



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

DBE CUF Verification Report

25A-299

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. The verification review should be conducted when the DBE is substantially finished with their portion of the project work, and the 25A-299 DBE CUF Verification Report completed at the time of review. The CUF verification should consider the prior monitoring (inspections) performed by Construction Administration staff throughout 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"/>	Trucking Firm <input type="checkbox"/>	Material Supplier / Regular Dealer <input type="checkbox"/>	Professional Service <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: (Review DBE Commitment, subcontract, trucking worksheet and/or purchase order(s), truck ticket(s), CUF Form 25A-298, etc., to assist in determining CUF compliance.)

<u>MANAGEMENT</u>	YES	NO	N/A
Was there a written legal document executed by the DBE to perform a distinct element of work?			
<u>SUPERVISION</u>			
Did the DBE have a superintendent or foreman supervising the project?			
Name of supervising employee:			
Was the on-site superintendent or foreman exclusively employed by and working directly for the DBE firm?			
Were 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 did the DBE firm have on this project? Working today?	Employees _____ Today _____		
Did the individual(s) interviewed appear on the DBE firm's payroll? List the additional employees interviewed below.			
Name(s):			
Did DBE employees appear on any other contractor's certified payroll? If yes, provide details below.			
Did 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
Did any other contractor perform 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?			
Did 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 did the DBE perform 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)			
Did the DBE firm own / lease the supply distribution or manufacturing facility?			
Was the DBE’s primary business function to manufacture construction products?			
Was the quality, quantity, and manufacturing of the materials controlled by the DBE?			
Where did the DBE purchase the raw materials used in its manufacturing process?			

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

<u>CUF</u>			
Does it appear that the DBE firm is performing a CUF? (See project Closure CUF checks; attached) Comments below.			---
Comments (use additional pages if necessary):			

The signature below is verification that the project staff observed the DBE performing its Commercially Useful Function. Any CUF issues or concerns were documented (IDR, report, etc.), addressed, and reported to the CRO.

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