

Form 1391: Frequently Asked Questions

Q: What is the FHWA 1391?

A: The FHWA 1391 is snapshot of your workforce and work opportunities in the month of July. The form collects demographic data on employees working for your company. The data is used to determine if and where training and hiring goals are applied on projects, so it's critical that NCDOT receives accurate data in your submission.

Q: Is this required?

A: Yes, submitting 1391 data is required and this requirement is made clear in your final contract within the FHWA 1273.

Q: Where do I submit the 1391 Report?

A: You can do so by clicking the link labeled "[FHWA Form 1391](#)" and follow the instructions.

Q: Where do I find my Project Number, Pass Key, Contract Number, and Contract Amount?

A: Your company will receive an e-mail containing a Pass Key unique to your firm that will give you access to a list of projects your firm is required to report on. When you click on each project, it will contain contract amount and project number which will displayed automatically on the 1391 form.

Q: What pay period do I report?

A: Report all workers who worked in all or any part of the last full pay period preceding the end of July (even if your company did not work the full pay period).

Q: What if we didn't work the last week of July?

A: If you did not work the last week of July, then you would report on the next closest week in July. If your employees worked the 3rd week of July, then you would report on that week. If your employees worked only the 2nd week of July, then you would report on that week. If your employees worked only the 1st week of July, then you would report on that week.

Q: What if we didn't work at all in July?

A: If your employees were not working onsite during the month of July, then you would simply enter your basic information and select the box that says "No" when asked if worked was performed on a selected project.

Q: Do subcontractors also have to submit their workforce data?

A: Yes. Each contractor (prime or sub) should have received a notification email with reporting instructions. All contractors and subcontractors are required to submit data.

Q: Do we report on each project or can we add all of our projects together?

A: FHWA requires that each project is reported individually. For this report we are tracking "work opportunities." Reporting on individual projects keeps you from under-representing your work opportunities and workforce onsite and provides NCDOT with more accurate data.

Q: What happens if I don't do it, or if I report "No Work Performed" rather than actually completing my data?

A: Since the 1391 is a contract item, it will be enforced as such.

Q: When will I receive the email with my company's password?

A: The email containing your company's unique password were emailed to all qualifying contractors connected to HiCAMS projects on Thursday July 16th. The email used was the email provided during the prequalification process.

Q: What if I forget and/or lose my company's password?

A: Email your name and your company's name along with a message explaining you need a 1391 password to constructionhelp@ncdot.gov

Q: Do each of my employees get their own password?

A: No, the password you receive will be for the entire company.

Q: Are subcontractors required to approve the FHWA 1391 form for 2nd Tier Subcontractors?

A: No, the Prime Contractor will be required to approve the 1391 for all qualifying subcontractors associated with the project.

Q: Am I able to edit a 1391 form after it has been submitted?

A: No, you cannot edit an existing 1391 form. However, you may complete a new 1391 form that will replace a previously submitted form. This new form will need to be approved by the Prime Contractor even if the previous 1391 was already approved.

Q: Do prime contractors have to approve their own 1391 forms?

A: No, once a contractor has completed a 1391 form for a project they are the Prime Contractor for it will be considered approved.