

Dear Customers:

Many of you, in order to comply with Federal Government Contracting regulations, need to identify which of your supplier have special certifications/classifications. On the attached *Supplier Identification Form*, you will find the areas in which we have designated as applicable to Hayes Manufacturing, Inc.

There are separate pages following the Supplier Identification Form that contain related definitions. A website also is listed below each question to further describe the related concept.

In addition to circled designations, which apply to our company, we would also like to designate our company's *North American Industry Classification Code* (NAIC). Hayes NAIC = 333613. This is a classification code that represents the primary product or service of our company.

#### Hayes Manufacturing, Inc. - SUPPLIER IDENTIFICATION FORM

- |                                                                                                                                                                                           |                                      |                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------|
| 1. A small business concern as defined by SBA?<br><a href="http://www.sba.gov/certifications/index.html - smallbusiness">http://www.sba.gov/certifications/index.html - smallbusiness</a> | <input checked="" type="radio"/> Yes | No                                  |
| 2. A Woman-Owned, Small Business?<br><a href="http://www.sba.gov/GC/indexprograms-cawbo.html#qanda">http://www.sba.gov/GC/indexprograms-cawbo.html#qanda</a>                              | <input checked="" type="radio"/> Yes | No                                  |
| 3. A certified HUBZone, Small Business?<br><a href="https://eweb1.sba.gov/hubzone/internet/">https://eweb1.sba.gov/hubzone/internet/</a>                                                  | Yes*                                 | <input checked="" type="radio"/> No |
| 4. A certified small disadvantaged business?<br><a href="http://www.sba.gov/sdb/">http://www.sba.gov/sdb/</a>                                                                             | Yes*                                 | <input checked="" type="radio"/> No |
| 5. An 8(a), Small Business?<br><a href="http://www.sba.gov/8abd/indexfaqs.html">http://www.sba.gov/8abd/indexfaqs.html</a>                                                                | Yes*                                 | <input checked="" type="radio"/> No |
| 6. An American-Indian Owned Business?<br><a href="http://www.acq.osd.mil/sdbu/programs/iip/index.htm">http://www.acq.osd.mil/sdbu/programs/iip/index.htm</a>                              | Yes                                  | <input checked="" type="radio"/> No |
| 7. A Veteran Owned Small Business?<br><a href="http://www.va.gov/vetbiz/library/faq.htm">http://www.va.gov/vetbiz/library/faq.htm</a>                                                     | Yes                                  | <input checked="" type="radio"/> No |
| 8. Service Disabled Veteran Owned Small Business?<br><a href="http://www.va.gov/vetbiz/library/faq.htm">http://www.va.gov/vetbiz/library/faq.htm</a>                                      | Yes                                  | <input checked="" type="radio"/> No |

\* A yes answer to HUBZone, small disadvantage business and 8(a) requires that a copy of your certification be attached and returned with this form.

## Federal Contracting Designation Definitions

1. NAIC- North American Industry Classification Code – A classification code that represents the primary product or service of company. Determine by reviewing following web site <http://www.census.gov/epcd/www/naics.html>
2. Small Business Concern—A business concern eligible for assistance from SBA as a small business is one that is organized for profit, with a place of business located in the United States. It must operate primarily within the United States or make a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor. Together with its affiliates, it must meet the numerical size standards as defined in the Small Business Size Regulations, 13 CFR 121 and can be found at the following website <http://www.sba.gov/size/indexguide.html>. **Self-Certification**
3. Woman-Owned Small Business—A business that meets the following criteria: (a) Is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and (b) Whose management and daily business operations are controlled by one or more women. **Self-Certification**
4. HUBZone—Historically Underutilized Business Zone. To qualify as a HUBZone small business concern the firm must be: (a) Small; (b) Located in a "historically underutilized business zone" (HUBZone); (c) Owned and controlled by one or more U.S. Citizens; and, (d) One that at least 35% of its employees reside in a HUBZone. **SBA Certification Required**
5. Small Disadvantaged Business--A small business must be at least 51% owned and controlled by a socially and economically disadvantaged individual or individuals. African Americans, Hispanic Americans, Asian Pacific Americans, Subcontinent Asian Americans, and Native Americans are presumed to qualify. Other individuals can qualify if they show by a preponderance of evidence that they are disadvantaged. All individuals must have a net worth of less than \$750,000, excluding the equity of the business and primary residence. Successful applicants must also meet applicable size standards for small businesses in their industry. **SBA Certification Required**
6. 8 (a) Business—To qualify for the 8(a) Program a firm must: (a) Be a small business, (b) Be unconditionally owned and controlled by one or more socially and economically disadvantaged individuals who are of good character and citizens of the United States; (c) Demonstrate potential for success. Also, the individual's net worth, after excluding the individual's equity in the firm and the equity in the primary residence, may not exceed \$250,000. **SBA Certification Required**
7. American-Indian Owned Business—Refers to any business owner who is a member of any Indian tribe, band, group, pueblo, or community which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs (BIA) in accordance with 25 U.S.C. 1452(c) and any

"Native" as defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1601). That same person must have 51% or more ownership in the firm, as well as daily control of the firm's management decisions. **Self-Certification**

8. Veteran Owned Small Business—A small business concern where: (A) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and (B) The management and daily business operations of which are controlled by one or more veterans. According to 38 U.S.C. 101 (2), "veteran" is defined as "a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable." **Self-Certification**
  
9. Service Disabled Veteran Owned Small Business—A small business concern where: (A) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and (B) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran. A service-disable veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16). From U.S.C. 101 (16), the phrase service connected (in terms of service disabled) means: "with respect to disability or death, that such disability was incurred or aggravated, or that the death resulted from a disability incurred or aggravated, in line of duty in the active military, naval, or air service." **Self-Certification**