



Andy Beshear  
GOVERNOR

## TRANSPORTATION CABINET

200 Mero Street  
Frankfort, Kentucky 406 01

Jim Gray  
SECRETARY

### MEMORANDUM

**TO:** All Prequalified Contractors

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

**DATE:** July 20, 2023

**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. Only Prime Contractors receiving a letter via email stating projects requiring an FHWA-1391 to be submitted to the Cabinet are to do so by the deadline below, or further actions may be taken.

In addition, the Division of Construction Procurement will post a copy of these letters on the website for easy viewing. Only submit a form if you have received an email or your company and contract are shown on the website. The Prime Contractors will be responsible for obtaining the completed FHWA-1391 for all subcontractors on the project during the reporting period. The reporting period is the last pay period during the week of July, which is July 23rd – July 29th.

Prime Contractors should receive letters stating which projects require the submittal of an FHWA-1391 **by August 18th, 2023**. Required FHWA-1391's for the subcontractors actively working during the July 23rd – July 29th period are due on Friday, September 1st, 2023.

The Cabinet will notify Prime Contractors via email of the active projects requiring a FHWA-1391. KYTC will include an Excel spreadsheet outlining all projects subject to an FHWA-1391 submittal. The Excel spreadsheet can be found at the following link: [Contractor Compliance | KYTC](#).

Prime Contractors must utilize the FHWA-1391 form found on the website above. Once complete, they shall submit all applicable FHWA-1391s for a project to the following address: [kytc.fhwa139form@ky.gov](mailto:kytc.fhwa139form@ky.gov). Please utilize the most current form to avoid rejection and a request for resubmittal.

Questions shall be directed to the Division of Construction Procurement. 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.