

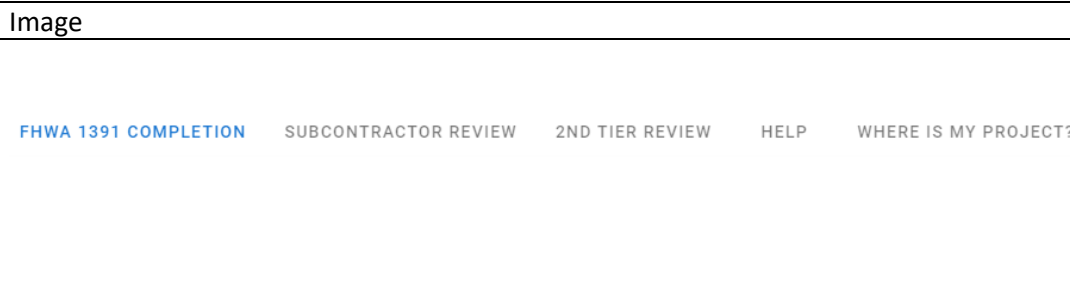
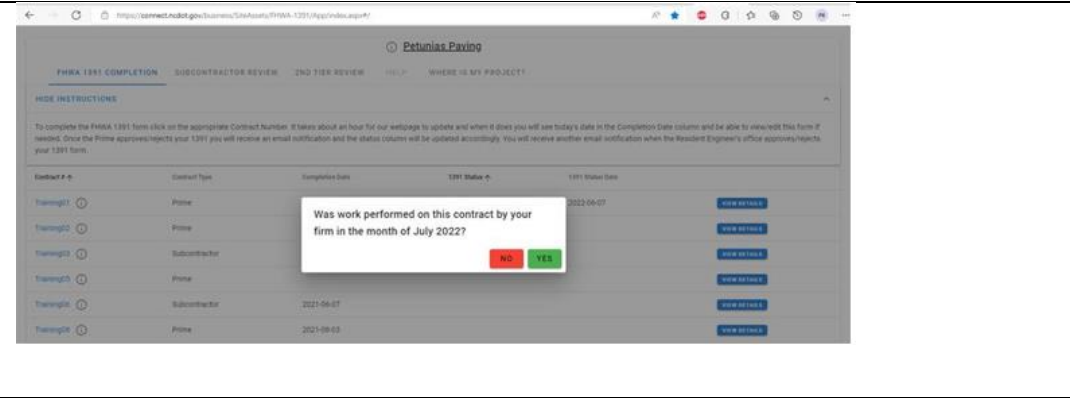
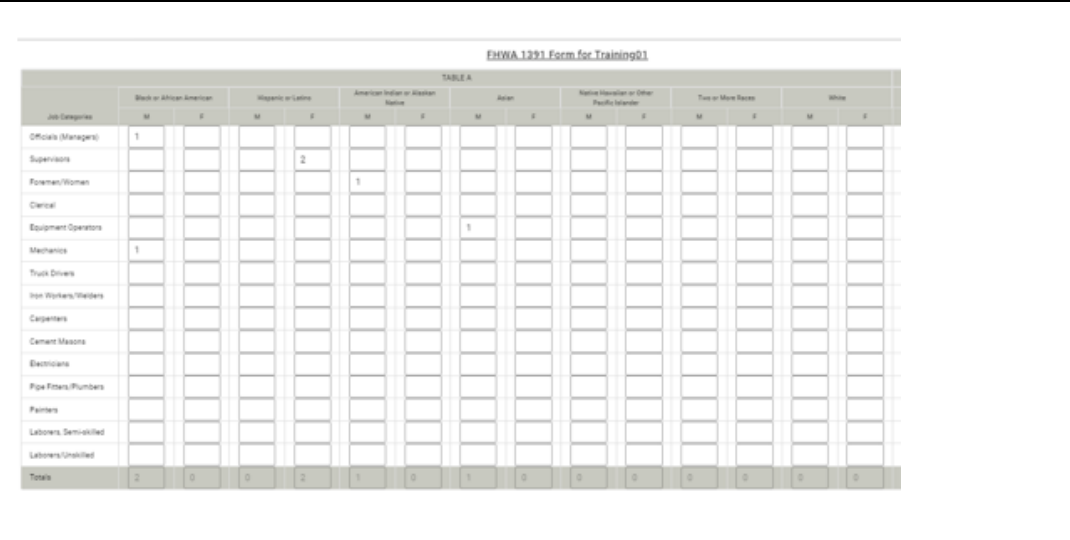
## 7.1 Subcontractor – Complete and Submit FHWA 1391 Form

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:	
7.1.2	Click on FHWA 1391 Completion tab. Respond to the pop-up window. Answer Yes to complete FHWA 1391 Form for 2022.	
7.1.3	Complete Table A:  Enter the number of Males and Females in each demographic group for each Job Category.	



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'.

STATE OF TEXAS  
 FEDERAL HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT  
 BILL OF MATERIAL OF ALL CONTRACTS  
 WORKING ON FEDERAL AND STATE CONSTRUCTION PROJECTS DURING THE LAST FULL YEAR PERIOD WORKED IN AUGUST 2021

TABLE A

Job Category	Total Personnel		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
Office Clerical	0	0	0	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0	0	0	0
Inspector/Inspector	0	0	0	0	0	0	0	0	0	0	0	0
Driver	0	0	0	0	0	0	0	0	0	0	0	0
Equipment Operator	0	0	0	0	0	0	0	0	0	0	0	0
Handyman	0	0	0	0	0	0	0	0	0	0	0	0
Truck Driver	0	0	0	0	0	0	0	0	0	0	0	0
Off-Highway Vehicle	0	0	0	0	0	0	0	0	0	0	0	0
Operator	0	0	0	0	0	0	0	0	0	0	0	0
Skilled Trades	0	0	0	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0	0	0	0
Job/Mech/Purchase	0	0	0	0	0	0	0	0	0	0	0	0
Painter	0	0	0	0	0	0	0	0	0	0	0	0
Laborer/Semi-Skilled	0	0	0	0	0	0	0	0	0	0	0	0
Unskilled/Laborer	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

TABLE B (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								
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

7.1.8

At the bottom of the Form,

- Click the check box to Certify the report is accurate,
- Click Return to 1391 if you need to make changes before submitting,
- Click Save the Report as a PDF, to download a copy to your local system,
- 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								
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

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

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

[Close Tab](#)

7.1.10 Submitter will receive a Receipt email.

NCDOT has received FHWA 1391 Form for Training01

SharePointAdmin@ncdot.gov  
To Bankar, Pradnya A

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

[Reply](#) [Reply All](#) [Forward](#) [Share](#) [More](#)

Tue 6/7/2022 5:01 PM

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.

7.1.11 The Subcontractor Form is set to Pending Prime Review. It is accepted or rejected by the Prime.

**Tinas Traffic Control details**

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

7.1.12 If the Form is accepted by the Prime, subcontractor receives email. The Form is now Pending RE Review.

**Tinas Traffic Control details**

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

7.1.13

If the Form is accepted by the RE, the Form status changes to RE Approved.

Subcontractor receives email.

Process is complete.

Tinas Traffic Control details

Contract #	Firm	1391 Status	Last Action	Date	Decision By
Training01	NCDOT	RE Approved	RE Accepted	06/07/2022	Pradnya A. Bai
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. Bai
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

7.1.14

If the Form is rejected by the Prime, Subcontractor receives email.

Tinas Traffic Control details

Contract #	Firm	1391 Status	Last Action	Date	Decision By
Training01	NCDOT	RE Approved	RE Accepted	06/07/2022	Pradnya A. Bai
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. Bai
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

7.1.15 The subcontractor submits a new Form with corrections. Approval cycle restarts.

Tinas Traffic Control details

Contract #	Firm	1391 Status	Last Action	Date	Decision By
Training01	NCDOT	RE Approved	RE Accepted	06/07/2022	Pradnya A. Bai
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. Bai
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

7.1.16 If the Form is rejected by the RE, Subcontractor receives email.

The subcontractor submits a new Form with corrections. Approval cycle restarts with Form status set to Pending Prime Review.

Process ends with RE Approved.

Tinas Traffic Control details

Contract #	Firm	1391 Status	Last Action	Date	Decision By
Training01	NCDOT	RE Approved	RE Accepted	06/07/2022	Pradnya A. Bai
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. Bai
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