



ADMINISTRATIVE POLICY

SUBJECT	VIDEO SERVICE GRANT ADMINISTRATION		
NUMBER	21-02	SIGNED DATE	5/21/2021
ISSUED BY	Mark Washington, City Manager		
PREPARED BY	Doug Matthews, Assistant City Manager		
REVISED	4/1/2021		
ASSOCIATED POLICIES	None		
CITY VALUES	<input checked="" type="checkbox"/> Accountability <input type="checkbox"/> Customer Service <input type="checkbox"/> Innovation	<input checked="" type="checkbox"/> Collaboration <input type="checkbox"/> Equity <input type="checkbox"/> Sustainability	

SUMMARY

This policy establishes a uniform process for the planning and administration of reimbursements under the Video Service Providers Capital Equipment Grant Program (VSPG).

PURPOSE

The City of Grand Rapids is responsible for the receipt and administration of capital equipment grants to local partners providing public, educational and government access (PEG) television services to the community. As grant administrator, the City has an interest in ensuring funds are used in a manner consistent with the intent of the program and are planned and administered appropriately.

POLICY

1. Eligibility

- a. The following entities shall be eligible to receive funds through this program
 - i. The operator of the Government Access Channel
 - ii. The operators of the city's three educational access channels
 - iii. The operator of the city's Public Access Channel
- b. One entity may serve as operator for more than one channel and shall be eligible for separate grant allocations for each.
- c. Operators may designate a fiscal agent to receive VSPG funds on their behalf.



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2. Fiscal Administration

- a. The City shall create and maintain accounts for each of the five access channels.
 - i. Funds received from local Video Service Providers (VSPs) will be deposited into these accounts as they are received.
- b. For each deposit, the total of funds received shall be divided among accounts according to the following formula:

Public Access	22%
Community Education	11%
Higher Education	22%
K-12 Education	22%
Government Access	23%

3. Annual Budgeting

- a. Eligible entities must develop and submit to the City an annual capital expenditure plan detailing planned equipment purchases through the VSPG program no later than June 1 of each year. The plan should include:
 - i. A list of proposed purchases, estimated cost, and a narrative explanation of how the purchased equipment will be used.
 - ii. A projection of any large expenses anticipated in the succeeding three-year time period.
 1. For the purposes of this policy, “large expenses” include any single or combined purchase exceeding \$50,000 intended for a specific facility or use.
 - iii. A complete inventory of equipment purchased with PEG funds over the preceding seven (7) years that includes the following information:
 1. Location of equipment
 2. Year purchased
 3. Original purchase price
 4. Condition
 5. Disposition (i.e. in-use, sold, decommissioned, disposed)

4. Reimbursement Request Procedure

- a. All eligible entities may request reimbursement for capital equipment under this program.
- b. Eligible entities shall submit requests for reimbursement to the Cable Administrator with a copy of associated invoices and a cover memo/letter outlining the functional purpose of the equipment and its intended use in supporting PEG-related operations.



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- c. Eligible entities are encouraged to submit requests for pre-approval when possible.
- d. Requests for reimbursement must be submitted no more than quarterly, according to the schedule below.

Recommendation to Commission	Submit by
April	March 15
July	June 15
October	September 15
January	December 15

- e. Any request for reimbursement shall be for equipment purchased no more than one year prior to the request.
- f. Reimbursement request forms shall be a minimum of \$4,000 per request.
- g. The City will qualify reimbursements consistent with this Policy and any contractual provisions between the City, VSPs and each requesting entity; as well as relevant local, state and federal laws and regulations governing the distribution of PEG grant funding.

5. Eligible Expenses

- a. Only capital equipment expenses are eligible for reimbursement.
- b. For the purposes of the VSPG program, “capital equipment” shall be defined as equipment or property that:
 - i. Has a minimum package single purchase price of at least \$100;
 - ii. Has a minimum life expectancy of five (5) years; and
 - iii. Is a real and tangible product.
- c. Maintenance agreements, extended warranties and insurance policies are not eligible expenses unless they are included in the original sales price of capital equipment.

6. Titled Property

Any titled property, such as vehicles, buildings and real estate, are ONLY eligible if approval is granted in advance of making such a purchase. In general, such items should:

- a. Be included in the entity’s submitted capital expenditure plan; and
- b. Be accompanied by a proposed maintenance and operations plan, including the proposed source(s) of funding for maintenance and operations.

7. Rights Reserved

The City of Grand Rapids reserves the right to modify and/or reallocate accumulated balances and/or future distributions with prior notice to all affected entities.