



Dear Station Manager:

This worksheet was created by Native Public Media to assist you in complying with the new Corporation for Public Broadcasting (CPB) Community Service Grant (CSG) New Requirements. It does not replace CPB's General Provisions located at <http://www.cpb.org/stations/grants/radio/generalprovisions/> where you should check from time-to-time for any changes. All the information provided by the station below can be cut and pasted on the station's website or on another public media website before the due date(s).

These new standards are designed to increase stations' accountability to their communities in the following three areas:

**Transparency** - Stations will be required to post on their website basic contact information for senior staff, as well as IRS Form 990, or equivalent information.

**Annual report on local content and service** – Stations will be required to report on the content and services they provide that serve local needs, including quantitative and qualitative information about the impact of the local services in their communities. In addition to reporting to CPB, stations will be required to post that information to their websites for public review.

**Diversity**–Stations will be required to establish diversity goals and engage in activities designed to reflect and achieve those goals.



**DATE**

**STATION CALL LETTERS**

**FIRST NAME**

**LAST NAME**

**TRANSPARENCY REQUIREMENTS / DUE BY DECEMBER 31, 2013:**

Public radio stations are operating in an environment requiring increased accountability for non-profit organizations, particularly those that receive public funding. Increased transparency advances stations' accountability to those who invest in it – individual donors, foundations, and government. This information increases the level of accountability and creates parity between community and institutional licensees.

1. List your station senior/executive management: NAME, TITLE and CONTACT INFORMATION

2. List your Board of Directors: NAMES

3. List your Community Advisory Board (CAB)members: NAMES

4. Please list the date, time and place of all open meetings as determined by the Communications Act,

5. Are your Audited financial statements posted on your website? (This applies only to stations required to submit audited financial reports to CPB under CSG reporting policy).

YES      NO

6. Please provide Information about how to obtain copies of annual financial reports

7. Is your IRS Form 990 posted on your website? (This applies only to grantees that file their own 990. If not, move to question 8)

YES      NO

8. Did your station compensate any officers, directors, trustees, key employees or independent contractors more than \$100,000? If so, (regardless of its licensee's open records policy) this information must be posted on your website. The information must be comparable to the information outlined in the IRS Form 990 VII A and contractor compensation in Part VII. Do not post names.

YES      NO

9. Does your public radio station certify that it is meeting Federal and State law regarding donor privacy and data security? Grantee must comply with provisions regarding the disclosure of donor information to third parties and prohibiting the rental of donor information to, or exchange such information with, political organizations and/or candidates (see 47 U.S.C. § 396(k)(12)). If so, please post your certification statement on your website.

YES      NO

10. If your station does not have a standalone website on what other public media site will you post your documents?, Documents must be easily findable by the public. What is the URL?



**LOCAL CONTENT AND SERVICES REQUIREMENT | DUE BY FEBRUARY 2014**

**CPB will be revising its' Station Activities Survey (SAS) to include the information below. While the new survey has not yet been released and the questions may be different, grantees should begin thinking about answers. Each grantee will be required to answer and post on its website SAS answers related to its content and services that serve local needs, including quantitative and qualitative information about the impact of the local services in its community.**

Stations are accountable to their communities for the services provided to them and capturing the story of public radio, individually and collectively, are important. CPB currently collects some information from stations in the Station Activity Survey (SAS). This worksheet was developed to better elicit information that reflects the efforts to serve local communities and the impact of those efforts.

**The definition of local content and service will be determined by the grantee. When developing the answers, the grantee should consider the following elements.**

Description of activities:

Reach of activities (number of plays, viewers, participants, etc.):

Overall impact or outcomes:

Community feedback on activity (direct quotes from participants, community leaders, etc.):

Partnerships (list of other organizations—including other public broadcasters) collaborating with grantee:

A grantee's annual report, grant proposals or other existing documents may already contain the information above and could be used as the foundation for the answers.

**DIVERSITY ELIGIBILITY GOALS | DUE BY SEPTEMBER 30, 2014**

The public radio system believes strongly in the importance of diversity, and that the system should not only serve diverse communities, but reflect them as well. Previous policy related to minority services strongly encouraged and incentivized such diversity. However, those earlier efforts need to be built on to reflect the change in population and also the broadened understanding of what diversity means. Business and/or moral imperatives are powerfully motivating, but are strengthened when accompanied by on-going and consistent reflection and supporting action.

**Diversity of Staff and Board:**

Does your station have an established formal goal of diversity for the following that have governance responsibilities specific to or limited to your broadcast station?

Workforce:

YES      NO

Management

YES      NO

Community advisory boards

YES      NO

Governing boards

YES      NO

Has your station implemented the following initiatives to achieve diversity goals?

1. Did you review with the station's governing board or licensee official station practices that are designed to fulfill the station's commitment to diversity?

YES      NO

2. Did you review with the station's governing board or licensee official those practices that are designed to meet the applicable FCC Equal Employment Opportunity and non-discrimination guidelines? (see 47 C.F.R. § 73.2080)

Yes      No

3. Please insert a brief statement (about 500 words) that reflects on the following points: (1) The elements of diversity (e.g., gender, race, culture, religion, language, generation) that the CSG recipient finds important to its public media work, (2) The extent to which its staff and governance reflect such diversity, (3) The progress the recipient has made to increase its diversity in the last three years and its diversity plans in the coming period. Please post this statement on your website, or if the station does not have a website, on a public media website.

Please post on your website that your station has undertaken **at least one** of the following five initiatives on an annual basis. Please check all the boxes that apply.

Our station includes individuals representing diverse groups in internships or work-study programs designed to provide meaningful professional level experience in order to reflect the diversity of the communities they serve and further public broadcasting's commitment to education

Our station includes qualified diverse candidates in any slate of candidates for elected governing boards that the Grantee controls.

Our station implements a diversity training program for members of the organization's governing board of directors on an annual basis,

Our station participates in minority or other diversity job fairs.

Our station implements formal diversity training programs for management and appropriate staff.

Please insert details of how your station met the Diversity requirement.

Finally, Grantees are strongly encouraged to interview at least one qualified diversity candidate for each senior leadership position hire. The term "senior leadership position" includes: CEO, COO, CFO, Chief Content Officer, General Manager, and other equivalent positions.

If you are experiencing difficulty in filling out this form, please contact Native Public Media at 928-853-4562 or [cmendez@nativepublicmedia.org](mailto:cmendez@nativepublicmedia.org).

Sincerely,

Loris Taylor  
President & CEO  
Native Public Media