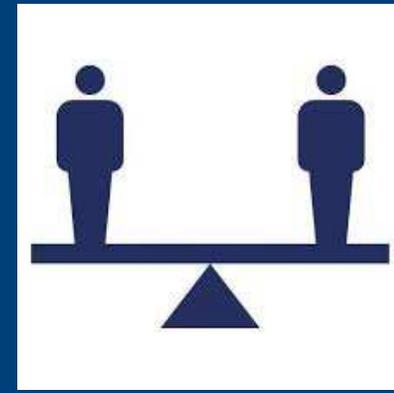


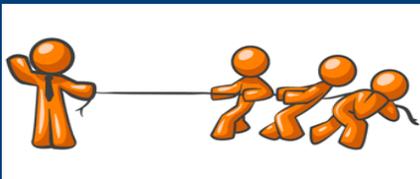
# Disadvantaged Business Enterprise Program



# 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 federal 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 On-Site Documentation

- Once signed, a DBE form needs to be kept with the associated subcontract for work on a project.
- A copy must be kept in the on-site project files.
- Staff from MaineDOT's Civil Rights Office and the Federal Highway Administration may check the form during site visits.



# 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 workers listed on the DBE Form are on the DBE firm's payroll - and not another firm's payroll.



# When Should CUF Review Be Completed?

- ❖ When the DBE is on site.
- ❖ When 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.

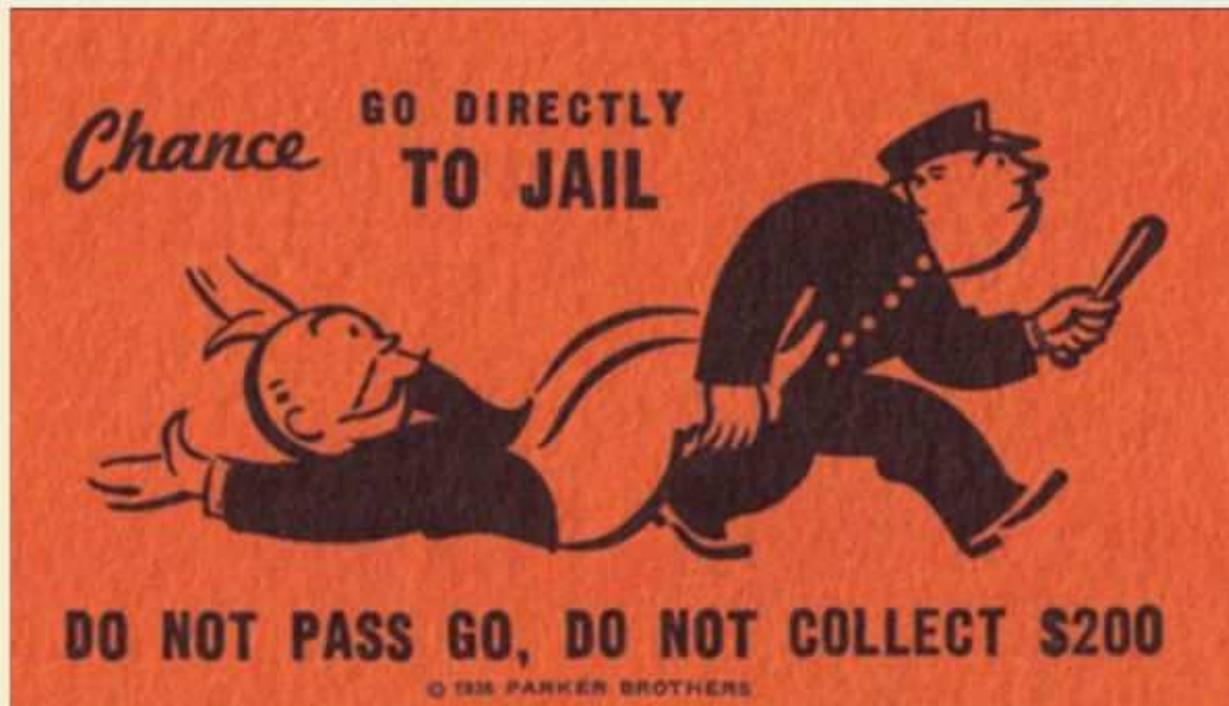


# CUF Guidelines

- Responses to questions on the CUF On-Site Review form should be as **thorough** as possible. Use additional sheets, if necessary.
- CUF On-Site Review should be completed by the 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)

**Mary Bryant, EEO Specialist**

Phone: (207) 624-3056

E-mail: [mary.Bryant@maine.gov](mailto:mary.Bryant@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!