COMMERCIAL USEFUL FUNCTION CHECKLIST

Checklist Instructions:
1. To be completed by the Project Inspector for each DBE on every project.
2. **If at any time a DBE is observed not performing a CUF or if there are any items that are suspicious, red flags or warrant further attention, this must be reported to the Regional Construction Supervisor and HQ Civil Rights Office Small Business Development Program Director immediately.**
3. Submit the completed form to the HQ Civil Rights Office Small Business Development Program.

Date of Review: ___________ Reviewer’s Name: ____________________________

Contract No.: ___________ Project No.: ________________________ County: ___________

Contract Description: _________________________________________________

Prime Contractor: ________________________________________

DBE Firm: ______________________________________

Start Date(s) of DBE Work: ______________________________________

Describe the type of work observed: ______________________________________

---------------------------------------------------------------------

Management

1. Who does the DBE on-site representative contact for hiring, firing, or modifying the contract?
   ____________________________________________

2. Name of on-site representative: ________________________________

3. On-site representative reports to: ______________________________________

4. Has the on-site representative been identified as an employee of the DBE?
   YES _____ NO _____
   If not, then by whom? ____________________________________________
   (If no, this could be a red flag.)
   **Action taken:** ____________________________________________

5. Did the DBE sublet any items or portions of work to any other firm?
   YES _____ NO _____
   If yes, what percent was sublet/what items were sublet? 
   Name of the firm: ___________________________ DBE? _____ Non-DBE? _____
   (If yes, this could be a red flag.)
6. Does the DBE on-site representative effectively manage the job site without interference from any other non-DBE contractor/subcontractor?
   YES _____ NO _____
   (If no, this could be a red flag.)
   If no, explain: ____________________________

7. Has the DBE owner been present on the jobsite?
   YES _____ NO _____

8. Is the DBE submitting its own payroll?
   YES _____ NO _____
   (If no, this could be a red flag. This question may be better answered by the Construction Field Office)
   Action taken: ____________________________

9. Who makes arrangement and schedule for delivery of materials?
   (If not the DBE, this is a red flag.)
   Action taken: ____________________________

10. Does the prime contractor direct who the DBE is to obtain the material from and at what price?
    YES _____ NO _____
    (If yes, this could be a red flag.)
    Action taken: ____________________________

B. Equipment including Trucks

<table>
<thead>
<tr>
<th>Major Equipment Used</th>
<th>Serial Number</th>
<th>DBE's Markings?</th>
<th>DBE's Operator?</th>
<th>Leased?</th>
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<tbody>
<tr>
<td></td>
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<td>Yes or No</td>
<td>If no, list other company's markings if seen</td>
<td>Yes or No</td>
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</tbody>
</table>

Attach additional sheets if necessary

1. If equipment was leased, were copies of lease agreements provided?
   YES _____ NO _____
   If not, action taken: ____________________________
C. Workforce

1. List the name and position of each DBE employee observed during today’s operation.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
(If names do not match attached list, this is a red flag.)
If not, explain: __________________________________________________________
________________________________________________________________________

2. Has any of this crew ever appeared on any other contractor’s payroll?
   YES _____ NO _____
   (If yes, this could warrant more attention or be a red flag. This question may be better answered by the Construction Field Office.)
   If yes, list crew member(s): _____________________________________________
________________________________________________________________________

   Name of contractor: _____________________________________________________
________________________________________________________________________

   Action taken: __________________________________________________________________
________________________________________________________________________

D. Materials

1. Did the contractor order and pay for materials? In order to verify the contractor ordered and paid for the materials they have agreed to purchase in their subcontract, the DBE must submit copies of all invoices from each of their suppliers to the Project Inspector.
   YES _____ NO _____
   (If no, this could warrant more attention or be a red flag. Two party checks are a red flag.)
   If yes, have material invoices been submitted: YES _____ NO _____
   If no, action taken: __________________________________________________________________
________________________________________________________________________

E. Performance

1. Does the DBE appear to be executing the work of the contract by actually performing, managing, and supervising the work involved?
   YES _____ NO _____
   (If no, this could be a red flag.)
   If no, explain: __________________________________________________________________
________________________________________________________________________
2. Has any other contractor performed any amount of work specified in the DBE's contract?
   YES ______ NO ______
   (If yes, this could be a red flag.)
   If yes, who performed this work and why?

F. Regular Dealers/Manufacturer

   ________ Check here if this section doesn't apply or the DBE isn't a regular dealer.
   ________ Check here if this section doesn't apply or the DBE isn't a manufacturer.

1. Does the dealer have a business that sells to the public on a routine basis on the product being supplied?
   YES ______ NO ______
   (If no, this is a red flag.)
   If no, explain: ___________________________________________________________
   __________________________________________________________

2. Does the business stock the product for the use on the project as a normal stock item?
   YES ______ NO ______

3. Who is delivering and unloading the material?
   __________________________________________________________

4. Who are the material invoices made out to?
   __________________________________________________________

5. In whose name are materials shipped?
   __________________________________________________________
   (If material is not shipped to the DBE, this is a red flag.)
   If not, explain: ______________________________________________________
   __________________________________________________________

Construction Staff (Field and Office) Comments (including red flags noted):

Actions Taken:

Reviewer's Signature: ________________________________