

## 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.

Step	Instruction	Image																																																																																																																																																																																																																																																																																											
6.1.1	When Prime Contractor logons, the following tabs are displayed.																																																																																																																																																																																																																																																																																												
6.1.2	Click on FHWA 1391 Completion tab. Respond to the pop-up window. Answer Yes to complete FHWA 1391 Form for 2022.																																																																																																																																																																																																																																																																																												
6.1.3	Complete Table A:  Enter the number of Males and Females in each demographic group for each Job Category.	<table border="1"> <caption>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	0	0	0	0	0	0
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**6.1.4** Complete Table B:

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

**TABLE B**

	Apprentices		On-the-Job Trainees	
	M	F	M	F
1	1			
1	1			

**6.1.5** Complete Table C:

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

Select Next.

**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

**6.1.6** 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 1391".

North Carolina Department of Transportation  
1391 06/09

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

CONTRACTOR TYPE: Subcontractor COMPANY NAME, CITY, STATE: Times Traffic Control, Raleigh, NC PROJECT NUMBER: T100011 DOLLAR AMOUNT OF ALL CONTRACTS: \$123,000.00 PROJECT LOCATION: Route

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 OMB control number for this collection is 2125-0019 expiring in August, 2022

WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING THE LAST FULL PAY PERIOD WORKED IN JULY, 2022

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																				
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																				
<b>Totals</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	

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".

TABLE A: RACE AND ETHNICITY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

TABLE B: RACE AND ETHNICITY CONSTRUCTION STAFF ANNUAL EEO REPORT

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	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**

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.

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**

6.1.9 After clicking on Submit, the system will display a response.

**Thank you for submitting FHWA 1391 Data.**

[Close Tab](#)

6.1.10 Submitter will receive a Receipt email.

NCDOT has received FHWA 1391 Form for Training01

SharePointAdmin@ncdot.gov  
To: Pradya A. Bankar

Start your reply all with: [Okay, thank you!](#) [Great, thank you so much!](#) [I completed it.](#) [Feedback](#)

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.

Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.

6.1.11 The Prime Form is set to Pending status. It is approved or rejected by the RE.

Tinas Traffic Control details

Contract #	Firm	1391 Status	Last Action	Date	Decision By	Reason
Training01	NCDOT	RE Approved	RE Accepted	06/07/2022	Pradya A. Bankar	RE Approved Subcontractor form
Training01	Petunias Paving	Pending RE Review	Prime Accepted	06/07/2022	Daniel W	

6.1.12 If the Form is Approved by the RE, the Prime receives email. The process is complete.

**NEED PRIME IMAGE**

6.1.13 If the Form is Rejected by the RE, the Prime will receive an email.

The Prime should review the reason it was rejected, complete a new Form with the necessary corrections

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