# Commercially 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 Local Government DBE Liaison.**
3. Submit the completed form to the HQ Civil Rights Office Small Business Development Program.

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| 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: |       |

|  | **YES** | **NO** | **N/A** |
| --- | --- | --- | --- |
| Management  |  |  |  |
| Who does the DBE on-site representative contact for hiring, firing, or modifying the contract?       |
| Name of on-site representative:       |
| On-site representative reports to:       |
| Has the on-site representative been identified as an employee of the DBE? If not, then by whom?      **(If no, this could be a red flag.)** | [ ]  | [ ]  | [ ]  |
| **Action taken:**       |
| Did the DBE sublet any items or portions of work to any other firm?  | [ ]  | [ ]  | [ ]  |
| If yes, what percent was sublet/what items were sublet?       |
| Name of the firm (Non-DBE or DBE):       |
| **(If yes, this could be a red flag.)**Does the DBE on-site representative effectively manage the job site without interference from any other non-DBE contractor/subcontractor? **(If no, this could be a red flag.)** | [ ]  | [ ]  | [ ]  |
| **If no, explain:**       |
| Has the DBE owner been present on the jobsite? | [ ]  | [ ]  | [ ]  |
| Is the DBE submitting its own payroll?**(If no, this could be a red flag.)** | [ ]  | [ ]  | [ ]  |
| **Action taken:**       |
| Who makes arrangement and schedule for delivery of materials?      **(If not the DBE, this is a red flag.)**  |
| **Action taken:**       |
| Does the prime contractor direct who the DBE is to obtain the material from and at what price?**(If yes, this could be a red flag.)**  | [ ]  | [ ]  | [ ]  |
| **Action taken:**       |

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| **Equipment including Trucks** |
| **Major Equipment Used** | **Serial Number** | **DBE’s Markings?** | **DBE’s Operator?** | **Leased?** |
| **Yes or No** | **If no, list other company’s markings if seen** | **Yes or No** | **If no, list company operator works for** | **Yes or No** | **If yes, list company leased from** |
|       |       |       |       |       |       |       |       |
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Attach additional sheets if necessary

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| **If equipment was leased, were copies of lease agreements provided?**  | [ ]  | [ ]  | [ ]  |
| **If not, Action taken:**       |

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| Workforce  |  |  |  |
| 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.)** |
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|  | **YES** | **NO** | **N/A** |
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| Materials  |  |  |  |
| Did the contractor order and pay for materials? In order to verify the contractor ordered and paid for all 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.**(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:** | [ ]  | [ ]  | [ ]  |
| **If no, action taken:**       |

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| Performance  |  |  |  |
| Does the DBE appear to be executing the work of the contract by actually performing, managing, and supervising the work involved? **(If no, this could be a red flag.)** | [ ]  | [ ]  | [ ]  |
| **If no, explain:**       |
| Has any other contractor performed any amount of work specified in the DBE’s contract? **(If yes, this could be a red flag.)** | [ ]  | [ ]  | [ ]  |
| If yes, who performed this work and why?       |

|  | **YES** | **NO** | **N/A** |
| --- | --- | --- | --- |
| 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. | [ ]  |
| If yes, who performed this work and why?       |
| Does the dealer have a business that sells to the public on a routine basis on the product being supplied?**(If no, this is a red flag.)** | [ ]  | [ ]  | [ ]  |
| **If no, explain:**       |
| Does the business stock the product for the use on the project as a normal stock item? **(If no, this is a red flag.)** | [ ]  | [ ]  | [ ]  |
| Who is delivering and unloading the material?       |
| Who are the material invoices made out to?       |
| In whose name are materials shipped?**(If material is not shipped to the DBE, this is a red flag.)**       |
| **If not, explain:**       |
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| **Construction Staff (Field and Office) Comments (including red flags noted):** |
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| **Actions Taken:** |
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| **Reviewer’s Signature:** |  |