

Return to: Civil Rights Bureau
 MT Dept of Transportation
 2701 Prospect Avenue
 Helena, MT 59620

DBE Commercially Useful Function (CUF) Project Site Review

Prime Contractor	Contract Number
EPM	Project Name
Subcontractor	DBE Foreman

1. Per the condition of award, indicate DBE work observed this date (Note partial items)			
Bid Item Number	Approximate % Complete	Item Description (Note partial items)	Dollar Amount

2. DBE Subcontractor's Start Date	3. MDT Contract Percent Complete (time)	4. Anticipated Sub Completion Date
5. Do the DBE's employees receive work assignments from the DBE Foreman/Superintendent? Yes <input type="checkbox"/> No <input type="checkbox"/>		6. Exclusively Employed by the DBE Contractor? Yes <input type="checkbox"/> No <input type="checkbox"/>
6a. If No, please explain		
7. Is Foreman/Superintendent shown on DBE payroll? Yes <input type="checkbox"/> No <input type="checkbox"/>		8. Is Foreman/Superintendent shown on any other Contractor's Payroll? Yes <input type="checkbox"/> No <input type="checkbox"/>
8a. If Yes, please explain		
9. Who does the DBE Foreman/Superintendent report to:		10. Are DBE's employees shown on any other contractor's payrolls? Yes <input type="checkbox"/> No <input type="checkbox"/>
10a. If yes, whose?		
11. List names and crafts of DBE's crew as observed (use additional sheets if needed).		
12. Does the equipment used have the DBE's name and/or logo on it? Yes <input type="checkbox"/> No <input type="checkbox"/>		12a. If no, whose firm's name and/or logo is on the equipment?
13. Does the equipment used belong to the DBE? Yes <input type="checkbox"/> No <input type="checkbox"/>		13a. If no, is the equipment rented or leased?
14. Has any other contractor performed work that was to be performed by the DBE? Yes <input type="checkbox"/> No <input type="checkbox"/>		14a. If yes, identify the contractor who performed the work:
15. What work items were performed by the identified contractor?		16a. Were these items on the DBE's subcontract? Yes <input type="checkbox"/> No <input type="checkbox"/>
16. Has the DBE owner been present on the job site? Yes <input type="checkbox"/> No <input type="checkbox"/>		16a. Are personnel and equipment under direct supervision of the DBE subcontractor? Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments		

Note: Attach any documents pertinent to the review, i.e., invoices, photographs, daily reports, correspondence, etc.

Review Conducted By _____

Date of this review [Click here to enter a date.](#)

Commercially Useful Function Project Site Review instructions:

The DBE CUF On-Site Review should be completed for every DBE as a condition of award. The CUF On-Site Review should be completed when the DBE is initially on the project, during the peak period of the DBE's work and whenever changes on the performance of the work will warrant its completion. If a recognized DBE is employed on the project, but not listed on the Utilization form, conduct a CUF On-Site Review. If by substitution or change order, a condition of award DBE is replaced by another DBE, a CUF On-Site Review should be completed on the new DBE. The review should be completed per on-site observation, documentation review, and interviews with contractor's personnel. Response to questions on the CUF On-Site Review form should be completed as thoroughly as possible. Additional sheets should be used, if needed. The CUF On-Site Review should be completed by the Project Engineer, or his/her designee. Headquarter's copy should be forwarded as soon as it is completed to the Civil Rights Office.