



Matthew G. Bevin
Governor

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

Greg Thomas
Secretary

MEMORANDUM

TO: All Pre-Qualified Contractors

FROM: Rachel Mills, P.E. *RM*
Director
Division of Construction Procurement

DATE: July 7, 2016

SUBJECT: Federal-aid Highway Construction Contractors Annual EEO Report Form FHWA-1391

All prime contractors and subcontractors, with a Kentucky Federal-aid Highway construction contract of \$10,000 or more, must complete the FHWA-1391 report annually. Material suppliers are excluded from this requirement.

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 2016. Contractors and subcontractors which were inactive during the month of July are still required to submit the FHWA-1391 report. However, they should indicate they were "inactive" during the period.

Form FHWA-1391 can be found at www.fhwa.dot.gov/eforms/index.htm. In order to expedite compiling the FHWA-1392 report, all contractors may email reports to shella.eagle@ky.gov. Contractors may also mail reports to the following address:

Kentucky Transportation Cabinet
Division of Construction Procurement
Attention: Shella Eagle
200 Mero Street
Frankfort, KY 40622

All FHWA-1391 reports should be submitted by **August 19, 2016**. Progress payments could be withheld from contractors failing to comply with this requirement.

Should you have any questions, please contact Shella Eagle at 502-782-4815.

RM/sje

Cc: Ryan Griffith

