



## 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:** Diana Castle Radcliffe, P.E.   
Director  
Division of Construction Procurement

**DATE:** July 09, 2014

**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 2014. 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".

In order to expedite compiling the report, all contractors should submit original PR-1391 Reports directly to: Division of Construction Procurement, 200 Mero Street, Frankfort, KY 40622, Attn: Gwen Haggard or you may email to [Gwen.Haggard@ky.gov](mailto:Gwen.Haggard@ky.gov). The reports should be submitted as soon as possible after July 31, 2014, but must be submitted in time to reach this office no later than August 15, 2014. Progress payments could be withheld from the contractors whose PR-1391 Reports are not received by the August 15, 2014 date. Form PR-1391 can be found at [www.fhwa.dot.gov/eforms/index.htm](http://www.fhwa.dot.gov/eforms/index.htm).

Should you have any question, please contact Gwen Haggard, Program Coordinator, Compliance Section, Division of Construction Procurement, at (502) 782-5125.

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cc: Ryan Griffith, P.E.



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