



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 18, 2017

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 reporting week of July 23-29, 2017. 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 18, 2017. 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



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