



# COMMERCIALLY USEFUL FUNCTION (CUF) PROJECT SITE REVIEW CUF FORM

05/2021

Page 1 of 2

Per 49 CRF 26.55. "A DBE performs a commercially useful function 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 and... 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. This form is for the purposes of reviewing DBEs for compliance with the CUF requirements for credit.		
Project No.: County: Prime Contractor: DBE Superintendent/Foreman: DBE Start Date:	RCE: SCDOT Reviewer: Reviewer Title: Review Date: DBE Anticipated Completion Date:	
DBE Name:		
Provide a brief description of the DBE's scope of work.		
<b>Supervision</b>	<b>Yes</b>	<b>No</b>
Does the DBE have a superintendent/foreman on project?	<input type="checkbox"/>	<input type="checkbox"/>
Does the superintendent/foreman work exclusively for the DBE?	<input type="checkbox"/>	<input type="checkbox"/>
If not, who does he/she work for?		
Who does the superintendent/foreman report to?		
<b>Employees</b>	<input type="checkbox"/>	<input type="checkbox"/>
Does the DBE have employees on the job?	<input type="checkbox"/>	<input type="checkbox"/>
Do they appear on DBE payrolls?	<input type="checkbox"/>	<input type="checkbox"/>
If not, why?		
Do they appear on prime contractor's payroll?	<input type="checkbox"/>	<input type="checkbox"/>
Who Assigns work to them?		
<b>Performance</b>	<input type="checkbox"/>	<input type="checkbox"/>
Has any other contractor performed any of the DBE's work?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, who and what work items?		
<b>Equipment</b>	<input type="checkbox"/>	<input type="checkbox"/>
Whose name appears on the equipment	<input type="checkbox"/>	<input type="checkbox"/>
Does DBE own or lease equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Does DBE use prime contractor's equipment?		
<b>Supplies/Materials:</b>	<input type="checkbox"/>	<input type="checkbox"/>
Did the DBE purchase all materials and supplies?	<input type="checkbox"/>	<input type="checkbox"/>
Who is listed on the invoices (rebar tags)?		
<b>CUF</b>	<input type="checkbox"/>	<input type="checkbox"/>
Does it appear DBE is performing a CUF?	<input type="checkbox"/>	<input type="checkbox"/>
If DBE is not performing a CUF, contact Office of Business Development & Special Programs at 803-737-4672		
<b>Comments</b>		

# CUF DETERMINANTS

5/2021

***If any Red Flag Conditions are identified, contact Office of Business Development***

Page 2 of 2

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Reviewer Signature

## **PERFORMING**

- DBE must be responsible for performing its own work on the project
- The work of the subcontractor must be performed by the DBE with its own workforce
- The DBE keeps a regular workforce and has its own employees
- The DBE is utilizing its own equipment
- Operation of the equipment must be subject to the full control of the DBE

### **RED FLAGS**

- A portion of the DBE's work being done by the Prime Contractor or jointly with another contractor
- Employee working for both the Prime and the DBE
- Equipment used by DBE belongs to the Prime Contractor or another contractor with no formal lease agreement
- Equipment signs and markings cover another contractor's identity
- Equipment has another contractor's name on it

### **RECORDS/DOCUMENTS**

- Subcontract Agreement or Purchase Order
- Equipment ownership, rental, or lease documents
- Certified payrolls

## **MATERIALS (For material credit)**

- DBE is responsible for the delivery of the materials
- DBE is ordering the material and invoices indicate that DBE is the customer
- Material invoices indicate that DBE owner or Superintendent is the contact person

### **RED FLAGS**

- Materials for DBE credited work are delivered by the Prime Contractor
- Materials are ordered, billed to, and/or paid by the Prime Contractor
- Invoices do not indicate that DBE is the customer
- Prime's employee is listed as the contact person on invoices
- Materials come from Prime's stockpiles

### **RECORDS/DOCUMENTS**

- Invoices
- Haul tickets or Bills of Lading
- Material on Hand documentation
- Joint check agreement
- Cancelled checks

## **SUPERVISING**

- DBE supervisor is a full-time employee of the DBE
- Employees are being supervised by DBE supervisor
- DBE is scheduling work operations

### **RED FLAGS**

- DBE'S employees are being supervised by Prime Contractor or another contractor
- DBE provides little or no supervision of work
- DBE supervisor is not a full-time employee of the DBE

### **RECORDS/DOCUMENTS**

- Certified Payrolls
- Document communication with DBE owner or Superintendent