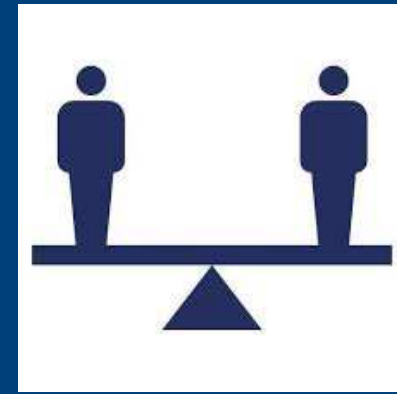


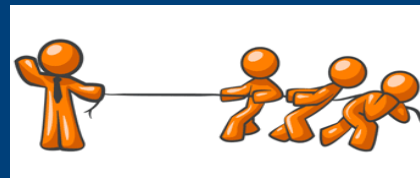
# Disadvantaged Business Enterprise Program



# DBE Program: Why?



- It's federally required.
- It assists women, minority and disadvantaged small business owners in promoting their businesses and services within the contracting community.
- It attempts to level a historically unbalanced playing field in highway and bridge construction.



# Maine's DBE Goal

- Maine's current DBE goal is **1.97%**.
- Annually, 1.97% of the federally funded program dollars let by MaineDOT - including Locally Administered Projects - should be contracted or subcontracted to MaineDOT certified women, minority or disadvantaged small businesses.
- A good-faith effort must be made to use DBE companies on federally funded projects.

# DBE Utilization Form

- Must be filled out and included in each contract for **consultant work** on a federally funded project.
- Must be completed by the **prime contractor** on a federally funded construction project.
- Consultant and contractor forms are available online:

<https://www.maine.gov/mdot/civilrights/dbe/>

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MaineDOT CONTRACTOR'S DBE/SUBCONTRACTOR  
PROPOSED UTILIZATION FORM

**All Bidders must furnish this form with their bid on Bid Opening day**

Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
BID DATE: \_\_\_\_\_

FEDERAL PROJECT PIN # \_\_\_\_\_ PROJECT LOCATION: \_\_\_\_\_

TOTAL ANTICIPATED DBE \_\_\_ % PARTICIPATION FOR THIS CONTRACT

W D B E	Non DBE	Firm Name	Item Number & Description of Work	Quantity	Cost Per Unit/Item	Anticipated \$ Value
Subcontractor						
Total >						
DBE Total >						

NOTE: THIS INFORMATION IS USED TO TRACK AND REPORT ANTICIPATED DBE PARTICIPATION IN ALL  
FEDERALLY FUNDED MAINE DOT CONTRACTS. THE ANTICIPATED DBE AMOUNT IS VOLUNTARY AND WILL  
NOT BECOME A PART OF THE CONTRACTUAL TERMS.

Equal Opportunity Use  
Form received: \_\_\_ / \_\_\_ / \_\_\_ Verified by: \_\_\_\_\_  
FHWA  FTA  FAA

For a complete list of certified firms and company designation (WBE/DBE) go to  
<http://www.maine.gov/mdot/civilrights/>

Rev. 01/15  
W:\civilrights\documents\2015\DBE\ContractorUtilization.doc

# DBE On-Site Documentation

- Signed DBE form needs to be with the subcontract for work on a construction project.
- A copy must be kept in the on-site project files.
- It may be reviewed during site visits by personnel from MaineDOT's Civil Rights Office and the Federal Highway Administration.



# Commercially Useful Function

- We must verify that a DBE company listed to work on a project is performing the services set out in its subcontract with its own equipment and workforce.
- Those services are the **Commercially Useful Function (CUF)** of the company.
- We must verify that the workers listed on the DBE Form are on the DBE company's payroll - and not another firm's payroll.



# When Should CUF Review Be Completed?

The CUF on-site review should be completed:

- When the DBE is on site.
- Whenever changes in 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 **AS SOON AS** it is completed.





# Why Comply with DBE Requirements?



It's the Law!



# Contact Information

**Sherry Tompkins, Civil Rights Office Director**

Phone: (207) 624-3066

E-mail: [sherry.tompkins@maine.gov](mailto:sherry.tompkins@maine.gov)

**Stacie Haskell, EEO Specialist**

Phone: (207) 624-3056

E-mail: [stacie.haskell@maine.gov](mailto:stacie.haskell@maine.gov)

**Jennifer Laliberte, EEO Specialist**

Phone: (207) 624-3036

E-mail: [Jennifer.E.Laliberte@maine.gov](mailto:Jennifer.E.Laliberte@maine.gov)

**Fax number, Civil Rights Office: (207) 624-3021**

# Questions?

# Thank you!