Steven L. Beshear
Governor

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

Michael W. Hancock, P.E.
Secretary

MEMORANDAM

TO: ALL DISTRICT ENGINEERS

FROM : Ryan Griffith, Director RCG
Division of Construction Procurement

DATE: July 21, 2010

SUBJECT: Annual PR-1391 Report

Contractors and Sub-contractors having Federal-Aid Highway projects are required to submit the Annual EEO PR-1391 Report. Form PR-1391 is to be completed annually by each contractor and each sub-contractor holding contracts 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 2010. Contractors and sub-contractors which were inactive during the whole month of July are still required to submit a PR-1391 Report, indicating they were "Inactive".

Please supply all contractors in your district with the enclosed form. Form PR-1391 can be found at www.fhwa.dot.gov/eforms/index.htm. In order to expedite compiling the report, all contractors should be directed to submit original PR-1391 Reports directly to: Attn: Gwen Haggard, Division of Construction Procurement, 200 Mero Street, 3rd Floor West, Frankfort, KY 40622, with a copy going to the District EEO Aide. The reports should be submitted as soon as possible after the end of July, but must be submitted in time to reach this office no later than August 15, 2010. Progress payments could be withheld from the contractors whose PR-1391 Reports are not received by the August 15, 2010 date.

In addition, it is essential that each District EEO Aide forward the Active Contractor List to this office by the end of July 2010. This list is necessary to insure all contractors have submitted their annual report.

Should you have any question, please contact Gwen Haggard, Program Coordinator of the Compliance Section, Division of Construction Procurement, at (502) 564-3500.

RG/gh
Enclosure