





7.3 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
7.3.1	Subcontractor reviews the data in the 1391 Form.	 <p>The image shows a screenshot of the FHWA 1391 Form. At the top, there is a header with the title 'FEDERAL AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL SELF-REPORT'. Below the header, there are several data tables. The first table is 'TABLE 1: CONTRACTOR INFORMATION' with columns for 'CONTRACTOR NAME', 'CONTRACT NAME', 'PROJECT NUMBER', 'DATE OF REPORT', and 'PROJECT LOCATION'. Below this is 'TABLE 2: CONTRACTOR INFORMATION' with columns for 'CONTRACTOR TYPE', 'CONTRACTOR STATUS', 'CONTRACTOR RATING', 'CONTRACTOR TYPE', 'CONTRACTOR STATUS', 'CONTRACTOR RATING', 'CONTRACTOR TYPE', 'CONTRACTOR STATUS', 'CONTRACTOR RATING'. The bottom of the form has a 'SUBMIT' button.</p>
7.3.2	<p>Select Subcontractor Reject.</p> <p>A Reason box will appear. Enter reason for rejecting the Form.</p>	 <p>The image shows a screenshot of the 'Subcontractor Rejection' selection screen. At the top, there are two radio buttons: 'Subcontractor Approval' (unselected) and 'Subcontractor Rejection' (selected). Below the radio buttons is a text input field labeled 'Reason'. Two red arrows point from the radio buttons to the text 'Subcontractor Approval' and 'Subcontractor Rejection' respectively.</p>
7.3.3	<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>The image shows a screenshot of the bottom of the page. At the top, there are three buttons: 'RETURN TO 1391', 'SAVE REPORT AS PDF', and 'SUBMIT'. Below these buttons is a message: 'Thank you for submitting FHWA 1391 Data.' At the bottom, there is a 'Close Tab' button.</p>

7.3.4 The 2nd Tier Contractor will receive an email stating the Form was rejected.

Tinas Traffic Control has rejected the FHWA 1391 form your submitted for Training01


 SharePointAdmin@ncdot.gov
 To: Bankar, Pradnya A
 Cc: Bankar, Pradnya A

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

Tue 6/7/2022 11:18 AM

Start your reply all with: [Ok, thanks for letting me know.](#) [Thank you!](#) [Resubmitted. Thank you.](#) [Feedback](#)

Tinas Traffic Control has rejected the FHWA 1391 form you submitted for Training01.

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

7.3.5 If the Form is rejected by the Subcontractor, Prime or RE, 2nd Tier Contractor receives an email.

The 2nd Tier Contractor submits a new Form with corrections. Approval cycle restarts.

Tinas Traffic Control details

Contract #	Firm	1391 Status	Last Action	Date	Decision
Training01	Hanks Hauling	Pending Subcontractor Review	1391 Form Submitted	06/13/2022	Daniel V
Training01	NCDOT	RE Rejected	RE Rejected	06/07/2022	Pradnya Bankar
Training01	Petunias Paving	Pending RE Review	Prime Accepted	06/07/2022	Daniel V
Training01	Tinas Traffic Control	Pending Prime Review	Subcontractor Accepted	06/07/2022	Ramesh
Training01	Hanks Hauling	Pending Subcontractor Review	1391 Form Submitted	06/07/2022	Melanie
Training01	Petunias Paving	Pending Subcontractor Review	Prime Rejected	06/07/2022	Daniel V
Training01	Tinas Traffic Control	Pending Prime Review	Subcontractor Accepted	06/07/2022	Ramesh
Training01	Hanks Hauling	Pending Subcontractor Review	1391 Form Submitted	06/07/2022	Melanie
Training01	Tinas Traffic Control	Pending	Subcontractor Rejected	06/07/2022	Ramesh
Training01	Hanks Hauling	Pending Subcontractor Review	1391 Form Submitted	06/07/2022	Melanie

