



## Section 3 Business Concern Certification for Contracting

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**INSTRUCTIONS:** Enter the following information and select the criteria that applies to certify your Section 3 Business Concern Status.

Contract Amount: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

### BUSINESS INFORMATION

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Name of Business Owner: \_\_\_\_\_

Phone Number of Business Owner: \_\_\_\_\_

Email of Business Owner: \_\_\_\_\_

### SECTION 3 CONTACT INFORMATION

Same as above

Name: \_\_\_\_\_

Phone Number and/or Email: \_\_\_\_\_

### TYPE OF BUSINESS

1.  Corporation       Partnership       Sole Proprietorship       Joint Venture

2. Woman Owned Business:     Yes       No

3. Contractor or subcontractor Business Racial/Ethnic Data

White American       Black American       Native American       Hispanic American

Hispanic American     Hasidic Jew       Asian Specific American

**Please select from ONE (1) of the following FOUR (4) options below that applies:**

a. N/A

b. At least 51% of the business is owned and controlled by low-income (80% AMI) or very low-income (50% AMI) persons. (See pg. 3 for instructions)

c. At least 51% of the business is owned and controlled by current public housing residents or residents who currently live in Section 8 Assisted Housing.

d. Over 75% of labor hours performed for the business over the prior three-month period are performed by Section 3 workers. (See pg. 3 for definition)



## BUSINESS CONCERN AFFIRMATION

I affirm that the statements on page one (1) of this document are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 Business Concerns and report false information to New Hampshire Housing Finance Authority may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Certification expires within six (6) months of the date of signature

### FOR NEW HAMPSHIRE HOUSING FINANCE AUTHORITY USE ONLY

Is the business a Section 3 Business Concern based upon their certification?

YES       NO

**EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE  
FOR FIVE (5) YEARS.**



## ELIGIBILITY GUIDELINES

### INSTRUCTIONS:

1. Please refer to **page 4** to find which HUD Area you reside.  
Write or select your selection in the "**FY 2022 HUD Fair Market Rent Area/HMFA**" space.
2. Please refer to **page 5** to determine what the income limit categories are for your area.  
Write or select your selections in the "**FY 2022 Income Limit**" spaces for both 50% and 80%.
3. Please note if you are filling this form out on a computer, the HUD FMR and HMFA areas have a code number to help find the coinciding income limit (i.e., 10. Cheshire Co., NH FMR Area, 80%: 10. \$52,950, 50%: 10. \$33,100)
4. If your individual gross annual income based on where you reside is below the limits, please select **option b at the bottom of page 1**.

### INDIVIDUAL GROSS ANNUAL INCOME LIMITS

FY 2022 Fair Mark Rent Area/Hud Metro FMR Area	Income Limit Category	FY 2022 Income Limit
	80%	
	50%	

### Section 3 Worker Definition:

- Currently meets or when hired met at least **ONE** of the following categories as documented within the past FIVE (5) years:
  - A low-income (80% AMI) or very low-income (50% AMI) resident. Income for the previous or annualized calendar year is at or below the Area Median Income (AMI) Limit established and revised by HUD on 4/18/2022 **OR**
  - Employed by a Section 3 Business Concern **OR**
  - A YouthBuild participant

### Targeted Section 3 Worker Definition (For Housing & Community Development):

- Employed by a Section 3 Business Concern **OR**
- Currently meets or when hired met at least **ONE** of the following categories as documented within the past five (5) years:
  - Living within one (1) mile of the project **OR**
  - A YouthBuild participant



## HUD AREAS IN NEW HAMPSHIRE

AREA	TOWN/CITY
<b>Boston-Cambridge, MA-NH HMFA</b>	Seabrook, South Hampton
<b>Hillsborough County, NH (part) HMFA</b>	Antrim, Bennington, Deering, Francestown, Greenfield, Hancock, Hillsborough, Lyndeborough, New Boston, Peterborough, Sharon, Temple, Windsor
<b>Lawrence, MA-NH HMFA</b>	Atkinson, Chester, Danville, Derry, Fremont, Hampstead, Kingston, Newton, Plaistow, Raymond, Salem, Sandown, Windham
<b>Manchester, NH HMFA</b>	Bedford, Goffstown, Manchester, Weare
<b>Nashua, NH HMFA</b>	Amherst, Brookline, Greenville, Hollis, Hudson, Litchfield, Mason, Merrimack, Milford, Mont Vernon, Nashua, New Ipswich, Pelham, Wilton
<b>Portsmouth-Rochester, NH HMFA</b>  <i>(Strafford County) {</i>	Brentwood, East Kingston, Epping, Exeter, Greenland, Hampton, Hampton Falls, Kensington, New Castle, Newfields, Newington, Newmarket, North Hampton, Portsmouth, Rye, Stratham, Barrington, Dover, Durham, Farmington, Lee, Madbury, Middleton, Milton, New Durham, Rochester, Rollinsford, Somersworth, Strafford
<b>Western Rockingham Co., NH HMFA</b>	Auburn, Candia, Deerfield, Londonderry, Northwood, Nottingham
<b>Belknap County</b>	Alton, Barnstead, Belmont, Center Harbor, Gilford, Gilmanton, Laconia, Meredith, New Hampton,
<b>Carroll County</b>	Albany, Bartlett, Brookfield, Chatham, Conway, Eaton, Effingham, Freedom, Hale's Location, Hart's Location, Jackson, Madison, Moultonborough, Ossipee, Sandwich, Tamworth, Tuftonboro, Wakefield, Wolfeboro
<b>Cheshire County</b>	Alstead, Chesterfield, Dublin, Fitzwilliam, Gilsum, Harrisville, Hinsdale, Jaffrey, Keene, Marlborough, Marlow, Nelson, Richmond, Rindge, Roxbury, Stoddard, Sullivan, Surry, Swanzey, Troy, Walpole, Westmoreland, Winchester
<b>Coos County</b>	Atkinson and Gilmanton Grant, Bean's Grant, Bean's Purchase, Berlin, Cambridge, Carroll, Chandler's Purchase, Clarksville, Colebrook, Columbia, Crawford's Purchase, Cutt's Grant, Dalton, Dix's Grant, Dixville, Dummer, Errol, Erving's Location, Gorham, Greens Grant, Hadley's Purchase, Jefferson, Kilkeny Township, Lancaster, Low and Burbank's Grant, Martin's Location, Milan, Millsfield, Northumberland, Odell Township, Pinkham's Grant, Pittsburg, Randolph, Sargent's Purchase, Second College Grant, Shelburne, Stark, Stewartstown, Stratford, Success Township, Thompson and Meserves Purchase, Wentworth's Location, Whitefield
<b>Grafton County</b>	Alexandria, Ashland, Bath, Benton, Bethlehem, Bridgewater, Bristol, Campton, Canaan, Dorchester, Easton, Ellsworth, Enfield, Franconia, Grafton, Groton, Hanover, Haverhill, Hebron, Holderness, Landaff, Lebanon, Lincoln, Lisbon, Littleton, Livermore, Lyman, Lyme, Monroe, Orange, Orford, Piermont, Plymouth, Rumney, Sugar Hill, Thornton, Warren, Waterville, Wentworth, Woodstock
<b>Merrimack County</b>	Allenstown, Andover, Boscawen, Bow, Bradford, Canterbury, Chichester, Concord, Danbury, Dunbarton, Epsom, Franklin, Henniker, Hill, Hooksett, Hopkinton, Loudon, New London, Newbury, Northfield, Pembroke, Pittsfield, Salisbury, Sutton, Warner, Webster, Wilmot
<b>Sullivan County</b>	Acworth, Charlestown, Claremont, Cornish, Croydon, Goshen, Grantham, Langdon, Lempster, Newport, Plainfield, Springfield, Sunapee, Unity, Washington

### INCOME GUIDELINES

HUD HMFA/Co. Area	AMI	Individual Gross Annual Income
Boston-Cambridge-Quincy, MA-NH HMFA	80%	\$78,300
	50%	\$49,100
Lawrence, MA-NH HMFA	80%	\$62,600
	50%	\$40,300
Western Rockingham Co., NH HMFA	80%	\$62,600
	50%	\$44,250
Portsmouth-Rochester, NH HMFA	80%	\$62,600
	50%	\$40,750
Manchester, NH HMFA	80%	\$55,950
	50%	\$35,000
Nashua, NH HMFA	80%	\$62,600
	50%	\$42,850
Hillsborough Co., NH (part) HMFA	80%	\$61,350
	50%	\$38,350
Belknap Co., NH FMR Area	80%	\$53,300
	50%	\$33,300
Carroll Co., NH FMR Area	80%	\$52,950
	50%	\$33,100
Cheshire Co., NH FMR Area	80%	\$52,950
	50%	\$33,100
Coos Co., NH FMR Area	80%	\$52,950
	50%	\$33,100
Grafton Co., NH FMR Area	80%	\$52,950
	50%	\$33,100
Merrimack Co., NH FMR Area	80%	\$58,650
	50%	\$36,650
Sullivan Co., NH FMR Area	80%	\$52,950
	50%	\$33,100

HUD Rev. 4/18/2022

#### Key & Definitions:

**HUD:** Department of Housing and Urban Development  
**FMR:** Fair Market Rent  
**HMFA:** HUD Metro FMR Area  
**AMI:** Area Median Income Limit