

DBE Program: Why?

- DBE Program is a federally mandated program to assist women, minority and disadvantaged small business owners in promoting their businesses and services within the contracting community.
- The program attempts to level a playing field that has historically been unbalanced in the Highway and Bridge Construction Industry.

Current DBE Goal

- The DBE goal for this fiscal year is 2.4%.
- Annually, 2.4% of the total federally funded program dollars let by MaineDOT, which includes Locally Administered projects, would be contracted/subcontracted to MaineDOT certified women, minority or disadvantaged small businesses.

DBE on-site documentation requirements:

- Once a DBE firm has a signed subcontract for the work to be performed on your project, a copy of the signed subcontract document must be in the on-site project files.
- This document may be reviewed during on-site visits from both the MaineDOT Civil Rights Office and Federal Highway personnel.

DBE on-site documentation requirements:

- DBE Utilization Form must be in the Resident's on-site files. This form may be reviewed during visits by MaineDOT Civil Rights Office and Federal Highway personnel.
- If you do not have the Utilization Form for your project, you can contact the Civil Rights Office or print from the website:
- <http://www.maine.gov/mdot/civilrights/dbe/>

CUF: What is Commercially Useful Function?

- We must verify that the DBE firm named to work on your project is performing the services outlined in its subcontract with its own equipment and workforce.
- Those services are the Commercially Useful Function (CUF) of the firm.
- We must verify that the employees listed on the form also are listed on the DBE company's payrolls and not on another firm's payroll.

When should CUF on-site review be completed?

The CUF On-Site Review should be completed:

- When the DBE is on the project
- 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.

CUF Guidelines and Instructions:

- Responses to questions on the CUF On-Site Review form should be completed as thoroughly as possible. Use additional sheets, if necessary.
- The CUF On-Site Review should be completed by the Resident Engineer, or designee.
- MaineDOT's copy should be forwarded to the Civil Rights Office

Civil Rights Contact Information

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Questions

Thank you!

Integrity – Competence - Service

