



COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET

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

Matthew G. Bevin
Governor

Greg Thomas
Secretary

MEMORANDUM

TO: All Pre-Qualified Contractors

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

DATE: July 11, 2018

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 insuring all subcontractors are aware of the requirement. The FHWA-1391 form may be found at www.fhwa.dot.gov/eforms/index.htm.

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 2018. 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 17, 2018. The reports may be emailed or a hard copy mailed. Mailed reports should be sent to the following address: Kentucky Transportation Cabinet, Division of Construction Procurement, Attn: Prequalification and Compliance Branch, 200 Mero Street – 3rd Floor West, Frankfort, Kentucky 40622. Emailed reports shall be sent to Shella Eagle at shella.eagle@ky.gov. Failure to submit the FHWA-1391 by the established deadline may result in the withholding of pay estimates.

Should you have any questions, please contact Shella Eagle at 502-564-3500.

RM/sje

Cc: Ryan Griffith



An Equal Opportunity Employer M/F/D