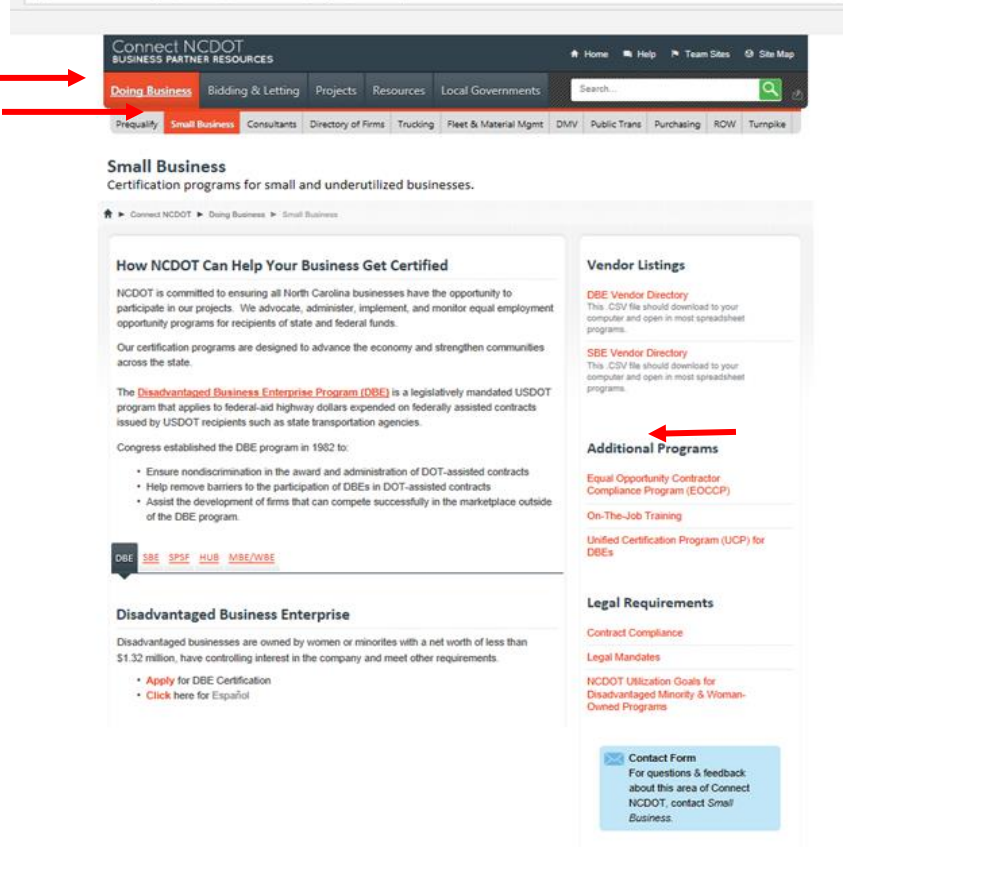


1.0 FHWA 1391 Instructions for Contractors (FY2022)

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 'Connect NCDOT BUSINESS PARTNER RESOURCES' website. The navigation menu includes 'Doing Business', 'Bidding & Letting', 'Projects', 'Resources', and 'Local Governments'. The 'Small Business' section is active, displaying information about certification programs. A red arrow points to the 'Doing Business' menu item. Another red arrow points to the 'Additional Programs' link under the 'Vendor Listings' section, which includes 'Equal Opportunity Contractor Compliance Program (EOCCP)'. Other links include 'DBE Vendor Directory', 'SBE Vendor Directory', 'On-The-Job Training', 'Unified Certification Program (UCP) for DBEs', 'Legal Requirements', and 'Contract Compliance'.</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</p> <ul style="list-style-type: none"> ● Access 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>