJECT?'. The 'FHWA 1391 COMPLETION' tab is the active one.</p>
7.1.2	Click on FHWA 1391 Completion tab. Respond to the pop-up window. Answer Yes to complete FHWA 1391 Form for 2022.	 <p>The image shows a web browser window displaying the 'FHWA 1391 COMPLETION' form for 'Petunias Paving'. A pop-up window asks: 'Was work performed on this contract by your firm in the month of July 2022?'. There are 'NO' and 'YES' buttons. Below the pop-up is a table with columns for Contract #, Contract Type, Completion Date, 1391 Status, and 1391 Status Date. The table contains several rows of data.</p>
7.1.3	Complete Table A: Enter the number of Males and Females in each demographic group for each Job Category.	 <p>The image shows 'TABLE A' from the FHWA 1391 Form. It is a grid with 15 job categories on the y-axis and demographic groups on the x-axis. The demographic groups are: Black or African American, Hispanic or Latino, American Indian or Alaskan Native, Asian, Native Hawaiian or Other Pacific Islander, Two or More Races, and White. Each demographic group has columns for 'M' (Male) and 'F' (Female). The 'Total' row at the bottom shows the sum of males and females for each demographic group.</p>

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7.1.4	<p>Complete Table B:</p> <p>Enter the number of Male and Female Apprentices or On the Job Trainees.</p>																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
7.1.5	<p>Complete Table C:</p> <p>Enter number of Male and Female Apprentices and On-the-Job Trainees (listed in Table B) for each demographic.</p> <p>Select Next.</p>																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
7.1.6	<p>A completed FHWA 1391 Form is generated.</p>	<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> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="font-size: small; margin: 0;">North Carolina Department of Transportation 1991 06/09</p> <p style="text-align: center; font-weight: bold; font-size: small; margin: 0;">FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT</p> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 25%;">CONTRACTOR TYPE: Subcontractor</td> <td style="width: 25%;">COMPANY NAME, CITY, STATE: Tines Traffic Control, Raleigh, NC</td> <td style="width: 25%;">PROJECT NUMBER: Training01</td> <td style="width: 25%;">DOLLAR AMOUNT OF ALL CONTRACT(S): \$123,000.00</td> <td style="width: 20%;">PROJECT LOCATION: Burke</td> </tr> </table> <p style="font-size: x-small; margin: 0;">IS NO WORK PERFORMED BY YOUR COMPANY OR FEDERAL-AID CONTRACTS DURING THE LAST FULL PAY PERIOD WORKED IN JULY 2022? <input type="checkbox"/> No</p> <p style="font-size: x-small; margin: 0; color: red;">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 3125-0019 expiring in August, 2022</p> <p style="font-size: x-small; margin: 0;">WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING THE LAST FULL PAY PERIOD WORKED IN JULY 2022</p> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th rowspan="2">Job Categories</th> <th colspan="2">Total Employed</th> <th colspan="4">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> <th colspan="2">Native Hawaiian or Other Pacific Islander</th> <th colspan="2">Two or More Races</th> <th colspan="2">White</th> <th colspan="2">Apprentices</th> <th colspan="2">On-the-Job Trainees</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><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>Officials (Managers)</td><td>1</td><td>0</td><td>1</td><td>0</td><td>1</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td><td>1</td><td></td><td></td></tr> <tr><td>Supervisors</td><td>0</td><td>2</td><td>0</td><td>2</td><td></td><td></td><td></td><td></td><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Foremen/Women</td><td>1</td><td>0</td><td>1</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Clerical</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><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Equipment Operators</td><td>1</td><td>0</td><td>1</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> 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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'.

↓ **Contractor Type- Prime/Sub/Second tier**
 ↓ **Company Name, City, State**
 ↓ **Project Number**
 ↓ **Contract Amount**
 ↓ **Project Location**

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'.

FEDERAL AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT
 (Required for all contractors with a contract value of \$100,000 or more)
 This collection of information is required to be submitted by 09/30/2022. The 2022 contract number for this collection is 0120-0018 (beginning August 2022).
 Information on Form 1391 and Construction of this Report can be found at: <https://www.fhwa.gov/contractors/1391>

Job Category	Total Employed		Total Racial/Ethnic Minorities		Black or African American		Hispanic or Latino		American Indian or Alaska Native		Asian	
	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
On-the-Job Trainees	0	0	0	0	0	0	0	0	0	0	0	0
Construction Workers	0	0	0	0	0	0	0	0	0	0	0	0
Construction Trades	0	0	0	0	0	0	0	0	0	0	0	0
Construction Support	0	0	0	0	0	0	0	0	0	0	0	0
Construction Management	0	0	0	0	0	0	0	0	0	0	0	0
Construction Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Construction Administration	0	0	0	0	0	0	0	0	0	0	0	0
Construction Support	0	0	0	0	0	0	0	0	0	0	0	0
Construction Management	0	0	0	0	0	0	0	0	0	0	0	0
Construction Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Construction Administration	0	0	0	0	0	0	0	0	0	0	0	0

7.1.8 At the bottom of the Form,
 a. Click the check box to Certify the report is accurate,
 b. Click Return to 1391 if you need to make changes before submitting,
 c. Click Save the Report as a PDF, to download a copy to your local system,
 d. Select Submit to submit the Form for approval.

TABLE C (Table B data by racial/ethnicity status)

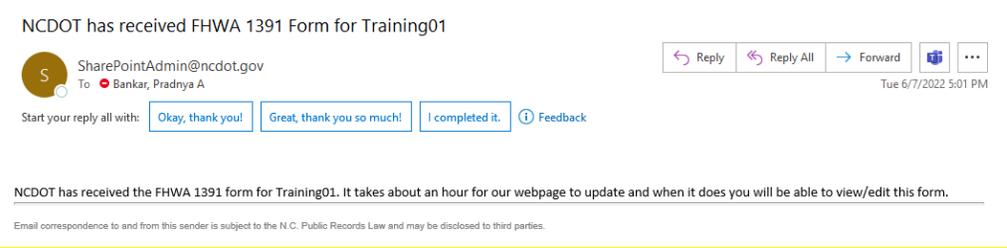
Job Categories	Total Employed		Total Racial/Ethnic Minorities		Black or African American		Hispanic or Latino		American Indian or Alaska Native		Asian	
	M	F	M	F	M	F	M	F	M	F	M	F
Apprentices	1	1	1	1				1				
On-the-Job Trainees	0	0	0	0								

PREPARED BY: Ramesh Austin SubcontractorMgr
 DATE: 06/09/2022
 REVIEWED BY:

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

RETURN TO 1391
 SAVE REPORT AS PDF
 SUBMIT

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7.1.9	After clicking on Submit, the system will display a response.	<p style="text-align: center;">Thank you for submitting FHWA 1391 Data.</p> <p style="text-align: center;">Close Tab</p>																																																						
7.1.10	Submitter will receive a Receipt email.																																																							
7.1.11	The Subcontractor Form is set to Pending Prime Review. It is Approved or Rejected by the Prime.	<p style="text-align: center;"><u>Tinas Traffic Control details</u></p> <table border="1" data-bbox="435 835 1404 1318"> <thead> <tr> <th>Contract #</th> <th>Firm</th> <th>1391 Status</th> <th>Last Action</th> <th>Date</th> <th>Decision By</th> </tr> </thead> <tbody> <tr> <td>Training01</td> <td>NCDOT</td> <td>RE Approved</td> <td>RE Accepted</td> <td>06/07/2022</td> <td>Pradnya A. Ba</td> </tr> <tr> <td>Training01</td> <td>Petunias Paving</td> <td>Pending RE Review</td> <td>Prime Accepted</td> <td>06/07/2022</td> <td>Daniel W</td> </tr> <tr> <td>Training01</td> <td>Tinas Traffic Control</td> <td>Pending Prime Review</td> <td>1391 Form Submitted</td> <td>06/07/2022</td> <td>Ramesh D</td> </tr> <tr> <td>Training01</td> <td>NCDOT</td> <td>RE Rejected</td> <td>RE Rejected</td> <td>06/07/2022</td> <td>Pradnya A. Ba</td> </tr> <tr> <td>Training01</td> <td>Petunias Paving</td> <td>Pending RE Review</td> <td>Prime Accepted</td> <td>06/07/2022</td> <td>Daniel W</td> </tr> <tr> <td>Training01</td> <td>Tinas Traffic Control</td> <td>Pending Prime Review</td> <td>1391 Form Submitted</td> <td>06/07/2022</td> <td>Ramesh D</td> </tr> <tr> <td>Training01</td> <td>Petunias Paving</td> <td>Pending</td> <td>Prime Rejected</td> <td>06/07/2022</td> <td>Daniel W</td> </tr> <tr> <td>Training01</td> <td>Tinas Traffic Control</td> <td>Pending Prime Review</td> <td>1391 Form Submitted</td> <td>06/07/2022</td> <td>Ramesh D</td> </tr> </tbody> </table>	Contract #	Firm	1391 Status	Last Action	Date	Decision By	Training01	NCDOT	RE Approved	RE Accepted	06/07/2022	Pradnya A. Ba	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. Ba	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	Training01	Tinas Traffic Control	Pending Prime Review	1391 Form Submitted	06/07/2022	Ramesh D
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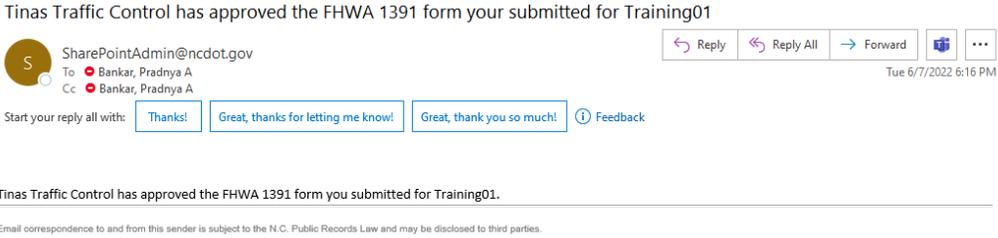
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7.2 Subcontractor – Review / Accept 2nd Tier FHWA 1391 Form

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

Step	Instruction	Image
7.2.1	<p>Click on 2nd Tier Review.</p> <p>The page will show Contract #s for 2nd Tier Contractors.</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>	

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<p>7.2.4</p>	<p>At the bottom of the page, select Subcontract Approve or Prime Reject as appropriate.</p>	
<p>7.2.5</p>	<p>At the bottom of the page, select a. Previous to return to the Form, before submitting, b. Save report as PDF before submitting, c. Submit</p>	
<p>7.2.6</p>	<p>The 2nd Tier contractor will receive an email stating it was approved.</p>	

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7.2.7 The 1391 Form is now pending Prime approval. If the Form is Approved by the Prime, 2nd Tier Contractor receives email. The Form is now Pending RE Review.

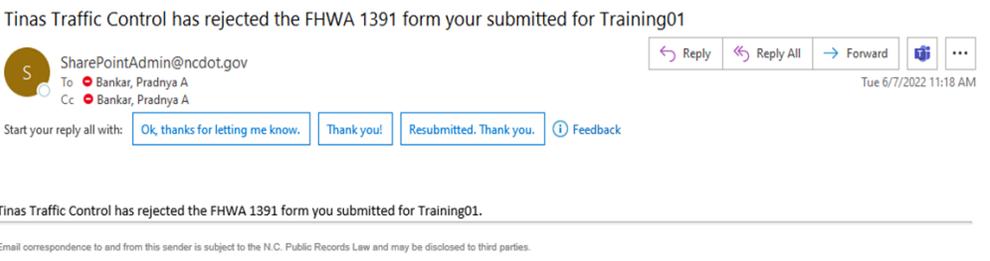
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Form status changes to RE Approved. Process is complete.

Gregs Grading details

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<p>7.3.3 At the bottom of the page, select</p> <ol style="list-style-type: none"> Previous to return to the Form, before submitting, Save report as PDF before submitting, Submit 																																																																			
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8.0 2nd Tier 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 Approve or Reject the 2nd Tier Form.

If Subcontractor Approves the Form, the Form moves to Pending Prime Review. The Prime will Approve or Reject the Form.

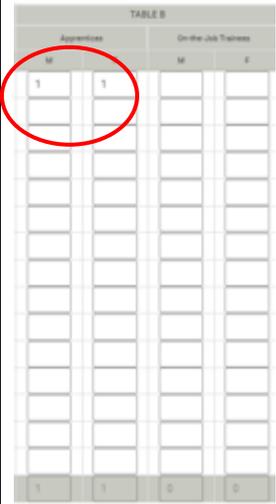
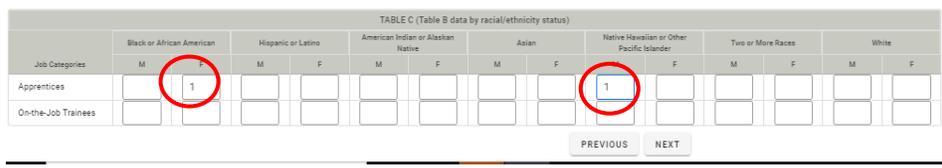
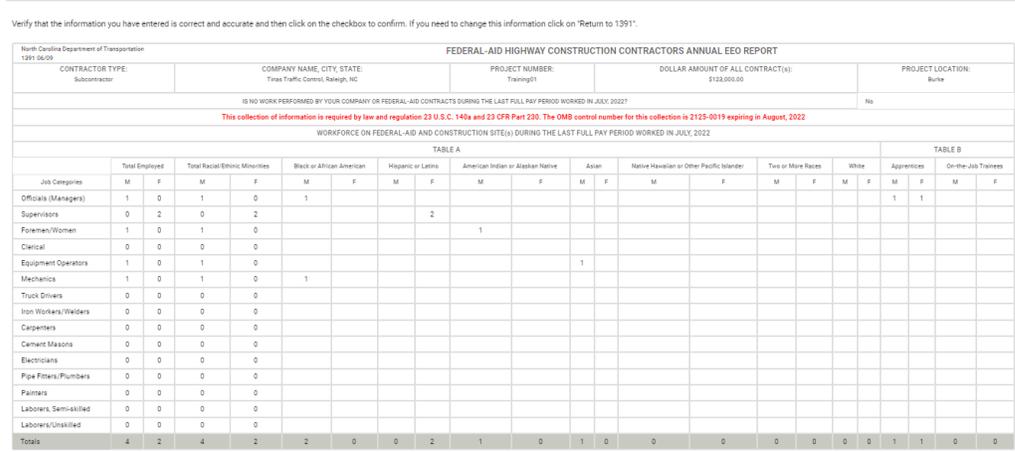
If Prime Approves the Form, the Form moves to Pending RE Review. The RE will Approve or Reject the Form.

If RE Approves 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
8.1	When 2 nd Tier Contractor logons, the following tabs are displayed:	
8.2	Click on FHWA 1391 Completion tab. Respond to the pop-up window. Answer Yes to complete FHWA 1391 Form for 2022.	
8.3	Complete Table A: Enter the number of Males and Females in each demographic group for each Job Category.	

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8.4	<p>Complete Table B:</p> <p>Enter the number of Male and Female Apprentices or On the Job Trainees.</p>	
8.5	<p>Complete Table C:</p> <p>Enter number of Male and Female Apprentices and On-the Job Trainees (listed in Table B) for each demographic.</p> <p>Select Next.</p>	
8.6	<p>A completed FHWA 1391 Form is generated.</p>	

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8.7
Verify the report is accurate. Closely examine all information.

Verify the information you have entered is correct and accurate and that you are the contractor in control. If you need to change the information click on "Return to 1391".

Contractor Type-Prime/Sub/Second tier **Company Name, City, State** **Project Number** **Contract Amount** **Project Location**

TABLE A

Job Category	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 Trainers	0	0	0	0								

TABLE B

Job Category	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 Trainers	0	0	0	0								

8.8
At the bottom of the Form,
a. Click the check box to Certify the report is accurate,
b. Click Return to 1391 if you need to make changes **before** submitting,
c. Click Save the Report as a PDF, to download a copy to your local system **before** submitting,
d. Select Submit to submit the Form for approval.

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	
	M	F	M	F	M	F	M	F	M	F	M	F
Apprentices	1	1	1	1		1						1
On-the-Job Trainers	0	0	0	0								

PREPARED BY: Ramesh Austin Subcontractor/Mgr DATE: 06/09/2022 REVIEWED BY:

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

RETURN TO 1391 **SAVE REPORT AS PDF** **SUBMIT**

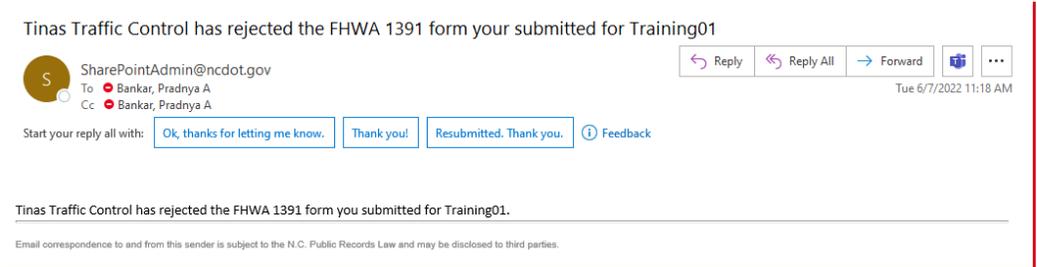
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8.9	After clicking on Submit, the system will display a response.	<p style="text-align: center;">Thank you for submitting FHWA 1391 Data.</p> <p style="text-align: center;">Close Tab</p>																																																																		
8.10	Submitter will receive a Receipt email.	<p>NCDOT has received FHWA 1391 Form for Training01</p> <p>  SharePointAdmin@ncdot.gov To  Bankar, Pradnya A </p> <p style="text-align: right;"> Reply Reply All Forward  ... <small>Tue 6/7/2022 5:01 PM</small> </p> <p>Start your reply all with: Okay, thank you! Great, thank you so much! I completed it. Feedback</p> <p>NCDOT has received the FHWA 1391 form for Training01. It takes about an hour for our webpage to update and when it does you will be able to view/edit this form.</p> <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>																																																																		
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