



**STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES**

DBE CUF Monitoring Report 25A-298

Commercially Useful Function (CUF): Per 49 CFR 26.55, "A DBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved... A DBE does not perform a CUF if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation..."

Per Alaska Construction Manual 7.2.4, this form is to be completed by project field staff to perform CUF reviews on DBE prime contractors, DBE subcontractors, and DBE joint ventures. Perform a minimum of one review for each DBE on a federally-assisted project each construction season. The review should be conducted when the DBE first begins work, and when the DBE first begins work on subsequent construction seasons. Project staff monitor performance through the course of the project. Send a copy of this form to the Regional Contract Compliance Liaison (RCCL) for acceptance. The RCCL will coordinate potentially adverse findings with the CRO as appropriate.

Attach additional documentation supporting DBE's CUF. Additional documentation may include, but is not limited to, photos of DBE performing work; photos of DBE's equipment or trucks with DBE firm name and certification number; lease agreement, copies of invoice, and copies of subcontracts.

Reviewer Name:		Contact:	
Project Name:			
IRIS Project Number:		Federal Project ID No.:	
DOT&PF Division:			
DBE Firm Name:			
Contractor <input type="checkbox"/>	Professional Service <input type="checkbox"/>	Material Supplier / Regular Dealer <input type="checkbox"/>	Trucking Firm <input type="checkbox"/> Manufacturer <input type="checkbox"/>
Performing as:	Prime <input type="checkbox"/>	Subcontractor <input type="checkbox"/>	Joint Venture <input type="checkbox"/> N/A <input type="checkbox"/>
DBE Start Date:		CUF Review Date:	
DBE Representative Interviewed:			
Describe the DBE's scope of work observed:			

<u>MANAGEMENT</u>	YES	NO	N/A
Is there a written legal document executed by the DBE to perform a distinct element of work?			
<u>SUPERVISION</u>			
Does the DBE have a superintendent or foreman supervising the project?			
Name of supervising employee:			
Is the on-site superintendent or foreman exclusively employed by and working directly for the DBE firm?			
Are purchase orders, subcontracts and/or bills of lading, etc. on file in the project office?			
<u>EMPLOYEES (Reviewer should speak to additional employees on the project)</u>			
How many employees does the DBE firm have on this project? Working today?	Employees ____ Today ____		
Does the individual(s) interviewed appear on the DBE firm's payroll? List the additional employees interviewed below.			
Name(s):			
Do they appear on any other contractor's certified payroll? If yes, provide details below.			
Does the DBE's workforce know the name of their employer's company?			

<u>PHOTOS</u> – Attach photos of the DBE firm performing work if available:	Photos attached	YES	NO
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<u>PERFORMANCE</u>	YES	NO	N/A
Has any other contractor performed any of the DBE’s work?			
If YES : Who, and which work items were performed?			

<u>TRUCKING</u>	YES	NO	N/A
Was at least one DBE-owned and operated truck used in the hauling operations observed?			
Do load tickets indicate that hauling is being done by the DBE (must check for off-site trucking)? If no, explain.			
How many hours of trucking has the DBE performed to date?			

<u>SUPPLIES/MATERIALS (All DBEs including regular dealers, bulk suppliers, manufacturers)</u>			
Did the DBE purchase all materials and supplies for the DBEs’ work as indicated in the subcontract or purchase order?			
Was the DBE on-site to receive delivery of its materials? (Provide supporting documentation - invoices, proof of payment)			
Does the DBE firm own / lease the supply distribution or manufacturing facility?			
Is the DBE’s primary business function to manufacture construction products?			
Is the quality, quantity, and manufacturing of the materials controlled by the DBE?			
Where does the DBE purchase the raw materials used in its manufacturing process?			

<u>EQUIPMENT</u>			
Does the DBE own or lease equipment? (Provide documentation of ownership, lease agreement, or insurance documents)			
Does the DBE use the prime contractor’s equipment?			
Does equipment have the DBE’s markings or logo? (attach photos)			

Please provide comments on additional sheets if any aspect of the DBE’s work appears NOT to be consistent with a CUF. Consult the attached CUF Monitoring Report Additional Guidance.

<u>Reviewer Signature/Print Name:</u>	
_____ (sign) / _____ (print)	<u>Date:</u> _____
<u>DBE / On Site Representative Signature/Print Name:</u>	
_____ (sign) / _____ (print)	<u>Date:</u> _____

<u>Date submitted to RCCL</u> _____	<u>Date received by RCCL</u> _____
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Regional Contract Compliance Liaison Review/Accept	
RCCL Print Name _____	Date: _____
RCCL Signature: _____	