



Office of Boston Residents Jobs Policy

**43 Hawkins Street
Boston, Massachusetts 02114
(617) 918-5460
Fax (617) 918-5474
www.cityofboston.gov/brjp**

**Martin J. Walsh
Mayor**

**Keith Williams
Director**

**Christopher Brown
Interim Manager**

BOSTON RESIDENTS JOBS POLICY HISTORY AND EMPLOYMENT STANDARDS

It is the policy of the City of Boston to comply with all laws and regulations concerning the hiring of workers in the construction process regarding federally assisted, city sponsored, and privately funded developments within the City limits.

The purpose of this document is to provide compliance information to developers and contractors so that they may more easily achieve compliance regarding the Boston Construction Employment Standards.

HISTORY

Chapter 30 of the Ordinance of 1983 established the Boston Residents Jobs Policy.

The Mayor's Executive Order of July 12, 1985, entitled The Executive Order Extending the Boston Residents Jobs Policy, requires the Developer to prepare, and submit, and the authority to approve, a construction employment plan.

The Boston Employment Commission has been established by an ordinance passed by City Council on July 30, 1986 and signed by the Mayor of the City of Boston. The Commission was created for the purpose of ensuring that findings may be determined with respect to compliance of the Boston Residents Jobs Policy in a manner that is comprehensive, consistent, and fair for all parties involved.

EMPLOYMENT STANDARDS

The Boston Residents Construction Employment Standards as set forth in the Mayor's Executive Order of July, 1985 entitled The Executive Order Extending the Boston Residents Jobs Policy, attached hereto as Exhibit A and adopted by the Boston Redevelopment Authority on July 26, 1985. Specifically, the Executive Order requires that the Developer's Construction Employment Plan shall ensure that on a craft by craft basis for construction employment for the Project, the following Boston Residents Construction Employment Standards are met:

- (1) at least fifty (50) percent of the total employee worker hours in each trade shall be by bona-fide Boston Residents.
- (2) at least twenty-five (25) percent of the total employee worker hours in each trade shall be by minorities; and
- (3) at least ten (10) percent of the total employee worker hours in each trade shall be by women.

For the purpose of this Plan, employees shall include persons filling apprenticeship and on-the-job training positions.

■ **The Preconstruction Package and the Electronic Weekly Utilization Report can be downloaded from the BRJP website (<http://www.cityofboston.gov/brjp>) by clicking on Permits & Applications.**

**EXCERPT FROM THE BOSTON RESIDENTS JOBS POLICY
BOSTON EMPLOYMENT COMMISSION ORDINANCE**

BEST FAITH EFFORTS

Developers and Contractors may rely on traditional referral methods in the hiring of journeymen, apprentices, advanced trainees and helpers. Developers and contractors also shall implement affirmative action steps, which include the following to the extent that such steps do not conflict with any collective bargaining agreement:

CONTRACTOR'S BEST EFFORTS

1. The contractor shall designate and shall require each subcontractor to designate an individual to serve as a compliance officer for the purpose of pursuing the Boston Residents Construction Employment Standards.
2. Prior to the start of construction, the contractor and each subcontractor then selected shall meet with appropriate representatives of the construction trade unions, representatives from the Boston Residents Jobs Policy Office, and the awarding or contracting authority for the purpose of reviewing the Standards and the estimated employment requirements for construction activity over the construction period of the Covered Project.
3. Whenever any person involved in the construction of a Covered Project makes a request to a union hiring hall, business agent or contractor's association for qualified workers, the requestor shall ask that those qualified applicants referred for construction positions be referred in the proportions specified in the Boston Residents Construction Employment Standards and shall, further, contain a recitation of such Standards. However, if the requesting party's workforce composition at any time falls short of any one or more of the proportions specified in the Standards, the requesting party shall adjust his or her request so as to seek to more fully achieve the proportions as specified in the Standards. If the union hall, business agent or contractor's association to whom a request for qualified employees has been made, fails to fully comply with such a request, the requesting party's compliance officer shall seek written confirmation that there are insufficient employees in the categories specified in the request and that such insufficiency is documented on the unemployment list maintained by the hall, agent or association. Copies of any confirmation so obtained shall be forwarded to the Commission. Copies of any requests for qualified employees made at the time that the requesting party's workforce composition falls short of any one or more of such Standards shall be forwarded contemporaneously to the Boston Residents Jobs Policy Office.

BEST EFFORTS (continued)

4. All persons applying directly to the Contractor or any subcontractor for employment in construction of a Covered Project who are not employed by the party to whom application is made shall be referred by said party to the Boston Residents Jobs Policy Office, and a written record of such a referral shall be made by said party, a copy of which shall be sent to said Compliance and Enforcement Division.
5. Contractors shall maintain a current file of the names, addresses, and telephone numbers of each Boston Resident, Minority and Woman who has sought employment with respect to a Covered Project, or who was referred to the contractor by the Boston Residents Jobs Policy Office, but was not hired. The contractor shall maintain a record of the reason any such person was not hired. (Amendment inclusion 9/26/86) If the construction of a Covered Project is subject to any union collective bargaining agreements, it shall be required that the employee complies with any lawful union security clauses contained in such agreement. (Amendment inclusion 9/26/86 ends)
6. The contractor shall in a timely manner complete and submit to the Commission a projection of the workforce needs over the course of construction of the Covered Project. Such a submission shall reflect the needs by trade for each month of the construction process.
7. The contractor shall obtain from each worker employed in the construction of the Covered Project, a sworn statement containing the worker's name and place of residence.
8. One week following the commencement of construction of the project, and each week thereafter until such work is completed, the contractor shall complete and submit to the Boston Residents Jobs Policy Office for the week just ended a report which reflects (a) for each employee, the employee's name, place of residence, race, gender, trade and total number of worker hours he or she worked, and (b) the total worker hours of its total workforce.
9. The contractor and each subcontractor shall maintain records reasonably necessary to ascertain compliance with the steps detailed in clauses (1) through (8) hereof for a least one year after the issuance of a Certificate of Occupancy for the Covered Project. In its review of records of a construction project submitted to demonstrate compliance with these steps, the Commission shall take into consideration any affirmative action outreach programs and affirmative action job training programs of the particular trades participating in the Covered Project.

BEST EFFORTS (continued)

DEVELOPER'S BEST EFFORTS

1. Developers of the Covered Project shall incorporate in every general construction contract or construction management agreement an enumeration of the Standards and shall impose a responsibility upon any such general contractor or construction management to take all steps enumerated in clauses (1) through (9), and to incorporate such Standards in all subcontracts and impose upon all subcontractors the obligation to take such steps.
2. The developer shall meet with the contractor no less frequently than weekly throughout the period of construction of the Covered Project to review the contractor's compliance with such Standards and steps. The developer shall maintain minutes of such meetings and shall forward a copy of such minutes to the Boston Residents Jobs Policy Office within ten (10) days of such meeting.
3. The developer shall comply with the escrow deposits as requirements of the Boston Employment Commission.

SAMPLE LETTER INFORMING NEW SUBCONTRACTORS OF BOSTON RESIDENTS JOBS POLICY OBLIGATIONS

Dear:

All subcontractors performing work on the above referenced project must follow the following procedures and guidelines. This project is subject to the Boston Residents Jobs Policy, and will be monitored by the Boston Residents Jobs Policy Office and by this office to ensure that employment of 50% Boston residents, 25% minorities and 10% females is achieved and maintained.

1. Submit a letter to the union explaining that this project is subject to the Boston Residents Jobs Policy, which requires that employment of 50% Boston residents, 25% minorities and 10% females must be achieved on a weekly basis until completion of your contract with this company.
2. As your company gets ready to hire workers from the local union, keep in mind that all requests made by your job representative in your office must be done in writing. All requests must include:

The name of the representative making such request, name of persons s/he contacted at the union hall, date of contact and action taken by union representative.

3. A meeting is to take place with union business agents before your company starts any type of work on this project.
4. Records must be kept by your office for all walk-in applicants. Records should include the name, address, and telephone number of the applicant, the position for which the applicant applied, whether the applicant is a resident, minority or female, and action taken by your office. The result & action for all applicants must be documented.
5. A meeting will be called by the General Contractor and the Boston Residents Jobs Policy Office to discuss what other steps will be taken to help your office comply with these requirements.

Implementation of the above guidelines will help to make this project a success.

Sincerely,

cc: Boston Residents Jobs Policy Office



**OFFICE OF BOSTON RESIDENTS JOBS POLICY
EMPLOYMENT PLAN
QUARTERLY WORK FORCE PROJECTION TABLE**

PROJECT:			
CONTRACTOR:		ADDRESS:	
CONTACT:		PHONE NUMBER:	
QUARTER START DATE:		QUARTER END DATE:	
MONTH			
TRADE:			
TOTAL EMPLOYEES			
RESIDENT EMPLOYEES			
MINORITY EMPLOYEES			
FEMALE EMPLOYEES			
TRADE:			
TOTAL EMPLOYEES			
RESIDENT EMPLOYEES			
MINORITY EMPLOYEES			
FEMALE EMPLOYEES			
TRADE:			
TOTAL EMPLOYEES			
RESIDENT EMPLOYEES			
MINORITY EMPLOYEES			
FEMALE EMPLOYEES			
TRADE:			
TOTAL EMPLOYEES			
RESIDENT EMPLOYEES			
MINORITY EMPLOYEES			
FEMALE EMPLOYEES			
TRADE:			
TOTAL EMPLOYEES			
RESIDENT EMPLOYEES			
MINORITY EMPLOYEES			
FEMALE EMPLOYEES			

COMPANY OFFICIAL'S SIGNATURE: _____ DATE: _____



**OFFICE OF BOSTON RESIDENTS JOBS POLICY
BOSTON RESIDENT VERIFICATION FORM**

This form must be submitted to verify the address of all Boston resident employees and to report the change of address for any Boston resident employee while working on this project.

Check if reporting an address change. Date moved: _____

Project Name: _____

Contractor Name: _____

Employee Name: _____

Address: _____ Race: _____ Sex: _____

(A P.O. Box is not an acceptable address.)

Race Codes

City: _____

- A.** Asian
- B.** Black
- C.** Caucasian
- H.** Hispanic
- O.** Other

State & Zip: _____

Phone: _____

- Native American/
Alaskan Native
- Cape Verdean

Date Arrived on Job Site: _____ **Trade:** _____

Check if Applicable: Non-union Union (Local) New Hire Transfer

❖ **I hereby state under the pains and penalties of perjury that the foregoing information is true.**

Signature of Employee: _____ Date: _____

**PLEASE ATTACH A PHOTOCOPY OF ONE OF THE BELOW DOCUMENTS AS PROOF OF RESIDENCY.
(The BRJP Office will only except the documents listed below!)**

_____ Driver's License (Current address must be listed on front of the License)

_____ Massachusetts Identification Card (current)

_____ RMV Certificate of Registration (current)

_____ Utility Bill (Bill must be less than 6 months old)

(Accept only: gas, electric, cable, and phone (land line only) bills. Submit the Entire bill, which states employee's name, address and bill date.)

Signature of Contractor

or Subcontractor: _____ Date: _____

RACE AND ETHNIC STANDARDS

- C) **CAUCASIAN:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- B) **BLACK:** A person having origins in any of the black racial groups of Africa.
- H) **HISPANIC:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish/ Indian cultural origins. (This category is not to include people of European or Arabic ancestry.)
- A) **ASIAN OR PACIFIC ISLANDERS:** A person having origins in any of the original peoples of the Far East, Southeastern Asia, the Indian Subcontinent, or the Pacific Islands. This area includes China, Japan, Korea, the Philippine Islands, Samoa, India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikhism, and Shulan.
- O) **NATIVE AMERICAN OR ALASKAN NATIVE:** A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- O) **CAPE VERDEAN:** A person having origins in any of the original peoples of the Cape Verde Islands.

NOTE: Ethnic classifications are based on section one, (11) of the 1986 Ordinance establishing the Boston Residents Jobs Policy as defined by the U.S. Bureau of the Census and promulgated by the Federal Office of Management and Budget.

AREAS THAT COMPRISE THE CITY OF BOSTON

Allston
Charlestown
Dorchester
Fenway/Kenmore
Jamaica Plain
Mission Hill/Longwood
Readville
Roxbury
South End



Brighton
Chinatown
East Boston
Hyde Park
Mattapan
North End
Roslindale
South Boston
West Roxbury



OFFICE OF BOSTON RESIDENTS JOBS POLICY WORK FORCE REQUEST DOCUMENTATION

PROJECT: _____

Please email this form to the BRJP Monitor when requests for new employees are made.

FROM:			
DATE REQUESTED:		DATE REQUIRED:	
LOCAL #:			
REQUEST MADE TO:			
NAME:			
I. REQUEST (S) MADE TO UNION:			
TRADE:			
TOTAL	RESIDENT	MINORITY	FEMALE
TRADE:			
TOTAL	RESIDENT	MINORITY	FEMALE
REQUEST MADE BY:			
NAME:			
II. ACTUAL EMPLOYEE (S) SENT BY UNION:			
TRADE:			
TOTAL	RESIDENT	MINORITY	FEMALE
TRADE:			
TOTAL	RESIDENT	MINORITY	FEMALE
COMMENTS:			

When requesting workers, this form should be used for all telephone calls made to your local union representative or contractor's association. Please have your union or contractor's association follow-up in writing with your request. Email a copy of this form and the letter to the general contractor and the BRJP Monitor, within 7 working days. Workforce Request Documentation Forms without a follow-up letter will not be considered as a "Best Faith Effort".



OFFICE OF BOSTON RESIDENTS JOBS POLICY APPLICANT DISPOSITION FORM

DATE:	PROJECT NAME:	CONTRACTOR:
APPLICANT NAME:		<input type="checkbox"/> BOSTON RESIDENT <input type="checkbox"/> MINORITY <input type="checkbox"/> FEMALE (Please check all that apply to you.)
STREET ADDRESS:		
CITY(Neighborhood)/STATE/ZIP:		
TELEPHONE NUMBER:		
EMAIL ADDRESS: (Email will be used to provide construction related information.)		
POSITION APPLIED FOR:		
<input type="checkbox"/> NON-UNION <input type="checkbox"/> UNION NAME: _____ LOCAL: # _____ O.S.H.A. TRAINING? (SPECIFY): _____		
LIST ALL TRADES EXPERIENCED IN:		
RECRUITMENT SOURCE (PLEASE SPECIFY):		
RESULTS: (Please check all that apply.)		
<input type="checkbox"/> HIRED		
<input type="checkbox"/> NOT HIRED REASON: _____		
<input type="checkbox"/> REFERRED TO UNION: RESULT: _____		
<input type="checkbox"/> REFERRED TO SUBCONTRACTOR <input type="checkbox"/> HIRED <input type="checkbox"/> NOT HIRED		
REASON NOT HIRED: _____		

ALL REFERRALS REQUIRE A FOLLOW-UP PHONE CALL EITHER TO THE LOCAL UNION, THE BOSTON RESIDENTS JOBS POLICY OFFICE AND/OR SUBCONTRACTOR TO WHOM THE REFERRAL WAS MADE TO:

CONTACT PERSON: _____

FOLLOW-UP RESULTS: _____

CONTRACTOR GUIDELINES

EMPLOYMENT PLAN/ QUARTERLY WORKFORCE PROJECTION

- Due two weeks prior to the start of the quarter. The quarters are as follows - 1st quarter (July, August, & September), 2nd quarter (October, November & December), 3rd quarter (January, February, & March) and 4th quarter (April, May, & June).
- For each month during the quarter, estimate the total number of workers that will be employed on site for each trade. Give a breakdown of how many workers will be residents, minorities and females.

BOSTON RESIDENT VERIFICATION FORM

- Submit this form the first time a Boston resident employee is reported on the payroll report. Attach a copy of one of the following to verify Boston residency: MASS Driver's License, RMV Certificate of Registration, MASS ID, or a current utility bill. Keep-in-mind that you are verifying the address stated on the payroll report.
- All documentation must be legible!
- A **P.O. Box is not an acceptable address** for a Boston Resident worker.
- Verification Form must be signed by both the Boston Resident worker and the Contractor.
- Use this form to report a change of address. Put a check mark in the box, if reporting a change of address, and indicate the date moved. Attach acceptable proof for a Boston address and forward documentation to general contractor with the Weekly Utilization Report.
- The following is **not** acceptable to verify a Boston Resident: expired driver's license, a temporary driver's license, a driver's license with a change of address sticker on the back, W-4 forms, I-9 forms, W-2 Forms, Passports, Rent receipts, Leases, cell phone bills, water bills, notarized letters, bank statements, union cards, excise tax bills and change of address applications.
- In cases of conflicting documentation submitted to verify a worker's Boston address. The BRJP Office reserves the right to ask for additional documentation.

WORKFORCE REQUEST FORMS

- The Work Force Request Documentation Form must be completed each time a contractor request workers through its union.
- It is important that section 2 (Actual Employees sent by the union) is completed.
- Provide support documentation from the union, if they are unable to meet your request for resident, minority and/or female workers.
- Emailed the Work Force Request Documentation Form along with support documentation to the general contractor and the assigned BRJP Monitor.

APPLICANT DISPOSITION FORM

- Form should be completed by all individuals who apply for work at the job site. Individuals must provide their entire address and contact information. Information from this form will be entered into the data sheet for Walk-On Applicants.
- Applicants should be referred to subcontractors, the union and/or the BRJP Jobs Bank.
- The general contractor **must** follow-up with the referrals, complete the results section of the form and forward it to the Boston Residents Jobs Policy Office as required.

ELECTRONIC WEEKLY UTILIZATION REPORT

The required submission time for the weekly payroll is 7 working days from the week end date.

The Payroll Format was designed specifically for the BRJP Database. **Do not change the format of the electronic Payroll Spreadsheet!!**

Contractors will need the BRJP Project ID# (**P**), and their BRJP Contractor ID# (**C**) to complete the Payroll Spreadsheet. The BRJP Office will provide this information to the General Contractor. Subcontractor ID#'s will be given to the General Contractor. In the event a subcontractor cannot get this information from the General Contractor, they can call the BRJP Office.

The file name for each Payroll Spreadsheet **must** be in the following format (which consist of the BRJP Project ID# (**P**), the BRJP Contractor ID# (**C**) and the week ending payroll date (**D**)) **P1234C99D081709.XLS**. You will receive your BRJP Project ID# and the contractor ID# from the assigned BRJP Monitor and/or the general contractor.

EMPLOYEE DATA INSTRUCTIONS

1. The week ending date must be in the two digit format with slashes (i.e.12/01/09).
2. Only provide the last 4 digits of workers SSN#.
3. For workers who work overtime, enter standard time and overtime hours separately.
4. The columns highlighted in green have a drop- down menu, select correct information for worker.
5. **We do not accept P.O. Box addresses for workers reported as Boston Residents.**
6. In the City column, if a worker is a Boston Resident, you must input the specific Boston Neighborhood.
7. The Minority and Resident column requires a Y or N response.
8. Gender column requires F (female) or M (Male) response.
9. **In the Race Code column, "other" refers to workers who are Native American/Alaskan Native or Cape Verdean.**
10. In the Neighborhood drop-down menu select "non-Boston" for workers who are not Boston Residents.
11. For an employee who did not perform work, leave the work hours and the hourly wage columns blank or enter a zero.
12. Only 1 week of payroll information should be reported on each Electronic Payroll Spreadsheet.
13. Omit the following individuals from the payroll, supervisory personnel including all non-working foremen, administrative staff, truck drivers, surveyors, field engineers and

- employees that work within the company's shop.
14. All columns must be in TEXT format.
 15. Do not hide any columns or rows.
 16. Keep all the information left justified.
 17. A typed name is acceptable as an electronic signature.
 18. Problem Payrolls will be returned to the general contractor to be amended and must be re-submitted in a timely manner.
 19. Contractors who do not have the ability to complete/submit the Electronic Payroll Spreadsheet must contact the assigned BRJP Monitor and a decision will be made on how to proceed.

FEDERAL PREVAILING WAGE PROJECTS – Blue Section

The Fringe Benefit Section (located on the Signature sheet) must be filled out for all Federal Prevailing Wage Projects. Check 4A or 4B in regards to Fringe Benefits Status.

Each column of the Electronic Payroll Spreadsheet must be filled out completely for each employee that worked during a pay period.

Total = FICA + Fed Taxes Withheld + State Taxes Withheld + Union Dues
 Net Wages= Gross Earnings - Total

Confirm apprentice status by entering **Y** (Yes) or **N** (No). A copy of an Apprentice Certificate must be submitted to the assigned BRJP Monitor for all workers identified as an apprentice.

If an employee worked overtime on a project you must enter his standard time and overtime work hours separately. Enter the standard work hours first, showing the regular hourly wage, gross earning, FICA, etc. Enter overtime work hours on next row with the correct hourly wage, gross earning, FICA, etc.

The **owner** of a company who performs work on a project must report his/her work hours and should enter **999** in the hourly wage column of the spreadsheet.

E-MAIL INSTRUCTIONS

1. Completed Weekly Payrolls must be emailed to the assigned MIS person and to the assigned BRJP Monitor. Project Specific email instructions will be provided at the preconstruction meeting.
2. Reminder – Completed Payroll Spreadsheets must be returned in **Excel 97-2003** and the File name must be in this format **P1234C99D081709.XLS**, so that the payroll can be uploaded successfully.
3. If your company did not work during a week ending period, simply email a blank Payroll Spreadsheet stating, “No Work”.
4. **Contractor must clearly identify all “revised payrolls” and state what was revised.**

WEEKLY WORKFORCE TOTAL \$ AND FRINGE BENEFIT SECTION

NUMBER OF WORKERS	TOTAL WORK HOURS	TOTAL WORK HOURS FOR RES./MIN./FEM.	TOTAL PERCENTAGES FOR RES./MIN./FEM.
	#REF!	#REF!	#REF!
	#REF!	#REF!	#REF!
	#REF!	#REF!	#REF!
	#REF!	#REF!	#REF!
	#REF!	#REF!	#REF!

Date: _____

I, _____ (NAME OF SIGNATOR PARTY) _____ (TITLE)

(1) That I pay or supervise the payment of the persons employed by _____ on the _____ (BUILDING OR WORK) _____ (CONTRACTOR OR SUBCONTRACTOR) : that during the payroll period commencing on the _____ day of _____ 20____, and ending the _____ day of _____ 20____, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said _____ from the full _____ (CONTRACTOR OR SUBCONTRACTOR)

Weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (49 Stat. 948; 63 Stat. 108; 72 Stat. 987; 76 Stat. 357; 40 U.S.C. 2776c), and described below:

(2) That any payroll otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers and mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That: (a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in _____

the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4 (c) below.

(c) EXCEPTIONS (In this section, state other deductions, for example, Child Support, Wage Garnishments, and Bank Deductions, etc.)

EXCEPTION (CRAFT)	EXPLANATION

REMARKS

NAME AND TITLE _____ SIGNATURE _____

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE