



COMMONWEALTH OF KENTUCKY  
TRANSPORTATION CABINET  
[www.transportation.ky.gov/](http://www.transportation.ky.gov/)

Andy Beshear  
GOVERNOR

Jim Gray  
SECRETARY

**MEMORANDUM**

**TO:** All Pre-Qualified Contractors

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

**DATE:** July 27, 2021

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

The FHWA-1391 form must be submitted by all contractors, including subcontractors, on all Kentucky Transportation Cabinet **Federal-aid** Highway projects with a contract or subcontract value totaling \$10,000 or more. Prime contractors are not responsible for submitting subcontractor reports on their projects but are responsible for ensuring all subcontractors are aware of the requirement. Contractors should use the FHWA-1391 form found at <https://transportation.ky.gov/Construction-Procurement/Pages/default.aspx> under Bulletins.

Employment data on the form should represent the project work force during all or any part of the of the last payroll period preceding the end of July 2021. Any contractor that was inactive during this reporting week is required to submit the FHWA-1391 form indicating they were "Inactive."

All FHWA-1391 reports must be received in the Division of Construction Procurement by the close of business on August 20, 2021. The reports are to be emailed to [kytc.fhwa1391form@ky.gov](mailto:kytc.fhwa1391form@ky.gov). Failure to submit the FHWA-1391 by the established deadline may result in the withholding of pay estimates.

The attached documents may be used as a reference in completing the form accurately. Should you have any questions, please contact Shella Eagle at 502-782-4815.

RM/sje  
Cc: Matt Simpson

## FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

<b>1. MARK APPROPRIATE BLOCK &amp; ENTER COMPANY VENDOR ID NUMBER:</b> <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Subcontractor	<b>2. COMPANY NAME CITY, STATE:</b> ABC Construction LLC Big City, Kentucky	<b>3. KY CONTRACT ID &amp; FEDERAL PROJECT NUMBER:</b> 19-1234 STPM 1234 (567)	<b>4. DOLLAR AMOUNT OF CONTRACT:</b> \$1,222,333.00	<b>5. PROJECT LOCATION: (County and State)</b> Jefferson, Kentucky
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This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in March, 2022.

### 6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2021

JOB CATEGORIES	TABLE A																TABLE B					
	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS	1																1					
SUPERVISORS																						
FOREMEN/WOMEN	2		1				1										1					
CLERICAL		1		1		1																
EQUIPMENT OPERATORS	2																2					
MECHANICS																						
TRUCK DRIVERS	1	1	1		1													1				
IRONWORKERS																					2	
CARPENTERS																						
CEMENT MASONS	1																1					1
ELECTRICIANS	1																1		2			
PIPEFITTER/PLUMBERS																						
PAINTERS																						
LABORERS-SEMI SKILLED	6	1	4				4										2	1				
LABORERS-UNSKILLED	2		2				1				1											
<b>TOTAL</b>	<b>16</b>	<b>3</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>6</b>				<b>1</b>						<b>8</b>	<b>2</b>	<b>2</b>		<b>2</b>	<b>1</b>

**TABLE C (Table B data by racial status)**

APPRENTICES	2		1		1												1					
OJT TRAINEES	2	1	2		1		1											1				

<b>8. PREPARED BY:</b> Title of Contractor's Representative: Sarah Smith Administrative Secretary	<b>9. DATE</b> 8/3/2019	<b>10. REVIEWED BY:</b> (Signature and Title of State Highway Official)	<b>11. DATE</b>
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## KENTUCKY TRANSPORTATION CABINET INSTRUCTIONS FOR FHWA-1391 FORM

1. Provide a 1391 only for Kentucky Transportation Cabinet Projects. Each project should include the Contract Id Number (ex. 19-1234) and a Federal Project Number (ex. STPM 1234 (567)).
2. A 1391 is required only on Federally Funded Projects. State Funded Projects are not applicable.
  - Federal Funded Projects - Applicable: (IM, NH, STP, BRO, BRZ, CM, FH, HSIP, APD, AID, HPP, KYD, SAF, TE)
  - State Funded Projects - **Not Applicable**: (FD04, FD05, CB06, FE)
3. Where applicable complete only the blue, purple and yellow areas of the form. Other areas of the 1391 form will calculate the appropriate totals. Fix any errors highlighted in red.
4. Forms should be completed by **August 20** and emailed to - [kytc.fhwa1391form@ky.gov](mailto:kytc.fhwa1391form@ky.gov)
5. Do not send form by US Mail, this will cause duplicate entry.