

PUBLIC HOUSING NOTICE NO 2007-02

Memorandum

To: Executive Director, Local Housing Authority
 From: Gay Eng, Capital Finance Manager
 Bureau of Housing Development and Construction
 Division of Public Housing and Rental Assistance

Subject: Executive Order 481 Contractor Certification Form

Date: March 26, 2006

Effective as of February 23, 2007, all contracts signed with our agency must be accompanied by a certification form indicating compliance with Executive Order 481, which prohibits contractors (LHAs) receiving funds under state contracts from using undocumented workers. The attached Certification Form should be completed by the authorized contract signatory (LHA Chairperson) at your local housing authority and returned to our office by **Friday, April 6, 2007**.

Please send the original signed form to Colleen Votour, 100 Cambridge Street, Suite 300, Boston, MA 02114. It is imperative that this form be returned immediately as this affects the encumbrance of new Contracts for Financial Assistance (CFA) and CFA amendments, including changes to your dates of service.

If you have any questions regarding this matter, you may call me at 617-573-1194.

COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE ORDER 481 - CONTRACTOR CERTIFICATION

PROHIBITING THE USE OF UNDOCUMENTED WORKERS ON STATE CONTRACTS

CONTRACTOR LEGAL NAME:

CONTRACTOR VENDOR/CUSTOMER CODE:

Issued March 2007

INSTRUCTIONS:

Executive Order 481 applies to all state agencies in the Executive Branch, including all executive offices, boards, commissions, agencies, departments, divisions, councils, bureaus, and offices, now existing and hereafter established. As it is the policy of the Executive Branch to prohibit the use of undocumented workers in connection with the performance of state contracts, all contracts entered into after February 23, 2007 require that contractors, as a condition of receiving Commonwealth funds under any Executive Branch contract, make the following certification:

CONTRACTOR CERTIFICATION:

As evidenced by the signature of the Contractor's Authorized Signatory below, the Contractor certifies under the pains and penalties of perjury that the Contractor shall not knowingly use undocumented workers in connection with the performance of all Executive Branch contracts; that pursuant to federal requirements, the Contractor shall verify the immigration status of all workers assigned to such contracts without engaging in unlawful discrimination; and that the Contractor shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker(s). The Contractor understands and agrees that breach of any of these terms during the period of each contract may be regarded as a material breach, subjecting the Contractor to sanctions, including but not limited to monetary penalties, withholding of payments, contract suspension or termination.

 Contractor Authorizing Signature

Date: _____

 Print Name

Title: _____ Telephone _____

Fax: _____ Email: _____

The Contractor is required to sign this Certification only once and may provide a copy of the signed Certification for any contract executed with an Executive Branch Department. A copy of this signed Certification must be attached to the record copy of all contracts with this Contractor that are filed with the contracting Department.