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 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

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

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 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: _____