



NORTH CAROLINA
Department of Transportation



FHWA 1391

For Locally Administered Projects (LAP)

Michelle Gaddy, PE - State Construction Operations Engineer

July 30, 2025



- Please make sure to register for the webinar via the QR code or use the link in the chat room. The presentation will be sent out to attendees after the webinar
- Make sure to mute your microphone
- Ask questions in the chat. We will provide an opportunity for questions at the end of the webinar

Objectives

- What is the FHWA 1391?
- Who has to submit the form?
- System Views for Contractors and Municipalities
- IT Tools
 - How to access the site for contractors and municipalities
 - Review Status of Contracts, Subcontracts and 2nd Tier Subs.
 - View the reports (1391 Form)
 - Municipality Actions
- How you can help your contractor
- List of Projects

Form FHWA-1391 (Annual EEO Report)



The purpose of the Contractors Annual EEO Reports are to collect employment data (including a breakdown of all racial/ethnic minorities and women employed) from ALL highway construction contractors who are working on a Federal-Aid Contracts of \$10,000.00 or more during a specific “annual” reporting period.

This includes local municipal projects that are constructed with federal funds.

Any LAP project where construction has begun prior to July 31, 2025 is required to submit 1391 forms. Subcontractors on these projects whose contract value is greater than \$10,000 are required to submit a 1391 form.

NCDOT has built a system to collect these forms. For LAP projects, we gathered information on contracts that were active from Division offices and local municipalities. If contractors are missing on your projects, email fhwa1391support@ncdot.gov with project information (include that this is a LAP)

FHWA 1391

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																						
1. MARK APPROPRIATE BLOCK <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor				2. COMPANY NAME, CITY, STATE:				3. PROJECT NUMBER:				4. DOLLAR AMOUNT OF CONTRACT:				5. PROJECT LOCATION: (County and State)						
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, 2023																						
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 20__ (INSERT YEAR)																						
TABLE A																		TABLE B				
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA 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
OFFICIALS	0	0	0	0																		
SUPERVISORS	0	0	0	0																		
FOREMEN/WOMEN	0	0	0	0																		
CLERICAL	0	0	0	0																		
EQUIPMENT OPERATORS	0	0	0	0																		
MECHANICS	0	0	0	0																		
TRUCK DRIVERS	0	0	0	0																		
IRONWORKERS	0	0	0	0																		
CARPENTERS	0	0	0	0																		
CEMENT MASONS	0	0	0	0																		
ELECTRICIANS	0	0	0	0																		
PIPEFITTER/PLUMBERS	0	0	0	0																		
PAINTERS	0	0	0	0																		
LABORERS-SEMI SKILLED	0	0	0	0																		
LABORERS-UNSKILLED	0	0	0	0																		
TOTAL	0	0	0	0																		
TABLE C (Table B data by racial status)																						
APPRENTICES	0	0	0	0																		
OJT TRAINEES	0	0	0	0																		
8. PREPARED BY: (Signature and Title of Contractors Representative)								9. DATE		10. REVIEWED BY: (Signature and Title of State Highway Official)										11. DATE		

NCDOT Construction Manual

WHO HAS TO REPORT?

All prime contractors and subcontractors (regardless of tier) with a Federal-aid contract of \$10,000 or more must report on form FHWA-1391.

Subcontractors are required to submit their reports to the prime contractors.

This is required on all federal contracts regardless of certified payrolls status

PERIOD TO REPORT

The report should reflect the employment data submitted for the last full pay period worked in July. A full pay period is seven (7) days. Reporting week(s) for all contractors must be between July 1-31.

If the federal contract is active during this payroll period but no work was performed, contractors must submit a 1391 report indicating “NO ACTIVITY”. Do not report any other payroll period in the month of July.

For more information see the “Records and Reports” section of the NCDOT Construction Manual.

<https://connect.ncdot.gov/projects/construction/Pages/RRMan.aspx?Method=RR-14>

NCDOT Construction Manual

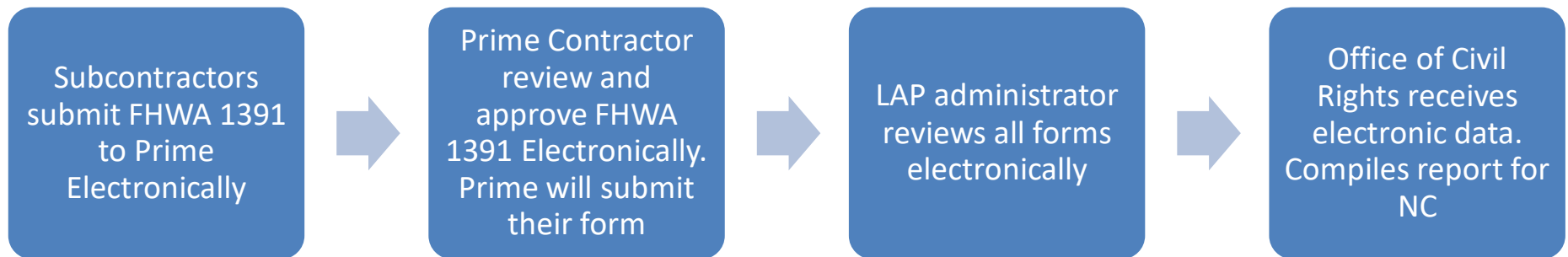
WHO IS CONSIDERED ACTIVE ON THE CONTRACT?

- A contractor is active if they have begun work and have work remaining on the project as of July 1, 2025
- The prime is active once any contractor has begun work on the project. For example, if equipment has been mobilized, work zone signage has been installed, or if work is ongoing.
 - If the **entire** project has been accepted prior to July 1, 2025, the project is not required to submit (Not just ICT#1, all work except for PVE)
 - If work was complete but not accepted prior to July 1, 2025, the contractor is still required to submit, even if is a “NO WORK” submittal.
 - If the “Work Start Date” for the project is August 1, 2025 or beyond, the project is not required to submit.
- A sub is considered active if they have mobilized to the project at least once and have work remaining on the project.
 - If you have approved a subcontract but they have not mobilized to the project as of August 1, 2025, a subcontractor is not required to submit since work has not begun yet.
 - If the sub has completed all work on the project as of July 1, 2025, they are not required to submit.

History of Electronic FHWA 1391

- In the past, NCDOT collected paper copies of the forms for all projects with federal funding. This made compiling the data for the FHWA 1392 difficult.
- This was difficult for LAP projects given that records were not submitted in a consistent manner.
- 5 years ago, NCDOT piloted electronic submittal for contractors so we could receive the data electronically. Beginning 2 years ago, we had all NCDOT contractors submit the form electronically, including LAP projects.
- This year – continue to receive all FHWA 1391 forms electronically

Process for Submittal



Process provides for a streamlined approval process for all contractor submittals. Tracks all submittals through the process and allows the Department the ability to monitor/analyze the forms in an easier fashion.

LAP administrator – responsibility in the system is provided to the town/city. If you have others who are administering/reviewing forms on your behalf, you will need to share your password or download/save the forms and share the forms.



FHWA 1391 Information

<https://connect.ncdot.gov/business/SmallBusiness/Pages/2023FHWA1391.aspx>

2025 FHWA 1391

Connect NCDOT > Doing Business > Small Business > 2025 FHWA 1391

IMPORTANT MESSAGE

IMPORTANT MESSAGES FOR 2025

New

Coming Soon

NCDOT will add projects to the NCDOT e-1391 Application the week of July 7th, 2025. All projects will be available to contractors by July 14th, 2025.

FAQ

✓	Topic	Q Nbr	Question	Answer
▶	Topic : 1391 Status Definitions (4)			
▶	Topic : General Information (7)			
▶	Topic : Password (4)			

Welcome to Annual FHWA 1391 Reporting!

Contractors on Federal-aid projects must submit an Annual EEO Report each July for the duration of the project, indicating the number of minority, women, and non-minority group employees currently engaged in each work classification and training program required by the contract.

Click here for detailed [Instructions](#) on completing the form.
Click here to logon and complete the [FHWA 1391 Form](#)
Click here to access the [FAQ Search List](#). Click [FAQs PDF](#) to download a version. (Coming Soon!)

For questions unrelated to Passwords, please send an email with the firm name, contract number and issue to: fhwa1391support@ncdot.gov

Below are the most commonly asked questions:

What is my Password?

The company password is the same as the 2024 password. If you do not remember it, go to the login page, complete the form (except Password) and click on Password Help at the bottom of the form. Follow the prompts and an email will be sent to the email address used on the form.

Information on FHWA 1391 Reporting for all parties. Great resource to share information with your contractors

Contractors and Subs can get very detailed instructions here...

Also frequently asked questions link for users

Email
fhwa1391support@ncdot.gov
with any questions

Electronic Submittal/Approval by Contractors

Subcontractors submit
FHWA 1391 to Prime
Electronically

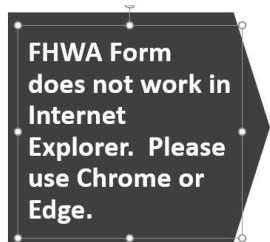


Prime Contractor review
and approve FHWA 1391
Electronically. Prime will
submit their form

Contractors have been provided or can obtain their unique password to log into the NCDOT FHWA 1391 system. When the contractor logs in, they will see a list of projects that they are currently working on. This will include projects that they are prime contractor, subcontractor, and/or 2nd tier subcontractor. Once entered, it will go to the next level for approval (2nd tier subs, sent to 1st tier subs, subs are sent to prime, prime is sent directly to LAP approval).

Local Entities have their own password to log into the system. The password is unique to your city/town/county. It can be shared with any responsible party acting on your behalf

FHWA 1391 Log In Screen Contractors



Help button is a link to 2025 FHWA 1391 Contractor webpage - Help Page

[NCDOT e-1391 Application](#)

NEW 2025

Password - Your Company's password is the same as last year (2024).

If you forgot the password,

- Click on 'Password Help.'
- Follow the on-screen instructions. An automated email with last year's password will be sent to last year's email within 24 hours.

If you are a new contractor using the NCDOT e-1391 Application process,

- Click on 'Password Help.'
- Follow the on-screen instructions. A NCDOT representative will contact you within 48 hours.

Other Issues (examples below) - email a request to fhwa1391support@ncdot.gov

- Firm Name is missing in Password Help list
- Change the primary 1391 Email address
- Where is My Project?

A NCDOT representative will contact you within 48 hours.

NCDOT will add projects to the NCDOT e-1391 Application the week of July 7th, 2025. All projects will be available to contractors by July 14th, 2025.

First Name

Last Name

Job Title

E-Mail

Password

LOG ON

HELP

[Password Help](#)

Notes at top of page:

- Passwords are the same as 2024.
- Link (Password Help at bottom of screen) to change password – follow instructions
- New contractors – click on Password Help
- Email fhwa1391support@ncdot.gov for other requests. Be sure to describe issue

First Name – First Name of the person certifying the data.

Last Name – Last Name of the person certifying the data.

Job Title – Job Title for the person certifying the data

Email address – Email address for the person certifying the data

Password – Password for the contractor. Each contractor has their own unique password to access the system

Contractors on Federal-Aid Projects must submit FHWA 1391

All FHWA 1391s that a contractor is required to complete will show up in their dashboard.

Each contractor will also have a subcontractor review (for primes to review their subs and 2nd tier review for 2nd tier subcontract review. Prime Contractor must approve all subs and submit to RE. ***Only the Prime can submit to Municipality.***

When the contractor clicks on a project, they will be prompted to submit a new FHWA 1391 form

[FHWA 1391 COMPLETION](#) [SUBCONTRACTOR REVIEW](#) [2ND TIER REVIEW](#) [HELP](#) [WHERE IS MY PROJECT?](#)

[HIDE INSTRUCTIONS](#)

To complete the FHWA 1391 form, click on the appropriate Contract Number. It takes about an hour for our webpage to update, and when it does, you will see today's date in the Completion Date column and be able to view/edit this form if needed. Once the Prime approves/rejects your 1391, you will receive an email notification, and the status column will be updated accordingly. You will receive another email notification when the Resident Engineer's office approves/rejects your 1391 form.

Contract #	Contract Type	Subcontract #	Completion Date	1391 Status	1391 Status Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TRAINING01	Subcontractor	1			VIEW DETAILS
TRAINING02	Subcontractor	3			VIEW DETAILS
TRAINING03	Subcontractor	1			VIEW DETAILS

Records per page: 10 1-3 of 3

Was work performed on this contract by your firm in the month of July 2025?

[NO](#)[YES](#)

Contractors on Federal-Aid Projects must submit FHWA 1391

- Contractors should report the number of employees who worked on a project during the last week of the month on the project.
- Report each classification by racial and gender determinations
- The number of Apprentices listed in Table B (by classification) should match the total number reported in Table C (by racial/gender)

North Carolina Department of Transportation 1391 Jul				FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																		
CONTRACTOR TYPE: Subcontractor				COMPANY NAME, CITY, STATE: Gregs Grading ROGERS, MN				PROJECT NUMBER: Training01				DOLLAR AMOUNT OF ALL CONTRACT(S): \$775,490.29				PROJECT LOCATION: Buncombe						
IS NO WORK PERFORMED BY YOUR COMPANY OR FEDERAL-AID CONTRACTS DURING THE LAST FULL PAY PERIOD WORKED IN JULY, 2025?												WORK WAS PERFORMED IN JULY, 2025										
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, 2025																						
WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING THE LAST FULL PAY PERIOD WORKED IN JULY, 2025																						
TABLE A												TABLE B										
	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	
Job Categories	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials (Managers)	0	0	0	0																		
Supervisors	0	0	0	0																		
Foremen/Women	0	0	0	0																		
Clerical	0	0	0	0																		
Equipment Operators	5	2	3	0	2				1								2	2	2	1	2	1
Mechanics	1	0	1	0							1											
Truck Drivers	8	4	6	2	3	1	3	1									2	2				
Iron Workers/Welders	0	0	0	0																		
Carpenters	0	2	0	2									2									
Cement Masons	0	0	0	0																		
Electricians	0	0	0	0																		
Pipe Fitters/Plumbers	0	1	0	1									1									
Painters	0	0	0	0																		
Laborers, Semi-skilled	4	2	4	2	2	1	2	1														
Laborers/Unskilled	4	2	4	2	2	1	2	1									4	4	2	1	2	1
Totals	22	13	18	9	9	3	7	3	1	0	1	0	0	3	0	0	4	4	2	1	2	1
TABLE C (Table B data by racial/ethnicity status)																						
	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					
Job Categories	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F				
Apprentices	2	1	2	1			1	1	1													
On-the-Job Trainees	2	1	1	1	1	1											1					
PREPARED BY: Michelle Gaddy Operations Engineer										DATE: 07/20/2025				REVIEWED BY:				DATE:				

Collection of FHWA 1391 – LAP Duties

DUE DATE:

All 1391 Reports are due to the Municipality on or before August 15th. Reports should be provided to the Office of Civil Rights via electronic submission. Every effort should be made to submit this report before the deadline. Municipalities should approve the reports by August 22nd.

If all reports for a project are not received by August 22, the Local Municipality initiates action to withhold progress payments until the forms are received. Contact your Division office so they are aware of firms that are not submitting in timely manner.

Questions regarding the FHWA 1391 report should be directed to the EO Compliance Section.

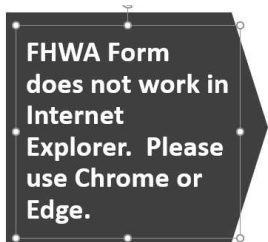
Jorgelia Nino

Utilization and Compliance Manager

(984) 236-1294

jnino@ncdot.gov

FHWA 1391 Log In Screen Local Project Administrators – Same as contractors



[NCDOT e-1391 Application](#)

NEW 2025

Password - Your Company's password is the same as last year (2024).

If you forgot the password,

- Click on 'Password Help.'
- Follow the on-screen instructions. An automated email with last year's password will be sent to last year's email within 24 hours.

If you are a new contractor using the NCDOT e-1391 Application process,

- Click on 'Password Help.'
- Follow the on-screen instructions. A NCDOT representative will contact you within 48 hours.

Other Issues (examples below) - email a request to fhw1391support@ncdot.gov

- Firm Name is missing in Password Help list
- Change the primary 1391 Email address
- Where is My Project?

A NCDOT representative will contact you within 48 hours.

NCDOT will add projects to the NCDOT e-1391 Application the week of July 7th, 2025. All projects will be available to contractors by July 14th, 2025.

First Name

Last Name

Job Title

E-Mail

Password

LOG ON

HELP

[Password Help](#)

Passwords were sent out to Municipalities on July 30, 2025. They were sent to the email we were provided.

Notes at top of page:

- Passwords are the same as 2024.
- Link (Password Help at bottom of screen) to change password – follow instructions
- New contractors – click on Password Help
- Email fhw1391support@ncdot.gov for other requests. Be sure to describe issue

First Name – First Name of the person certifying the data.

Last Name – Last Name of the person certifying the data.

Job Title – Job Title for the person certifying the data

Email address – Email address for the person certifying the data

Password – Password for the contractor. Each contractor has their own unique password to access the system

Help button is a link to 2025 FHWA 1391 Contractor webpage - Help Page

LAPs will be approved online

Municipality FHWA 1391 Reports

CITY OF RALEIGH

AWAITING MUNICIPALITY DECISION							
AWAITING PRIME DECISION							
AWAITING SUBCONTRACTOR DECISION							
AWAITING CONTRACTOR COMPLETION							
MUNICIPALITY APPROVED							
MUNICIPALITY REJECTED							
ALL CONTRACTORS							
							SAVE CHANGES
	Contract#	Contractor	Contractor Type	Subcontract#	Digital Report	No Work	Decided By
☰	VIEW REPORT	Training02	Tinas Traffic Control	Prime		<input type="checkbox"/>	
☰	VIEW REPORT	Training02	Hanks Hauling	Subcontractor	2	<input type="checkbox"/>	
Records per page: 10 1-2 of 2							

Updates between the 40th and 45th minute of every hour

- 10 Rows per page (Bottom right will allow you to show more than 10 or show all. You can go to next page to view more projects.
- NCDOT's site updates at 40 and 45 min of every hour - you won't see any updates immediately.

Views on LAPs – Municipality Review

Municipality FHWA 1391 Reports

CITY OF RALEIGH

AWAITING MUNICIPALITY DECISION AWAITING PRIME DECISION AWAITING SUBCONTRACTOR DECISION AWAITING CONTRACTOR COMPLETION MUNICIPALITY APPROVED MUNICIPALITY REJECTED ALL CONTRACTORS							
							SAVE CHANGES
	Contract#	Contractor	Contractor Type	Subcontract#	Digital Report	No Work	Decided By
☰							
	VIEW REPORT	Training02	Tinas Traffic Control	Prime		<input type="checkbox"/>	
☰	VIEW REPORT	Training02	Hanks Hauling	Subcontractor	2	<input type="checkbox"/>	

Records per page: 10 ▾ 1-2 of 2

All projects that a municipality has under construction will show up in these reports.

Awaiting Municipal Decision – FHWA 1391 reports available for municipality review. This will include all contractors on all projects that have submitted a report and are ready for your review.

Awaiting Prime Decision – Any subcontractor FHWA 1391 reports that are awaiting prime review

Awaiting Subcontractor Decision – FHWA 1391 2nd tier sub reports that are awaiting 1st tier review

Awaiting Contractor Completion – FHWA 1391 reports that have not been completed.

Municipality Approved – FHWA 1391s reports that have been approved by the municipality

Municipality Rejected – FHWA 1391s reports that have been rejected by the municipality

All Contractors – a list of all contractors at any stage of the FHWA 1391 process

Municipality Actions – Awaiting Municipal Decision

Municipality FHWA 1391 Reports

CITY OF RALEIGH

AWAITING MUNICIPALITY DECISION								SAVE CHANGES	
Contract#		Contractor	Contractor Type	Subcontract#	Digital Report	No Work	Decided By		
≡	VIEW REPORT	Training02	Tinas Traffic Control	Prime		<input type="checkbox"/>			
≡	VIEW REPORT	Training02	Hanks Hauling	Subcontractor	2	<input type="checkbox"/>			

Records per page: 10 ▾ 1-2 of 2

Once the Prime Contractor submits themselves/subcontractors for approval, the decision automatically defaults to Pending Municipality Review. The municipality should review the report and compare the information against project records. Click on View Report to review the report submitted.

Awaiting Municipality Decision

Fields at the top of the report are automatically completed.

SAVE AS PDF

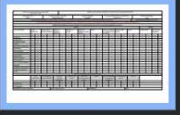
Contractor Name and Address is based on the address provided by the firm when they prequalified with NCDOT.

Dollar Amount of Contract will be based on the amount of the prime/sub contract approved. We need to get this information from municipalities. You will receive an email requesting the value of the contracts

You may save a report for your records by clicking on Save As PDF at top of the screen

FWHA 1391 Contract Report

1 / 1 | 59% | [Icons]




1

North Carolina Department of Transportation 1991 July 21, 2025										FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT														
CONTRACTOR TYPE: Prime					COMPANY NAME/CITY/STATE: Hanks Hauling null					PROJECT NUMBER: Training01					DOLLAR AMOUNT OF ALL CONTRACT(S): \$164750.74					PROJECT LOCATION: null				
IS NO WORK PERFORMED BY YOUR COMPANY OR FEDERAL-AID CONTRACTORS DURING THE LAST FULL PAY PERIOD WORKED IN JULY 2025?										WORK WAS PERFORMED IN JULY 2025														
This collection of information is required by law and regulation 28 U.S.C. 1406 and 28CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in August 2025.																								
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TABLE A																								
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL / ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC or LATINO		AMERICAN INDIAN or ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		APPRENTICES ON THE JOB TRAINERS					
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F				
OFFICIALS	2	2	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
SUPERVISORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
EXPERIMENTAL/WOMEN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
CLERICAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
EQUIPMENT OPERATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
MECHANICS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
TRUCK DRIVERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
IRON WORKERS/WELDERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
CARPENTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
CEMENT MASONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
ELECTRICIANS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
PIPE FITTERS/PLUMBERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
PAINTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
LABORERS, SEMI-SKILLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
LABORERS/UNSKILLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
TOTAL	2	2	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
TABLE C (Table B data by racial/ethnicity status)																								
	TOTAL EMPLOYED		TOTAL RACIAL / ETHNIC MINORITY		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	M	F	M	F	M	F				
APPRENTICES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
OUT TRAINERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
PREPARED BY: Mel Austin Tester DATE: Sun Jul 20 2025 REVIEWED BY: DATE:																								

Awaiting Municipality Decision

The Municipality should review the FHWA 1391 for accuracy. You can use certified payrolls (if you have received them at time of the review) or diaries to ensure the number of employees is consistent with the submittal. This review would be similar to the review you do for receipt of certified payrolls.

If the submittal is accurate, you can approve the submittal. If you have any inaccuracies, contact the contractor to resolve any discrepancies.




1

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≡ FHWA 1391 Contract Report

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North Carolina Department of Transportation 1991 July 21, 2025										FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT														
CONTRACTOR TYPE: Prime					COMPANY NAME/CITY/STATE: Hanks Hauling null					PROJECT NUMBER: Training01					DOLLAR AMOUNT OF ALL CONTRACT(S): \$164750.74					PROJECT LOCATION: null				
IS NO WORK PERFORMED BY YOUR COMPANY OR FEDERAL-AID CONTRACTORS DURING THE LAST FULL PAY PERIOD WORKED IN JULY 2025?										WORK WAS PERFORMED IN JULY 2025														
This collection of information is required by law and regulation 28 U.S.C. 1406 and 28CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in August 2025.																								
WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITES DURING THE LAST FULL PAY PERIOD WORKED IN JULY 2025																								
TABLE A																								
JOB CATEGORIES		TOTAL EMPLOYED		TOTAL RACIAL / ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC or LATINO		AMERICAN INDIAN or ALASKA 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	
OFFICIALS		2	2	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SUPERVISORS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
EXPERIMENTAL/WOMEN		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
CLERICAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
EQUIPMENT OPERATORS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
MECHANICS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TRUCK DRIVERS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
IRON WORKERS/WELDERS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
CARPENTERS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
CEMENT MASONS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
ELECTRICIANS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PIPE FITTERS/PLUMBERS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PAINTERS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
LABORERS, SEMI-SKILLED		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
LABORERS/UNSKILLED		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL		2	2	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

TABLE C (Table B data by racial/ethnicity status)

TOTAL EMPLOYED		TOTAL RACIAL / ETHNIC MINORITY		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	M	F
APPRENTICES		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ON THE JOB TRAINEES		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

PREPARED BY: Met Austin Tealer DATE: Sun Jul 20 2025 REVIEWED BY: DATE:

Reminder to check that the apprentices and on the job trainees in Table B match the numbers in Table C

Municipality Actions – Awaiting Municipal Decision

Municipality FHWA 1391 Reports

CITY OF RALEIGH

AWAITING MUNICIPALITY DECISION

AWAITING PRIME DECISION

AWAITING SUBCONTRACTOR DECISION

AWAITING CONTRACTOR COMPLETION

MUNICIPALITY APPROVED

MUNICIPALITY REJECTED

ALL CONTRACTORS

SAVE CHANGES

	Contract#	Contractor	Contractor Type	Subcontract#	Digital Report	No Work	Decided By
<div><div></div><div>VIEW REPORT</div></div>	Training02	Tinas Traffic Control	Prime			<input type="checkbox"/>	
<div><div></div><div>VIEW REPORT</div></div>	Training02	Hanks Hauling	Subcontractor	2		<input type="checkbox"/>	

Municipality Approved

Municipality Rejected

Records per page: 10 1-2 of 2

Records per page: 10 1-2 of 2

After review of the FHWA 1391, click on actions for the report (first column). If the submittal is acceptable, click Municipality Approved. If the submittal is not acceptable, click Municipality Rejected. When the approval/rejection is clicked, the Municipality will have the option to add any comments. Once saved, the report will be moved from Awaiting Municipality Decision to Municipality Approved or Municipality Rejected screen.

Municipality Approved for Tinas Traffic Control on Training02

Remarks
Enter remarks here

SAVE CANCEL

Municipality Actions – Other Views

Municipality FHWA 1391 Reports

CITY OF RALEIGH

AWAITING MUNICIPALITY DECISION							
AWAITING PRIME DECISION							
AWAITING SUBCONTRACTOR DECISION							
AWAITING CONTRACTOR COMPLETION							
MUNICIPALITY APPROVED							
MUNICIPALITY REJECTED							
ALL CONTRACTORS							
							SAVE CHANGES
	Contract#	Contractor	Contractor Type	Subcontract#	Digital Report	No Work	Decided By
≡	VIEW REPORT	Training02	Tinas Traffic Control	Prime		<input type="checkbox"/>	
≡	VIEW REPORT	Training02	Hanks Hauling	Subcontractor	2	<input type="checkbox"/>	

Records per page: 10 1-2 of 2

These are reports that have been completed by the subcontractor or 2nd tier subcontractor and are awaiting approval by the prime/1st tier. Once a 1st tier subcontractor approves, it will go to prime approval. Review these screens to let the prime/subs know what is waiting for their approval. If a contractor has not completed a FHWA 1391 report, they will show up in Awaiting Contractor Completion. **These reports will not show up for Municipality review until they have been approved by the subcontractors/prime contractor.**

Notify your prime contractor if there are reports that are not submitted or not making it thru the approval process.

Municipality Actions – All Contractors

Municipality FHWA 1391 Reports

CITY OF RALEIGH

AWAITING MUNICIPALITY DECISION					
AWAITING PRIME DECISION					
AWAITING SUBCONTRACTOR DECISION					
AWAITING CONTRACTOR COMPLETION					
MUNICIPALITY APPROVED					
MUNICIPALITY REJECTED					
ALL CONTRACTORS					
Contract#	Contractor	Contractor Type	Subcontract#	1391 Status	
≡	TIPC-56040F	CITY OF RALEIGH	Municipality		VIEW HISTORY VIEW REPORT
≡	TIPHL-0032	CITY OF RALEIGH	Municipality		VIEW HISTORY VIEW REPORT
≡	Training02	CITY OF RALEIGH	Municipality		VIEW HISTORY VIEW REPORT
≡	TIPC-56040F	FSC II LLC DBA FRED SMITH COMPANY	Prime		VIEW HISTORY VIEW REPORT
≡	TIPHL-0032	FSC II LLC DBA FRED SMITH COMPANY	Prime		VIEW HISTORY VIEW REPORT
≡	Training02	Tinas Traffic Control	Prime	Pending Municipality Review	VIEW HISTORY VIEW REPORT
≡	TIPC-56040F	GC Construction Services, Inc.	Subcontractor	2	VIEW HISTORY VIEW REPORT
≡	TIPHL-0032	GC Construction Services, Inc.	Subcontractor	2	VIEW HISTORY VIEW REPORT
≡	Training02	Gregs Grading	Subcontractor	3	VIEW HISTORY VIEW REPORT
≡	Training02	Hanks Hauling	Subcontractor	2	Pending Municipality Review VIEW HISTORY VIEW REPORT

Records per page: 10 1-10 of 12 < >

The Municipality will note all of their active construction projects first. Prime contractors are listed next, then subcontractors and 2nd tier subcontractors. If you think a project/contractor is missing, you can email fhwa1391support@ncdot.gov and request that it be added. Include the TIP number in the request.

Municipality Actions – All Contractors

Training02

Tinas Traffic Control

Prime

Pending Municipality Review

VIEW HISTORY

VIEW REPORT

Contract #	Firm	1991 Status	Last Action	Date	Decision By	Reason
Training02	Tinas Traffic Control	Pending RE Review	1991 Form Submitted	07/29/2025	M G	

Records per page: 5
1-1 of 1

CLOSE




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CLOSE

FHWA 1391 Contract Report

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You can review the history or view a report from this screen.

Municipality Actions – All Contractors

☰	Training02	Tinas Traffic Control	Prime		Pending Municipality Review	VIEW HISTORY	VIEW REPORT
✍	Accept Paper Form	GC Construction Services, Inc.	Subcontractor	2		VIEW HISTORY	VIEW REPORT
↶	Undo Last Action	GC Construction Services, Inc.	Subcontractor	2		VIEW HISTORY	VIEW REPORT
✍	Mark Contractor Inactive	Gregs Grading	Subcontractor	3		VIEW HISTORY	VIEW REPORT
✍	Mark Contractor Exempt	Hanks Hauling	Subcontractor	2	Pending Municipality Review	VIEW HISTORY	VIEW REPORT

Other Options include:

- Accept Paper Form – If you can not receive the report from a contractor electronically for some reason, you can accept a paper form
- Undo Last Action – undoes the last action performed on the FHWA 1391. Includes approval/rejection, accepting paper form, or marking a project inactive/exempt
- Mark Contractor Inactive -if a contractor has not started work on the project or has completed work, you can mark them as inactive.
- Mark Contractor Exempt - if a contractor is not required to submit a form, you can mark them as exempt.

Marking a contractor inactive/exempt will remove from awaiting and completion and will be only shown on the All Contractors page

Accept Paper Form

Accepting Paper Form Notice! for Gregs Grading on Training02

You are accepting a paper form which will require you to:

1 - transcribe the data into the electronic form, and

2 - email the paper form to 1391 Help email fhwa1391support@ncdot.gov

[CONTINUE](#)[CANCEL](#)

Accept Paper Form

Name of Contractor who signed paper 1391 *

Role of Contractor who signed paper 1391 *

Name of RE Staff who signed paper 1391 *

Role of RE Staff who signed paper 1391 *

Remarks

▲ All required fields must be completed before the 1391 form can be uploaded to SharePoint.

[UPLOAD PAPER FORM](#)[NEXT](#)[CANCEL](#)

If you exhaust all other options and an electronic FHWA 1391 form cannot be entered by a contractor, the Municipality can accept a paper form.

When you select accept paper form option, you will prompted to enter the name of the contractor who signed the form, their position, who is accepting the form, their position, and any remarks. While the popup refers to RE, this should reflect the municipality representative who is signing the FHWA 1391

Click Next to go to the next screen.

You will need to email a copy of the paper form to fhwa1391support@ncdot.gov

Accept Paper Form

Job Categories	TABLE A														TABLE B			
	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 Train	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials (Managers)																		
Supervisors																		
Foremen/Women																		
Clerical																		
Equipment Operators																		
Mechanics																		
Truck Drivers	2			1			2	2										
Iron Workers/Welders																		
Carpenters		1																
Cement Masons					1				2	2								
Electricians																		
Pipe Fitters/Plumbers																		

The Municipality will be prompted to enter the information from the paper copy. Once entered, click Next at the bottom of the screen. You will be provided a copy of the report completed. Review and if it is accurate, submit it. If you need to make corrections, click Return to 1391.

[RETURN TO 1391](#)
[SAVE REPORT AS PDF](#)
[SUBMIT](#)

List of Projects Currently in System

Project	Division	Municipality	Prime	# Subs
TIPEB-6025	03	TOWN OF BELVILLE / BELVILLE NC 28451	SANDC Construction	1
TIPEB-6026	03	TOWN OF BELVILLE / BELVILLE NC 28451	SANDC Construction	1
TIPBL-0022	05	TOWN OF FUQUAY VARINA / FUQUAY VARINA NC 27526	HOLLINS CONSTRUCTION SERVICES INC	2
TIPBL-0024	05	TOWN OF CARY / CARY NC 27512-8005	CROWDER CONSTRUCTION COMPANY	3
TIPBL-0038	05	TOWN OF FUQUAY VARINA / FUQUAY VARINA NC 27526	Pacos Construction Co	1
TIPC-5604ID	05	TOWN OF CARY / CARY NC 27512-8005	NARRON CONTRACTING INC	1
TIPC-5604OF	05	CITY OF RALEIGH / RALEIGH NC 27602-0590	FSC II LLC DBA FRED SMITH COMPANY	2
TIPEB-5894	05	TOWN OF CARY / CARY NC 27512-8005	CROWDER CONSTRUCTION COMPANY	3
TIPEB-6021	05	TOWN OF APEX / APEX NC 27502	FSC II LLC DBA FRED SMITH COMPANY	4
TIPHL-0029	05	TOWN OF HOLLY SPRINGS / HOLLY SPRINGS NC 27540-0008	FSC II LLC DBA FRED SMITH COMPANY	4
TIPHL-0030	05	TOWN OF HOLLY SPRINGS / HOLLY SPRINGS NC 27540-0008	FSC II LLC DBA FRED SMITH COMPANY	4
TIPHL-0032	05	CITY OF RALEIGH / RALEIGH NC 27602-0590	FSC II LLC DBA FRED SMITH COMPANY	2

List of Projects Currently in System

Project	Division	Municipality	Prime	# Subs
TIPHL-0042	05	TOWN OF FUQUAY VARINA / FUQUAY VARINA NC 27526	S T WOOTEN CORPORATION	1
TIPU-5928	05	TOWN OF APEX / APEX NC 27502	S T WOOTEN CORPORATION	2
TIPU-6225	05	TOWN OF GARNER / GARNER NC 27529	FSC II LLC DBA FRED SMITH COMPANY	3
TIPU-6241	05	TOWN OF ROLESVILLE / ROLESVILLE NC 27571	FSC II LLC DBA FRED SMITH COMPANY	5
TIPU-6243	05	TOWN OF HOLLY SPRINGS / HOLLY SPRINGS NC 27540-0008	FSC II LLC DBA FRED SMITH COMPANY	5
TIPU-6244	05	TOWN OF WENDELL / WENDELL NC 27591	FSC II LLC DBA FRED SMITH COMPANY	4
TIPHL-0009	06	TOWN OF PEMBROKE / PEMBROKE NC 28372	METCON, INC	3
TIPU-5528FA	06	CITY OF FAYETTEVILLE / FAYETTEVILLE NC 28301-5537	MORGAN TRUCKING AND GENERAL CONSTRUCTION INC	3
TIPEB-6037C	07	CITY OF GREENSBORO / GREENSBORO NC 27402-6120	YATES CONSTRUCTION CO., INC.	3
TIPU-4726 DF	07	TOWN OF CARRBORO / CARRBORO NC 27510-2029	GARRETT JAMES COMPANY LLC	1
TIPEB-5840	09	CITY OF WINSTON SALEM / WINSTON SALEM NC 27102	SMITH-ROWE, LLC	4
TIPEB-5955	09	CITY OF WINSTON SALEM / WINSTON SALEM NC 27102	COUNTRY BOY LANDSCAPING INC	1

List of Projects Currently in System

Project	Division	Municipality	Prime	# Subs
TIPBL-0058	10	CITY OF CHARLOTTE / CHARLOTTE NC 28231-1032	BLYTHE CONSTRUCTION INC	4
TIPEB-5782	10	MECKLENBURG COUNTY / CHARLOTTE NC 28216-3385	EAGLE WOOD INC. (MATT HOVIS)	1
TIPEB-5785	10	MECKLENBURG COUNTY / CHARLOTTE NC 28216-3385	J D GOODRUM CO INC	3
TIPEB-5949	10	TOWN OF PINEVILLE / PINEVILLE NC 28134-0249	SEALAND CONTRACTORS CORP	3
TIPEB-6036	10	CITY OF CHARLOTTE / CHARLOTTE NC 28231-1032	Zoladz Construction Company Inc	1
TIPU-5874	10	CITY OF CHARLOTTE / CHARLOTTE NC 28231-1032	DANE CONSTRUCTION INC	8
TIPC-5622	12	CITY OF GASTONIA / GASTONIA NC 28053-1748	Quinn Sales, Inc.	2
TIPEB-5787	12	TOWN OF MOORESVILLE / MOORESVILLE NC 28115	K. West Group, LLC	1
TIPEB-5911	12	CITY OF HICKORY / HICKORY NC 28603-0398	NEILL GRADING AND CONSTRUCTION CO INC	4
TIPEB-5977	12	CITY OF HICKORY / HICKORY NC 28603-0398	NEILL GRADING AND CONSTRUCTION CO INC	4
TIPHL-0002	12	CITY OF HICKORY / HICKORY NC 28603-0398	MIDSTATE CONTRACTORS INC	2
TIPHL-0004	12	CITY OF HICKORY / HICKORY NC 28603-0398	CHATHAM CIVIL CONTRACTING LLC	2
TIPU-6239	12	TOWN OF MOORESVILLE / MOORESVILLE NC 28115	K. West Group, LLC	1

List of Projects Currently in System

Project	Division	Municipality	Prime	# Subs
TIPEB-5790	13	CITY OF ASHEVILLE / ASHEVILLE NC 28802	DANGRADY COMPANY LLC	1
TIPEB-5948	13	CITY OF ASHEVILLE / ASHEVILLE NC 28802	TENNOCA CONSTRUCTION COMPANY	1
TIPBL-0007	14	HENDERSON COUNTY / HENDERSONVILLE NC 28792-5066	NHM CONSTRUCTORS LLC	4

Municipalities Represented:

- Div 3 - Town of Belville
- Div 5 - Town of Fuquay Varina
- Div 5 - Town of Cary
- Div 5 - City of Raleigh
- Div 5 - Town of Apex
- Div 5 - Town of Holly Springs
- Div 5 - Town of Garner
- Div 5 - Town of Rolesville
- Div 5 - Town of Wendell
- Div 6 - Town of Pembroke
- Div 6 - City of Fayetteville

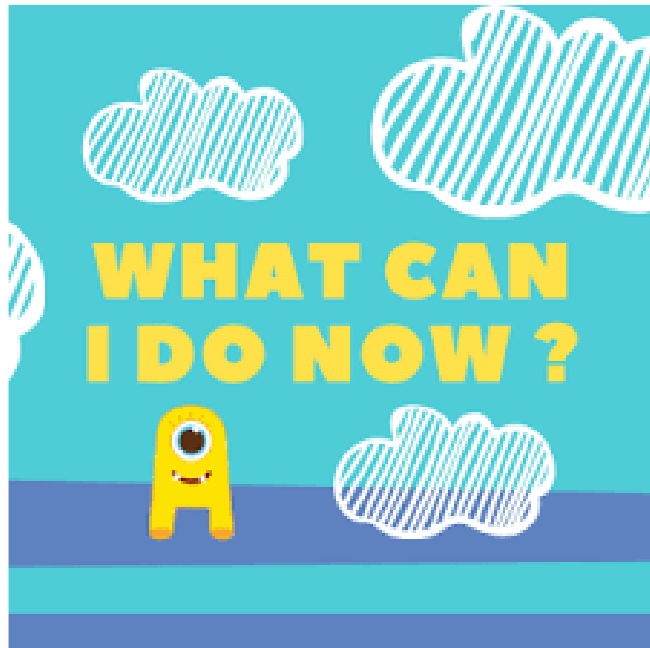
Municipalities Represented:

- Div 7 - City of Greensboro
- Div 7 - Town of Carrboro
- Div 9 - City of Winston Salem
- Div 10 - City of Charlotte
- Div 10 - Mecklenburg County
- Div 10 - Town of Pineville
- Div 12 - City of Gastonia
- Div 12 - Town of Mooresville
- Div 13 - City of Asheville
- Div 14 - Henderson County

If you are listed as having an active construction project, you must complete approval of FHWA 1391s.

Log in and review contractor list.
If a contractor on your project is missing, please email
fhwa1391support@ncdot.gov

Check contractor data



- Login to the system and verify that all federally funded LAP projects are in the system for your municipality
- Verify the accuracy of the prime contractor, all subs, and dollar values of the contracts
- If anything is missing, please email fhwa1391support@ncdot.gov
- Please provide details including TIP, municipality and what changes are needed.
- If you know a contractor is inactive on the project or is not required to submit a FHWA 1391 for some reason, mark them as inactive/exempt. Provide reasoning.

Summary

All 1391 Forms are to be approved by the municipality by August 22nd

If forms have not been submitted – withhold payment and contact NCDOT Division

Municipality checks to see if forms have been submitted using the following views

- “Awaiting Municipal Decision ”
- “Awaiting Prime Decision”
- “Awaiting Subcontractor Decision”
- “Awaiting Contractor Completion”
- Let prime contractor know if anyone has not submitted or if a report is rejected

Summary

- If you have a CEI or Division representative who is administering your contract, options are:
 - You can save reports and send them to your representatives. Have them review the reports and provide you feedback for you to go in and approve reports.
 - You can provide your password to the system to the representatives and they can approve on your behalf. If you have multiple projects, they should only approve reports for projects they are administering and have knowledge over.
- These reports are only available in this system – they are not tied to any Sharepoint team site (if you have one)

How to help your contractors

- Discuss FHWA 1391 submittal with your contractors
- Go ahead and mark any firms that have not started work or have completed work as inactive.
- Review contractors listed. If you are missing any – request them to be added.
- Reach out to fhwa1391support@ncdot.gov if you have questions regarding the process.

