

SAS-Radio

**Frequently Asked Questions (FAQ)
Version 18-2**

The following FAQ(s) are as of January 5, 2024

SAS-Radio Modifications

Section #8 Digital Platforms – minor updates were made to each of the questions in the section based on system feedback for the various systems, providers and platforms used by stations.

Section #9 Next Generation Warning System (NGWS) – New section that was added with 7 questions to capture technical information related to your station’s EAS equipment, Emergency Alerting capabilities, Access and Functional Needs, and EAS participation.

**** *For the purposes of this question, the term “Access and Functional Needs” refers to individuals with and without disabilities, who may need additional assistance because of any condition (temporary or permanent) that may limit their ability to act in an emergency. Individuals with “access and functional needs” do not require any kind of diagnosis or specific evaluation. These may include but are not limited to: individuals with disabilities, individuals with limited English proficiency, individuals with limited access to transportation, individuals with limited access to financial resources, older adults, and others deemed “at risk” by the Pandemic and All-Hazards Preparedness and Advancing Innovation Act (PAHPAIA) or the Secretary of Health and Human Services
<https://aspr.hhs.gov/at-risk/Pages/default.aspx>.

Web Based Training

Q. Where do we register for SAS-Radio training?

A. CPB offers pre-recorded, live webinar and workshop sessions for all Integrated Station Information System (Integrated Station Information System, AFR, FSR, Legal Form, SABS and SAS) related End User training. You can navigate to → <http://www.cpb.org/stations/isis/training> and register for any training session. If you have a specific SAS training questions please contact the SAS Support Team via e-mail at SAS@cpb.org or phone the Help Desk at 866.635.4747.

SAS-Radio Survey: General Questions:

Q. How do I request an extension for the SAS survey?

A. Please follow these steps:

- 1) Log into the Integrated Station Information System
- 2) Scroll to the bottom of the summary page
- 3) ‘Click’ the “Go to Main” button for SAS
- 4) Expand the “Survey Status” area for SAS
- 5) ‘Click’ the link “Extension Requests”
- 6) Request an extension

Q. I am unable to access the SAS survey in the Integrated Station Information System?

A. In order to access the SAS survey you will need to have the SAS security group added to your Integrated Station Information System profile. Your station’s Grants Administrators, Head of Grantee and/or Licensee Official are the ONLY individuals that can make changes to the Integrated Station Information System security groups.

Employment Section:

Q. What time period should we refer to when entering information into Section 1?

A. In Section 1 for questions # 1.1 - # 1.4, use one payroll period in January 2024. Headcounts should reflect actual employment during one payroll period. Additionally, the same payroll period should be used in each year's report. In Section 1 for questions # 1.5 - #1.7, refer to your station's fiscal year.

Q. How do we determine if an employee at the station should be reported as a full-time employee or part-time employee? How could I classify a consultant as a full-time or part-time employee?

A. A full-time employee is any individual who works at least the number of hours per week that constitute the normal work week at your institution or station. A part-time employee is any individual who works less than the number of hours per week that constitute the normal work week at your institution or station.

Q. Should we report contractors or consultants as a full-time or part-time employee for questions # 1.1 and # 1.3?

A. Independent contractors and consultants (e.g., individuals who receive a 1099 tax form at the end of the year) should NOT be included as either full-time or part-time personnel. Unpaid personnel (e.g., unpaid students and volunteers) and occasional hourly workers also should NOT be included as either full-time or part-time personnel.

Salary Section:

Q. What time period should we refer to when entering information into Section 2?

A. For Section 2, use one payroll period in January 2024. Headcounts should reflect actual employment during one payroll period.

Q. Can I include my part-time employees in this salary section?

A. For Section 2, you should ONLY report full-time employees.

Q. What if I have full-time employees that do not match any of the job titles in Section 2?

A. You should only include full-time employees that match the associated job titles. Do not include these full-time individual in Section 2.

Governing Board Section:

Q. What time period should we refer to when entering information into Section 3?

A. The questions in Section 3 pertain to the licensee's board of directors as of January 1, 2024.

Local Content & Services Report:

Q. Does a Joint Licensee station have to complete Section 6 if they have completed the 2023 Local Content and Services Report?

A. Joint licensee Grantees that have filed a 2023 Local Content and Services Report as part of meeting the requirement for TV CSG funding may state they have done so in each of the questions within Section 6, so long as all of the questions were addressed as they relate to radio operations in such report. You must include the date the report was submitted to CPB along with the TV Grantee ID under which it was submitted.

Journalism:

Q. What time period should we refer to when entering information into Section 7?

A. For Section 7, include both employees and contractors employed/contracted by the station during January 2024.

Q. Should we include unpaid or volunteer journalist in the journalism section?

A. For Question # 7.1, do not include unpaid or volunteer journalist. Include only full-time/part-time employees or consultants/contractors being paid by the station in January 2024.

Digital Platforms:

Q. What time period should we refer to when entering information into Section 8?

A. For Section 8, use the systems that are currently being used by the station as of January 2024.

Next Generation Warning System (NGWS)

Q. What time period should we refer to when entering information into Section 9?

A. For questions # 9.1 & # 9.2, complete the question using your station's FY2023.

A. For question # 9.3, # 9.4, # 9.5, # 9.6, # 9.7 and # 9.8 use January of 2024.

Q. Question # 9.2 asks how many Common Alerting Protocol (CAP) messages were released from our station in FY2023. Our station receives and relays these messages. Is 'releasing' these messages the same as receiving and relaying these messages.

A. Yes, please only count the number of CAP messages your station distributes / relays. Do not include the required weekly, monthly, and national tests in these counts.

Q. Our station finds it difficult to measure the number of individuals with Access and Functional Needs (AFN) in our broadcast coverage area. How should we respond to question # 9.6?

A. If your station is not measuring or collecting data on AFNs then a response of "No" is sufficient. If your station finds this too difficult to measure then please provide that as a response in the optional portion of question # 9.7 as a barrier to reaching your AFN communities with emergency alerts.

Q. In question # 9.8, do we respond by Call Sign or do we consolidate our responses by Grantee?

A. Yes, please respond by call sign in question # 9.8.

Q. Do Transmitters include translator stations when reporting question # 9.8?

A. Yes, transmitters would include translator stations.

Q. In question # 9.8, do we simply respond "Yes" or "No" in the column labeled "Connected"?

A. Yes, you would only report "Yes" or "No" in the "Connected" column.