

CPB ISIS 101

**LEARNING HOW TO USE THE
INTEGRATED STATION
INFORMATION SYSTEM**



*Presented by Kortnei Morris (Program
Coordinator)*

AGENDA



What is CPB ISIS?



Completing the CSG Agreement



Who can access CPB ISIS?



Common Problems



Updating Grantee Profile



Resources



Reporting



FAQs



What is CPB ISIS?



What is CPB ISIS ?

**Update
Contact
Info**

**Request
Extensions**

**Submit
Reports and
Surveys**

**Update
Station
Info**

**Sign your
CSG
Agreement**

**Change
Payment
Info**

**Review
Grant Info**



Who Can Access
CPB ISIS?



Who Can Access CPB ISIS

Head of Grantee

Highest-ranking representative of the station's management responsible for station's operations.

Licensee Official

Licensee's governing body chair or vice chair; or a designated senior level representative who is not a member of the station's management.

Grants Administrator

Individual(s) responsible for administrative tasks within the database.

Survey Administrators

Individual(s) responsible for completing and submitting the SAS and/or SABS surveys.

AFR Reviewer

Individual(s) with read-only access to financial reports.

Independent Accountant

Stations with a total revenue of \$300,00 or more per reporting year are required to have an independent accountant.



Updating Grantee Profile



Updating Grantee Profile

**Organization
Contact Details**

**Security
Groups**

**Transmitter/
Translator
Details**

**Additional
Grantee Details**

Audit Details

**Station Contact
Details**



Updating Grantee Profile

Organization Contact Details

- 4-digit grantee ID number
- Licensee information
- Physical mailing address
- Joint licensee information

Additional Grantee Data (RADIO ONLY)

- Population density
- Coverage area population
- Audience service station designation
- CSG level

Security Groups

- Head of Grantee
- Licensee Official
- AFR Reviewer
- Grants Administrator(s)
- Survey Administrator(s)

Audit Details

This section is completed by CPB.

Transmitter/Translator Details

Provides a list of current transmitters and translators

Station Contact Details

- General Manager
- CFO
- Head of Programming
- Head of Development
- Head of Engineering



Updating Grantee Profile

Grantee Profile

Grantee Profile

PRINT: [This Page](#)

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

ORGANIZATION CONTACT DETAILS

SECURITY GROUPS

TRANSMITTER / TRANSLATOR DETAILS

ADDITIONAL RADIO GRANTEE DATA

(2020)

AUDIT DETAILS

STATION CONTACT DETAILS

Have you reviewed the Grantee Profile? Yes No

Save

Organization Contact Details

Edit For inquiries, please see [this page](#)

Entity ID		Licensee	
Fiscal Year Begin Date		Licensee Type	
		Associated Grantees	
Mailing Address	Primary Street Address	Licensee Address	
Payment Address	Alternate Payee Address	Business Numbers	
Alternate Interconnection Information	Employer Identification Number (aka Federal Taxpayer ID)	Type of Entity	

Security Groups

Get help with [Security Groups](#)

Grants Administrator:	Title: Executive Director
Gender: M	
Grants Administrator:	Title: President
Gender: F	
Head of Grantee:	Title: Executive Director
Independent Accountant:	Title: Auditor
SAS-Radio	Title: Executive Director



Updating Grantee Profile

[Grantee Profile](#)

Grantee Profile PRINT: [This Page](#)

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

ORGANIZATION
+ CONTACT DETAILS

SECURITY
+ GROUPS

TRANSMITTER /
+ **TRANSLATOR DETAILS**

ADDITIONAL RADIO
+ **GRANTEE DATA**

(2020)

AUDIT
+ **DETAILS**

STATION
+ **CONTACT DETAILS**

Have you reviewed the Grantee Profile? Yes No

Save

Transmitter / Translator Details

Transmitter / Translator	Channel / Frequency	Community of License (Per FCC Records)	Analog / Digital

Additional Grantee

Population Density:

Rural Audience Service Station Status:

Coverage Area Population:

CSG Level:

Minority Audience Service Station:

Licensed to and/or Serving Native American Tribes:

Historically Black College/University:

Primary Programming Format is News:



Updating Grantee Profile

[Grantee Profile](#)

Grantee Profile PRINT: [This Page](#)

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

ORGANIZATION
+ CONTACT DETAILS

SECURITY
+ GROUPS

TRANSMITTER /
+ TRANSLATOR DETAILS

ADDITIONAL RADIO
+ GRANTEE DATA
(2020)

AUDIT
+ DETAILS

STATION
+ CONTACT DETAILS

Have you reviewed the Grantee Profile? Yes No

[Save](#)

Audit Details

No Audit history available for this grantee

Station Contact Details

	First Name	Last Name
General Manager / Executive Director:		
Chief Financial Officer:		
Head of Development:		
Head of Programming:		
Head of Production:		
Head of Engineering:		
Head of Community Outreach:		



Updating Grantee Profile

Once again, you can use the “+” to expand the profiles. Remember...

- If you need to add a user, simply click “add user” and complete all fields in the profile.
- One person can fulfill several roles within the security groups.
- We advise for you to have at least 2 grants administrators. That ensures that you have someone in the system to make administrative changes and push reports/agreements through should a grants administrator leave.

Add User

+ [Redacted] Grantee-Grants Administrator

+ [Redacted] SAS-Radio, Head of Grantee

+ [Redacted], Grantee-AFR Reviewer

+ [Redacted] Grantee-Grants Administrator

+ [Redacted], Grantee-Grants Administrator

+ [Redacted] Independent Accountant

+ [Redacted] Licensee Official



Updating Grantee Profile

		Radio, Head of Grantee
First Name:		<input type="text"/>
Last Name:		<input type="text"/>
Job Title:	<input type="text" value="Interim Station Manager"/>	
Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female	
Security Group: (Please press the 'Ctrl' key when assigning or deleting multiple security groups)	<ul style="list-style-type: none">Licensee OfficialGrantee-AFR ReviewerIndependent AccountantGrantee-Grants AdministratorHead of Grantee SAS-Radio	
Add to Co-Licensed Grantees:(optional)		
Active:	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Mailing Address: (please enter your firm name here if you are an independent accountant)		<input type="text"/>
City:		<input type="text"/>
State:		<input type="text"/>
Zip Code:		<input type="text"/>
Phone:		<input type="text"/>
Email Address:		<input type="text"/>
User Name:		<input type="text"/> <input type="button" value="Edit"/>
Password:	<input type="button" value="Reset"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		



Reporting



Financial Reporting

Financial Reporting

 PRINT: [This Page](#)

AFR Status: **Not Submitted**

 GET HELP WITH: [Financial Main](#)

Forms Due on: **February 13, 2020**

Forms Required for 2019

Form Name	Current Status
Schedule A : Direct Revenue	Not Started
Schedule E : Expenses & Investment in Capital	Not Started
Schedule F : Reconciliation	---
Signature Page	Available
Capital Asset Allocation : Opt to amortize financial support from property	Not Included
Accountant's Qualification Statement	Not Started
Audited Financial Statements	Not Started



Financial Reporting

Extension Request (2019)

REQUEST FOR AN EXTENSION OF TIME TO FILE CPB ANNUAL REPORTS

	<i>Extension Number</i>	<i>New Due Date</i>
+	1.	1/14/2020
+	2.	2/13/2020

First- 45 Day Extension

- Log into isis.cpb.org
- Click “Financial Reporting”
- Scroll down and click “Extension Request Form”
- Click the yellow “Add Extension Request” button
- Click “Submit Extension” once finished.

Second- 30 Day Extension

- Log into isis.cpb.org
- Click “Financial Reporting”
- Scroll down and click “Extension Request Form”
- Click the yellow “Add Extension Request” button
- Prepare letter signed by both the Head of Grantee and Independent Accountant explaining the circumstances of the delay. Upload it online in the “Extension Request” section.
- Click “Browse” to upload required explanation letter.
- Select the appropriate PDF file from your computer and select “Open”.



SAS Surveys

SAS - RADIO: STATION ACTIVITY (SALARY) SURVEY

[Go to Main](#)

Year	Last Modified	Due Date	Status
2019	N/A	N/A	Not Released
2018	2/12/2019	02/15/2019	Approved

The SAS-Radio survey is available for data entry

SURVEY
+ **STATUS**



SAS Surveys

[Extension Requests](#)

Survey due on 02/15/2019

Subsections	Original Submitter	Last Updated	Status
Employment Questions: 1.1-1.7			Completed ■■■■
Salary Report Questions: 2.1			Completed ■■■■
Governing Board Questions: 3.1-3.2			Completed ■■■■
Community Outreach Activities Questions: 4.1			Completed ■■■■
Radio Programming and Production Questions: 5.1			Completed ■■■■
Local Content and Services Report Questions: 6.1			Completed ■■■■
Journalists Questions: 7.1			Completed ■■■■

Submit to CPB



SABS Surveys

SABS: STATION ACTIVITY BENCHMARKING SURVEY

[Go to Main](#)

Year	Last Modified	Due Date	Status
2019	1/16/2020	02/15/2020	Not Started
2018	4/23/2019	02/15/2019	Approved

The SABS survey is available for data entry!

SURVEY
+ **STATUS**



SABS Surveys

[Extension Requests](#)

Survey due on 02/15/2020

Subsections	Original Submitter	Last Updated	Status
Station Information Questions: 1.1-1.2			Not Started
Revenue Questions: 2.1-2.2			Not Started
Expenses Questions: 3.1-3.6			Not Started
Corporate Management & Support Questions: 4.1			Not Started
Development Questions: 5.1-5.7			Not Started
Underwriting Questions: 6.1-6.5			Not Started
Programming Questions: 7.1-7.4			Not Started
Production Questions: 8.1-8.2			Not Started
Content Distribution & Delivery (CD&D) Questions: 9.1-9.4			Not Started
Educational Services Questions: 10.1-10.5			Not Started
Community Engagement Questions: 11.1-11.2			Not Started

Submit to CPB



SAS & SABS Surveys

SAS Survey

The SAS-Radio survey is available for data entry



Status: Approved

Survey

[Extension Requests](#)

Survey due on 02/15/2019

Subsections

[Employment](#) Questions: 1.1-1.7

[Salary Report](#) Questions: 2.1

[Governing Board](#) Questions: 3.1-3.2

[Community Outreach Activities](#) Questions: 4.1

[Radio Programming and Production](#) Questions: 5.1

[Local Content and Services Report](#) Questions: 6.1

[Journalists](#) Questions: 7.1

No new extension request can be submitted after April 1st.

	<i>Extension Number</i>	<i>New Due Date</i>
+	1.	3/15/2020

SABS Survey



Status: Not Started

Survey

[Extension Requests](#)

Survey due on 02/15/2020

Subsections

[Station Information](#) Questions: 1.1-1.2

[Revenue](#) Questions: 2.1-2.2

[Expenses](#) Questions: 3.1-3.6

[Corporate Management & Support](#) Questions: 4.1

[Development](#) Questions: 5.1-5.7

[Underwriting](#) Questions: 6.1-6.5

[Programming](#) Questions: 7.1-7.4

[Production](#) Questions: 8.1-8.2

[Content Distribution & Delivery \(CD&D\)](#) Questions: 9.1-9.4

[Educational Services](#) Questions: 10.1-10.5

[Community Engagement](#) Questions: 11.1-11.2



Completing CSG Agreement



Completing CSG Agreement



Legal Forms

 PRINT: [This Page](#)

Show all data for:

For inquiries, please send an email to csg@cpb.org.

Status: Released

Forms due: June 30, 2020

Legal Forms due on June 30, 2020

Based on your [grantee profile](#), you will be required to complete the following forms:

Form Name	Current Status	Completed By	Next Step
Radio CSG Agreement and Certification of Eligibility	Not Started		Grants Administrator must review
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.



Completing CSG
Agreement

Parts of your CSG Agreement and Certification of Eligibility

Licensee/
Grantee
Information

I. Licensee/Grantee Information

ID	<input type="text"/>
Grantee Name	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Licensee Name	<input type="text"/>
Licensee Type	<input type="text"/>



Completing CSG Agreement

Parts of your CSG Agreement and Certification of Eligibility

Grant Offer, Acceptance and Conditions

IV. Grant Offer, Acceptance and Conditions

- A. **Grant Offer and Acceptance:** CPB offers and Grantee accepts the grants (Grant(s)) set forth in Section III below, subject to all the terms and conditions herein and subject to Grantee's certification that it complies with requirements described in Sections IV and V below. CPB has calculated and offered the Grants in reliance and contingent upon the accuracy of the following:
1. The representations and warranties made by Grantee to qualify for and receive the Grants.
 2. Grantee's FY 2018 audited financial statements (or unaudited if permitted by CPB) and Annual Financial Report (AFR) or Annual Financial Summary Report (FSR).
- B. **Conditions:** In addition to the terms and conditions stated herein, this Agreement incorporates by reference and Grantee must fully comply with the Communications Act of 1934, 47 U.S.C. § 396, et seq. ([Communications Act or Act](#)); CPB's Television Community Service Grant General Provisions and Eligibility Criteria ([General Provisions](#)), the Financial Reporting Guidelines and the Application of Principles of Accounting and Financial Reporting Applicable to Public Telecommunications Entities. These documents are incorporated herein by reference as if fully set forth herein.



Completing CSG
Agreement

Parts of your CSG Agreement and Certification of Eligibility

Grant Amounts
& Spending
Period

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: 10/01/2019 - 09/30/2021
Interconnection Grant (IC) Spending Period: 10/01/2019 - 09/30/2020



Completing CSG
Agreement

Parts of your CSG Agreement and Certification of Eligibility

Communications
Act Compliance

IV. Communications Act Compliance

Grantee certifies that it currently meets each of the following criteria as indicated below.

	Yes	No	Question
A.			Open Meetings



Completing CSG
Agreement

Parts of your CSG Agreement and Certification of Eligibility

V. Selected General Provisions Requirements

Grantee certifies that it currently complies with each of the following requirements in the [General Provisions](#).

Yes	No	Question
<input type="radio"/>	<input type="radio"/>	A. Annual Compliance Training Requirements Grantees must complete at least one CPB-sponsored compliance training session annually.
Does Grantee comply with this requirement?		

General
Provisions



Completing CSG
Agreement

Parts of your CSG Agreement and Certification of Eligibility

Signatures

VI. Signatures

CORPORATION FOR PUBLIC BROADCASTING
Ted Krichels, SVP, System Development & Media Strategy

October 1, 2019

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



Completing CSG Agreement

Legal Forms

 PRINT: [This Page](#)

Show all data for:

For inquiries, please send an email to csg@cpb.org.

Status: Released

Forms due: June 30, 2020

Legal Forms due on June 30, 2020

Based on your [grantee profile](#), you will be required to complete the following forms:

Form Name	Current Status	Completed By	Next Step
Radio CSG Agreement and Certification of Eligibility	Not Started		Grants Administrator must review
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.



Common Problems



Common Problems

Forgotten Password?

Password Criteria:

- The new password that you create must be at least eight characters;
- One uppercase and one lowercase letter and
- One number or special character such as (\$@%?&)

Resetting your Password

- Go isis.cpb.org and click the 'Reset Password' link near the bottom of the Login Page. When requested, enter your username or email address and Submit.
- The System will then send a temporary password to the email address noted on your Security Groups profile. The temporary password and your username should then be entered on the Login Page – click Login, and an Account page will open. From there, the temporary password should be reentered on the Current Password line and a newly created password, using the password criteria below, entered and confirmed.



Common Problems

Where is
our
Payment?

1st Payment Requirements

- Completed and saved the Grantee Profile
- Completed and submitted the CSG Agreement & Certification of Eligibility

2nd Payment Requirements

- Completed and submitted the AFR/ FSR?
- Completed and submitted the SABS and/or SAS Surveys?
- Local Content and Service Report (TV grantees ONLY)

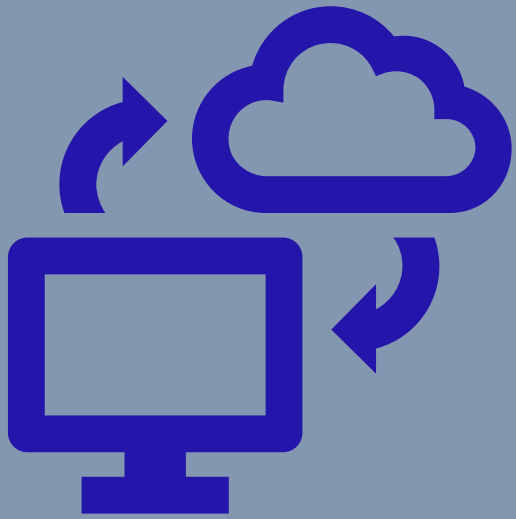


Common Problems

Why can't I submit my Financial Report!

Have I...?

- Completed the station's grantee profile?
- Routed the report to the Head of Grantee and Independent Accountant for signature?
- Had both the Head of Grantee and the Independent Accountant sign off on the signature page?
- Click submit on the Financial Reporting Main page?



Resources



Resources

cpb.org/stations

**General
Provisions**

**Station
Activity
Surveys**

**Compliance
Card**

**Financial
Reporting
Guidelines**

**Training
Website**



FAQs

Do you have questions? Ask them here!