

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.	

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

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 that you are the contractor in control. If you need to change the information click on "Return to 1391".

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					
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

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					
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

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

Thank you for submitting FHWA 1391 Data.

Close Tab

8.10 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](#)

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.

8.11 The 2nd Tier Contractor Form is set to Pending Subcontractor Review. It is accepted or rejected by the Subcontractor.

Tinas Traffic Control details

Contract #	Firm	1391 Status	Last Action	Date	D
Training01	Hanks Hauling	Pending Subcontractor Review	1391 Form Submitted	06/13/2022	D
Training01	NCDOT	RE Rejected	RE Rejected	06/07/2022	P B
Training01	Petunias Paving	Pending RE Review	Prime Accepted	06/07/2022	D
Training01	Tinas Traffic Control	Pending Prime Review	Subcontractor Accepted	06/07/2022	R
Training01	Hanks Hauling	Pending Subcontractor Review	1391 Form Submitted	06/07/2022	A
Training01	Petunias Paving	Pending Subcontractor Review	Prime Rejected	06/07/2022	D
Training01	Tinas Traffic Control	Pending Prime Review	Subcontractor Accepted	06/07/2022	R
Training01	Hanks Hauling	Pending Subcontractor Review	1391 Form Submitted	06/07/2022	A
Training01	Tinas Traffic Control	Pending	Subcontractor Rejected	06/07/2022	R
Training01	Hanks Hauling	Pending Subcontractor Review	1391 Form Submitted	06/07/2022	A

8.12 If the Form is accepted by the Subcontractor, the 2nd Tier Contractor receives email. The Form is now Pending Prime Review.

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

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

Start your reply all with: [Thanks!](#) [Great, thanks for letting me know!](#) [Great, thank you so much!](#) [Feedback](#)

Tue 6/7/2022 6:16 PM

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

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8.13

If the Form is accepted by the Prime, the Form status changes to Pending RE Review.

2nd Tier Contractor receives email.

Tinas Traffic Control details

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

8.14

If the RE Accepts the Form, the status is changed to RE Approved.

2nd Tier Contractor 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.
Training01	Petunias Paving	Pending RE Review	Prime Accepted	06/07/2022	Daniel W

8.15

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

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

Approval cycle restarts, with Form status set to Pending Subcontractor Review.

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.

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