

# DBE PERFORMANCE PROJECT ENGINEER ON-SITE WORK CONFIRMATION

North Dakota Department of Transportation, Civil Rights  
SFN 60596 (2-2017)

PCN	Project Number	County
Prime Firm		DBE Firm

**Project Engineer:** Project engineers ensure that all DBEs are performing a commercially useful function (CUF). One (1) DBE review shall be completed at least once on each project for each DBE firm performing work on the project.

Complete this on-site work confirmation in the first 5 days the DBE is actively working on the project. Review the DBE Performance Commercially Useful Function Certification (SFN 60597) for this project in CARS. Then, sign and upload this confirmation to CARS.

1. Is the DBE providing the work and/or supplies intended at the time of award?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Is the DBE performing the work indicated on the subcontract or providing the supplies on the purchase order?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Are all of the DBEs employees reported on the DBEs payroll?	<input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Does the DBEs equipment have the DBEs name or logo on it?	<input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is the DBEs equipment leased from any other contractor on the project?	<input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Is the DBE superintendent or foreman working as an employee of any other contractor or subcontractor on the project?	<input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Are any DBE employees also working for the prime contractor?	<input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Please note any questions or concern.** If you've marked "No" on questions 1-4 or a "Yes" on questions 5-7, contact the Assistant District Engineer. The NA options are only applicable to regular dealers, suppliers, brokers, and manufacturers.

Project Engineer Name (Type or Print)	Consulting Firm (Type or Print)
Project Engineer Signature	Date