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GOVERNOR

## TRANSPORTATION CABINET

200 Mero Street  
Frankfort, Kentucky 40601

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SECRETARY

### MEMORANDUM

**TO:** All Prequalified Contractors

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

**DATE:** July 23, 2024

**SUBJECT:** FHWA-1391 Reports on Federal-aid Highway Construction Contracts

The Kentucky Transportation Cabinet continues with last year's submittal process of the form FHWA-1391. Prime Contractors will receive an email letter by **August 16th, 2024**, stating projects that require a form FHWA-1391 to be submitted to the Cabinet. The deadline to submit these forms is **September 6th, 2024**.

Prime Contractors will be responsible for obtaining the completed form FHWA-1391 for all subcontractors actively working on the project during the reporting period. The reporting period is the last pay period during the week of July, which is July 21st – July 27th. The Division of Construction Procurement will post an Excel spreadsheet outlining all projects subject to a form FHWA-1391 submittal. The Excel spreadsheet can be found at the following link: [Contractor Compliance | KYTC](#). Only submit a form if you have received an email or your company and contract are shown on the excel spreadsheet.

Contractors must utilize the form FHWA-1391 located on Contractor Compliance page. The most current version is the **Form-FHWA-1391 (REV. 06-22)**. The Cabinet will only accept this version. Prime Contractors shall submit all applicable FHWA-1391 documents for the project to the following address: [kyc.fhwa139form@ky.gov](mailto:kyc.fhwa139form@ky.gov).

Questions shall be directed to the Division of Construction Procurement, where our team is ready to assist you. Users may email questions to the address above. Please include the word QUESTION in the subject of the email. In addition, contractors may contact an individual utilizing the main telephone line at (502) 564-3500.