



# DBE Commercially Useful Function (CUF) Project Site Review

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.”

Prime Contractor	Project Number
DBE Subcontractor	Project Name
DBE Personnel Interviewed:	

Please interview staff and record observations when each DBE works on site (one-time requirement per project).

### FORM MUST BE COMPLETED BY NHDOT PERSONNEL

#### Management:

- DBE management/supervisors have the ability and direct contracted work.
- Operational decisions for the DBE are being made by DBE management/supervisors only.
- DBE employees are being supervised by DBE management/supervisors only.
- DBE manager/supervisor is full time and **not** affiliated with another contractor.

#### Workforce:

- DBE equipment is present and sufficient to perform all contracted work.
- DBE is only using equipment it owns, rents or leases.
- DBE employees work only for the DBE and do not work for another contractor.
- DBE works without sharing employees or equipment with another contractor.
- DBE employees are paid by the DBE and **not** paid by another contractor

#### Materials:

- DBE is using their materials/supplies to perform contracted work.
- DBE's materials/supplies were not provided by or purchased from the Prime Contractor.
- If materials/supplies were delivered, the DBE is listed on the PO as the customer (not the Prime)

Please make a note if any of the following occur. This may indicate a potential issue and require OFC follow up.

- DBE is using another contractor's equipment to perform any portion of their work.
- DBE employees are being supervised by the Prime contractor or another contractor.
- Employees working for both the Prime contractor and DBE.
- DBE taking delivery of materials/supplies from the Prime contractor (some exceptions may apply)

Does the DBE appear to be performing a Commercially Useful Function? Yes \_\_\_\_\_ No \_\_\_\_\_

Please explain any problems or concerns you may have observed. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your assistance!

Prepared by: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Email the form to [laborcompliance@dot.nh.gov](mailto:laborcompliance@dot.nh.gov) and save a copy in the project's folder on the S:Drive.  
Contact the External EEO Coordinator with any questions or concerns.