



COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
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Andy Beshear
GOVERNOR

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SECRETARY

MEMORANDUM

TO: All Prequalified Contractors

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

DATE: August 16, 2022

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

The Kentucky Transportation Cabinet, Division of Construction Procurement, is changing its approach to the 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. Do not submit a form if you have not received an email or if your company and contract is not 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 whole pay period during the week of July, which is July 24th – July 30th. Therefore, the Prime Contractors should receive letters stating which projects require the submittal of an FHWA 1391 by **August 17th, 2022**. These reports, along with the FHWA 1391's for the subcontractors actively working during the July 24th – July 30th period, are due on **Friday, September 2nd, 2022**.

The Cabinet will notify Prime Contractors via email of the active projects requiring an FHWA-1391 and will also 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](#). In addition, the prime contractors shall utilize the FHWA-1391 form found on the website above. Once complete, prime contractors shall submit all applicable FHWA 1391s for a project to the following address: kytc.fhwa139form@ky.gov. Failure to utilize the most current form will result in 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.