



**Department of Transportation & Public Facilities**  
**Statewide Design & Engineering Services Division**

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**TRANSMITTAL**

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**TO:** Distribution

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**FROM:** Carolyn Morehouse, P.E. <sup>CM</sup>  
Chief Engineer

**SUBJECT:** Chief Engineer Directive: CUF Forms:  
25A-298 & 25A-299 and required  
Training

Use the updated DBE CUF Monitoring Report (Form 25A-298) and DBE CUF Verification Report (Form 25A-299) effective Nov. 1, 2019 on all federal projects where a qualified Disadvantaged Business Enterprise is participating. The *Alaska Construction Manual* is also updated with the same effective date to include a new Subsection 7.2.4 explaining the DBE CUF monitoring and verification process.

A CUF Monitoring Report (Form 25A-298) must be submitted annually for each DBE that participate in each federally-funded DOT&PF project. This applies to construction, professional services, material suppliers, and any other firms which are certified as a DBE involved in a federal project. A CUF Verification Report (Form 25A-299) is submitted after the DBE is substantially finished with its work, but before project final payment is made.

In addition, DOT&PF on-site construction project engineers and Professional Services Agreement project managers are required to receive annual CUF training before they go onsite or issue a PSA with a DBE. This online training is available at the Research, Development, and Technology Transfer (T2) website. Login to "My Scheduled Training" and select "CUF Federal-aid Highway Program Video Training" from the list of available online courses.

<https://dot.alaska.ecatts.com/lmsTrainingCalendar>.

Contact T2 staff if you need assistance with this training requirement.

Enclosures

Form 25A-298

Form 25A-299

ACM Chapter 7.2.4 revision

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