

# DBE Program: Why?

- Federally mandated
- Serves to assist women, minority and disadvantaged small business owners in promoting their businesses and services within the contracting community.
- Attempts to level a historically unbalanced playing field in highway and bridge construction.

# Current DBE Goal

- The current DBE goal 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

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

# DBE On-Site Documentation (continued)

- DBE Utilization Form must be in the project resident's on-site files.
- 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/>

# Commercially Useful Function

- We must verify that a DBE firm listed to work on a 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 DBE form also are listed on the DBE company's payrolls and not on another firm's payroll.

# When Should CUF 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 project resident or a designee.
- MaineDOT's Civil Rights Office should receive a copy

# Contact Information

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# Questions?

# Thank you!