



TRANSPORTATION CABINET
Frankfort, Kentucky 40622
www.transportation.ky.gov/

Steven L. Beshear
Governor

Michael W. Hancock, P.E.
Secretary

MEMORANDUM

TO: All Pre-Qualified Contractors

FROM: Bob Lewis, P.E. 
Acting Director for Division of Construction Procurement

DATE: July 9, 2015

SUBJECT: Annual EEO Report FHWA-1391

Contractors and Sub-contractors having Federal-Aid Highway projects are required to submit the Annual EEO Report FHWA-1391. Form FHWA-1391 is to be completed annually by each contractor and each sub-contractor holding contractors or subcontracts, not including material suppliers, of \$10,000.00 or more.

The employment data entered on this form should reflect the work force on the project during all or any part of the last payroll period preceding the end of July 2015. Contractors and sub-contractors which were inactive during the month of July are still required to submit the FHWA-1391 report, indicating they were "Inactive".

Form FHWA-1391 can be found at www.fhwa.dot.gov/eforms/index.htm. In order to expedite compiling the report, all contractors should submit the FHWA-1391 reports to: Division of Construction Procurement, 200 Mero Street, Frankfort, KY 40622, Attention Cherie Shelton or you may email to cherie.shelton@ky.gov. The reports should be submitted as soon as possible after July 31, 2015. Progress payments could be withheld from the contractors whose FHWA-1391 reports are not received by August 15, 2015.

Should you have any questions, please contact Cherie Shelton at 502-782-5130.

BL/cs

cc: Ryan Griffith



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