



Corporation
for Public
Broadcasting

**2017 Television Community Service Grants
General Provisions and Eligibility Criteria**

October, 2016

Questions should be submitted to csg@cpb.org
(Include station's call letters and four-digit Grantee ID)

Table of Contents

PART I. CSG PROGRAM	3
Section 1. Eligibility Criteria	3
Section 2. Communications Act Requirements	5
Section 3. Recordkeeping Requirements	6
Section 4. Operational Requirements.....	8
Section 5. Diversity Statement.....	8
Section 6. Transparency.....	9
Section 7. Spectrum Incentive Auction Transparency	10
Section 8. Donor Privacy	11
Section 9. Use of CSG Funds	11
Section 10. CSG Spending Restrictions.....	14
Section 11. Payment Schedule and Reporting Requirements	15
Section 12. Expenditure of CSG Funds	15
Section 13. Documenting CSG Expenditures	15
Section 14. Extent of CPB Commitment	15
Section 15. Termination.....	16
Section 16. Return of Funds.....	16
Section 17. Consolidation	17
Section 18. Assignment	18
Section 19. Nondiscrimination.....	18
Section 20. Equal Employment Opportunity	18
Section 21. Other Nondiscrimination Requirements	19
Section 22. Governing Law and Jurisdiction	19
Section 23. Amendment to General Provisions	19
Section 24. Headings	20
PART II. TV-IC AND SUPPLEMENTAL CSG PROGRAMS.....	21
Section 1. USSG	21
Section 2. TV Distance Program.....	21
Section 3. Healthy Network Initiative.....	22
Section 4. TV-IC.....	24
PART III. DEFINITIONS.....	25
Exhibit A.....	29
Exhibit B	30



2017 Television Community Service Grants General Provisions and Eligibility Criteria

The Television Community Service Grants General Provisions and Eligibility Criteria (General Provisions) are divided into two parts. Part I sets forth the provisions applicable to Corporation for Public Broadcasting (CPB) Television Community Service Grant (CSG) recipients. Part II sets forth the provisions applicable to recipients of CPB's Supplemental CSG Programs. Part III defines the terms used herein. CSG recipients must also comply with the requirements in the documents identified in Exhibit A, which is attached hereto and incorporated herein by reference.

PART I. CSG PROGRAM

Section 1. Eligibility Criteria

- A. Eligible Grantee:** An eligible Grantee is a Licensee that:
1. operates one or more full-power UHF or VHF television broadcast stations, at least one of which meets the eligibility criteria herein and is designated as the Licensee's Flagship Station in CPB's Integrated Station Information System;
 2. received a CSG in FY 2016; and
 3. is determined by CPB to be a qualified CSG recipient.
- B. Ineligible Stations:** The following television stations are not eligible to receive a CSG:
1. closed-circuit stations;
 2. stations that are managed and operated by and for students;
 3. stations that primarily provide training programming to Licensee employees, clients, and/or representatives; and
 4. stations licensed to political organizations.
- C. Additional Eligibility Criteria:** Grantees in the categories below are subject to the following additional eligibility criteria:
1. **Joint Licensees:** Joint Licensees must individually meet the requirements set forth herein and the applicable General Provisions governing their radio CSG. Resources (including but not limited to NFFS, FT employees, and FTEs) designated to meet the requirements of one CSG may not be used to meet the requirements for any other CSG.

2. **PDI Eligibility¹:** Secondary grantees qualifying for a PDI in a Multi-Provider Market must annually certify that its previous year's programming schedule met the PDI requirements.

CPB will periodically review a Secondary Grantee's compliance with the PDI requirements. If CPB finds Secondary Grantee has falsely certified its PDI eligibility, it may lose its PDI for up to three years.

3. **Minority Audience Service Station:** To qualify for a full CSG base grant, a station in a Multi-Provider Market must provide significant service to a minority group or groups through diverse programming that serves the needs and interests of minorities. Stations are deemed to be a minority audience service station if they meet at least one of the criteria below.
 - a. The station is licensed to a designated Historically Black College or University²; or
 - b. The station is licensed to:
 - a Native American Tribe³;
 - a consortium of Native American Tribes;
 - an entity controlled by a Native American Tribe⁴; or
 - a community within recognized Tribal Lands, if a substantial portion of its coverage area consists of Tribal Lands.

- D. **Maintaining Eligibility:** A Licensee is responsible for ensuring its Grantee is in compliance with the General Provisions at all times during the Spending Period and must promptly notify CPB if Grantee fails to maintain the same, by email to Kate Arno, Director of TV CSG Policy and Review, at karno@cpb.org (or the individuals CPB subsequently designates).

CPB reserves the right to reduce or eliminate a Grantee's CSG if CPB determines said Grantee is not in compliance with the General Provisions.

- E. **TV CSG Re-Qualification:** A previously CSG-qualified Grantee will be allowed to apply for a CSG if it is in compliance with the General Provisions, if
 1. its Licensee does not receive a CSG for any other station that the Licensee owns; and
 2. Grantees in a Multi-Provider Market must be Fully Differentiated Stations.
- F. **CPB Waiver:** CPB may, in its sole discretion and in exceptional circumstances, waive a non-statutory eligibility criterion listed in Section 1, Eligibility Criteria, for example, when a station demonstrates that it provides the sole broadcast service in its community or that its public broadcast services are primarily for underserved or unserved audiences.

¹ The PDI program is being phased out, beginning FY 2018 through FY 2020.

² As defined by the Higher Education Act of 1965, 20 U.S.C. §1601, et seq., as amended.

³ Native American Tribe means any Native American Indian or Alaska Native tribe, band, pueblo, village, or community within the continental United States that the Secretary of the Interior presently acknowledges to exist as an Indian Tribe (25 C.F.R. §83.1).

⁴ CPB considers an entity controlled by a Native American Tribe if: 1) a majority of the entity's governing body's voting members are enrolled Native American Tribe members and their lands are served by the station, or 2) the majority of the entity's governing body's voting members are appointed by a Native American Tribe.

Section 2. Communications Act Requirements

Grantees may not receive a CSG unless they comply with applicable provisions of the Communications Act. In their annual CSG Agreement and Certification of Eligibility, Grantees must certify to CPB that they are in compliance and will remain in compliance throughout the Spending Period.

Certain requirements of the Act are summarized below. This summary does not include additional provisions of the Act or other applicable laws and regulations. More detailed guidance may be found in the [Communications Act Compliance booklet](#)⁵.

- A. 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, by:
1. posting notice on its station website (as defined in Section 6 (A));
 2. broadcasting notice on-air between 6 a.m. and 11 p.m., as shown by the station’s log;
 3. placing notice in the “Legal Notices” section of a local newspaper in general circulation in the station’s primary coverage area; or
 4. giving notice through a recorded announcement accessible on the station’s phone system.
- B. Closed Meetings:** Grantee must document why any of its board/governing body, board/governing committees and CAB meetings were closed and make available to the public a written statement of the reason(s) 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 inspection, either at Grantee’s central office or posted on its station website, within 10 days after each closed meeting;
- C. Open Financial Records:** The Act requires stations to make available to the public their annual financial and audit reports and related financial information they are required to submit to CPB (47 U.S.C. §396(k)(5) and § 396(l)(3)(b)). CPB also requires that each Grantee post the following documents on its station website:
1. its most recent audited financial statement, or un-audited financial statement for stations exempt from providing audited financial statements; and
 2. its most recent AFR or FSR (whichever is applicable).
- D. Community Advisory Board:** Grantees, if required, must maintain a CAB (47 U.S.C. § 396(k)(8)). The CAB’s responsibilities include:
1. the right to review the station’s programming goals;
 2. the right to review the service provided by the station;
 3. the right to review significant policy decisions rendered by the station;

⁵ June, 2016 edition.

4. 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; and

The Grantee must undertake good faith efforts to ensure that:

1. the CAB meets at regular intervals;
2. CAB members regularly attend its meetings; and
3. the CAB reasonably represents the diverse needs and interests of the communities served by Grantee's station.

E. Employment Statistical Report: Each Grantee must:

1. file annually with CPB its Employment Statistical Report⁶; and
2. make its Employment Statistical Report available for public inspection at its central office and at each other location where there are six or more employees (47 U.S.C. § 396(k)(11)).

F. Donor Information: As required by 47 U.S.C. § 396(k)(12):

1. Stations are barred from renting contributor names, donor names, or other personally identifiable information (collectively Personal Information) to or from, or exchanging Personal Information with, any federal, state, or local candidate, political party, or political committee.
2. Stations are barred, unless required by law, from disclosing Personal Information on contributors or donors to any Nonaffiliated Third Party unless the station:
 - a. clearly and conspicuously notifies the contributor or donor that the station may disclose its Personal Information to Nonaffiliated Third Parties;
 - b. advises contributors or donors before any disclosure, that they have the option not to have their Personal Information disclosed; and
 - c. explains to the contributor or donor how to exercise that non-disclosure option.

Section 3. Recordkeeping Requirements

Grantees must comply with recordkeeping requirements set forth below.

A. Recordkeeping, Certification, and Audit Requirements: The Communications Act mandates recordkeeping and auditing and provides CPB and its representatives access to all records concerning a CSG (47 U.S.C. 396(l)(3)(B), (C), & (D)). Grantees must maintain such records as CPB may in its discretion require to facilitate an effective audit.

⁶ The Employment Statistical Report required by the Communications Act is Section 1 of the Station Activities Survey. This report is different from the FCC's Equal Employment Opportunity requirements. See Section 20, Equal Employment Opportunity.

Additional information related to recordkeeping is found in the [Application of Principles of Accounting and Financial Reporting to Public Telecommunications Entities](#), May 2005 Edition, including subsequent amendments thereto.

B. Operational Records and Documentation: Grantees must retain their CSG operational records and documentation sufficient to substantiate its CSG Agreement and Certification of Eligibility.

Grantees must retain all CSG records for no less than three years after the end of the Spending Period. However, CSG records must be retained for no less than 10 years, after commencement of any of the events below.

1. When litigation or an audit begins before the expiration of the three-year period;
2. When real property or equipment are acquired with federal funds;
3. When CSG-funded activities involve program income transactions;
4. When indirect cost proposals and cost allocation plans are involved; and
5. When the federal awarding agency requests otherwise in writing.⁷

C. CSG Agreement and Certification of Eligibility: Grantees must certify annually their compliance with the General Provisions by submitting a CSG Agreement and Certification of Eligibility to CPB. Compliance is subject to audit by CPB's Inspector General and others, and improper certification may result in loss of CSG eligibility, penalties under the Federal False Claims Act and the CSG Non-compliance Policy.

D. Discrete Accounting Requirement: During the Spending Period, Grantees must be in compliance with the Discrete Accounting Requirement, not later than the end of each Grantee's fiscal year.

E. Expenditures and Discrepancies: Grantee's CSG expenditures must comply with the General Provisions. Failure to comply may result in CPB requiring Grantee to repay to CPB a portion or all of the CSG funds it received.

In the event of an improper expenditure or any discrepancies or inaccuracies in CSG expenditures, whether reported by the Grantee, discovered during the course of an audit, or otherwise, CPB may, in its discretion, reduce Grantee's CSG. In the event of a CSG reduction, CPB may decide whether to recover the overpayment immediately or by reducing the current or future CSG awards. If CPB requires Grantee to return all or part of the overpayment, CPB will notify the Grantee in writing of the action it intends to take.

F. Penalty for Late Filing: If Grantee files any of the following beyond the required deadline, its next CSG will be subject to a penalty. The penalty is up to 1/365th of the next CSG for each day any of the following reports are late:

1. AFR;
2. Audited Financial Statements;
3. Annual SABS; and

⁷ CPB revised its records retention requirements effective FY 2015 pursuant to correspondence from Ted Krichels, Senior Vice President, System Development and Media Strategy, dated July 10, 2014; and a memo from Mary Mitchelson, CPB Inspector General, dated June 10, 2014.

4. Annual SAS.

Section 4. Operational Requirements

Grantees must comply with the operational requirements below.

- A. FCC Operating Requirements:** Grantees must comply with FCC requirements for the operation of a full-power, noncommercial educational television station throughout the Spending Period. Failure to comply with FCC requirements and the terms of the station's broadcast license may, at CPB's discretion, result in the loss or return of CSG funding.
- B. Broadcast Schedule:** The substantial majority of each station's daily total programming hours broadcast on all of its channels, including its primary and multicast channels, must be devoted to CPB-Qualified Programming. The station must broadcast on a schedule of seven days per week, 52 weeks per year, for a total of at least 3,000 hours or 58 hours per week.
- C. Staffing Requirement:** Grantee's staff must be managed by an executive or equivalent whose primary responsibility is to oversee the day-to-day operations of the station, including the responsibility and authority to:
1. determine when and what material the station broadcasts; and
 2. administer disbursements pursuant to a budget authorized by the Grantee's governing board.
- D. Minimum NFFS:** Each Grantee must have a minimum NFFS of \$800,000, determined by averaging Grantee's NFFS from its three most recent fiscal years. CPB, at its sole discretion, may waive the minimum NFFS requirement for up to three fiscal years, beginning fiscal year 2017. Grantee has the option to consolidate or collaborate with another Grantee to meet the minimum within this period.
- E. Channel Sharing Agreement:** Two Grantees in a channel sharing agreement will continue to qualify for a CSG as long as they meet all other eligibility requirements. When one Grantee has the right to use less than half of the capacity of the shared channel, CPB may adjust its CSG.

In a channel sharing agreement between a CSG-eligible station and a commercial station, the CSG-eligible station must have the right to use at least one-half of the total capacity of the shared station.

In both cases, the channel-sharing agreements may provide flexibility to allow stations to use more or less bandwidth at a given time, depending on the content being aired – a process called dynamic multiplexing – to optimize technical quality of all transmissions over the shared channel.

Section 5. Diversity Statement

The Communications Act requires CPB to support diverse non-commercial educational content for unserved and underserved audiences. CPB's goal, therefore, is to support stations in providing a wide variety of educational, informational, and cultural content that addresses the following elements of diversity: gender, age, race, ethnicity, culture, religion, national origin, and economic status. It is appropriate that Grantees engage in practices designed to reflect such diversity of the populations they serve. In support of these objectives, Grantees must comply with the following.

- A. Annual Review:** Annually review and make any necessary revisions to the station’s established diversity goal for its workforce, management, and boards, including community advisory boards and governing boards having governance responsibilities specific to or limited to broadcast stations.
- B. Diversity Statement:** Undertake the following to achieve Grantee’s diversity goal:
1. Annually review with the station’s governing board or Licensee Official:
 - a. the diversity goal and any revisions thereto; and
 - b. practices designed to fulfill the station’s commitment to diversity and to meet the applicable FCC guidelines (47 C.F.R. § 73.2080).
 2. Maintain on its website or make available at its central office, a diversity statement (approximately 500 words) that reflects on the following points, reviewing and updating the same annually with station management:
 - a. the elements of diversity that Grantee finds important to its public media work;
 - b. the extent to which Grantee’s staff and governance reflect such diversity;
 - c. the progress Grantee has made to increase its diversity in the last two to three years; and
 - d. Grantee’s diversity plans for the coming year.
- C. Annual Initiative:** Undertake one of the following initiatives on an annual basis:
1. include individuals representing the diverse groups served by Grantee for internships or work-study programs, which must be designed to provide meaningful professional-level experience and further public broadcasting’s commitment to education;
 2. include qualified diverse candidates in any slate of individuals considered for positions on elected governing boards that Grantee controls;
 3. provide diversity training for members of Licensee’s governing body or board of directors;
 4. participate in minority or other diversity job fairs; or
 5. provide diversity training for management and appropriate staff.
- D. Recruiting:** Grantees are strongly encouraged to interview at least one qualified diversity candidate for each senior leadership position hire. The term “senior leadership position” includes: Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Chief Content Officer, General Manager, and other equivalent positions.

Section 6. Transparency

A. Public Inspection of Documents and Website Posting.

To ensure transparency and public confidence in the use of CPB funds, the Act requires Grantees to make certain documents available for public inspection. As set forth below, CPB also requires public access to other documents, and specifies how all documents must be made available for

inspection, either by maintaining them at Grantee’s office or by posting them on its station website.

Website posting is not mandatory for all documents, but Grantees are encouraged to post all required information, including meeting notices, for convenience of public access. For purposes of these General Provisions, “station website” includes the website of Grantee’s station, if it has one, and if not then its Licensee’s website or an affiliated station’s website. If Grantee has none of the foregoing, it may, with CPB’s approval, use a website shared by other public broadcasting stations.

B. Documents for Public Inspection: Website Posting Required.

At a minimum, each Grantee must post the following for public inspection on its station website.

1. Station Management: A list of station senior/executive management (names, titles and contact information);
2. Board of Directors: A list of the members of its Board of Directors. (Stations not governed by a Board of Directors must list the members of its governing body);
3. CAB Members: A list of its CAB members (for stations that maintain a CAB pursuant to the Communications Act); and
4. Financial records as required by Section 2 (C), ²“Communications Act Requirements”²² (audited or unaudited financial statements and the AFR or FSR).

C. Documents for Public Inspection: At Central Office or on Station Website. At a minimum, each Grantee must maintain the following documents for public inspection at its central office, or post the same on its station website:

1. Diversity Statement (Section 5 (B)); and
2. Local Content and Service Report.

Section 7. Spectrum Incentive Auction Transparency

Public media Licensees have an ethical obligation to their communities to conduct their activities in a transparent and accountable manner, consistent with legal and confidentiality obligations. Because public media Licensees hold their broadcast spectrum in trust for the public, Grantees whose participation in the Spectrum Auction would significantly reduce or terminate service to their communities should be as transparent as possible and solicit public comment as appropriate.

Section 8. Donor Privacy

Grantees must comply with all applicable federal and state laws and regulations regarding donor privacy and data security.

Section 9. Use of CSG Funds

- A. Overview:** Pursuant to the Communications Act, CSG funds distributed “. . . may be used at the discretion of the recipient for purposes related primarily to the production or acquisition of programming” (47 U.S.C. § 396(k)(3)(A)(iii)).

CSG funds must be used to support Grantee’s ability to expand the quality and scope of services it provides to the communities it serves. CSG expenditures must fall into one of the following seven categories, which include salaries and benefits for personnel engaged in those activities.

1. Programming, Production, and Services

Programming, Production, and Services includes Programming and Production, Educational Programs, and Educational Outreach Activities as set forth below.

- a. Programming and Production:** The acquisition of programming, program operations, program development, program planning, production operations, editing, and the following:
- i. fees or dues to acquire broadcast rights for programs or series, or rights to use or adapt published materials;
 - ii. program or web content planning and research (script writing, printing, and consulting) in support of programming or production;
 - iii. directors, producers, cast, stagehands, engineers, technicians, and other personnel involved in programming or production;
 - iv. rental of facilities to support programming or production;
 - v. rental of production equipment;
 - vi. space, supplies, and other station resources used in programming or production;
 - vii. repair and maintenance of programming and production equipment; and
 - viii. depreciation and amortization of station equipment and leasehold improvements used for programming or production purposes.
- b. Educational Programs:** The creation, production, or purchase of programs with educational intent or instructional design as defined below. Grantees must clearly identify the percentage of CSG funds used for the same.
- i. “Educational intent” is defined as content designed to address specific educational interests of a target audience.

- ii. “Instructional design” is defined as content having an educational intent and substantially involving educators in program development. This content includes ancillary materials to support or supplement the same. It also includes the costs of obtaining rights at the time of production for institutional off-air recording, audio visual, re-versioning, and other similar costs.
 - c. **Educational Outreach Activities:** Community outreach activities related to local or national programs and the following:
 - i. local or national services that enable viewers and listeners to follow up on programs through computer, video, and audio conferencing;
 - ii. town meetings;
 - iii. local call-in shows;
 - iv. public service announcements;
 - v. telephone hot lines; and
 - vi. the dissemination of related information and materials related to the items set forth above.
- 2. **Broadcasting, Transmission, and Distribution:** Broadcasting, transmission, distribution, and the following:
 - a. scheduling programs for airing;
 - b. repair and maintenance of broadcasting equipment;
 - c. depreciation of antennae, transmission, and other broadcasting equipment;
 - d. distribution and interconnection fees;
 - e. engineering; and
 - f. web hosting and streaming fees.
- 3. **Program Information and Promotion:** Informing the viewing or listening public of available program services and the following:
 - a. producing or acquiring “spots” designed for the promotion of specific programs;
 - b. advertising in newspapers or other media;
 - c. preparing, reproducing, and distributing program guides;
 - d. travel and related expenses of promotion;
 - e. dues or fees related to this function; and
 - f. supporting services.
- 4. **Fundraising and Membership Development:** Activities to persuade others to contribute money, securities, time, materials, or facilities to the station, such as:
 - a. solicitation of underwriting funds and grants;
 - b. membership development;

- c. acquiring and distributing fundraising material;
 - d. designing, printing, and distributing leaflets or posters for fundraising;
 - e. meetings for improving fundraising techniques;
 - f. services of fundraising consultants and talent;
 - g. developing and maintaining contributor records;
 - h. committee meetings dealing with fundraising policies and issues, including the preparation of minutes and reports of such meetings;
 - i. program and production costs of broadcast appeals for funds;
 - j. mailing costs related to fundraising; and
 - k. direct costs of special fundraising activities and auctions.
5. **Underwriting and Grant Solicitation:** Soliciting program underwriting funds and general support grants from foundations, corporations, and governments.
6. **Management and General:** Supervising and controlling overall day-to-day operations, accounting, and office service activities, as well as:
- a. human resource administration, including recruiting, retention, and benefit programs;
 - b. accounting, auditing, and budgeting;
 - c. information technology systems and support services, where not specifically devoted to other functions;
 - d. legal services of a general (non-program) nature;
 - e. all occupancy costs not specifically identifiable with other functions;
 - f. office functions that provide general support throughout the organization (*e.g.*, corporate receptionists and telephone attendants, central mail services, and maintenance of corporate archives);
 - g. maintenance of operations manuals, directors' committee lists, and expenses related to governing board, CAB, or administrative committee meetings;
 - h. depreciation of buildings, furnishings, and equipment used in management and general functions; and
 - i. dues for public broadcasting station membership organizations.

This category also includes indirect costs:

- a. not directly identified with another function, that are indispensable to the conduct of those functions and to an organization's existence; and
- b. associated with the overall direction of the entity's general board activities, business management, general recordkeeping, budgeting, and related purposes.

7. **Purchase, Rehabilitation, or Improvement of Capital Assets:** Purchase, rehabilitation, or improvement of capital assets, as well as:
 - a. expenditures to purchase, rehabilitate, or improve tangible capital assets, such as studio and station equipment, vehicles, buildings, and other structures; and
 - b. other capital assets funded with the CSG.

Section 10. CSG Spending Restrictions

Grantee's use of CSG funds is restricted as follows:

- A. **Entertainment:** Grantee shall not use any CSG funds for any reception or entertainment for any officer or employee of the federal government, or any state or local government (47 U.S.C. § 396 (k)(2)(A)).
- B. **Influencing Legislation:** Grantee shall not use any CSG funds to pay the salary or expenses of Grantee's staff, or its agents, related to any activity designed to support, defeat, or influence legislation or appropriations before Congress, or any state legislature (26 U.S.C. § 501(c)(3)).

Grantee shall not use any CSG funds for activities designed to support, defeat, or influence legislation or appropriations pending before the Congress or any state legislature. This also refers to activities including, but not limited to:

1. publicity or propaganda; and
2. the creation, distribution, or use of any kit, pamphlet, booklet, social media communications, publication, and radio, television, or video presentation.

However, if these activities support a presentation Grantee makes to or at the request of the Congress, any state legislature, or in support of recognized executive-legislative relationships, they may be exempt (26 U.S.C. § 501(c)(3)).

- C. **CPB-Qualified Programming:** Grantee shall not use any CSG funds to cover the cost of producing, acquiring, or distributing programs, unless they are for CPB-Qualified Programming.
- D. **Restricting CSG Funds:** The Grantee may not impound or otherwise withhold or inappropriately restrict the station's use of CSG funds. CSG funds may not be used to supplant funds or reduce budgets for other support already being provided to the station(s) by the Grantee.
- E. **Overhead Expenses:** Grantee shall not use CSG funds to offset a Licensee's overhead or for any other expenses not directly related to the operation of the station, unless such overhead and expenses are enumerated in Section 4, Operational Requirements.
- F. **Sale of Assets:** Grantee shall use CSG funds and the proceeds from the sale of assets acquired with CSG funds solely for the benefit of the public broadcast television station.
- G. **Staffing Costs:** FT employees whose salaries are paid using CSG funds must exercise full-time responsibilities over the public broadcast television station's operations. Grantee shall not require said personnel to perform duties unrelated to the public broadcast television station's operation. For FT employees whose salaries are partially paid using CSG funds, Grantee shall ensure that the portion of their salary paid with CSG funds shall not exceed the percentage of said employees' time spent on the public broadcast television station's operations.

- H. Standard Pricing:** Grantee shall not use CSG funds for personnel services, programming (production and acquisition) expenses, or the cost of technical facilities in excess of the standard amounts Grantee usually pays for the same under similar circumstances.

Section 11. Payment Schedule and Reporting Requirements

- A. Payment Schedule:** CSGs will be disbursed to Grantee in two installments. However, each CSG payment is contingent upon Grantee submitting all of the required forms, reports, and/or other documents required by CPB.
- B. CSG Offer Expiration:** Grantee must execute its CSG Agreement and Certification of Eligibility by June 30, 2017, or risk forfeiting its CSG as determined by CPB. If Grantee prefers to receive the CSG payment at a different date, Grantee must notify CPB in writing at csg@cpb.org.
- C. Reporting Requirements:** To avoid penalties and delayed disbursement of CSG payments, Grantees must submit all required documents and reports to CPB on time. The financial forms (AFR and audited financial statement) are due within five months after the close of Grantee's fiscal year. As a condition of receiving the CSG, each Grantee must also complete and submit the annual LCSR, SABS, and SAS by February 15. If Grantee submits its financial forms, SABS, or SAS beyond their filing deadlines, as determined by CPB, Grantee will be subject to a financial penalty set forth in Section 3 (F), Recordkeeping Requirements.

Section 12. Expenditure of CSG Funds

- A. Spending Period:** CSG funds must be expended during the Spending Period.
- B. Unauthorized Expenditures:** Grantee must expend CSG funds in accordance with the purposes and restrictions set forth in the General Provisions. Expenditures or uses of CSG funds that are inconsistent with the purposes and restrictions set forth in the General Provisions shall be considered unauthorized expenditures.

Section 13. Documenting CSG Expenditures

All CSG expenditures must be supported by appropriate documentation (invoices, contracts, bills of sale, check stubs, etc.). Grantee must keep documentation pertaining to CSG expenditures in its files for three years following the Spending Period as set forth in Section 4, Recordkeeping Requirements, and must make it available for CPB's review upon request. CPB requires this documentation when auditing Grantee's CSG expenditures.

CPB reserves the right to disallow any expenditures Grantee cannot support with appropriate documentation. Once the Spending Period expires, Grantee may not reallocate disallowed expenditures. All disallowed expenditures must be returned to CPB pursuant to Section 16, Return of Funds.

Section 14. Extent of CPB Commitment

CPB makes no commitment or representation, expressed or implied, to provide Grantee funds in excess of the CSG that Grantee qualifies for and CPB determines is appropriate.

Section 15. Termination

CPB reserves the right to terminate a Grantee's CSG if it fails to comply with the General Provisions, or provides inaccurate information to CPB in any certification required by the General Provisions or any CSG-related document. Upon termination, CPB may, in its sole discretion, require the Grantee to return CSG funds pursuant to Section 16, Return of Funds.

Section 16. Return of Funds

- A. **Unused Funds:** All FY 2017 CSG funds that are not expended by September 30, 2018, must be returned to CPB on or before November 3, 2018.
- B. **Unauthorized Expenditures:** All unauthorized CSG expenditures shall be repaid by Grantee to CPB immediately upon CPB's request.
- C. **Loss of CSG Eligibility:** When a CSG recipient is no longer eligible to receive a CSG, CPB, in its sole discretion, may require any CSG recipient to return CSG funds, as set forth below.
 1. In any of the situations described in paragraphs (2), (4), or (5) below, CPB may require a recipient of a CSG to return the greater of:
 - a. all unexpended CSG funds from grant periods that have not yet expired; or
 - b. the amount equal to the *pro rata* monthly share of the total CSG for all grant periods that have not yet expired, multiplied by the number of full months remaining in the grant period(s).
 2. In addition to the amount that CPB may require a CSG recipient to return under paragraph (1) above:
 - a. If any recipient of a CSG effectuates a transfer of control, assignment, or lease of its broadcast license to a non-CSG-qualified organization, whether or not effectuated in accordance with Section 18, Assignment, CPB may require the recipient to return an amount not to exceed the greater of: (a) twenty percent of the sale price in the event of a sale, (b) twenty percent of the amount to be paid under the lease over the course of its term in the event of a lease, or (c) twenty percent of all CSG funds that have been provided, as calculated on a *pro rata* monthly basis, during the 24-month period preceding the effective date of the Grantee's agreement for transfer of control, assignment, or lease; or
 - b. If any recipient of a CSG ceases to operate a qualified public television service due to the relinquishment or loss of its broadcast license, CPB may require the recipient to return an amount not to exceed fifteen percent of all CSG funds that have been provided, as calculated on a *pro rata* monthly basis, during the 24-month period preceding the date on which the relinquishment or revocation becomes final (*i.e.*, no longer subject to administrative or judicial review), provided, however, that if the relinquishment of a broadcast license is related to a merger or consolidation with another CSG-qualified organization, then CPB's ability to require the return of funds shall be governed by paragraph (C) below rather than this paragraph; or
 - c. If CPB determines that any recipient of a CSG, for any reason other than those set forth in paragraphs (1) and (2) above, is no longer qualified to receive CSG funds

(including but not limited to as a result of a failure to comply with any requirement of these General Provisions or the imposition by the FCC of limits upon its operations), CPB may require the recipient to return an amount not to exceed fifteen percent of all CSG funds that have been provided, as calculated on a *pro rata* monthly basis, during the 24-month period preceding the date on which CPB determines that the recipient was no longer qualified.

3. If a Grantee:
 - a. effectuates a transfer of control, assignment, or lease of its broadcast license to a non-CSG-qualified organization that, as a result of the transfer of control, assignment, or lease desires to become a CSG-qualified organization and is otherwise qualified, or
 - b. relinquishes its broadcast license pursuant to a merger or consolidation with another CSG-qualified organization, or
 - c. complies with the requirements of Section 18 Assignment, CPB may, in its sole discretion, permit the recipient to assign any of the funds that CPB might otherwise require the recipient to return pursuant to paragraph (1) above to the organization with which the recipient's operations were or are to be merged or consolidated, provided that the recipient demonstrates to CPB's satisfaction that such funds will be used in accordance with these General Provisions.
4. If any recipient of a CSG effectuates a transfer of control, assignment, or lease of its broadcast license to another CSG-qualified organization and complies with the requirements of this Section, CPB may, in its sole discretion, permit the recipient to assign any of the funds that CPB might otherwise require the recipient to return pursuant to paragraph (1) above to the CSG-qualified transferee or lessee, provided that the recipient demonstrates to CPB's satisfaction that such funds will be used in accordance with these General Provisions.
5. A Grantee that relinquishes its license in the Spectrum Auction and ceases broadcast operations entirely will be required to return all CSG funds to CPB from any open grant period, except if two Grantees merge or Licensee holds multiple stations and at least one of its stations is eligible to receive a CSG.

D. Procedures for Return of Funds: In all cases in which funds must be returned, checks shall be made payable to the Corporation for Public Broadcasting. If Grantee fails to return funds due to CPB, CPB reserves the right to offset said amount due against Grantee's future CSG payment(s).

Section 17. Consolidation

The management and operational control of all noncommercial television stations licensed to the same entity are consolidated when calculating CSG amounts. The following types of television stations may not be consolidated:

1. closed-circuit stations;
2. stations managed and operated by and for students;
3. stations that primarily provide training programming to Grantee employees, clients, and/or representatives; and

4. stations licensed to political organizations.

Section 18. Assignment

Grantee may not assign any of its rights or obligations hereunder in whole or in part (even if a third-party becomes responsible for providing programming for all or part of a station's broadcast schedule or some other aspect of Licensee's broadcast operations) without CPB's prior written consent. Any entity to which the rights and obligations under a CSG are assigned must comply with the General Provisions and certify the same.

Section 19. Nondiscrimination

Grantees must comply with the nondiscrimination provisions set forth below.

- A. **Discrimination:** Grantee shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or physical or mental handicap. Grantee will take affirmative action to ensure that applicants are considered for employment without regard to their race, color, religion, age, sex, national origin, or physical or mental handicap.
- B. **Laws and Regulations:** Grantee shall comply with all laws and regulations prohibiting discrimination on the basis of race, color, religion, age, sex, national origin, or physical or mental handicap that may be applicable to the Grantee, including but not limited to the following:
 1. Title III of the Public Telecommunications Financing Act of 1978 (47 U.S.C. § 398);
 2. Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2002e);
 3. Equal Pay Act of 1963 (29 U.S.C. § 206);
 4. Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621-634);
 5. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2002d);
 6. Title IX of the Education Amendment of 1972 (20 U.S.C. § 1681);
 7. Title V of the Rehabilitation Act of 1973 (29 U.S.C. § 790-794); and
 8. FCC's regulations concerning equal employment opportunity (47 C.F.R. § 73.2080).
- C. **Subcontracts:** Grantee must include the provisions of this Section in all subcontracts and delegations it enters into in connection with the CSG.

Section 20. Equal Employment Opportunity

Grantee must certify in its CSG Agreement and Certification of Eligibility to CPB that it complies with the FCC Rules concerning equal employment opportunity (47 C.F.R. § 73.2080) and the requirements in the Communications Act concerning equal employment opportunity (47 C.F.R. § 396 (k)(11) (A)).⁸

⁸ FCC requirements are different from CPB's Employment Statistical Report requirements, which are detailed in Section 2 E, Communications Act Requirements.

Section 21. Other Nondiscrimination Requirements

- A. Discrimination Claims:** Grantee acknowledges that CPB is a private, nonprofit corporation and does not have the legal authority to investigate and adjudicate complaints alleging discriminatory practices by Grantee. CPB will, therefore, refer all such complaints it receives to a government agency with jurisdiction to conduct any proceedings that may be appropriate. Further, CPB will cooperate fully with every such agency with jurisdiction to inquire into alleged discriminatory practices by a Grantee.
- B. Applicable Laws and Regulations:** Grantee acknowledges that the laws and regulations prohibiting discrimination against persons on the basis of race, color, religion, national origin, age, sex, or physical or mental handicap may be federal, state, or local and may vary from jurisdiction to jurisdiction.

Grantee represents and warrants that it knows and understands the laws and regulations regarding discrimination and acknowledges that CPB is under no obligation to advise the Grantee of the same unless required by law or regulation.

- C. Suspension or Cancellation of CSG:** Whenever a court or government agency with jurisdiction shall make a determination that Grantee is in violation of federal, state, or local laws and regulations prohibiting discrimination on the basis of race, color, religion, age, national origin, sex, or physical or mental handicap, and notice of such determination is provided to CPB, CPB shall promptly notify Grantee that, unless Grantee demonstrates to CPB's satisfaction, within 30 days, that the violation has been corrected or that Grantee is in compliance with all provisions of such determination, CPB may suspend or cancel all CSG or other CPB funding.

Whenever such determination is appealed or otherwise challenged in an appropriate forum, whether or not the effect of such determination is stayed pending appeal, CPB shall notify Grantee that, unless Grantee can show cause to the contrary within 30 days, CPB shall suspend or cancel CPB assistance. If CPB decides to suspend or cancel such funding, all sums that would have been payable to the Grantee shall be held by CPB pending completion of the appellate process, and CPB shall not suspend or cancel its non-financial and/or indirect assistance during the appeal.

Section 22. Governing Law and Jurisdiction

Except as otherwise required by law, Grantee agrees that the General Provisions and all instruments between Grantee and CPB related thereto shall be construed in accordance with the laws of the District of Columbia. Notwithstanding the jurisdiction of any other court, Grantee expressly submits and consents in advance to the jurisdiction of the Superior Court of the District of Columbia and the U.S. District Court for the District of Columbia for all claims or disputes pertaining directly or indirectly to any CSG or Interconnection Grant, or any program set forth in the General Provisions, or any matter related thereto. Grantee further agrees that in any action or proceeding commenced in any court in the District of Columbia, Grantee shall be deemed to have been duly served with process of such court when process is delivered to Grantee personally or by certified or registered mail (return receipt requested) within or outside of the District of Columbia.

Section 23. Amendment to General Provisions

CPB reserves the right, in its sole discretion, to amend the General Provisions and will notify Grantee of the same. Grantee will be deemed to comply with the amendments unless it notifies CPB otherwise in writing within 30 days of receipt of CPB's notification.

Upon receiving Grantee's notification, Grantee will be disqualified from the CSG program and Grantee shall immediately repay CPB any amounts due CPB under Section 16, Return of Funds.

Section 24. Headings

The headings contained herein are for convenience only and shall not be interpreted to limit or otherwise affect the provisions herein.

PART II. TV-IC AND SUPPLEMENTAL CSG PROGRAMS

Part II sets forth the provisions that govern the TV-IC and the following Supplemental CSG Programs, including the:

1. Universal Service Support Grant Program (USSG);
2. Television Distance Service Grant Program (TV Distance Program); and
3. Healthy Network Initiative

These programs are subject to the provisions set forth in Part I of these General Provisions. In the event of a conflict between Part I and Part II, Part II shall govern. The terms defined in Part III of the General Provisions are incorporated herein by reference, unless otherwise defined below.

Section 1. USSG

The USSG provides supplemental CSG funding to Grantees that are eligible to receive a CSG, deemed qualified by CPB to receive USSG funds, and that serve small and rural populations, as explained below. USSG funds will be disbursed to Grantees in one payment and will be included in Grantees' first CSG payment.

1. Grantees serving a rural population, as determined by the U.S. Census, will receive additional CSG funding in proportion to the size of its population and compared to populations served by other qualifying Grantees; and
2. Grantees serving a population of less than one million that is not classified as rural by the U.S. Census, will receive additional CSG funding in proportion to the size of its population as compared to populations served by other qualifying Grantees. Grantees may not include in their population any population served by other Grantees.

Section 2. TV Distance Program

The TV Distance Program provides supplemental CSG funding to Grantees that operate multiple digital repeater transmitters or translators that serve distant communities.

TV Distance Program funding is calculated based on a percentage of the annual standard CSG base grant (which is the same for all Grantees). The percentage for each station increases when its total number of transmitters increases, as set forth below. The total amount available for the standard CSG base grant equals 0.11 percent of CPB's FY 2017 federal appropriation.

TV DISTANCE PROGRAM	
# of Digital Transmitters	% of CSG Base Grant
3	5%
4	7.5%
5	10%
6	20%
7	30%
8	40%
9	50%

10	60%
11	70%
12 or more	80%

A. Eligibility: Only Grantees meeting the following criteria are eligible to receive TV Distance Program funding:

1. eligible to receive a CSG;
2. operate three or more digital transmitters or transmitter-equivalents (10 translators are considered the equivalent of one transmitter); and
3. deemed qualified by CPB to receive TV Distance Program funding.

B. Distribution and Use of Funds: TV Distance Program funds will be disbursed to Grantees in one payment and included in Grantees' first CSG payment.

Grantees must use TV Distance Program funds to support local services, including Educational Outreach Activities, Educational Programs, and local content and production.

Section 3. Healthy Network Initiative

With the evolving media landscape, Grantees are making strategic decisions to streamline their operations, reduce infrastructure, and increase services in order to keep their operations strong. Stations must make significant investments in local programming delivered across multiple platforms in order to maintain and deepen connections to their communities. Simultaneously, Grantees no longer have access to Public Telecommunications Facilities Program and Rural Utilities Service funding, but must frequently replace their equipment and software.

To assist with these challenges, CPB will make up to \$5 million in funds available on a first-come, first-serve basis for FY 2017. If demand exceeds this funding, Grantees will be considered for funding in FY 2018. The funds will be available to Grantees that have entered into a signed agreement after January 1, 2016, to:

1. discontinue a substantial majority of its master control operations and secure those services from a qualified JMC provider; and/or
2. consolidate with another Grantee under one management.

Grantee must immediately notify CPB at csg@cpb.org if it no longer meets the eligibility criteria for the applicable program. If Grantee no longer secures its master control services from a JMC at any time within five years from its ratification, Grantee must immediately return to CPB all funds received. If Grantee ceases to be part of an agreement under one management within 10 years of its ratification, all funds received for that Grantee must be immediately returned to CPB.

A. JMC

Grantees participating in the first year of a JMC will receive \$150,000, paid in two annual installments of \$75,000, beginning in 2017.

Grantee must:

1. not have previously received any CPB funding for JMC services;
2. provide CPB with an executed copy of the agreement governing the JMC; and
3. commit to working with a JMC for no less than five years during which time the JMC must:
 - a. distribute Grantee's content streams for broadcast, including acquisition (ingest), preparation and quality control, storage and monitoring Grantee's content streams;
 - b. have the ability to integrate with Grantee's traffic system and reduce its onsite or localized broadcast storage needs;
 - c. provide on-boarding, training, and on-going service support specific to Grantee's service; and
 - d. provide Grantee with access to the full complement of PBS interconnection services.
4. Submit an application electronically to csg@cpb.org using [CPB's application form](#).

B. One Executive Management

CPB will award grants to support two or more Grantees that consolidate their operations under one executive management through a purchase, merger, or an operating agreement. This means an entity that has consolidated these or equivalent titles: president and chief executive officer, chief operating officer, and other leadership positions including, but not be limited to, executive and managerial staff, such as chief financial officer, director of programming, and director of engineering. Mergers and operating agreements must extend for a term of at least 10 years. Contingent on CPB funding levels, eligible stations will receive a total of \$1.5 million, distributed in three equal installments of \$500,000 annually for three fiscal years, beginning in FY 2017.

After the consolidation or merger, Grantees must collectively meet the minimum NFFS in the Television CSG General Provisions and provide CPB with the following documents:

1. a copy of the executed purchase, merger or operating agreement, whichever is applicable;
2. organizational charts with the staff and their titles before and after any purchase, merger or consolidation;
3. detailed projected financial information for five years demonstrating the new entity's future sustainability;
4. a copy of all Federal Communications Commission approvals; and
5. submit an application electronically to csg@cpb.org using [CPB's application form](#).

Section 4. TV-IC

The Communications Act authorizes CPB to assist in the establishment and development of one or more interconnection systems to be used for the distribution of public telecommunications services. CPB will support the public television interconnection expenses in FY 2017 through TV-IC grants to TV stations qualified to receive a CSG. TV-IC awards are calculated as a share of \$4 million. Grantee's share is proportional to its share of the total CSG amount awarded to Grantees.

- A. **Eligibility:** Grantees of stations receiving a CSG are eligible to receive a TV-IC.
- B. **TV-IC Awards:** CPB automatically calculates station's TV-IC awards, and stations are not required to apply for the same.
- C. **Use of Funds:** Stations receiving a TV-IC must expend the same during the period October 1, 2016, through September 30, 2017. Stations may only use TV-IC funds to pay for interconnection and/or program distribution costs. Grantees must return immediately to CPB any TV-IC funds not expended in accordance with these provisions.



PART III. DEFINITIONS

The following terms are defined as set forth below.

- A. **Annual Financial Report (AFR):** The financial information that Grantees must annually report to CPB detailed in the FY 2016 [Financial Reporting Guidelines](#) which are incorporated herein by reference.
- B. **Base Grant:** The portion of the CSG which is equal to 0.11 percent of the total CPB appropriation.
- C. **Communications Act Compliance:** A booklet entitled [Communications Act Compliance](#), June 2016 that explains certain Communications Act requirements applicable to CSG recipients, incorporated herein by reference.
- D. **Children's Programming:** Programming targeted to children seventeen years of age and younger.
- E. **Communications Act:** The Communications Act of 1934, as amended (47 U.S.C. § 396, *et seq.*).
- F. **Community Advisory Board (CAB):** An advisory body most television stations are required to maintain pursuant to the Communications Act.
- G. **Community Service Grant (CSG):** An FY 2017 Community Service Grant, unless otherwise identified, awarded to a television station by CPB.
- H. **Coverage Area Population (CAP):** The population within a station's coverage area based on contours specified by CPB (consistent with the rules and policies of the Federal Communications Commission) and the most recent population data published by the U.S. Census Bureau.
- I. **CPB:** The Corporation for Public Broadcasting.
- J. **CPB-Qualified Programming:** General audience programming broadcast that serves a station's demonstrated community needs of an educational, informational, or cultural nature.

Programs that are not considered CPB-Qualified Programming include but are not limited to:

- 1. programming that furthers the principles of particular political or religious philosophies; and
- 2. programming designed primarily for in-school or professional in-service audiences.

- K. CSG Agreement and Certification of Eligibility:** The agreement each CSG applicant must submit to CPB electronically through CPB's Integrated Station Information System, certifying compliance with the terms and conditions of its CSG, including applicable requirements in the Communications Act and General Provisions.
- L. Discrete Accounting Requirement:** The use of unique accounting codes by CSG recipients to identify CSG funds – both revenues and expenses, restricted and unrestricted – so that both CPB and an auditor can discretely track those funds within the recipient's accounting system.
- CSG recipients are not required to segregate CSG funds in separate bank accounts; co-mingling funds is allowable as long as the accounting system easily identifies transactions associated with a major activity (*e.g.*, department, grant, contract, or other project).
- M. Eligible Grantee:** A Grantee that is eligible to receive a CSG by meeting the requirements set forth herein.
- N. Employment Statistical Report:** The Grantee report identifying:
1. the race and sex, the number of employees in each of eight full-time and part-time job categories (officials and managers, professionals, technicians, office and clerical personnel, skilled craft persons, semi-skilled operatives, unskilled operatives, and service workers); and
 2. the number of job openings occurring during the course of the year.
- O. FCC:** The Federal Communications Commission.
- P. Financial Reporting Guidelines:** CPB's instructions on accounting for and reporting on a Grantee's use of CSG funds are set forth in the FY 2016 [Financial Reporting Guidelines](#), which are incorporated herein by reference.
- Q. Flagship Station:** When a Licensee has multiple stations, it is the station that the Grantee designates in CPB's Integrated Station Information System to receive the CSG.
- R. Full-Time Employee (FT employee):** Permanent personnel of Grantee, employed by Licensee (or a parent company, subsidiary, affiliate, or third-party operator under contract with Licensee):
1. that possess skills and expertise in the management, programming, production, promotion, development, or engineering areas of television station operations;
 2. that are paid no less than the minimum federal hourly wage plus all benefits that Licensee (or a parent company, subsidiary, affiliate, or third-party operator under contract with Licensee) routinely provides to its FT employees; and
 3. whose terms of employment require working the number of hours that constitute a normal work week at said institution.
- S. Full-Time-Equivalent Employees (FTE):** Two or more employees who, collectively, satisfy the criteria for a FT employee. However, an FTE need not receive all benefits that Licensee (or a parent company, subsidiary, affiliate, or third-party operator under contract with Licensee) provides to its FT employees.

- T. Fully Differentiated Stations:** Stations in Multi-Provider Markets that have at any time lost their CSG eligibility and are applying to the CSG program must broadcast content that is neither duplicated nor broadcast on any other station in its Multi-Provider Market. Content that is duplicated pursuant to a formal written contract between two or more stations in said market is excluded.
- U. Grantee:** The FCC station Licensee legally authorized to receive a CSG.
- V. Joint Licensees:** Licensees eligible to receive television and radio CSGs.
- W. Joint Master Control (JMC):** A service that provides master control operations for multiple television stations.
- X. Incentive Grant:** The portion of the CSG that is based on the Grantee's NFFS.
- Y. Licensee:** The entity that operates a full-power noncommercial educational television station pursuant to a valid renewable license for that station issued by the United States government.
- Z. Licensee Official:** The chair of the Licensee's governing board, or a designated senior level representative of the Licensee, who is not a member of the station's management and who has the authority to enter into binding contracts and agreements on behalf of the Licensee.
- AA. Local Content and Service Report (LCSR):** The report that Grantees must provide annually to CPB describing the content created, acquired, and distributed to support of its community's needs and interests. The report should include analysis on the reach and impact of online, on-air, and community engagement content and services. Grantees determine what qualifies as local content and service.
- BB. Multi-Provider Markets:** Markets CPB designates as Multi-Provider Markets, which are identified in Exhibit B attached hereto and incorporated herein by reference. Grantees in Multi-Provider Markets share a single Base Grant, unless they qualify as a Minority Audience Service Station.
- CC. Nonaffiliated Third Party:** Any person, company, partnership, or other party that is not controlled by or acting on behalf of, or at the request of, the station for the purpose of fundraising, underwriting, or development for the station.
- DD. Non-Federal Financial Support (NFFS):** The total cash and the fair market value of property and services Grantee received from sources other than the United States or any agency or instrumentality of the United States or any public broadcasting entity, as further defined in 47 U.S.C. § 397(9). Additional details and definitions of what revenues qualify as NFFS are contained in the FY 2016 [Financial Reporting Guidelines](#), and in the [Application of Principles of Accounting and Financial Reporting to Public Telecommunications Entities](#), May 2005 Edition, including subsequent amendments thereto.
- EE. Personal Information:** Contributor names, donor names, or other personally identifiable information.
- FF. Primary Grantee:** The Grantee that received the largest NFFS in a Multi-Provider Market during Grantee's 2015 fiscal year.

GG. Program Differentiation Incentive (PDI)⁹: An incentive CPB provides to Secondary Grantees in Multi-Provider Markets. In order to be eligible for a PDI, stations must not broadcast duplicate programming on their primary channels on the same day, with the exception of:

1. children's programming;
2. news programming; and
3. one-time programming of local or national importance (*e.g.*, emergency information or presidential speeches).

Stations must annually certify the same to CPB.

HH. Secondary Grantee: A Grantee with NFFS that is lower than the NFFS of the Primary Grantee within a Multi-Provider Market.

II. Sole Service: Stations that operate the only primary broadcast service (radio or television, commercial or non-commercial) within a 50-mile radius from the station's transmitter are sole service stations. A Licensee operating multiple services (television/television or television/radio) serving the same community may qualify as a single sole service station.

Translators do not qualify as sole-service stations because of their secondary status. The presence of a secondary service licensed to another entity shall not preclude an applicant from qualifying for a CSG as a sole-service provider.

JJ. Spectrum Incentive Auction: The FCC auction that commenced in 2016 to reallocate a portion of broadcast spectrum used by television stations and make it available for use by wireless carriers.

KK. Spending Period: The period of time within which CSG funds may be expended, which begins October 1, 2016, and ends September 30, 2018.

LL. Station Activities Benchmarking Study (SABS): The survey collects standard financial and operational information from Grantees. The data is provided to public broadcasting stations and national organizations to support decision-making, understand performance issues, identify improvement opportunities, and achieve defined objectives.

MM. Station Activity Survey (SAS): The survey that CPB uses to collect information on station operations- to enable CPB to advocate the interests of public broadcasting, assist stations and other public broadcasting organizations with planning and evaluation, and to anticipate industry trends.

NN. Supplemental CSG Programs: The following programs: Universal Service Support Grant Program (USSG), the Healthy Station Initiative, and Television Distance Service Grant Program (TV Distance Program).

OO. Television Interconnection Grant (TV-IC): A grant CPB provides to Grantees to cover a portion of their interconnection costs.

⁹ The PDI is being phased out beginning FY 2018 through FY 2020.

Exhibit A
Documents Governing Grantees

Below is a list of documents that also govern Grantee's CSG.

1. Fiscal Year 2017 Television Community Service Grant Agreement and Certification of Eligibility
2. Fiscal Year 2016 Financial Reporting Guidelines for AFR and FSR
3. Application of Principles of Accounting and Financial Reporting
4. Request for Television Community Service Grant Qualified Licensee Approval
6. CPB Consent to Assign
7. Adding or Removing Transmitters & Translators Form
8. CSG Non-compliance Policy, January 1, 2016

Exhibit B
Stations in Multi-Provider Markets and
Stations Receiving PDI Funding

The stations set forth below are designated by CPB as stations in Multi-Provider Markets. Secondary Grantees receiving PDI funding are identified with an asterisk. The remaining stations are Primary Grantees.

	<u>Chicago</u>	<u>Denver</u>	<u>Lincoln</u>
	WTTW	KBDI*	KUON
	WYCC*	KRMA	NETV
	WYIN*		
<u>Los Angeles</u>	<u>Madison</u>	<u>Miami</u>	<u>New Orleans</u>
KCET	WHA	WLRN*	WLAE*
KLCS*	WPTV	WPBT	WYES
KOCE*			
KVCR*			
<u>New York City</u>	<u>Orlando</u>	<u>Philadelphia</u>	<u>Salt Lake City</u>
WNET	WEFS*	WHYY	KBYU
WNYE*	WUCF	WYBE*	KUED*
			KUEN*
<u>San Francisco</u>	<u>San Juan</u>	<u>Seattle/Tacoma</u>	<u>Tampa</u>
KQED	WIPR	KBTC*	WEDU
KRCB*	WMTJ*	KCTS	WUSF*
<u>Washington, DC</u>			
WETA			
WHUT*			