



COMMERCIALLY USEFUL FUNCTION (CUF) SITE OBSERVATION

SECTION A: PROJECT IDENTIFICATION

1. Sub Acct No.	2. Project Name	3. County	4. Region
5. Prime Contractor	6. Prime Contractor FEID No.	7. Construction Begin Date	8. Estimated Completion Date
			9. Is Prime a DBE? No Yes

SECTION B: DBE FIRM IDENTIFICATION

10. DBE Firm Name	11. DBE FEID No.
12. DBE Subcontracted To Whom If Prime	13. DBE's Role on Project Prime Contractor Subcontractor Supplier
14. Subcontracting Tier, if applicable 1 st 2 nd 3 rd Other:	15. DBE Subcontract Amount \$
16. DBE B2GNow Commitment \$	17. DBE B2GNow Payments \$
18. NAICS Code DBE Is Certified In	19. DBE's Begin Date

SECTION C: OBSERVATION OF DBE'S WORK, WORKFORCE & EQUIPMENT

20. Observer's Name (First & Last)	21. Observer's Signature	22. Date of Observation			
		Night Work			
23. Description of Work Being Performed					
24. Foreman's Name (First & Last) & Employer					
25. Number & Type of Workers (Exclude Foreman)					
26. Number & Type of Equipment & Tools Used					
True	False	27. Workforce of the DBE Firm	True	False	28. Equipment of the DBE Firm
		A. Uniforms have DBE firm name No uniforms			A. Name is painted or a permanent decal No name on any No name on some
		B. Only workers/foremen from the DBE firm are performing the work			B. Name on equipment is DBE firm name (Box 10)
		C. DBE appears to control /supervise their own work			C. DBE appears to be using their own equipment

29. Observer's Comments:
 None

SECTION D: DBE ADMINISTRATIVE REVIEW

30. Reviewer's Name (First & Last)	31. Reviewer's Signature	32. Date of Review			
33. Observation Vs Payrolls			34. Observation Vs Subcontract		
True	False	A. DBE's payroll reflects no. & type of workers (Box 25)	True	False	A. Observed work is included in DBE's certified areas (Box 18)
		B. Payrolls from other contractors do not include the names of the DBE's employees or the DBE foreman			B. DBE has not subcontracted to other companies If false, list companies and DBE status
		C. Payments to DBE in B2GNow = their work performed Too close to DBE's begin date (Box 19)			

35. Reviewer's Comments
None

36. Attachments (Mark all attached)

DBE Commitment (Form 1415) B2GNow Compliance Audit Summary (screen print) DBE Certified Payroll Photos of DBE's Work (if available)

SECTION E: CUF DETERMINATION

37. Title	38. First & Last Name	39. Signature	40. Date	41. Data Reviewed Indicates CUF
Project Civil Rights Manager				More Investigation Needed Yes No



Commercially Useful Function Site Observation Form

FORM INSTRUCTIONS

Section A: Project Identification

1. Sub Acct No. – enter project sub account number
2. Project Name – enter project name
3. County – enter County that project is located in
4. Region – enter Region that project is located in
5. Prime Contractor – enter the Prime Contractor name
6. Prime Contractor FEID No. – enter Prime Contractor FEID number
7. Construction Begin Date – enter the date that construction began for the project
8. Estimated Completion Date – enter the date construction is estimated to be completed
9. Is Prime DBE? – select appropriate response as applicable to the Prime Contractor’s DBE status

Section B: DBE Firm Identification

10. DBE Firm Name – enter DBE firm’s name
11. DBE FEID No. – enter DBE firm’s FEID number
12. DBE Subcontracted To Whom – enter name of company the DBE Firm is subcontracted to (check box for Prime, if applicable)
13. DBE’s Role on Project – select Prime Contractor, Subcontractor or Supplier, as appropriate
14. Subcontracting Tier – select or enter the tier of the subcontracting relationship, if applicable
15. DBE Subcontract Amount \$ - enter the amount of the DBE firm’s subcontract
16. DBE B2GNow Commitment \$ - enter the amount of the commitment to the DBE firm as reported in B2GNow
17. DBE B2GNow Payments \$ - enter the total amount of payments made to date to the DBE firm as reported in B2GNow
18. NAICS Code DBE is Certified In – enter the NAICS code(s) that the DBE firm is certified in
19. DBE’s Begin Date – enter the date the DBE firm began work on the project

Section C: Observation of DBE’s Work, Workforce & Equipment

20. Observer’s Name (First & Last) – enter the Observer’s first and last name
21. Observer’s Signature – enter the signature of the Observer
22. Date of Observation – enter the date of the observation
23. Description of Work Being Performed – enter a description of the work to be performed by the DBE firm
24. Foreman’s Name (First & Last) & Employer – enter the first and last name of the Foreman managing the DBE firm work crew and the name of the employer of the Foreman
25. Number & Type of Workers (Exclude Foreman) – enter the number and type of workers of the work crew observed, excluding the Foreman
26. Number & Type of Equipment & Tools Used – enter the number and type of equipment items and tools observed being used by the work crew (note the difference between active and non actively used equipment)
27. Workforce of the DBE Firm
 - a. Uniforms have DBE firm name – select True or False (if False, select “No Uniforms” if applicable or provide an explanation in Observer’s Comments #29 and reference #27A and explain what was observed to support why False was marked)
 - b. Only workers/foreman from the DBE firm are performing the work - select True or False (if False, provide an explanation in Observer’s Comments #29 and reference #27B and explain in detail what was observed to support why False was marked)

- c. DBE appears to control/supervise their own work - select True or False (if False, provide an explanation in Observer's Comments #29 and reference #27C and explain in detail what was observed to support why False was marked)
28. Equipment of the DBE Firm
- a. Name is painted or a permanent decal – select True or False (if False, select “no name on any” or “no name on some” or provide an explanation in Observer's Comments #29 and reference #28A and explain in detail what was observed to support why False was marked)
 - b. Name on equipment is DBE firm name (Box 10) - select True or False (if False, provide an explanation in Observer's Comments #29 and reference #28B and explain in detail what was observed to support why False was marked)
 - c. DBE appears to be using their own equipment - select True or False (if False, provide an explanation in Observer's Comments #29 and reference #28C and explain in detail what was observed to support why False was marked)
29. Observer's Comments – provide explanations as needed to any false answers marked in Section 27 Workforce of the DBE Firm or Section 28 Equipment of the DBE Firm above (note that it is important that the Observer provides as much detail as necessary to clearly document the observation for the Reviewer's analysis and if more space is needed attachments may be included and referenced to allow for more writing space)

Section D: DBE Administrative Review

- 30. Reviewer's Name (First & Last) – enter the Reviewer's first and last name
- 31. Reviewer's Signature – enter the signature of the Reviewer
- 32. Date of Review – enter the date of the review
- 33. Observation Vs Payrolls –
 - a. DBE's payroll reflects no. & type of workers (Box 25) - select True or False (if False, provide an explanation in Reviewer's Comments #35 and reference #33A and explain in detail the discrepancies that were reviewed to support why False was marked)
 - b. Payrolls from other contractors do not include the names of the DBE's employees or the DBE foreman - select True or False (if False, provide an explanation in Reviewer's Comments #35 and reference #33B and explain in detail the discrepancies that were reviewed to support why False was marked)
 - c. Payments to DBE in B2GNow = their work performed – select True or False (if False, select “Too close to DBE's begin date (Box 19)” if appropriate or provide an explanation in Reviewer's Comments #35 and reference #33C and explain in detail the discrepancies that were reviewed to support why False was marked)
- 34. Observation Vs Subcontract –
 - a. Observed work is included in DBE's certified areas (Box 18) - select True or False (if False, provide an explanation in Reviewer's Comments #35 and reference #34A and explain in detail the discrepancies that were reviewed to support why False was marked)
 - b. DBE has not subcontracted to other companies – mark True or False (If false, list companies the DBE has subcontracted to and the respective DBE statuses of those lower tier subcontractors or if additional space is needed attach supporting documentation and reference accordingly)
- 35. Reviewer's Comments – enter Reviewer's comments or mark “none” if no further comments are needed
- 36. Attachments (Mark all attached) – supporting documentation should be attached
 - a. DBE Commitment (Form 1415) – applicable to the subject DBE firm
 - b. B2GNow Compliance Audit Summary (screen print) – applicable to the subject DBE firm
 - c. DBE Certified Payroll – the certified payroll submitted into LCPtracker applicable to the date of the observation
 - d. Photos of DBE's Work (if available) – while photos are not required, photos are helpful for the Reviewer's analysis and the Reviewer is encouraged to recommend this action be taken by the Observer

Section E: CUF Determination

- 37. Title – the Project Civil Rights Manager will enter their across #38, 39, 40, and 41 accordingly

38. First & Last Name – enter first and last name of the Project Civil Rights Manager
39. Signature – enter the signature of the Project Civil Rights Manager
40. Date – enter the date of the signature of the Project Civil Rights Manager
41. Data Reviewed Indicates CUF – select yes, no, or indicate if more investigation is needed to make a final CUF determination