



CITY OF GRAND RAPIDS ADMINISTRATIVE POLICY

NUMBER: 13-03	DATE: 8/28/13
REVISIONS:	
ISSUED BY: City Manager	SIGNED: <i>Gregory A. Sundstrom</i>

SUBJECT: VIDEO SERVICE GRANT ADMINISTRATION

PURPOSE: To establish a uniform policy for the administration of the Video Service Providers Capital Equipment Grant Program.

POLICY:

- 1) Eligibility
 - a) The following entities shall be eligible to receive funds from this program
 - (1) The operator of the Government Access Channel, currently the City of Grand Rapids Office of Cable Television Administration
 - (2) The operators of the three educational access channels, currently The Higher Education Television Association and the K-12 Education Television Association and the Grand Rapids Cable Access Center Inc.
 - (3) The operator of the Public Access Channel, currently The Grand Rapids Cable Access Center Inc.
 - b) Eligible entities may designate a fiscal agent to receive VSP equipment grant funds on their behalf.
- 2) Accounting
 - a) The City shall establish accounts for each eligible entity in the City's financial system.
 - b) The City shall deposit money received from local Video Service Providers (currently Comcast, Charter and AT&T) in to these accounts as they are received by the City.
 - c) For each deposit, the total sum received shall be split according to the following formula;

- i) 22% = to the operator of the Public Access Cable Channel (currently the Grand Rapids Cable Access Center Inc.)
- ii) 11% = to the operator of the Community Education Cable Channel (currently the Grand Rapids Cable Access Center Inc.)
- iii) 23% = to the Operator of the Government Access Cable Channel (currently the City of Grand Rapids)
- iv) 22% = to the Operator of the Higher Education Cable Channel (currently the Higher Education Television Association – Fiscal agent the Grand Rapids Community College)
- v) 22% = to the Operator of the k-12 Education Cable Channel (currently the K-12 Education Television Association – Fiscal agent the Grand Rapids Public Schools)

3) Reimbursement request procedure

- a) All eligible entities may request reimbursement for capital equipment under this program.
- b) All reimbursement requests shall file a form approved by the City Manager.
- c) Reimbursement request forms shall be a minimum of \$4,000 per request.
- d) Entities shall file for requests no more than once per annual quarter.
- e) Reimbursement request shall be for equipment purchased no more than one year prior to request.
- f) The City reserves the right to qualify reimbursement request consistent with this policy; local, State, Federal Law; FCC regulations; the contractual provisions between the City and the local Video Service Providers.
- g) Entities may seek pre-approval for a reimbursement request by contacting the City of Grand Rapids.

4) Capital Equipment

- a) For the purposes of this program capital equipment shall be defined as equipment, property or supplies that :
 - i) Has a minimum package single purchase price of \$100
 - ii) Has a minimum life expectancy of 5 years
 - iii) Is a real and tangible product (i.e., maintenance agreements, extended warranties and insurance policies are excluded unless included with original sale of capital equipment)
- 5) Titled property such as vehicles, buildings and real estate, although eligible under this program, will need additional requirements, contact the City of Grand Rapids before purchasing this type of property.