



CSG Agreement and Certification of Eligibility

September 13, 2023

Forrest Lillibridge

Director, Grants Administration

Sharon Simmons

Manager, Grants Administration

Sarah Downs

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

[Legal Forms](#) \ Television Community Service Grant Agreement

Current Grantee View: 

2023 Television Community Service Grant Agreement and Certification of Eligibility

 **PRINT:** [TV CSG Agreement](#)

[For inquiries, please send an email to csg@cpb.org.](mailto:csg@cpb.org)

By this agreement (the Agreement), dated October 1, 2022, 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

ID

Grantee Name

City

State

Licensee Name

Licensee Type



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

Section III – Grant Amounts and Spending Period

TV

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.

Community Service Grant (CSG), Universal Service Support Grant (USSG), and Distance Service Grant (DSG)
Spending Period: 10/01/2022 - 09/30/2024
Interconnection Grant (IC) Spending Period: 10/01/2022 - 09/30/2023

Grant	CSG	IC	DSG	USSG
Final Amount	[REDACTED]			

- 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]

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)
Spending Period: 10/01/2022 - 09/30/2024

CAP Category: [REDACTED]

Grant	CSG	RSG
Final Amount	[REDACTED]	[REDACTED]

Radio CSG Amount (Unrestricted): [REDACTED] Percent: [REDACTED]

Radio CSG Amount (Restricted): [REDACTED] Percent: [REDACTED]

Radio CSG Amount Total: [REDACTED] Percent: [REDACTED]

- 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

Yes No Question

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.



– 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
- Annual Financial Report or the Financial Summary Report.

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?

Community Advisory Board

Yes

No

Question



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. (example: 00/00/0000)

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)?

 (500 characters)

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?

CPB Employment Statistical Report

Yes No Question

- 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.

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

Employment Statistical Report - Continued

Yes No Question

- 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)?

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)?
-

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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 CPB-sponsored Compliance Training Requirement

Grantee must complete at least one live webinar or in-person 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?

V. Selected General Provisions Requirements

Website Postings Required - Continued

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

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.

Code CSG Revenues:

Code CSG Expenses:

- Radio Grantees

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.

Code CSG Unrestricted Revenues:

Code CSG Restricted Revenues:

Code CSG Unrestricted Expenses:

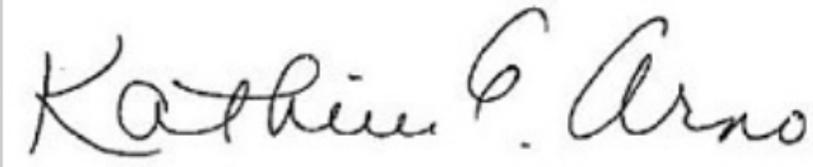
Code CSG Restricted Expenses:

VI. SIGNATURES

VI. Signatures

CORPORATION FOR PUBLIC BROADCASTING

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



October 1, 2022

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.

[Redacted] - (Accepted as Head of Grantee) -
1/12/2023 10:41:04 AM

[Redacted] - (Accepted as Licensee Official) - 1/12/2023 11:32:47 AM

Have you reviewed the TV CSG Agreement? Yes No

LEGAL FORMS MAIN

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.

Current Grantee View: [Redacted]

Click ([FAQ](#)) to learn more about certifying legal forms

Change Grantee:

Legal Forms

PRINT: [This Page](#)

Show all data for:

[For inquiries, please send an email to csg@cpb.org.](mailto:csg@cpb.org)

Status: **Submitted**

Forms due: **June 30, 2023**

Legal Forms due on June 30, 2023			
Based on your grantee profile , you will be required to complete the following forms:			
Form Name	Current Status	Completed By	Next Step
TV CSG Agreement and Certification of Eligibility	Submitted	[Redacted]	
Grantee Profile	Completed		

The "yellow" Route for Approval button will display once all the forms, including the Grantee Profile, have been completed by the Grants Administrator.

Ready to Route these forms to the Licensee Official and Head of Grantee?

If so, click the yellow route for approval button. After both the Head of Grantee and Licensee Official certify the forms, the forms will automatically be submitted to CPB.

LEGAL FORMS MAIN

Grantee Profile Review

Current Grantee View: [REDACTED]

 **PRINT:** [This Page](#)

Grantee Profile

[Collapse All](#) | [Expand All](#)

+ ORGANIZATION CONTACT DETAILS

+ SECURITY GROUPS

+ TRANSMITTER / TRANSLATOR DETAILS

+ AUDIT DETAILS

+ STATION CONTACT DETAILS

Have you reviewed the Grantee Profile? Yes No

Save

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.

Current Grantee View: [REDACTED]

Click ([FAQ](#)) to learn more about certifying legal forms

Change Grantee:

Legal Forms

PRINT: [This Page](#)

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Federal False Claims Act

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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

Imad Khalid, Senior Financial Review Specialist

Sarah Downs, Project Coordinator

Help Desk

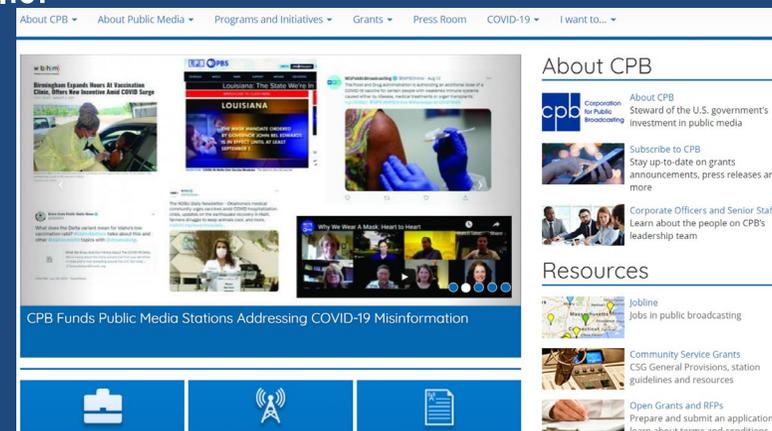
Email: csg@cpb.org

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](#)

Compliance

- [Harassment and Bias Prevention Training Program](#)
- [CSG Non-Compliance Policy](#)
- [Communications Act Compliance](#)
- Compliance Hotline: (202) 879-9655

 [Compliance Checklist 2021 350KB PDF](#)

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 Agreement and Certification of Eligibility

cpb.org/stations

Reporting Requirements

- Financial Reporting Guidelines for CSG (AFR and FSR)
- Discrete Accounting Requirements
- Principles of Accounting and Financial Reporting
- In-Kind Donations
- Station Activity Survey (SAS)
- Station Activities Benchmarking Survey (SABS)
- Local Content and Service Report
-  NFFS Decision Charts *PDF 110KB*
-  Source Criterion - Quick Reference Charts *PDF 143KB*

CSG Agreement and Certification of Eligibility

cpb.org/stations

Additional Documents and Resources

- CPB's responses to IG Audits
-  [Television Community Service Grant \(CSG\) General Provisions and Eligibility Criteria, FY 2023, 398KB](#)
-  [Radio Community Service Grant \(CSG\) General Provisions and Eligibility Criteria, FY 2023, 533KB](#)
-  [Television Community Service Grant \(CSG\) Calculations, FY 2023, 159KB](#)
-  [Estimating Your FY 2024 TV CSG](#)
-  [Radio Community Service Grant \(CSG\) Calculations, FY 2023, 155KB](#)
-  [Estimating Your FY 2024 Radio CSG](#)
- IAS Standard Method:
 -  [IAS Standard Method Instructions PDF 160KB](#)
 -  [IAS Standard Method Excel Spreadsheet PDF 14KB](#)

CSG Training

Description	Date
Intro to Financial Reporting	Wednesday, September 27, 2023
What is NFFS?	Wednesday, October 4, 2023
Completing the FSR	Wednesday, October 11, 2023

Questions?



CSG Agreement and Certification of Eligibility

September 13, 2023

Forrest Lillibridge

Director, Grants Administration

Sharon Simmons

Manger, Grants Administration

Sarah Downs

Project Coordinator, Grants Administration