CSG Agreement and Certification of Eligibility

September 15, 2022

Forrest Lillibridge
Director, Grants Administration

Sharon Simmons
Manager, Grants Administration

Brittany Lee
Project Coordinator, Grants Administration
Today’s Objective

• Complete and submit the CSG Agreement and Certification of Eligibility (COE)

• Identify potential issues with submitting the COE

• Locate CSG resources
CSG Agreement and Certification of Eligibility

2022 Radio Community Service Grant Agreement and Certification of Eligibility
By this agreement (the Agreement), dated October 1, 2021, by and between the Corporation for Public Broadcasting (CPB) and the Licensee and Grantee named in Section I below (collectively Grantee), CPB and Grantee, in consideration of the mutual covenants herein and for other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, hereby agree as follows:

I. Licensee/Grantee Information

<table>
<thead>
<tr>
<th>ID</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grantee Name</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Licensee Name</td>
<td></td>
</tr>
<tr>
<td>Licensee Type</td>
<td></td>
</tr>
</tbody>
</table>
Grants Administrator

Grants Administrator Responsibilities for Completion of the COE
• Complete Sections IV and V of the COE
• Route the COE to the Head of Grantee and Licensee Official
• Ensure the Head of Grantee and Licensee Official are prepared to review and certify the COE
  – Confirm the Head of Grantee and Licensee Official can access CPB-ISIS
  – Assist with CPB-ISIS password reset, if necessary
  – Walk the Head of Grantee and Licensee Official through the review and certification process
• Review and update the Grantee Profile
Section I – Licensee/Grantee Information

I. Licensee/Grantee Information
   – Grantee ID
   – Grantee Name
   – City
   – State
   – Licensee Name
   – Licensee Type
Section II - Grant Offer, Acceptance and Conditions

II. Grant Offer, Acceptance and Conditions

– Grant Offer and Acceptance
– Conditions
– Grant Adjustments
– Indemnification by Grantee
– Representations and Warranties
### III. Grant Amounts and Spending Period

A. **Grant Amounts**: Below are the Grants and their amounts awarded by CPB to Grantee for all of Grantee’s television stations. Grantee must expend the Grants during the period set forth below.

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Spending Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Service Grant (CSG), Universal Service Support Grant (USSG), and Distance Service Grant (DSG)</td>
<td>10/01/2021 - 09/30/2023</td>
</tr>
<tr>
<td>Interconnection Grant (IC)</td>
<td>10/01/2021 - 09/30/2022</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant</th>
<th>CSG</th>
<th>IC</th>
<th>DSG</th>
<th>USSG</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Final Amount</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Section III – Grant Amounts and Spending Period

## Radio

### III. Grant Amounts and Spending Period

#### A. Grant Amounts

Below are the Grants and their amounts awarded by CPB to Grantee for all of Grantee’s radio stations. Grantee must expend the Grants during the period set forth below:

- **Community Service Grant (CSG), Rural Support Grant (RSG)**
  - **CAP Category:**
  - **Spending Period:** 10/01/2021 - 09/30/2023

<table>
<thead>
<tr>
<th>Grant</th>
<th>CSG</th>
<th>RSG</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Final Amount</strong></td>
<td>[Redacted]</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

- **Radio CSG Amount (Unrestricted):** [Redacted] [Percent: 73.38%]
- **Radio CSG Amount (Restricted):** [Redacted] [Percent: 26.61%]
- **Radio CSG Amount Total:** [Redacted] [Percent: 100%]

#### B. Grant Payee

Grantee will receive the Grant payment unless Grantee and CPB agree to an alternate payee in writing.

#### C. Grantee’s Financial Institution and Address:

**Financial Institution (and address):** [Redacted]
Questions?
Section IV - Communications Act Compliance

The COE Requirements follows the Communications Act Compliance

• Open Meetings
• Closed Meetings
• Open Financial Records
• Community Advisory Boards
• CPB Employment Statistical Report
• Donor Information
Open Meetings

Yes  No   Question

Open Meetings

Meetings of Grantee’s board/governing body, board/governing body committees and CAB meetings must be open to the public (47 U.S.C. § 396 (k) (4)). In addition, CPB requires Grantees to give at least seven days advance notice of meetings, including the time and place.

Does Grantee meet this requirement?

If yes, identify which of the following CPB-required methods it uses to provide notice:

□ Posting notice on its station website;
□ Broadcasting notice on-air between 6 a.m. and 11 p.m., as shown by the station’s log;
□ Placing notice in the “Legal Notices” section of a local newspaper in general circulation in the stations primary coverage area; or
□ Giving notice through a recorded announcement accessible on the station’s phone system.
**Closed Meetings**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Grantee must document why any meetings of its governing body, its committees, and CAB were closed and make available to the public a written statement of the reasons within a reasonable time after the closed meeting (47 U.S.C. §396 (k)(4)). CPB also requires that the written statement be made available for public inspection, either at Grantee’s central office or posted on its station website, within 10 days after each closed meeting.</td>
</tr>
</tbody>
</table>

– Does Grantee comply with these requirements?
Closed Meetings - Continued

- Name of Responsible Person
- Title of Responsible Person
- Location of Documentation (Address)
- Location of Documentation (City)
- Location of Documentation (State)
Open Financial Records

The open financial records provisions of the Act require that Grantees make available to the public their annual financial and audit reports and other financial information they are required to provide to CPB (47 U.S.C. § 396(k)(5)). CPB also requires that Grantees post the following documents on its station website:

- Financial Statement: Most recent audited or unaudited financial statement, if permitted; and

Yes  No  Question

Does Grantee comply with these requirements?
Community Advisory Board

– the right to review the station’s programming goals;
– the right to review the service provided by the station;
– the right to review significant policy decisions rendered by the station; and
– the obligation to advise the station’s governing body on whether the station’s programming and other significant policies are meeting the specialized educational and cultural needs of the communities served by the station, and to make recommendations that the CAB deems appropriate to meet such needs (47 U.S.C. § 396(k)(8)).

Yes   No   Question

Is Grantee required to maintain a CAB by the Communications Act?
If yes, does the CAB advise the governing body of Grantee’s station on whether its programming and policies meet the specialized educational and cultural needs of the communities served by the station, and make recommendations that it deems appropriate to meet such needs? If yes, please answer the following questions.

A. The date of the CAB’s most recent communication of advice and/or recommendations to the station’s governing body.

B. How does the Grantee’s CAB communicate its advice and recommendations to the station’s governing body (such as written reports, CAB presentations to the governing body, or through a station executive who attends CAB meetings)?
Community Advisory Board

Grantees other than those owned by a state, a political or special purpose subdivision of a station or a public agency must have a CAB (47 U.S.C. § 396(k)(8).

Yes  No   Question

Is Grantee required to maintain a CAB by the Communications Act or maintains one voluntarily?
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Has Grantee made its Employment Statistical Report available to the public as required? If yes, please provide the following information on the person(s) responsible for making this report available to the public at Grantee’s offices.</td>
</tr>
</tbody>
</table>

CPB Employment Statistical Report
Employment Statistical Report - Continued

- Name of Responsible Person
- Title of Responsible Person
- Email of Responsible Person
- Responsible Person Address
- Responsible Person City
- Responsible Person State
Has Grantee complied with each of these requirements?

The Act requires Grantee to certify compliance with equal employment opportunity regulations of the Federal Communications Commission (FCC), and to annually report to CPB the statistical employment data required by the FCC, including the reasons why any job openings were not filled in accordance with FCC regulations. Grantees meet these requirements through the annual Employment Statistical Report to CPB (provided as part of its Station Activity Survey (SAS)).
Donor Information

Yes  No  Question

Does Grantee disclose the Personal Information of contributors or donors to any Nonaffiliated Third Party? If yes, how does the Grantee provide notification to contributors or donors (such as posting on the station's website or advising the contributor or donor using written correspondence or email)?
Does Grantee disclose the Personal Information of contributors or donors to any Nonaffiliated Third Party? If yes, how does the Grantee provide notification to contributors or donors (such as posting on the station's website or advising the contributor or donor using written correspondence or email)?
V. Selected General Provisions Requirements

Annual Harassment and Bias Prevention Training Requirements

Annual harassment and bias prevention training is required for all officers, employees, and interns of each station as a condition of the CSG recipient’s eligibility.

Yes  No   Question

Does Grantee comply with these requirements?
V. Selected General Provisions Requirements

Annual Harassment and Bias Prevention Training Requirements – Continued

• What constitutes acceptable and unacceptable workplace behavior;
• How to recognize harassment and bias when they occur; and
• How to report and respond to violations.
V. Selected General Provisions Requirements

Annual CPB-sponsored Compliance Training Requirements

Grantees must complete at least one CPB-sponsored compliance training session annually.

Yes  No   Question

Does Grantee comply with these requirements?
V. Selected General Provisions Requirements

Website Posting Requirements

At a minimum, Grantee must post the following on its station website:

- Station Senior/Executive Management: Names, titles and contact information;
- Governing Body: Names
- CAB Members: Names (for stations that maintain a CAB pursuant to the Communications Act);
- Financial Statement: Most recent audited or unaudited financial statement, if permitted; and
- Annual Financial Report or Financial Summary Report

Yes  No   Question

Does Grantee comply with these requirements?
In addition, Grantee must post the following documents on the station website or make them available at the station’s central office for review by the public:

- Diversity Statement, and
- Local Content and Service Report.

Yes  No     Question
Does Grantee comply with these requirements?
V. Selected General Provisions Requirements

Discrete Accounting

• The use of unique accounting codes by CSG recipients to identify CSG funds – both revenues and expenses, restricted and unrestricted

• Not required to segregate CSG funds in separate bank accounts

• Cannot use the CSG accounting codes for non-CSG funds
Discrete Accounting - Continued

- TV Grantees

<table>
<thead>
<tr>
<th>Does Grantee comply with this Discrete Accounting Requirement? If yes, please identify the two unique accounting codes that Grantee has created to track CSG funds in its financial accounting system.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code CSG Revenues:</td>
</tr>
<tr>
<td>Code CSG Expenses:</td>
</tr>
</tbody>
</table>

- Radio Grantees

<table>
<thead>
<tr>
<th>Does Grantee comply with this Discrete Accounting Requirement? If yes, please identify the four unique accounting codes that Grantee has created to track CSG funds in its financial accounting system.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code CSO Unrestricted Revenues:</td>
</tr>
<tr>
<td>Code CSO Restricted Revenues:</td>
</tr>
<tr>
<td>Code CSO Unrestricted Expenses:</td>
</tr>
<tr>
<td>Code CSO Restricted Expenses:</td>
</tr>
</tbody>
</table>
VI. SIGNATURES

VI. Signatures

CORPORATION FOR PUBLIC BROADCASTING

Katherine E. Arno, Vice President, Community Service Grants and Station Initiatives

Signature: [Signature]

October 1, 2021

This Agreement must be executed by the licensee official and the head of grantee. The licensee official for community licensees is the licensee’s governing body chair or vice chair; for other licensees, it is the licensee’s governing body chair or vice chair, or a designated senior level representative, who is not a member of the station’s management and who has the authority to enter into binding contracts on the licensee’s behalf. The head of grantee is the highest-ranking representative of the station’s management responsible for station operations, i.e., its president and chief executive officer.

The licensee official and head of grantee recognize that providing false information to CPB to obtain any CPB grant may subject them and Grantee to penalties under the Federal False Claims Act, 31 U.S.C. §§3729-3733 and CPB’s CSG Non-Compliance Policy.

[Signature]

(Accepted as Head of Grantee) - 11/16/2021 1:14:34 PM

[Signature]

(Accepted as Licensee Official) - 11/17/2021 1:29:30 PM

Have you reviewed the Radio CSG Agreement?  Yes  No
Grantee Profile Review.

- Click Legal Forms Main under the Legal Forms dropdown window.
- Click Grantee Profile
- Click + for all Grantee Profile modules and review and update, if necessary.
Grantee Profile Review

Grantee Profile

- Organization Contact Details
- Security Groups
- Transmitter/Translator Details
- Additional Radio Grantee Data (2022)
- Audit Details
- Station Contact Details

Have you reviewed the Grantee Profile? [ ] Yes [ ] No
LEGAL FORMS MAIN

Routing the CSG Agreement.

• Click Legal Forms Main under the Legal Forms dropdown window.

• A yellow Route button will become available once all steps have been completed.

• Click Route.
Federal False Claims Act

The licensee official and head of grantee recognize that providing false information to CPB to obtain any CPB grant may subject them and Grantee to penalties under the Federal False Claims Act, 31 U.S.C. §§3729-3733 and CPB’s CSG Non-Compliance Policy.
Potential Issues/Questions

– Issues
– COE data cannot be saved
– Our station does not have closed meetings
– Route link not available on Legal Forms Main
– Head of Grantee/Licensee Official definitions
– CSG funding not yet received
– Second CSG payment.
Questions?
CSG Resources

CPB Office of Grants Administration

Kate Arno, VP, CSG and Station Initiatives
Tim Bawcombe, Director, TV CSG Policy and Review
Andrew Charnik, Director, Radio CSG Policy and Administration
Forrest Lillibridge, Director, Grants Administration
Sharon Simmons, Manager, Grants Administration
Ken Goulet, Senior Financial Review Specialist
Brittany Lee, Project Coordinator

Help Desk
Email: csg@cpb.org
Phone: (866) 635-4747

cpb.org

CSG information page: cpb.org/stations/
Online webinars: cpb.org/station-resource/csg-and-isis-training-opportunities
CSG Agreement and Certification of Eligibility

cpb.org/stations

Community Service Grants

CPB distributes community service grants (CSGs) to noncommercial public television and radio stations that provide significant public service programming to their communities. CSGs help stations expand the quality and scope of their work, whether in educational, news, public affairs or other programming—all of which represent an immeasurable value to the American people. Applicant and current recipient stations must each year meet a variety of legal, managerial, staffing and operational criteria for CSG funding.

- Television CSG General Provisions
- Radio CSG General Provisions

Integrated Station Information System

The CSG legal forms as well as reporting tools (AFR, FSR, SABS, and SAS) can be found on the integrated station information system.

Training

CPB provides pre-recorded and live training sessions on financial reporting, completing forms and CSG compliance. To view or sign up for training, visit our training site.
CSG and ISIS Training Opportunities

Next Live Online Webinars

- Completing the CSG Certification of Eligibility: Sept. 15, 2022, at 2:00 pm ET
- Intro to Financial Reporting: Sept. 28, 2022, at 2:00 pm ET
- What is NFFST?: Oct. 5, 2022, at 2:00 pm ET
- Completing the FSR: Oct. 12, 2022, at 2:00 pm ET

We strongly encourage all station/licensee staff assigned to ISIS security groups to sign up for as many webinars and face-to-face workshops as needed to understand the use of ISIS, CSG compliance and certification, as well as how to complete CSG legal, financial, survey and other reporting forms. Inquiries related to SABS and SAS should be sent to SABS@cpb.org and SAS@cpb.org, respectively. For all other inquiries, please email CSG@cpb.org.

Pre-Recorded Web-Based Training

Pre-Recorded CSG Requirements & Resources

September 2022

This session provides a basic introduction to the General Provisions and Eligibility Criteria for radio and TV Community Service Grant recipients and information on resources and training to support grantees’ compliance efforts.

Download Slide Deck PDF 1.7MB
# CSG Training

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completing the CSG Certification of Eligibility</td>
<td>Thursday, September 15, 2022</td>
</tr>
<tr>
<td>Intro to Financial Reporting</td>
<td>Wednesday, September 28, 2022</td>
</tr>
<tr>
<td>What is NFFS?</td>
<td>Wednesday, October 5, 2022</td>
</tr>
<tr>
<td>Completing the FSR</td>
<td>Wednesday, October 12, 2022</td>
</tr>
</tbody>
</table>
CSG Agreement and Certification of Eligibility

September 15, 2022

Forrest Lilibridge
Director, Grants Administration

Sharon Simmons
Manager, Grants Administration

Brittany Lee
Project Coordinator, Grants Administration