2017 CSG Agreement and Certification of Eligibility
AGENDA

• Welcome
  • Greg Schnirring, Vice President, Station Grants and TV Station Initiatives

• Introduction to the new CSG Agreement and Certification of Eligibility Form
  • Westwood Smithers, CPB General Counsel

• A Close Look at the Changes
  • Kate Arno, Director of TV CSG Policy & Review
  • Andrew Charnik, Director of Radio CSG Policy & Administration

• Final Q & A
SUBMITTING QUESTIONS

• Press Q&A button in top right of screen
• At bottom right, choose Q&A
• Under “Ask,” select “Host”
• Type question in field at bottom of screen
• Hit send
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Important Changes in how Grantees Certify Compliance

Here’s why:

• Errors and Inaccuracies

• OIG audits found stations noncompliant, contrary to Certification of Eligibility.

• New form requires grantees to think through their answers to ensure compliance.
Consequences of Non-Compliance

• Penalties per CSG Non-compliance Policy
• Delays in CSG award
• CSG ineligibility
• Federal False Claims Act
New Agreement Follows the Communications Act Compliance Booklet

• Open Meetings
• Closed Meetings
• Open Financial Records
• Community Advisory Boards
• Employment Statistical Report
• Donor Information
• Website Postings
• Discrete Accounting

cpb.org/stations/certification
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IV. Communications Act Compliance

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

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.

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 station’s primary coverage area, or
- giving notice through a recorded announcement accessible on the station’s phone system.
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.

Yes  No   Question

Does Grantee meet this requirement?
Open Meetings

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 station’s primary coverage area; or

☐ Giving notice through a recorded announcement accessible on the station’s phone system.

If you try to complete and submit the form without selecting a method, you won’t be able to because this is a required response.
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.

Yes  No  Question

Does Grantee meet this requirement?

Contact CSG@CPB.org
SUBMITTING QUESTIONS

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• Under “Ask,” select “Host”
• Type question in field at bottom of screen
• Hit send
B. **Closed Meetings**

Grantee must document why any of its board/governing body, board/governing body committees and CAB meetings 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?

Please identify below the **name and title of the person responsible for documenting** the reasons for closing meetings of the board/governing body, its committees, or meetings of the CAB. If Grantee does not post documentation on the station website, identify the location where it is made available for public inspection.

<table>
<thead>
<tr>
<th>Name of Responsible Person</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Responsible Person</td>
<td></td>
</tr>
<tr>
<td>Location of Documentation (Address)</td>
<td></td>
</tr>
<tr>
<td>Location of Documentation (City)</td>
<td></td>
</tr>
<tr>
<td>Location of Documentation (State)</td>
<td></td>
</tr>
</tbody>
</table>
Grantee must document why any of its board/governing body, board/governing body committees and CAB meetings 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.

Yes  No  Question

Does Grantee comply with these requirements?
Closed Meetings

Please identify below the name and title of the person responsible for documenting the reasons for closing meetings of the board/governing body, its committees, or meetings of the CAB. **If Grantee does not post documentation on the station website, identify the location where it is made available for public inspection.**

- Meeting Date
- Name of Responsible Person
- Title of Responsible Person
- Location of Documentation (Address)
- Location of Documentation (City)
- Location of Documentation (State)

If documentation was not posted on station website, identify the location where documentation is available.
Closed Meetings

Grantee must document why any of its board/governing body, board/governing body committees and CAB meetings 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?

Yes  No

Contact CSG@CPB.org

If the answer is no, you can complete this form but cannot route it for signatures.
Open Financial Records

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

- Grantee’s most recent audited financial statement or un-audited financial statement for stations exempt from providing audited financial statements, and
- Grantee’s most recent AFR or FSR (whichever is applicable) (47 U.S.C. § 396(k)(5)).

Does the Grantee comply with these requirements?
Open Financial Records

The open financial records provision of the Act 47 U.S.C. § 396(k)(5) requires Grantees to make available to the public their annual financial and audit reports and other financial information they are required to provide to CPB. CPB also requires that Grantees post the following documents on its station website:
• Grantee’s most recent audited financial statement or un-audited financial statement for stations exempt from providing audited financial statements, and

• Grantee’s most recent AFR or Financial Summary Report (FSR) (whichever is applicable) (47 U.S.C. § 396(k)(5)).

Yes  No

Does the Grantee comply with these requirements?
Open Financial Records

The open financial records provision of the Act 47 U.S.C. § 396(k)(5) requires Grantees make available to the public their annual financial and audit reports and other financial information they are required to provide to CPB...

Yes  No   Question

If the answer is no, you can complete this form but cannot route it for signatures. Contact CSG@CPB.org

Does the Grantee comply with these requirements?
SUBMITTING QUESTIONS

• Press Q&A button in top right of screen
• At bottom right, choose Q&A
• Under “Ask,” select “Host”
• Type question in field at bottom of screen
• Hit send
D. **Community Advisory Board**

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

**Is Grantee required by the Communications Act to maintain a CAB?**

If yes, does the CAB advise the board/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 board/governing body (example: 00/00/0000)

B. How does the Grantee’s CAB communicate its advice and recommendations to the station’s board/governing body (such as written reports, CAB presentations to the board/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 state or a public agency must have a CAB (47 U.S.C. § 396(k)(8). The CAB responsibilities include:

• 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.
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

If the answer is no, you’re done with this question and can move to the next section of the form.

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

If yes, please answer the following questions.

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

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

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.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Question</th>
</tr>
</thead>
</table>

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

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

If the answer is no, you can complete the form, but cannot route it for signatures.

Contact [CSG@CPB.org](mailto:CSG@CPB.org)
Employment Statistical Report

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)).

Does Grantee comply with each of these requirements?

The Act also requires Grantee to make the data in its Employment Statistical Report available for public inspection at its central office and at each other location with six or more FTEs (defined in the General Provisions) (47 U.S.C. § 396(k)(11)).

Does Grantee make 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.

<table>
<thead>
<tr>
<th>Central Office</th>
<th>Additional Location (if applicable)</th>
<th>Additional Location (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Responsible Person</td>
<td></td>
<td></td>
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<tr>
<td>Title of Responsible Person</td>
<td></td>
<td></td>
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<tr>
<td>Email of Responsible Person</td>
<td></td>
<td></td>
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<tr>
<td>Responsible Person Address</td>
<td></td>
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<tr>
<td>Responsible Person City</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible Person State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Question</td>
</tr>
<tr>
<td>-----</td>
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<td>---------------------------------------------------------------------------</td>
</tr>
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<td></td>
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</tr>
</tbody>
</table>

Does Grantee comply with each of these requirements?
Employment Statistical Report

Yes  No  Question

Does Grantee make 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.

If the answer is yes, you’ll be asked for more information.
Employment Statistical Report

• Name of Responsible Person
• Title of Responsible Person
• Email of Responsible Person
• Responsible Person Address
• Responsible Person City
• Responsible Person State
Employment Statistical Report

Yes  No  Question

Does Grantee make 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.

If the answer is no, you can complete this form but cannot route it for signatures.

Contact CSG@CPB.org
Donor Information

Grantees are barred, unless required by law, from disclosing Personal Information of contributors or donors to any Nonaffiliated Third Party (these terms are defined in the General Provisions), unless Grantee meets the following Communications Act requirements (47 U.S.C. § 396(k)(12)):

- clearly and conspicuously notifies the contributor or donor that the station may release its Personal Information to Nonaffiliated Third Parties;
- advises contributors or donors before any disclosure that they have the right not to have their Personal Information disclosed; and
- explains to the contributor or donor how to exercise that non-disclosure option.

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)?

(500 characters)
Donor Information

• Grantees are barred, unless required by law, from disclosing Personal Information of contributors or donors to any Nonaffiliated Third Party (these terms are defined in the General Provisions), unless Grantee meets the following Communications Act requirements (47 U.S.C. § 396(k)(12)).
Donor Information

• clearly and conspicuously notifies the contributor or donor that the station may release its Personal Information to Nonaffiliated Third Parties;
• advises contributors or donors before any disclosure that they have the option not to have their Personal Information disclosed; and
• explains to the contributor or donor how to exercise that non-disclosure option.
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)?

Not all grantees disclose Personal Information of contributors or donors. If your station does not, answer “no” and move to the next question.
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)?

If the answer is yes, you must provide more information.
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Website Postings

V. Selected General Provisions Requirements

Grantee certifies that it currently complies with each of the following requirements set in the General Provisions. See the complete grant terms and conditions in the General Provisions.

A. Website Postings Required

At a minimum, Grantee must post the following on its station website:
• Station Management: A list of station senior/executive management (names, titles and contact information);
• Board/governing body: A list of the members of its board/governing body.
• CAB Members: A list of CAB members (for stations that maintain a CAB pursuant to the Communications Act); and
• Financial Records as required by the General Provisions (audited or unaudited financial statements and the AFR or FSR).

Grantee must make the following documents available to the public upon request:
• Diversity Statement and
• Local Content and Service Report.

Does Grantee comply with these requirements?
Website Postings Required

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

• station management: A list of station senior/executive management (names, titles and contact information);
• board/governing body: A list of the members of its board/governing body;
• CAB Members: A list of CAB members (for stations that maintain a CAB pursuant to the Communications Act); and
• financial records as required by the General Provisions (audited or unaudited financial statements and the AFR or FSR).
Make Documents Available

Grantee must make the following documents available to the public upon request:

• Diversity Statement and
• Local Content and Service Report.
Website Postings and Public Documents

Yes  No  Question

Does Grantee comply with these requirements.
Website Postings and Public Documents

Yes   No   Question

- Does Grantee comply with these requirements.

If the answer is no, you can complete this form but cannot route it for signatures.
Contact CSG@CPB.org
B. Discrete Accounting

Grantees must comply with the discrete accounting requirement in the General Provisions. Discrete accounting requires Grantees to utilize a unique code that identifies CSG funds – both revenues and expenses – so that CPB and its representatives may track those funds within the Grantee’s accounting system.

Does Grantee comply with this discrete accounting requirement? If yes, please identify two codes used by Grantee.

Code CSG Revenues: 

Code CSG Expenses: 
Discrete Accounting

Grantees must comply with the discrete accounting requirement in the General Provisions. Discrete accounting requires recipients of CSG funds to utilize a unique code that identifies CSG funds – both revenues and expenses – so that CPB and its representatives may track those funds within the Grantee’s accounting system.
Discrete Accounting - TV

Yes  No  Question

Does Grantee comply with this discrete accounting requirement? If yes, please identify two codes used by Grantee.

Code CSG Revenues
Code CSG Expenses

If the answer is yes, you’ll be required to enter two different codes.
Discrete Accounting - Radio

Yes   No   Question

Does Grantee comply with this discrete accounting requirement? If yes, please identify four codes used by Grantee.

Code CSG Unrestricted Revenues
Code CSG Restricted Revenues
Code CSG Unrestricted Expenses
Code CSG Restricted Expenses

If the answer is yes, you’ll be required to enter four different codes.
Does Grantee comply with this discrete accounting requirement? If yes, please identify four codes used by Grantee.

- Code CSG Unrestricted Revenues
- Code CSG Restricted Revenues
- Code CSG Unrestricted Expenses
- Code CSG Restricted Expenses

If the answer is no, you can complete this form, but cannot route it for signatures.
Contact CSG@CPB.org
VI. Signatures

CORPORATION FOR PUBLIC BROADCASTING

October 1, 2016

This Agreement must be executed by the licensee official and the head of grantee. The licensee official is 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. The head of grantee is the highest ranking representative of the station’s management responsible for station operations, such as its president and chief executive officer.

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