Disadvantaged Business Enterprise (DBE) Program
Commercially Useful Function (CUF) for
DBE and SBE Professional and Scientific Services

A DBE/SBE is performing a CUF, according to 49 CFR, §26.55, subparagraph (c)(1), when it is "…*responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the DBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself.*"

Project ID or Contract #:_____ RE/PM:_____

Project Location: _____

DBE/SBE Company Name: _____ Interviewee: _____

☐ WBE ☐ MBE ☐ SBE Review Date: _____

Professional Services					
DBE/SBE Firm is performing what service?	☐ Architecture	☐ Construction Engineering	☐ Design Engineering	☐ Landscape Architecture	☐ Private Consulting
	☐ Real Estate Appraisal	☐ ROW Acquisition	☐ Surveying	☐ Other (Describe):	

Scientific Services					
DBE/SBE Firm is performing what service?	☐ Archeology	☐ Biology	☐ Cultural	☐ Environmental Coordination	☐ Geology
	☐ Historian	☐ NEPA Compliance	☐ Other (Describe):		

Please provide a brief description of your scope of work? (Obtain a copy of the subcontract scope of work and submit with this form. Ensure firm's statement and scope of work from subcontract are comparable)

Performing	Yes	No
Does the DBE/SBE firm have the required expertise for the subcontracted work, and does it match the NAICS that are listed in B2G?	☐	☐
Is the DBE/SBE managing the work without assistance from the prime or another subcontractor?	☐	☐
Is the DBE/SBE subcontracting any portion of their scope of work to another subcontractor?	☐	☐

If yes, list any firms subcontracted for any portion of the work:

	DBE? Yes	DBE? No
_____	☐	☐
_____	☐	☐
_____	☐	☐

Managing	Yes	No
Is the DBE/SBE scheduling work activities and other related actions for performance of the work?	☐	☐
Is the DBE/SBE managing the work it has been subcontracted to perform?	☐	☐
Is the DBE/SBE submitting invoices and, if applicable, certified payroll? (Attach sample invoices/CPRs)	☐	☐

Supervising	Yes	No
Does the DBE/SBE firm have an experienced Project Manager (other than the owner) on the project? If yes, please provide the Project Manager's name:	☐	☐
If yes, is the Project Manager a full-time employee of the DBE/SBE?	☐	☐
Is the PM or DBE/SBE owner supervising its employees and their work?	☐	☐

Equipment	Yes	No
Is the DBE/SBE only using equipment it owns, rents, or leases? (Attach equipment list and rental or lease agreements)	☐	☐

Remuneration	Yes	No
Is payment received by the DBE/SBE commensurate with the work being performed?	☐	☐

CUF Comments/Observations

Commercially Useful Function Determination	Yes	No
Based on the above, is the DBE/SBE an independent business, executing a distinct element of work, and performing, managing, and supervising the work specified in the DBE/SBE contract? (If no, contact the Contract Compliance Manager to process a Non-Commercially Useful Function determination.)	☐	☐

Reviewer Signature:_____ **Date:** _____

Printed Name:_____ **Title:** _____