

## EXHIBIT A

### Catalytic Converter Etching Program Grant Program Guidelines

#### Summary

The grant program provides direct payments to qualified automotive repair shops and other businesses that perform catalytic converter painting and etching services for Lake Forest residents. Local businesses that had or continue to have a demonstrated impact from COVID-19 are eligible to apply. If approved, Lake Forest businesses will receive \$125 to provide painting and etching of up to two exposed catalytic converters per vehicle. Only vehicles on the City's approved list are eligible. Certain vehicles that have exposed catalytic converters may be eligible.



#### Purpose

Catalytic converter theft is a significant property crime impacting communities across the United States. According to the California Bureau of Automotive Repair, replacing a stolen catalytic converter can cost residents several thousand dollars. Thieves can quickly steal catalytic converters in less than a few minutes with electric saws and other power tools.

If apprehended by law enforcement, suspected thieves in possession of catalytic converters are difficult to prosecute because the stolen property must have a documented link to the vehicle it was stolen from. At this time, most catalytic converters are not manufactured with unique serial numbers or other insignias that would identify them to the source vehicle. Painting and etching a catalytic

converter can help law enforcement and criminal prosecutors link suspected stolen catalytic converters with the source vehicle. This can lead to more streamlined prosecutions which will deter theft and bring justice to property crime victims.

### **How this Program Works for Businesses**

1. Local automotive business can submit this grant application form to the City of Lake Forest to be reviewed by staff.
2. Application must include details of COVID-19 impacts. Applicants can demonstrate they've had a COVID-19 impact by....
  - a. Summarizing retail sale revenue losses related to COVID-19
  - b. Summarizing employee retention and recruitment challenges related to COVID-19
  - c. Documenting that other COVID-19-related relief funds have been received by Federal, State, and or local public agencies
  - d. Summarizing significant operational cost increases related to complying with COVID-19-related government mandates
3. If approved, local business will be able to receive \$125 per vehicle serviced. Residents will be able to schedule an appointment through the ordinary scheduling process at the business. Resident will present to the business the Program Validation Form. The Program Validation Form includes a scanned copy of the vehicle's registration card.
4. Once work is completed, local business will submit to the City on a bi-weekly basis an invoice that includes the number of vehicles serviced and the corresponding Program Validation Forms.
5. Local business invoice will be processed through the ordinary accounts payable process at the City of Lake Forest (mailed check).

### **How this Program Works for Residents**

1. Any Lake Forest resident that owns or leases a vehicle listed in this pre-qualified list **[LINK]** is eligible to participate. Residents who lease vehicles are encouraged to contact their lease administrator to confirm catalytic

converter painting and etching is allowed per the conditions of the lease.

2. If Lake Forest resident owns a vehicle that has a catalytic converter(s) that is accessible by sliding underneath the vehicle, but the vehicle make/model/year is not listed in the pre-qualified list, resident is encouraged to provide evidence (pictures and description) that the catalytic converter(s) on their vehicle are vulnerable to theft.
3. To apply, residents can **[CLICK HERE]** to be redirected to a fillable form. Residents will be required to submit a photo copy/scan of their current vehicle registration that describes their vehicle make, model, and year, along with the address for which the vehicle is registered. Only vehicles registered to a Lake Forest address are eligible under this program.
4. Once approved, Lake Forest residents will receive an authorization number to present to a participating automotive shop that provides services pursuant to this program. A list of these shops is here: **[LINK]**.
5. Resident is encouraged to make an appointment at a participating automotive shop to receive the etching and painting service free of charge.

## Local Business Application – Catalytic Converter Etching Program

Background Information	
1. Business Name	
2. Business Address	
3. Business Phone	
4. Business Website (if applicable)	
5. Business Email	
6. Contact Name (person filling out form on behalf of business)	
7. Are you authorized to submit this form on behalf of the business?	<input type="checkbox"/> Yes <input type="checkbox"/> No

COVID-19 Impact Information	
1. Was your business negatively impacted by COVID-19 and related economic effects?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Which of these impacts best describes how your business was impacted by COVID-19 (check all that apply)	<input type="checkbox"/> Increased costs related to employee recruitment and retention  <input type="checkbox"/> Loss in retail sale revenue  <input type="checkbox"/> Increased operational costs to comply with COVID-19-related mandates and public health orders  <input type="checkbox"/> Our business received economic assistance for COVID-19-related impacts from Federal, State, and/or local public agencies.

**COVID-19 Impact Information**

3. If you received COVID-19-related economic assistance, which program did you participate in?	<input type="checkbox"/> Federal Payment Protection Program <input type="checkbox"/> COVID-19 EIDL <input type="checkbox"/> SBA Debt Relief <input type="checkbox"/> FEMA Disaster Recovery <input type="checkbox"/> Grant or Other Economic Assistance from State of California <input type="checkbox"/> Grant or Other Economic Assistance from County of Orange <input type="checkbox"/> Grants or Other Economic Assistance from City of Lake Forest <input type="checkbox"/> Other, please describe:
4. Please describe the financial impact your business experienced due to COVID-19.	

**Business Capabilities**

1. Does your business currently offer catalytic converter painting and etching as a service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is your business able to transmit photocopies of vehicle registration documents submitted by residents along with invoices to the City of Lake Forest on a regular basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Business Capabilities**

3. Is your business able to provide painting and etching services for up to two catalytic converters per vehicle at a rate of \$125 per vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No