



STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
CIVIL RIGHTS OFFICE

**COMMERCIALLY USEFUL FUNCTION (CUF) MONITORING REPORT**

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..." This form is for the purposes of reviewing DBEs for compliance with the CUF requirements for credit.

This form is to be used by DOT field staff to perform CUF reviews on DBE primes, subcontractors and DBE joint ventures. Perform a minimum of one review for each DBE on a federally-assisted project per construction season. The review should be conducted when the DBE first begins work. Monitor compliance through the course of the project.

**1. PROJECT NAME**

**2. AKSAS NUMBER** **3. FEDERAL PROJECT NO.**

**4. PRIME CONTRACTOR NAME**

**5. DBE CONTRACTOR NAME**

**6. DBE START DATE** **7. NAME/TITLE OF DBE ON-SITE REPRESENTATIVE**

**8. ON-SITE REPRESENTATIVE REPORTS TO:**

**9. DBE IS PERFORMING AS**  
 prime  subcontractor  joint-venture

**ON-SITE REPRESENTATIVE'S BRIEF DESCRIPTION OF THE DBE'S SCOPE OF WORK (Obtain copy of Subcontract and/or Purchase Order if needed):**

**WHO PREPARES THE DBE'S CERTIFIED PAYROLL (NAME & LOCATION)**

| <b>PART I (based on interviewer's observation)</b>   | <b>YES</b> | <b>NO</b> |
|--|------------|-----------|
| The DBE is responsible for the following:  |            |           |
| 1 Responsible for execution of all work?   |            |           |
| 2 Is the DBE subcontracting any work?  |            |           |
| 3 Actually performs, manages, and supervises work?   |            |           |
| 4 Performs the work using own employees and own equipment  |            |           |
| 5 Is DBE using leased or rented equipment (if yes, obtain a copy of the lease or rental agreement) |            |           |
| 6 Responsible for purchase & installation of materials and supplies                                |            |           |

| <b>PART II - DBE Trucking Firm</b>  | <b>YES</b> | <b>NO</b> |
|---|------------|-----------|
| Does the DBE own and operate at least <b>one</b> fully licensed, insured, and operational truck; using drivers employed by the DBE on the contract? |            |           |
| If leasing trucks, Does the DBE lease trucks from another DBE?  |            |           |
| Does the DBE lease trucks from a non-DBE firm?  |            |           |
| Does the truck(s) leased display name and certification number of the DBE firm?   |            |           |

**SUBMIT COMPLETED FORM IMMEDIATELY TO THE REGIONAL CONTRACT COMPLIANCE LIAISON**

\_\_\_\_\_  
AKDOT&PF PROJECT STAFF/REVIEWER (signature)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AKDOT&PF PROJECT STAFF/REVIEWER (print)