



# CSG Agreement and Certification of Eligibility

September 16, 2021

**Forrest Lillibridge**

Director, Grants Administration

**Sharon Simmons**

Manager, Grants Administration


**Brittany Lee**

Project Coordinator, Grants Administration

# Today's Objective

- Complete and submit the CSG Agreement and Certification of Eligibility (COE)
- Identify potential issues with submitting the COE
- Locate CSG resources

# CSG Agreement and Certification of Eligibility

<a href="#">Financial Reporting</a>	<a href="#">Grantee Profile</a>	<a href="#">Legal Forms</a>	<a href="#">Grant Payments</a>
<a href="#">Legal Forms</a> \ Radio Community Service Grant Agreement		Current Grantee View: [REDACTED]	
<h2>2021 Radio Community Service Grant Agreement and Certification of Eligibility</h2>		 <a href="#">PRINT: Radio CSG Agreement</a>	
<p><u>For inquiries, please send an email to <a href="mailto:csg@cpb.org">csg@cpb.org</a>.</u></p>			
<p>By this agreement (the Agreement), dated October 1, 2020, 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:</p>			
<b>I. Licensee/Grantee Information</b>			
ID	[REDACTED]		
Grantee Name	[REDACTED]		
City	[REDACTED]		
State	[REDACTED]		
Licensee Name	[REDACTED]		
Licensee Type	[REDACTED]		

# 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: 10/01/2020 - 09/30/2022  
Interconnection Grant (IC) Spending Period: 10/01/2020 - 09/30/2021

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:** 10/01/2020 - 09/30/2022

**CAP Category:** 1

Grant	CSG	RSG
Final Amount		

Note: The CSG offered includes a Rural Support Grant of \$35,130. Please note that the addition of this bonus changes the percentage allocations of the restricted and unrestricted portions of the CSG as shown in the section below.

Radio CSG Amount (Unrestricted):		Percent:	78.45%
Radio CSG Amount (Restricted):		Percent:	21.55%
Radio CSG Amount Total:		Percent:	100%

- B. **Grant Payee:** Grantee will receive the Grant payment unless Grantee and CPB agree to an alternate payee in writing.

- C. **Grantee's Financial Institution and Address:**

**Financial Institution (and address):**



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 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

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

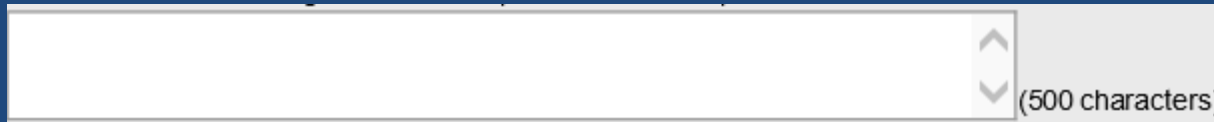
Yes No Question

- 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)?
- 

  
A text input field with a character count of 500 characters. The field is empty and has a light gray border. To the right of the field, there are two small arrows pointing up and down, and the text "(500 characters)" is displayed below them.

# V. Selected General Provisions Requirements

## Annual CPB-sponsored Compliance Training Requirements

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

Yes No Question



Does Grantee comply with these requirements?

# V. Selected General Provisions Requirements

## Annual Harassment and Bias Prevention Training Requirements

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

Yes No Question



Does Grantee comply with these requirements?



# V. Selected General Provisions Requirements

## Annual Harassment and Bias Prevention Training Requirements – Continued

- What constitutes acceptable and unacceptable workplace behavior;
- How to recognize harassment and bias when they occur; and
- How to report and respond to violations.

# V. Selected General Provisions Requirements

## 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: [REDACTED]

Code CSG Expenses: [REDACTED]

- 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: [REDACTED]

Code CSG Restricted Revenues: [REDACTED]

Code CSG Unrestricted Expenses: [REDACTED]

Code CSG Restricted Expenses: [REDACTED]

# VI. SIGNATURES

## VI. Signatures

CORPORATION FOR PUBLIC BROADCASTING  
Katherine E. Arno, Vice President, Community Service Grants and Station Initiatives



October 1, 2020

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) - 5/21/2021  
1:32:02 PM

[Redacted] (Accepted as Licensee Official) - 5/21/2021 4:38:00 PM

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.

The screenshot displays the 'Legal Forms' section of a web application. At the top, there are navigation tabs for 'Financial Reporting', 'Grantee Profile', 'Legal Forms', and 'Grant Payments'. The 'Legal Forms' tab is active. Below the tabs, there is a 'Current Grantee View:' field with a redacted name and a 'Change Grantee:' dropdown menu. A link to '(FAQ)' is provided for more information. A 'PRINT: This Page' button is visible. The status is 'Submitted' with a progress indicator, and the forms are due on 'June 30, 2021'. A yellow banner highlights 'Legal Forms due on June 30, 2021' and lists the forms to be completed. A table shows the following details:


Form Name	Current Status	Completed By	Next Step
<a href="#">Radio CSG Agreement and Certification of Eligibility</a>	Submitted ■■■	[Redacted]	
<a href="#">Grantee Profile</a>	Completed ■■■		

Below the table, a note states: 'The "yellow" Route for Approval button will display once all the forms, including the Grantee Profile, have been completed by the Grants Administrator.' A section titled 'Ready to Route these forms to the Licensee Official and Head of Grantee?' provides instructions on how to proceed with the approval process.

**ARCHIVED FORMS**  
2021 Radio CSG Agreement (Rev 0)

# LEGAL FORMS MAIN

## Grantee Profile Review

<a href="#">Financial Reporting</a>	<a href="#">Grantee Profile</a>	<a href="#">Legal Forms</a>	<a href="#">Grant Payments</a>
<h3>Grantee Profile</h3> <p><a href="#">Collapse All</a>   <a href="#">Expand All</a></p> <p><b>+ ORGANIZATION CONTACT DETAILS</b></p> <hr/> <p><b>+ SECURITY GROUPS</b></p> <hr/> <p><b>+ TRANSMITTER / TRANSLATOR DETAILS</b></p> <hr/> <p><b>+ ADDITIONAL RADIO GRANTEE DATA (2021)</b></p> <hr/> <p><b>+ AUDIT DETAILS</b></p> <hr/> <p><b>+ STATION CONTACT DETAILS</b></p>			Current Grantee View: [REDACTED]  <b>PRINT:</b> <a href="#">This Page</a>
Have you reviewed the Grantee Profile? <input checked="" type="radio"/> Yes <input type="radio"/> No			



# LEGAL FORMS MAIN

## Routing the CSG Agreement.

- Click Legal Forms Main under the Legal Forms dropdown window.
- A yellow Route button will become available once all steps have been completed.
- Click Route.

Financial Reporting | Grantee Profile | **Legal Forms** | Grant Payments

Current Grantee View: [Redacted]

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

Change Grantee:

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

Show all data for:

Status: **Submitted** Forms due: **June 30, 2021**

**Legal Forms due on June 30, 2021**  
Based on your [grantee profile](#), you will be required to complete the following forms:

Form Name	Current Status	Completed By	Next Step
<a href="#">Radio CSG Agreement and Certification of Eligibility</a>	Submitted ■■■	[Redacted]	
<a href="#">Grantee Profile</a>	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.

**ARCHIVED FORMS**  
2021 Radio CSG Agreement (Rev 0)

# Federal False Claims Act

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

# Potential Issues/Questions

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

Questions?

# CSG Agreement and Certification of Eligibility

cpb.org/stations

About CPB ▾ About Public Media ▾ Programs and Initiatives ▾ Grants ▾ Press Room COVID-19 ▾ I want to... ▾

Home / Grants / Community Service Grants

## 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 Prevention Training Program](#)
- [CSG Non-Compliance Policy](#)
- [Communications Act Compliance](#)
- [Compliance Hotline: \(202\) 879-9655](#)
- [Compliance Checklist 2021 350KB PDF](#)
- **Compliance Alerts:**
  - 2018
  - 2017
  - 2016
  - 2015

### 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 Resources

## CPB Office of Grants Administration

Kate Arno, VP, CSG and Station Initiatives

Tim Bawcombe, Director, TV CSG Policy and Review

Andrew Charnik, Director, Radio CSG Policy and Administration

Forrest Lillibridge, Director, Grants Administration

Sharon Simmons, Manager, Grants Administration

Ken Goulet, Senior Financial Review Specialist

Brittany Lee, Project Coordinator

## Help Desk

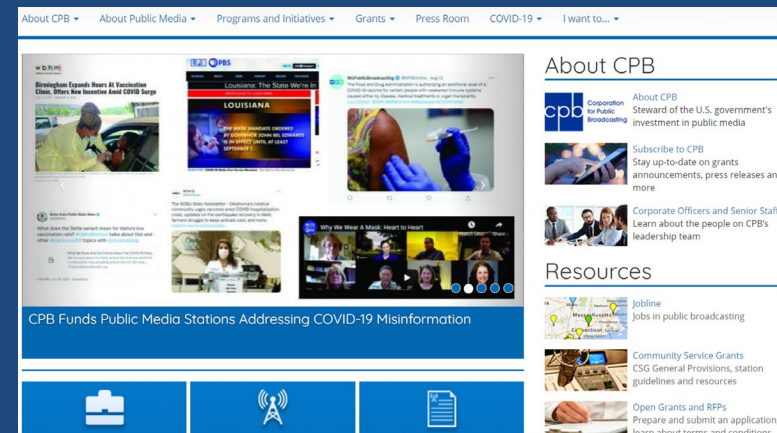
Email: [csg@cpb.org](mailto:csg@cpb.org)

Phone: (866) 635-4747

## cpb.org

CSG information page: [cpb.org/stations/](https://cpb.org/stations/)

Online webinars: [cpb.org/station-resource/csg-and-isis-training-opportunities](https://cpb.org/station-resource/csg-and-isis-training-opportunities)





# CSG Agreement and Certification of Eligibility

September 16, 2021

**Forrest Lillibridge**

Director, Grants Administration

**Sharon Simmons**

Manager, Grants Administration

**Brittany Lee**

Project Coordinator, Grants Administration