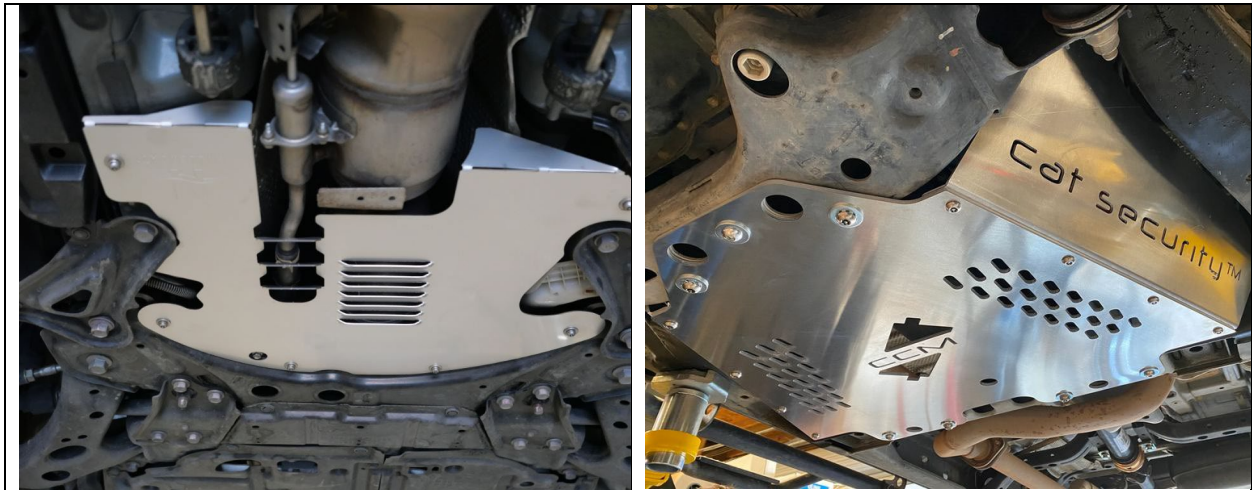


## EXHIBIT A

### Catalytic Converter Shield Program Program Guidelines

#### Summary

The grant program provides direct funds to residents seeking to purchase and install catalytic converter shields for certain vehicles subject to frequent catalytic converter theft. Under this program, residents will be able to receive a \$250 gift card that is redeemable at any participating automotive repair shop that has a certified installer relationship with either Miller Cat or Get Cat Security (Cap City Muffler). Automotive repair shops that wish to participate in this program are encouraged to apply and demonstrate they've experienced a negative economic impact related to COVID-19.



#### 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.

Despite the best efforts of law enforcement, catalytic converter theft remains stubbornly common. Catalytic converter shields are theft deterrent devices that make it more difficult for would-be thieves to steal catalytic converters and resell them to unscrupulous recycling centers. Catalytic converter thieves prefer to

quickly remove catalytic converters and leave the area. Catalytic converter shields make it significantly more difficult to catalytic converters, and in some cases, nearly impossible without certain uncommon tools. In theory, the presence of a catalytic converter shield will lead to would-be thieves deciding not to attempt to remove the catalytic converter and move on to an easier target.

### **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 eligible to process program-specific gift cards from residents with a value of \$250. The gift cards will be provided electronically to residents by Yiftee, Inc. Residents will apply to receive the gift card via an online form. Once approved, residents will receive the electronic gift card and a program authorization notice. Local business will be required to sign a program participation agreement which will require gift cards can only be redeemed for the purchase and installation of catalytic converter shields.
4. Residents will then schedule a time to visit the local business and have a shield installed. The local business will need to procure the shield on behalf of the resident and provide a final invoice to the resident once the shield is installed. The invoice must include the cost of materials (shield and associated hardware) and labor. Resident will be able to use the gift card (valued at \$250) towards the payment of the invoice. The remaining balance on the invoice after the gift card is redeemed is the responsibility of the resident.

5. Once this gift card is redeemed and the catalytic converter shield is installed, no further action is required by the local business.

### **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 are encouraged to visit the websites for Miller Cat [\[LINK\]](#) and Get Cat Security [\[LINK\]](#) to browse shields that will fit their vehicle. Only shields produced by Miller Cat and Get Cat Security are eligible under this program. Residents who lease vehicles are encouraged to contact their lease administrator to confirm catalytic converter shield installation is allowed per the conditions of their lease.
2. To apply, residents can [\[CLICK HERE\]](#) to be redirected to a fillable form. Residents will be required to submit a photocopy/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.
3. Once approved, Lake Forest residents will receive a confirmation email that will include an electronic gift card with a \$250 redemption value. Residents will need to contact an automotive shop that is approved to participate in this program and accept the gift card to coordinate shield installation. A list of participating automotive shops is provided here [\[LINK\]](#).
4. Once catalytic converter shield is installed on the vehicle, resident will be required to pay the full amount of the invoice generated by the automotive shop that performed the work. Resident will be responsible for any invoiced amount in excess of \$250.

## Local Business Application – Catalytic Converter Shield Rebate 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.

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

<b>Business Capabilities</b>	
<p>1. Does your business currently provide installation services for catalytic converter shields?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>2. Does your business have a "certified installer" or other relationship with either Get Cat Security or Miller Cat that evidences the capability of your</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

**Business Capabilities**

business to install shield equipment properly?	
3. Is your business able to accept credit cards and gift cards provided by Mastercard?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Does your business have the ability to accept Mastercard credit or gift cards that require a manual entry of card numbers?	<input type="checkbox"/> Yes <input type="checkbox"/> No