

## Steps to Preparing No Active Contract Form FHWA 1391

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**No Active Contract-No employees worked during the last full week of July. A Form FHWA 1391 must be submitted for each contract listed on the letter.**

- 1) Review the letter to see which contracts require a Form FHWA 1391
- 2) Type at internet web browser--  
[http://www.tn.gov/tdot/civil-rights/affirmative\\_action/](http://www.tn.gov/tdot/civil-rights/affirmative_action/)

Select-[TDOT Civil Rights Office - Tennessee Department of Transportation](#)

Select Affirmative Action tab on left side of screen

Under Reporting Requirements-Select FHWA 1391 Annual EEO report (it will open up in Microsoft Excel format)

**To Complete Form FHWA 1391-do the following:**

- Box 1-Select Contractor or Subcontractor
- Box 2-Type Company Name
- Box 3-Type **contract number listed on the letter**; Type in **No Active Contract**
- Box 4-Leave Blank
- Box 5-Type the County Project is located in

Section A-Leave Blank –Do not enter any information in Section A

- Box 8-Type in Name (it will be sufficient as your signature)
- Box 9-Type in Date

**Save File in Excel format and attach it to email** and send to [AA.CC@TN.gov](mailto:AA.CC@TN.gov) . The reports are due back no later than August 15 of the current year.

Note:-All prime and subcontractors' **who do not submit a Form FHWA 1391 for each of the contracts listed on the letter** current estimates may be withheld.